

Strumpshaw Parish Council Minutes

Strumpshaw Parish Council meeting Tuesday 21st September 2021
at 8.00 p.m. at Strumpshaw Community Hall, Mill Road, Strumpshaw,
NR13 4FS.

Present: Maureen Hammond (Chairman) , Sheila Ashford, Olly Page

In attendance: Hilary Hammond, District Councillors Grant Nurden and Sue Prutton
Sarah Cartwright, Bob Hunt, Lynda Hunt, (Community hall Committee members)
4 members of the public

1. Apologies for absence.

Paul Dexter, Tina McAulay, Richard Palmer, County Councillor Andrew Proctor

2. Co-option

Michael Green was co-opted as Parish Councillor in place of David Varley.
Michel Green signed the Declaration of Acceptance of Office.

3. Declarations of interest in matters on the agenda.

Maureen Hammond and Sheila Ashford declared a non-pecuniary interest in item 13 as they are both Trustees of some of the charities. Hilary Hammond, as the Proper Officer, granted a dispensation under Standing Order 13 h (i) so that both Councillors could speak and vote on this issue because the meeting would not be quorate at that point without the dispensation.

Sheila Ashford declared a non-pecuniary interest in item 17.

4. Minutes of the meetings held on 20th July and 10th August 2021

The Minutes of these meetings were approved and signed.

5. Matters arising not on the agenda

5.1 Footpaths: Maureen Hammond said that she had been approached by the cluster group of parish councils to make representations about the state of the verges and footpaths. Information concerning to whom to complain had been placed on the parish council's web site.

5.2. Review of flooding at Norwich Road and Hemblington Road update: Maureen Hammond said that she had drafted a spreadsheet about the flooding incidents since 1987. She also said that she and the deputy Clerk are meeting Jerome Mayhew MP on other matters and will tell him about the flooding issue.

5.3. Queen's Platinum Jubilee celebrations update: Maureen Hammond said that she had contacted Bob Cameron at the Shoulder of Mutton, Kikki Angelrath at Strumpshaw Steam museum and Mr Johnson at the Strumpshaw Riding Centre. The steam museum is planning a steam weekend for the jubilee bank holiday weekend, the Shoulder of Mutton will explore the possibility of arranging a beacon and expects to participate in the planned treasure hunt, the Riding Centre would be content for a way station for the treasure hunt to use footpath 17 leading from Buckenham Road and adjacent to the riding centre.

6. Any questions from members of the public about items on the agenda

There were no questions

7. Reports from County and District Councillors

7.1. Councillor Andrew Proctor had sent a written report as he was not able to attend the meeting. This said:

“This is the current situation with regard to the Norwich Road flooding:

“AW and NCC continue to work together to identify locations of surface water infiltration into the foul sewer during periods of heavy rainfall across Strumpshaw and Lingwood. This work involves sealing manhole covers, cleansing and repairs to make sure all the systems are working as intended. Following the initial findings Anglian Water are starting to investigate property level infiltration points with a view to completing this exercise by the end of the summer 2021.

“By removing the surface water from entering the foul system and reducing the forward flow from the upstream pumping stations, Anglian Water will move to phase two of the proposed works which is the installation of a real time control/smart network which balances flows in the catchment so as to not overwhelm the downstream flood area on Norwich Road. This phase of work is due to be completed by April 2022 and should allow the Environment Agency to agree in principle the Norfolk County Council proposed scheme to capture highways run-off from Norwich Road through infiltration basins.

“The County Council scheme crucially depends on securing land under this timescale for doing so which will determine when works can begin. If land, utility and funding agreements are in place by end of this year, the Norfolk County Council Highways scheme should be implemented by Summer 2022.

“This is the most promising update we have had and it will be my job to ensure the NCC funding is in place as a priority scheme.”

7.2. Councillor Grant Nurden said that this was the last occasion that he and Councillor Sue Prutton would be at a Parish Council meeting because a bye-election has been called on 28th September. He expressed concern that the Parish Council has not been informed of the bye-election by Broadland District Council. The Parish Council resolved to write to Broadland District Council expressing concern

Grant Nurden said that the application from the Strumpshaw Brownies for a District Councillor's grant had been caught by the bye-election and would need to be decided by the new councillors when elected. The grant for the Butterflies had been paid.

The District Council waste collection contract has been awarded to Veolia from 2022/23. A District wide weekly food waste collection service is expected to begin in October 2022.

The Solar Together initiative has been publicised with a closing date for registration of interest of 28th September. Not all parishioners present had received information about this initiative. The Parish Council resolved to draw it to the attention of parishioners through the Parish Council's Facebook page.

A local resident had won £2,000 on the Broadland Community at Heart lottery. Grant Nurden said that good causes in the parish could register to participate in the proceeds of the lottery and that a prize of £250 would be available to good causes registering by February 2022.

Maureen Hammond thanked Grant Nurden and Sue Prutton for their support of the Parish during the COVID-19 restrictions and the period when the elected District Councillor was unable to attend parish council meetings.

8. Correspondence

An Email of 14th August 2021 concerning a planning matter from Brian Bemment was circulated to Councillors. Olly Page said that he had visited the site and explained what he had ascertained. The Parish Council resolved to write to Broadland DC and ask for a report on how the planning issue is being resolved.

9. Appointment of Clerk and RFO - update

Maureen Hammond reported that the interviewing panel would be interviewing on 6th October 2021.

10. Scribe accounts and hall booking systems

A report and quotations from Hilary Hammond about an online accounting and hall booking system provided by Scribe accounts had been circulated. The Council noted that the annual cost would be £228 plus VAT for the accounts package and £348 plus VAT for the booking system. The Council also noted that the 2021/22 cost of the accounts package could be found from the general fund balance and that the Community Hall Committee would take on the cost of the bookings package from Community Hall income. The cost of the accounts package for 2022/23 would need to be considered by the Finance Committee when recommending the budget and precept for 2022/23. The Council noted that Scribe would not charge a set up fee.

Sheila Ashford proposed and Olly Page seconded the resolution that the Parish Council should purchase the Scribe accounts and booking systems with immediate effect. This was approved.

11. Potential provision of one bus shelter

A report about the potential provision of one bus shelter from Hilary Hammond had been circulated. The possibility of providing a bus shelter was considered in response to an offer from Norfolk County Council to bid to the 2022/23 Parish Partnership fund, bids for which would need to be submitted by December 10th 2021. This would provide 50% of the capital cost.

Guidance had been sought from Norfolk County Council's Area Highways Engineer. He had advised the a shelter must not obstruct access nor affect visibility; advice about the location of a shelter should be sought from the police; the situation in regard to planning permission should be ascertained and the views of neighbours should be sought.

One Norfolk company, Westcotec, had been approached for guidance and had provided an indicative cost for a two bay or a three bay cantilevered bus shelter. These costs were £3,400 to provide and install a two bay shelter or £4,115 to provide and install a three bay shelter.

The Council noted that the optimum location for one bus shelter would be on the south side of Norwich Road outside St. Peter's churchyard.

Grant Nurden drew attention to the possibility that Andrew Proctor, as the County Councillor, may be able to contribute some of his Divisional highways fund to this project.

Olly Page proposed and Michael Green seconded the resolution that the Deputy Clerk should develop a detailed proposal for a bus shelter on the Norwich bound side of the road outside St. Peter's church. This should include seeking three quotations to supply and install a bus shelter; continuing consultations with Norfolk County Council's Area Highways Engineer; consultation with Strumpshaw Parochial Church Council, the Shoulder of Mutton and the

occupiers of 5,7 and 7a Norwich Road; consultations with the police;; discussions with Broadland D C planners and continuing discussions about applications for grants. This was approved.

12. Consultation about merging 3 of the Strumpshaw charities

A written report from Hilary Hammond had been circulated which explained the background to the proposed merger of the Marsh Charity, The W C F Holmes Coal Charity and the Strumpshaw Neighbourhood Trust. The Council noted that the Trustees of all three charities are proposing that the constitution of the Strumpshaw Neighbourhood Trust should be modified so that its name would be changed to The Strumpshaw Trust and its objects would be changed to:

- Primarily the relief of those in need in the civil parish of Strumpshaw;
- The promotion of recreation, education, leisure time pursuits and the arts for the public benefit of the residents of the civil parish of Strumpshaw
- Supporting the provision of facilities for social welfare in the civil parish of Strumpshaw.

The Parish Council would nominate two of seven trustees, and the PCC would also nominate two of the seven trustees. The Council noted that at all times the majority of trustees must have no links with Strumpshaw Parish Council or any other local authority so that the Strumpshaw Trust would not be a controlled charity.

The Parish Council noted that the Charity Commission will need to give its approval to the detailed proposals, and that this process was in hand.

Once the changes were made the Marsh Charity and the W C F Holmes Coal Charity would transfer their assets to the Strumpshaw Trust and then close. The Strumpshaw Trust would recognise the permanent endowments that were the assets of the other two charities.

The Parish Council commented that it would be better for Strumpshaw for the charities to merge.

13. Community Hall safeguarding policy & training

The Community Hall Committee had circulated a safeguarding policy and proposed that CHC members and Parish Councillors could participate in safeguarding training provided by Community Action Norfolk. Hilary Hammond had circulated a report stating that the cost of this on site training would be £150.00 payable from Community Hall income.

Olly Page proposed and Sheila Ashford seconded the commitment of £150 to the safeguarding training provided by Community Action Norfolk. This was approved. Councillors were asked to contact Tina McAulay to book a space.

14. Community Hall operational report & community update

A report by the Community Hall Chairman had been circulated and was received. The Council noted that Nikki Page had had to resign from the Community Hall Committee due to a lack of time. The Chairman undertook to write to thank her for her time on the Committee.

15. Revised Community Hall conditions of hire & hiring agreement

The Community Hall Committee had circulated revised conditions of hire and a hiring agreement to take account of the outside space, storing hirers equipment at the hall, safeguarding and the use of the Broadband.

This was approved.

16. Revised Community Hall risk assessment

The Community Hall Committee had circulated a revised risk assessment for the community hall. This was noted.

17. Community Hall contract for self employed cleaning services

The Community Hall Committee had circulated a contract for cleaning services between the Parish Council and newly appointed cleaner. The Council noted that this was not a contract of employment, and approved the contract.

18. Planning applications

18.1. To note the outcome of applications not decided by the time of the last meeting

20210010 and 20210052: Pig rearing buildings, Buckenham. Not yet determined, the date for determination had been extended to 8th October 2021.

20211093: 3 Pack Lane, Strumpshaw. Approved

18.2. 20211565 Replacement of windows, Old Hall, Low Road, Strumpshaw

Maureen Hammond proposed and Sheila Ashford seconded the resolution that this planning application should be supported.

18.3. Any other planning applications received by 15th September 2021

None had been received.

19. Finance report and payments

19.1. Receipt of a grant of £2,000 from the Norfolk Community Foundation restricted to contributing to the cost of the Community Hall outside area and shed.

Noted.

19.2. Review of payments and income against budget

A written review of the Council's spending up to 15th September 2021 had been circulated. Hilary Hammond drew attention to the spending on the tree work, grass cutting and shed deposit and said that there were no pressure points on the budget at this stage.

19.3. Payments and income received

The following payments that had been made between 20th July and 12th September 2021 were authorised.

Date	Payee and purpose	Budget heading	Amount £
6/7/21	H Gould cleaning	Hall operational	30.00
13/7/21	H Gould cleaning	Hall operational	30.00
20/7/21	Blofield Parish Council	SAM rental	40.00
21/7/21	H Gould cleaning	Hall operational	30.00
29/7/21	British Gas, hall electricity	Hall operational	22.39
22/7/21	Tina McAulay - refund of cleaning materials	Hall operational	21.50
28/7/21	Envirosafe	Hall operational	108.00
29/7/21	H Gould cleaning	Hall operational	30.00
30/7/21	Superior Garden Buildings, deposit on shed outside Community Hall	Hall grounds and maintenance	1,080.00
1/8/21	Graham Pallant, grass cutting Community Hall	Hall grounds and maintenance	150.00
4/8/21	H Gould cleaning	Hall operational	30.00
5/8/21	Refund of deposit, CH invoice 21/03	Hall hire fees	50.00
10/8/21	H Gould cleaning	Hall operational	30.00
16/8/21	1st Class Fire Protection, 6 monthly servicing	Hall operational	126.00

Date	Payee and purpose	Budget heading	Amount £
10/8/21	Arborpro tree services ltd.	Hall grounds and maintenance	1,200.00
17/8/21	H Gould cleaning	Hall operational	30.00
24/8/21	Water Plus	Hall operational	92.22
21/8/21	PKF Littlejohn	External audit	360.00
26/8/21	Envirosafe	Hall operational	108.00
26/8/21	Clerk August salary	Clerk salary	429.05
26/8/21	Clerk admin costs	Admin	17.31
26/8/21	Clerk pension ee	Clerk salary	27.00
26/8/21	Clerk pension er	Employer's pension	115.35
26/8/21	Clerk HMRC tax	Clerk salary	34.80
1/9/21	British Gas, hall electricity	Hall operational	24.52
2/9/21	Marie Head, cleaning	Hall operational	50.00
7/9/21	Refund of deposit, CH invoice 21/22	Hall hire fees	50.00
9/9/21	Marie Head, cleaning	Hall operational	25.00

19.3.2. Payments to be authorised

Date	Payee and purpose	Budget heading	Amount £
28/7/21	H Hammond, refund of payment for name sign for Community Hall notice board	Hall grounds and maintenance	24.00
	Grant to Strumpshaw and Hassingham PCC, for churchyard maintenance	S&H PCC grant	750.00
	Grant to BADCOG for Buckenham food and Stone Pit maintenance	BADCOG grant	350.00
	Royal British Legion poppy wreath	Remembrance Day wreath	25.00

The above payments were authorised for approval .

19.3.3 Income received

The Council noted that the following income had been received.

Date	Source	Budget	Amount £
29/6/21	Allotment invoice 21/6	Allotments	12.00
15/7/21	CH invoice 21/3	Hall hire fees	50.00
15/7/21	CH invoice 21/18	Hall hire fees	275.00
15/7/21	CH invoice 21/19	Hall hire fees	40.00
15/7/21	CH invoice 21/24	Hall hire fees	50.00
15/7/21	CH invoice 21/28	Hall hire fees	80.00
15/7/21	CH invoice 21/30	Hall hire fees	72.00
15/7/21	Allotment invoice 21/1	Allotments	12.00
30/7/21	HMRC, VAT reclaim	VAT	268.34
12/8/21	CH invoice 21/03	Hall hire fees	84.00
12/8/21	CH invoice 21/25	Hall hire fees	60.00
12/8/21	CH invoice 21/26	Hall hire fees	200.00
12/8/21	CH invoice 21/27	Hall hire fees	40.00
12/8/21	CH invoice 21/31	Hall hire fees	28.00
12/8/21	CH invoice 21/33	Hall hire fees	40.00
12/8/21	CH invoice 21/34	Hall hire fees	250.00
12/8/21	CH invoice 21/35R	Hall hire fees	40.00
12/8/21	CH invoice 21/36	Hall hire fees	100.00
12/8/21	CH invoice 21/38	Hall hire fees	48.00
12/8/21	CH invoice 21/40	Hall hire fees	36.00
12/8/21	CH invoice 21/41R	Hall hire fees	28.00
20/8/21	Broadland DC, S 106 play	S 106 funds	5,970.38
25/8/21	Norfolk CC, boreholes rent at Stone Pit (3 years)	Other income	300.00
26/8/21	CH invoice 21/42	Hall hire fees	36.00
26/8/21	CH invoice 21/43R	Hall hire fees	144.00

Date	Source	Budget	Amount £
26/8/21	CH invoice 21/47	Hall hire fees	96.00
26/8/21	CH invoice 21/37	Hall hire fees	40.00
27/8/21	CH invoice 21/48	Hall hire fees	12.00
4/9/21	CH invoice 21/44	Hall hire fees	48.00
8/9/21	CH invoice 21/51	Hall hire fees	24.00
8/9/21	Norfolk Community Fund, grant	Hall grants	2,000.00

19.4 Bank reconciliations

The bank reconciliations were checked and approved by the Chairman.

19.4. Bank signatories

The Council resolved to remove Megan Wilby from the list of bank signatories.

20. Police Report

Hilary Hammond reported that the Acle Beat Manager had reported that there were no incidents in Strumpshaw. She also reported that the priorities in the Council area for the police were speeding and traffic calming, Anti Social Behaviour in open spaces and drug misuse in open spaces.

21. Date of next meeting and any items for discussion

The next meeting was noted as Tuesday 16th November 2021 at 8.00 p.m.

The meeting closed at 9.40 p.m.

Maureen Hammond
Chairman