

Strumpshaw Parish Council Minutes

Annual Parish Council Meeting held Tuesday 17 May 2022 at 8.00 p.m. at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS.

Present: Sheila Ashford (Chairman), Martin (Olly) Page (Vice-Chairman), Paul Dexter, Martin Kentish, Paul Kitley and Tina McAulay.

In attendance: Tanya Rowlandson (Clerk), Sarah Cartwright (Chairman of the Community Hall Committee), Andrew Proctor (County Councillor) Jan Davis and Eleanor Laming (District Councillors), Hilary Hammond (Charity Trustee) and 1 member of the public.

1. To elect a Chairman and Vice Chairman

The Clerk advised that at the annual Parish Council meeting a Chairman and Vice Chairman needed to be elected and asked for nominations.

1.1. Sheila Ashford was proposed as Chairman by Martin Page and seconded by Paul Dexter and elected unanimously as Chairman of Strumpshaw Parish Council. The declaration of acceptance of office was signed.

1.2. Martin Page was proposed as Vice Chairman by Sheila Ashford and seconded by Tina McAulay and elected unanimously as Vice Chairman of Strumpshaw Parish Council. The declaration of acceptance of office was signed.

2. Apologies for absence

Apologies for absence were received from Michael Green.

3. Declarations of interest in items on the agenda

There were no declarations of interest.

4. To confirm the minutes of the meeting 20 April 2022

These were agreed for approval by all members present at the meeting and signed by the Chairman.

5. Casual vacancy

Sheila Ashford proposed the co-option of Paul Kitley as Parish Councillor in place of Richard Palmer, this was seconded by Tina McAulay. All councillors present voted in favour of the co-option.

The Chairman congratulated Paul and welcomed him as a member of the Parish Council.

The declaration of acceptance of office was signed.

6. An opportunity for the public to ask questions about matters on the agenda

None

7. Reports from County and District Councillors, Police, the Marsh Charity, the Strumpshaw

Neighbourhood Trust and the WCF Holmes Charity

Reports were received and copies are filed with these minutes. Councillors Proctor and Davis congratulated Sheila Ashford on her continuing office as Chairman.

8. Community Hall operational report and appendices

A report by the Chairman of the Community Hall Committee had been circulated and was received at the meeting.

It was agreed that the hire policy wording be deferred to the July meeting.

9. Buckenham Woods

The owner of Buckenham Woods adjoining the Parish Council's land has approached the Council with a view to purchasing the 7.5 acres of woodland.

Copies of Durrants' confidential report were handed out to the members at the meeting. The Chairman advised that further information would follow shortly, and this will be brought to the July meeting for discussion in the public forum.

The Chairman reminded members that Durrants' report contained commercially sensitive information and should remain strictly confidential until the July meeting.

10. Norwich Road

10.1. Speeding

Sheila Ashford had been in contact with County Councillor Andrew Proctor to investigate a 20 mph speed limit through the village.

Councillor Proctor advised that "The Highways Engineer view is that compliance to a 20mph speed limit in Strumpshaw would be very difficult to achieve and that it won't align to the county's speed management policy for 20's. (Typically national guidelines in setting speed limits state that the mean speed must be at or below any posted/proposed limit). Instead of trying to pursue something out of line with the speed policy (i.e. a 20mph limit), an option would be to try to ensure the existing 30mph speed limit is as 'compliant' as possible - perhaps a carriageway 30 roundel at each end of the built up section of the village on Norwich Road could be of use? I could use some of my members budget to facilitate it."

The Chairman requested the Clerk undertakes research on the costs and funding opportunities through the Norfolk County Council Parish Partnership Scheme for fixed Vehicle Activated Signs (VAS) and the Speed Awareness Message (SAM2) signs and report back to the Council at the July meeting.

10.2. Footpath

The Clerk received an email dated 17 May 2022 from the Highways engineer confirming that "a new footway is unlikely to be funded in the near future by Norfolk County Council".

A copy of the email is filed with these minutes.

11. Bus Shelter

Westcotec had scheduled their works for the installation of the new bus shelter on the Norwich bound side of the road opposite St. Peter's churchyard to commence Monday, 16

May 2022. However, when the installers unpacked the shelter on site, the roof was damaged.

The manufacturer will be supplying a new roof. Westcotec have rescheduled the installation works for the week commencing 13 June.

12. Finance - To receive the accounts year to 31 March 2022 and note the internal audit report for the year 2021/22 (ending 31 March 2022).

Copies had been circulated to members of the Council. All members present were in agreement for the approval and signing of the Section 1 Annual Governance Statement year 2021/22 and the Section 2 Accounting Statements year 2021/22.

12.1. To approve and sign the Section 1 Annual Governance Statement year 2021/22.
Signed by Sheila Ashford, Chairman and Tanya Rowlandson, Clerk.

12.2. To approve and sign the Section 2 Accounting Statements year 2021/22.
Signed by Sheila Ashford, Chairman.

13. To receive the finance reports and agree payments since last meeting

13.1. To approve payments and income received

13.2. To check the bank reconciliations

Copies of the Scribe reports (enclosed with these minutes): the list of payments awaiting authorisation, list of receipts and the bank reconciliations were previously circulated to all members of the Council.

All Councillors present were in agreement for these to be accepted and signed. The Vice Chairman (Martin Page) and Martin Kentish signed the reports.

14. Correspondence received by the Clerk

Sheila Ashford referred to the recent email from Broadland District Council regarding the Nutrient Neutrality advice from Natural England on planning applications and Councillor Proctor gave his initial thoughts. The Planning Authorities are working together to obtain legal advice and guidance, as are developers, but this will result in delays of many months for planning applications of new overnight accommodation.

The hanging street name sign for St Peters Close has been reported to Broadland District Council, their reference 2022/012, and a new stand will be installed.

The Broadland District Council bi-monthly rough sleepers survey response is due 7 June.

No nominations were received for attending the raising of the flag ceremony at Broadland District Council in honour of the Queen's platinum jubilee.

15. Date of the next meeting Tuesday, 19 July 2022 at 7:30 p.m.

The meeting closed at 8:40 pm

Sheila Ashford
Chairman

COUNTY COUNCILLOR SUMMARY REPORT TO STRUMPSHAW PARISH COUNCIL MAY 2022

A **£464 million** net revenue budget for 2022/23 was agreed, a **£25m increase** from last year, with increased spending across key service areas and capital programmes, along with a 2.99 per cent Council Tax rise to enable Norfolk to build back better after the pandemic. The overall capital and revenue spend is £1.45bn.

The major financial challenge will come in 2023/24 which is why we are commissioning an organisational review to ensure we are as efficient and effective as we can be.

We have a new Business Plan Better Together for Norfolk that will be the catalyst for all our work in the county through to 2025.

Key infrastructure projects being progressed are the Norwich Western Link, the Long Stratton By Pass and the West Winch Housing Access Road demonstrating how we are working across the whole county. The Great Yarmouth Third River Cross is due for completion in 2023/4.

It's not just about roads as we have had a major boost to Norfolk's ambitions to run a net zero transport system with £3.2million in funding secured from the Department for Transport (DfT) to introduce 15 electric buses to the network in Norwich. by March 2024.

Substantial progress is being made with the Council's Environmental Policy leading to net zero on the Council's estate by 2030.

Norfolk Adult Social Services have faced a level of unprecedented challenge in 2021/22 as a result of the pandemic, with national and local workforce shortages, rising demand in hospitals and the community and the continued infection risk posed by COVID-19 as well as other recurring respiratory viruses such as flu.

A range of actions are being taken by the Council including:

- Expanding action to support people at home or, where appropriate, in short term residential settings
- Stepping up the council's care recruitment campaign, to tackle staff shortages
- Providing wrap-around support for care settings
- Providing assistive technology, with 100 video phones sent out to homes
- Improving capacity in the Norfolk First Response service
- Supporting mental health services, with three new step down services

The Norfolk Strategic Flooding Alliance (NSFA) has formally adopted an overall Strategy, designed to enable county wide responses to flooding across all agencies involved. One of the key pieces of work is to fix the flooding on Norwich Road and that's progressing to completion this year.

We are in the early stages of negotiating with government on devolution of powers and responsibilities to the County Council, which must be accompanied by the relevant funding, as part of County Deals under the Levelling Up agenda.

- Helping the NHS deliver over 2 million Covid-19 Vaccination to over 12yr olds in Norfolk
- 70% of Norfolk streetlights converted, or work underway to convert to LED
- Nearly 2,000 salt grit bins across the County for community use
- During past 5 years on average 18,000 tonnes of salt used on Norfolk's roads
- 96.7% of highways inspections completed within timescale
- 99.6% of dangerous highway defects dealt with within timescales set out in the Transport Asset Management Plan
- 94% of Looked after Children (LAC) with an up to date Personal Education Plan
- Completed 51,000 Adult Social Care Assessments for 20,700 people.
- Major infrastructure projects under way or being developed
- Co-ordinating work across the county to help Ukrainian refugees settle in Norfolk

In the same way as the whole county responded to Covid, work is ongoing to welcome our **new residents from Ukraine to Norfolk**. In a fast moving situation key responsibilities are about keeping people safe through DBS checks and checks on properties.

A **£464 million** net revenue budget for 2022/23 has been agreed, a **£25m increase** from last year, with increased spending across key service areas and capital programmes, along with a 2.99 per cent Council Tax rise was agreed to enable Norfolk to build back better after the pandemic. The overall capital and revenue spend is £1.45bn. **Adult Social Services** will see an additional **£35.4m** of investment, against savings of £10.5m, **Children's Services** will receive **£23.2m** of further investment, with **a further £10m** this year for the **SEND School Programme**, with £12m against planned savings and **Community and Environmental Services** will see an additional **£11.2m**, against savings of £3.5m. There is a new **£10m pothole fund** to draw upon, **new recycling centres** across the County, **£5m on library upkeep** and extension of services and **£12m on the Better Broadband project**.

The major financial challenge will come in 2023/24 which is why we are commissioning an organisational review to ensure we are as efficient and effective as we can be.

There has been substantial **Beryl Bikes and E-Scooters** uptake during the past year, with the average journey being over 3.5km (taking multiple car journeys out of the City) and multiple Local Cycling, Walking Infrastructure Plans (LCWIPS) plans being developed across the County (including Greater Norwich, King's Lynn, Great Yarmouth and Dereham).

In a major boost to Norfolk's ambitions to run a **net zero transport system** £3.2million in funding has been secured to introduce 15 electric buses to the network in Norwich. The funding has been secured from Department for Transport (DfT) in a joint bid with First Bus for the 'Zero Emission Bus Regional Access' (ZEBRA) scheme. This bid is matched by £3.6m of local investment from First Bus and will deliver 15 battery electric buses which will be in operation by March 2024.

Norwich Western Link is a key **strategic infrastructure project** alongside the Long Stratton By Pass and the West Winch Housing Access Road demonstrating how we are working across the whole county. The Great Yarmouth Third River Cross is due for completion in 2024.

Following analysis of the data obtained from our 2021 surveys re the **Western Link**, it was determined that there is a roost location used by a maternity colony of barbastelle bats (that has a significant level of environmental protection) near to part of the proposed road alignment. Work is currently being undertaken to assess, refine and develop the relevant length of the route alignment of the scheme and to assess and address the need for mitigation to minimise the impact of the scheme on the relevant area of woodland.

Norfolk County Council and New Anglia LEP were part of an ambitious cross-border project which helped to deliver a **unique package of Covid-19 recovery support for local businesses and people**. The C-CARE (Covid Channel Area Response Exchange) initiative, funded by the Interreg France (Channel) England programme which has allocated €2.2m for C-CARE in Norfolk, was set to reach businesses and people that were been hit hardest in the pandemic. In Norfolk the project will work to support over 600 people into employment or self-employment and provide support for up to 800 businesses.

As the national Great British Spring Clean launched on Friday 28 May 2021, there was good news for litter pickers as the county council announces that it was able to accept litter at any of Norfolk's recycling centres. People can now bring up to three bags of the waste to a recycling centre for disposal as part of **Love Norfolk, Hate Litter**.

A new service to support some of Norfolk's most vulnerable young people to live within families and achieve their full potential called **New Roads** launched on June 1st 2021. It was set up by Norfolk County Council with significant investment to give young people access to a dedicated support team that sticks with them, understands them, and helps them to achieve and succeed. Based out of two hubs, in Dereham and Norwich, the service's aim is to give young people stability, reduce risk-taking behaviour and help to avoid the need for long-term residential care, as well as longer term costs to themselves, the wider system and communities.

The Norfolk Strategic Flooding Alliance (NSFA) has formally adopted an overall Strategy, designed to enable county wide responses to flooding across all agencies involved. The Strategy, which lays out the NSFA's vision, objectives, approach and structure, is a major milestone in the development of the Alliance, which was founded in 2021 to bring together all agencies and partners involved in planning for and responding to flooding in Norfolk.

A new single point of contact for flooding in Norfolk has been launched, allowing residents to report any sort of flooding quickly and efficiently. In the event of flooding residents can call 0344 800 8013 giving residents a single point of contact and allowing reports to be made swiftly. Alternatively, residents can continue to report flooding online via [our flooding pages](#). Where there is a potential risk to life from flooding people should still call 999 immediately.

The Council's £1.5m Flood Reserve Fund will be used for additional highway and ditch maintenance, drainage asset improvements work and drainage grips and kerb drains on Norfolk's highways, as well as operations to clear some of the county's 145,305 gullies that help drain rain water.

Pavements, cycleways and roads all benefited from the county's **£29m maintenance programme** taking place right across Norfolk. The crucial upkeep work is a key part of the £42 million budget for roads and infrastructure that was agreed in February 2021. This year £4.5m is being spent on maintaining pavements and paths, for example a £167,000 scheme to remove the existing worn and uneven pavement surface on Kennedy Avenue in Gorleston and replace it with a new smooth asphalt surface.

We have an ambitious **Local Transport Plan** supporting a growing economy, strengthening communities and reducing our impact on the environment. A carbon cutting commitment is central to the transport plan which supports the county council's pledge to achieve net zero carbon by 2030, which councillors adopted as part of the authority's Environmental Policy in November 2019.

Tripling the number of **Roadside Nature Reserves** in Norfolk were among a range of green measures agreed last July. Fewer cuts for rural roadsides, a pollinator action plan, and 188 more roadside nature reserves are all on the cards as part of plans to boost biodiversity along roads and paths across the county. There are plans to help **boost cycling and walking across the county**, and development of a new verge management policy which will include information for parish and town councils wishing to take on responsibility for verge cutting in their local area. The aim is to help involve local communities more in decisions about verge management near them.

Norfolk County Council has been recognised for its outstanding support of the armed forces community in Norfolk, following an announcement from the Ministry of Defence. The council has been given the Gold Award, the highest honour handed out through the Defence Employer Recognition Scheme. The award is given to organisations that employ and support those who serve in the armed forces, service leavers, veterans and their families, with the Gold Award also acknowledging the Council's partnership working through the Norfolk Armed Forces Covenant Board.

The Business & IP Centre (BIPC) Norfolk, managed by Norfolk County Council's Library and Information Service, ran a free online **Summer School in 2021** for 16-25-year-olds to help them decide whether starting their own business might be right for them.

Norfolk is to receive between £115m and £195m of funding as part of the **Government's Project Gigabit to provide 1GB per second broadband** to up to 119,000 premises. Contracts will be awarded from February 2022. Rural homes and businesses across Norfolk and Suffolk will get next-generation gigabit broadband brought to them under a £5 billion plan to level up internet access across the UK. It means families no longer having to battle over bandwidth giving people in rural areas the freedom to live and work more flexibly, with the speed and reliability needed to start and run businesses.

Community and voluntary organisations across Norfolk were awarded £1m from the [Norfolk Social Infrastructure Fund](#) . Total awards were £1.02 million to 25 different organisations, with grants ranging £3,400 all the way up to £250,000. The fund saw 64 applications with funding requests that totalled almost £5million. This was more than double the number of applications received last year.

Most children in care in Norfolk are well looked after and receive good support for their emotional and mental health and education, **Ofsted inspectors have found as they praised the support for children in care get in Norfolk**. Ofsted's visit follows a [similar focused visit in 2019](#), which looked at how the council responds to child safeguarding calls and referrals. Following that visit, inspectors described the quality of decision making as "consistently strong".

Norfolk Adult Social Services have faced a level of unprecedented challenge in 2021/22 as a result of the pandemic, with national and local workforce shortages, rising demand in hospitals and the community and the continued infection risk posed by COVID-19 as well as other recurring respiratory viruses such as flu.

Action being taken by the Council includes:

- Expanding action to support people at home or, where appropriate, in short term residential settings
- Stepping up the council's care recruitment campaign, to tackle staff shortages
- Providing wrap-around support for care settings
- Providing assistive technology, with 100 video phones sent out to homes
- Improving capacity in the Norfolk First Response service
- Supporting mental health services, with three new step down services

The new Norwich South recycling centre opened at Harford on 1 December. The £1.9m recycling centre is the sister site to the new Norwich North recycling centre that opened on 22 September. Together the two sites will provide improved recycling facilities for the growing greater Norwich area. The move to a larger site allows room for a one-way traffic system to smooth traffic flow and reduce queues, low-level bins meaning people will not have to climb steps to recycle their waste, and there is plenty of parking for cars, bicycles and vehicles with trailers.

Bookings are now open for [The Big Norfolk Holiday Fun](#), a programme of free activities that will run over the Easter holidays for 5–16-year-olds across Norfolk. The scheme is provided as part of the government's Holiday Activities and Food (HAF) programme and is being delivered by Norfolk County Council in partnership with Active Norfolk. After the success of HAF over the Christmas break and some brilliant feedback from parents, it's returning from 4 April though till 19 April with free activities for children eligible for means-tested free school meals.

District Councillor Report for the Strumpshaw Annual Parish Meeting – 17 May 2022

This report covers the period from 28/9/21, when two district councillors, Cllr Jan Davis and Cllr Eleanor Laming were elected in a by-election held in Brundall Ward.

During this time we have attended all main council meetings at Broadland District Council and have a place on the following committees or panels: Overview and Scrutiny, Environmental Excellence, Economic Success, Licensing and Regulatory, Place Shaping Policy Development, Wellbeing Policy Development, Awards and Electoral Arrangements.

We have attended parish council meetings for Postwick, Brundall, Strumpshaw and Cantley and parish cluster group meetings.

We corresponded with residents over a wide range of matters such as highways mainly related to road safety, waste collections, fly tipping, and planning and enforcement issues.

We have commented on planning applications across the ward where appropriate. We successfully supported an objection to a development in a green space in Brundall.

We have queried a range of issues at council including planning policy, street naming and numbering, environmental strategy, the waste contract, the use of peat, changes to Council Tax assistance, carbon offset funds from developers and responding to the Ukraine crisis.

Cllr Davis has met with the Police & Crime Commissioner (PCC), to discuss inconsistencies in the crime statistics given to parish councils compared to other crime figures available on the Norfolk Constabulary website. We await feedback on the issue.

Cllr Davis has been working with Brundall parish council and the BDC Environmental Department to look at traffic related air pollution. A 12-month pilot air quality monitoring project is now in place to provide air quality measurements at 8 locations in Brundall.

Cllr Davis has liaised with Anglian Water, MP Jerome Mayhew, and the Norfolk County Council Flood & Water Manager re flooding issues in Strumpshaw and Cantley.

Cllr Davis is working with Broadland Council Environment officers to develop hedge & tree planting schemes with a pilot project in Cantley.

Cllr Laming applied for a Member Grant for 1st Strumpshaw Brownies of £350.91 which has been awarded. We have now entered a new financial year and ward grants are available again to support groups or initiatives that meet identified local need. Each district councillor has an annual budget of £500 to spend on projects within their wards.

Cllr Laming and Cllr Davis submitted a motion to Main Council on 9 December 2021 asking the council to declare a climate and biodiversity emergency. The motion was not carried, with 14 voting for it and 22 voting against.

(submitted by Cllr Jan Davis and Cllr Eleanor Laming – May 2022)

Strumpshaw

Beat Managers, PC STEVE GODDEN and PC JACKIE CHAMBERS.

Crime in the Strumpshaw area remains relatively low with no recent concerns raised to the local Safer Neighbourhood team. Looking at the crime statistic Between the 1st February 2022 and the 1st May 2022 there has been four reported crimes;

One public order offence, which was the result of a road rage incident

One common assault, where all persons were known to each other.

Two thefts, both from businesses in Strumpshaw.

One of the thefts was Oil.

Since the Oil prices have risen dramatically over the past couple of months, we have seen a rise in theft of both heating and cooking oil. The Safer Neighbourhood team would like to remind and encourage residents to ensure that their oil and their tanks are protected. Please consider screening off your oil tank from view of the main road and footpaths and having CCTV coverage of your tank. CCTV cameras are a great deterrent, and any footage will be of great value to any investigation for the police.

Jackie and Steve held their Priority setting meeting last month, which we do invite members of the public to attend. Our priorities this time around have been set as; Speeding and Antisocial behaviour, which we will focus on and tackle in the area. We will continue to hold this meeting via virtual teams meeting due to the large area we cover and to make it accessible for the vast majority. Our next Priority setting meeting will be held on the 28th June 2022 at 6pm. If you wish to join the meeting, please email the Acle SNT email address and a link to the meeting will be sent to you.

In the meantime, if anyone wishes to contact either Jackie or Steve they can do by emailing the Acle SNT box at sntacle@norfolk.police.uk.

Report for 2021/22 from the Strumpshaw Marsh Charity (charity number 211906)

The Strumpshaw Marsh Charity owns a 10.88 acre parcel of land on Strumpshaw Common. The rental income from this land is available to assist people in the ancient parish of Strumpshaw who are in need or hardship. The charity may also help with payments to other bodies with the aim of paying for services or facilities to assist in relieving need or hardship for Strumpshaw residents. The charity advertises its potential to help in each issue of 'Parish News'. Anyone living in the parish of Strumpshaw (excluding Buckenham and Hassingham) who is in need or hardship may approach the charity for assistance.

The Trustees are Hilary Hammond (Chairman), Maureen Hammond (Treasurer), Sheila Ashford, Joe Cullum and David Varley.

In response to advice from the Land Registry, the Trustees arranged for their ownership of the land to be registered with the Land Registry. At the time of writing the Trustees are still waiting for a response from the Land Registry. The Trustees also responded to advice from the Charity Commission and obtained a professional view of the value of the land.

The Charity Commission has asked the three charities serving Strumpshaw to consider merging. The Trustees of the three charities met and agreed that it was in the interest of each charity to merge with the other two charities and to widen the objectives for the combined charity. This is intended to be the Strumpshaw Neighbourhood Trust, renamed as the Strumpshaw Trust. The aim is that the assets and permanent endowments of each of the individual charities will be transferred to the Strumpshaw Trust. The proposed objectives of the Strumpshaw Trust are detailed in the report of the Strumpshaw Neighbourhood Trust.

The Charity Commission was consulted about the proposals in September 2021. The recently received initial response is that there are no difficulties in principal. However, permission to effect the changes has not yet been given. Until the three charities merge the Strumpshaw Marsh Charity will continue to operate to support local people in response to requests for help.

Hilary Hammond,

Chairman

Strumpshaw Neighbourhood Trust (CIO)
charity number 1162573

Annual Report
1st April 2021 to 31st March 2022

Overview

The Strumpshaw Neighbourhood Trust was formed in July 2015. Its terms of reference include establishing, or securing the establishment of, a community centre for Strumpshaw. This includes supporting Strumpshaw Parish Council in the provision of a community hall in Strumpshaw. The Trust also has the power to promote activities to support recreation, education and leisure time pursuits in Strumpshaw.

Strumpshaw Parish Council took responsibility for the new Strumpshaw Community Hall in March/April 2020 and manages the hall through a committee of the Parish Council.

During the financial year the Trustees met the Trustees of the Strumpshaw Marsh Charity and the W C F Holmes Coal Charity. This was in response to a request from the Charity Commission for the widening of the objectives and merging of the charities.

All the trustees decided that it was in the interests of each charity to merge with the other two charities. They decided that the Strumpshaw Neighbourhood Trust should be renamed 'the Strumpshaw Trust' and that its constitution should be amended as follows, subject to the approval of the Charity Commission.

“Primarily the relief of those in need in the civil parish of Strumpshaw, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;

“To further or benefit the residents of the civil parish of Strumpshaw and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together with the said residents and the local authorities, voluntary and other organisations in a common effort to promote recreation, education, leisure time pursuits, and the arts for public benefit;

“To support the provision of facilities in the interests of social welfare for public benefit in the civil parish of Strumpshaw.”

The Trustees of all three charities agreed that the endowments and funds of each charity should be transferred to the Strumpshaw Trust. The revised constitution makes provision as follows in relation to the permanent endowments.

“The charity trustees may apply the permanent endowments of the CIO for the objects of the charity but only on such terms for the replacement of the amount spent as the Charity Commission may approve by order in advance.”

The trustees of all three charities appointed Hilary Hammond, Nick Price and David Wakefield as a Project Board to manage the transfer.

Stakeholders were identified and consulted, including by an article in the December issue of Parish News.

The Charity Commission was consulted about these changes in September 2021 but no response was received by the end of the financial year.

Trustees

Stephen Hearnden and Richard Yallop resigned in July 2021. David Wakefield was appointed as a Trustee in August 2021 for a three year term. The other Trustees at March 2022 were Hilary Hammond (Chairman and Hon. Treasurer), Maureen Hammond, Nick Price and David Varley.

The proposed revised constitution provides for a total of 7 trustees, with Strumpshaw Parish Council and Strumpshaw Parochial Church Council both being able to appoint two trustees. At all times the majority of trustees must have no links with Strumpshaw Parish Council or any other local authority.

Financial records

The Trustees considered and approved their financial records which did not require auditing.

Reserves policy

The Trustees maintained their policy of seeking donations and grants to support the operation of Strumpshaw Community Hall by Strumpshaw Parish Council. As a result of this policy the Trust continues to limit its reserves to £25.00.

The reserves policy will require reconsideration when the Strumpshaw Trust is in operation.

Public benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit.

Hilary Hammond, Chairman
April 2022

Dear Tanya

Thank you for your email.

I won't be able to make the meeting but please do report as below.

God Bless

David

The WCF Holmes Coal Charity (Charity Number 209149) was originally set up under the will of William Charles Flower Holmes in 1924 to provide coal for families in Strumpshaw who were in need of assistance. The trustees are the Rector and the 2 churchwardens of St. Peter's Church, Strumpshaw.

In recent years, the terms of the trust have been amended so that, in addition to being able to provide coal, the trustees can make grants of money or pay for goods or services.

The trust does not have a great deal of money but has in recent years made grants to Strumpshaw residents to

- enable children to go on school trips
- pay gas bills
- purchase coal
- assist with funeral fees.

We advertise the existence of the trust in Parish News, a community magazine delivered free of charge 4 times a year in the area including Strumpshaw.

Plans to try to amalgamate 3 Strumpshaw charities, including the Holmes Trust, to increase their ability to serve the Strumpshaw community are ongoing. We currently await further advice from the Charity Commission in this regard.

Agenda item 8 - Community Hall Update

1. Financial update

Cost Centre	Reserves at 1/4/2021	Receipts	Payments	Reserves at 1/4/2022
CH Improvement & Development	£10,471	£7,970	£9,485	£8,956
CH Operation & Maintenance	£10,030	£10,013	£7,164	£12,879

- Following lockdowns we reopened 17th May 2021, despite this hire income was above budget.
- Operational spend was £500 below budget.
- We ended the financial year with a good level of reserves, which was the aim.

2. Formal CHC meeting 28/4/22

- Formal meeting held which was attended by Sheila, meeting report attached (Appendix A). The Key points of note:
 - Sarah Cartwright voted in as chair for the coming year.
 - Safeguarding training was very good and worthwhile, consequent actions agreed.
 - Hirers now wanting to use the outside space, but we do not allow tables and chairs to be taken outside, so we agreed provision of outdoor furniture.
 - We have two lighting issues, and have agreed how to resolve these.
 - We have identified a H&S issue with the doors in strong wind and agreed the action to resolve.

3. Hall usage

- We have had an increasing number of ad hoc hirers, mainly for birthday parties. The feedback from the hirers is consistently very good, this is an example: *'The hall was absolutely amazing, everyone commented on what a great hall it was so thank you so much! We will definitely hire again, what great facilities you have. The party was a huge success!'*
- We ran our first CHC organised event on 29th April – a performance of HG Wells Time Machine performance. It was an excellent show and thoroughly enjoyed by the audience.

4. Operational matters

- Our website has been updated with a film of the hall so potential hirers can see all the facilities.
- Fire Alarm System – First Class Fire Protection replaced the faulty MCP and resolved a problem with the display on the control panel on 23rd March.
- Smart electricity meter installed 23rd March for accurate billing
- Shed light installed.
- Annual check of inventory completed.
- Cloud storage implemented for shared documents.
- Grounds
 - we've started filling in holes around the perimeter to make it easier for Graham to mow.
 - We've rolled the lawned areas and reseeded one small patch.
 - Graham has started his fortnightly mowing and strimming on a Friday evening.
 - Weeds in the paving and gravel have been sprayed and pulled up.

5. Hire Charge policy

- refer appendix B for revised paper

6. Planned activity

- Annual Risk Review
- Annual Review of formal documentation
- Outside – extend paving to the shed and finish the area around the shed as previously agreed, this will include moving the excess gravel from the car park.

STRUMPSHAW PARISH COUNCIL

Agenda item 8 Appendix A

Community Hall Committee Formal Meeting Report 28/04/22

Committee members present: Mark Hopkins (MH), Sarah Cartwright (SJC), Tina McAulay (TMc), Lynda Hunt (LH), Bob Hunt (BH)

Also present Sheila Ashford (SA) and Paul Kitley

	Action
1. Elect chair for the financial year – Tina nominated Sarah Cartwright, all committee members agreed, and Sarah is happy to continue for the next year.	
2. Apologies for absence - none	
3. Declarations of interest - none	
4. To approve as accurate the minutes of the last formal meeting of the Community Hall Committee (25/09/21) - agreed	
5. Review end of 21/22 financial year accounts – <ul style="list-style-type: none"> Operational & Maintenance Cost centre started the year with a reserve of £10,030 and ended the year with a reserve of £12,879. Improvement & Development Cost centre started the year with a reserve of £10,471 and ended the year with a reserve of £8,956 	
6. Time Machine performance on 29/4 <ul style="list-style-type: none"> all actions in place, updated risk plan attached. 	
7. Safeguarding – update from training and agree consequent actions <ul style="list-style-type: none"> Bob, Tina & Lynda attended the CAN safeguarding training which was very good. The presentation slides will be put on our shared cloud storage and Mark and Sarah need to read and understand to ensure we all know how to recognise, respond to, report, and record any safeguarding concern Our safeguarding policy & procedures will need to be reviewed annually We need to review our hire agreement and conditions of hire We need a code of conduct for users of the hall We need a complaints procedure We need an incident book to be managed by our Safeguarding Lead (Tina) We need safeguarding on every meeting agenda Create and implement plan for use of toilets when children/vulnerable adults are using the hall 	<p>SJC/MH</p> <p>SJC/MH/TMc SJC/MH/TMc SJC/MH/TMc SJC/MH/TMc</p> <p>TMc SJC SJC/MH/TMc</p>
8. Procedure in the event of intruder or fire alarm activation <ul style="list-style-type: none"> Personal safety is of highest importance We have set up a separate WhatsApp chat (Alarm SCH Emergency) to enable us to respond to alarm activations If the intruder alarm is activated Bob & Lynda will go in their car to the hall, park their car in the layby outside and assess the situation. If Bob & Lynda unavailable Tina & John will respond. Paul has volunteered to be of assistance if needed too. If it seems appropriate the alarm can be disabled from the app The responders will call 999 if a burglary is in process If the alarm is faulty and cannot be switched off The Alarm Company who installed it have a 24hour response number. The responders will use the WhatsApp chat as appropriate and as a minimum advised that they are home safely. 	

<ul style="list-style-type: none"> • If the fire alarm is activated when the hall is not in use the Mill Meadow residents have Tina's number to alert her. If they can see flames we will ask them to ring 999 • Tina will use the emergency WhatsApp group and two people will respond as above if no flames are seen by Mill Meadow resident reporting the alarm • We will advise Marcus of these arrangements and review them after any incident or annually. 	SJC
<p>9. Completing the outside ground works paper</p> <ul style="list-style-type: none"> • Paper circulated before the meeting. We have received two quotes and repeatedly chased for the third. • Our concern is that we need the path completed in the summer to avoid a health and safety issue of people accessing the storage shed via a muddy path. • We agreed to have one more try at getting three comparable quotes 	SJC/PK
<p>10. Outside furniture – paper circulated ahead of the meeting</p> <ul style="list-style-type: none"> • The lawned and fenced area is now ready to be used by hirers. We are getting an increasing number of ad hoc hires, mainly for birthday parties. We tell hirers that they cannot take the hall tables and chairs outside, so we need to provide some seating outside. • We will provide two wheelchair accessible picnic benches and two single benches. Underneath the picnic benches appropriate rubber matting will be installed to ease maintenance • Option 3.1 Was agreed - NBB Recycled furniture - This company make eco-friendly, maintenance free furniture which has a 25-year guarantee. It looks like timber, is hard wearing and does not split, chip, crack or rot and is made from recycled milk bottles so is easy to clean. <ul style="list-style-type: none"> ○ Back to wall bench 1500mm long brown £180 x 2 = £360 (ex-vat) (just need to check which length will fit between the windows) ○ Wheelchair access picnic bench table brown £425 x 2 = £850 plus two fixing kits £82 (ex-vat) • Option 4.1 was agreed Gym-flooring.com – Rubber outdoor tiles – sample handed round at the meeting <ul style="list-style-type: none"> ○ Non slip surface, eco-friendly made from recycled materials, 4 year warranty, green or black ○ 50cmx50cm 32 * £ 11.88 = £380.16 (assume incl vat so £316.80 ex vat) incl shipping -15% discount = £269.28 • We will need to lay the mats and assemble the furniture ourselves, which we all agreed to 	SJC to order All
<p>12 Bouncy castles – we had a potential hirer enquire if we allowed bouncy castles.</p> <ul style="list-style-type: none"> • Mark did some research and a paper was circulated before the meeting. • We unanimously agreed that due to the small space and risks involved that we would not allow bouncy castles. • Conditions of hire to be updated to reflect this 	SJC/MH
<p>13. Resolving lighting issues – paper circulated before the meeting</p> <ul style="list-style-type: none"> • Issue One - External lights - The lights on the outside of the hall are triggered by a PIR sensor, so come on to provide lighting when people enter and leave the hall after dark The lights and PIR fitted by Crabtree are cheap, basic models and the PIR is activated by strong winds. We've had several complaints about this. • Issue Two – Toilet lights – Despite the hirers being reminded, and notices being put in place, the toilet lights are often left on by hirers. This can mean that the lights are on and fan running for periods of 48 hours or more. • Solution for issue one - James our regular electrician (JG Electricals) has recommended fitting a higher quality PIR and lights that direct the light downwards which will resolve both problems. • Solution for issue two - James has recommended blanking off the light switches and fitting a PIR which will switch the lights and fan on when someone opens the door and switch them off after 15 minutes of inactivity which will resolve this issue 	

<ul style="list-style-type: none"> The quote for both the above solutions is £356 (ex-vat) We have got 3 quotes for electrical work in the past and James was awarded the work as the cheapest, he knows the hall wiring, he has offered to be our on call electrician, and has always been responsive and done an excellent job. We have £900 in this year's budget for miscellaneous equipment repairs and replacement and enter the year with £12,418 reserves. We agreed to ask James to complete this work. 	BH
<p>14. Mill meadow residents offer to plant a tree for the Jubilee</p> <ul style="list-style-type: none"> they would like to plant a cherry tree, they will provide the tree, plant it and water it. We have a dead tree along by the road, so this is a great offer to replace that. Tina to liaise with them and agree exact position 	TMc
<p>15. Autumn event</p> <ul style="list-style-type: none"> Les from Yare folk group has offered to work with us to organise an event which they could provide the music. We'll invite Les to our next informal meeting to discuss options and agree a plan. 	BH
Sheila, Lynda and Paul had to leave before the end	
<p>16. AOB</p> <ul style="list-style-type: none"> Hirer feedback – we had some great feedback from our 3 ad hoc hirers at the weekend. We now have google reviews linked to our website so in future we'll encourage hirers to complete google reviews Fastening open the front door and the 2 double fire exit doors <ul style="list-style-type: none"> it became evident at the weekend during strong winds that the current situation is posing a risk to users of the hall. In the interim hirers will be warned to take care on windy days when they are let into the hall Bob will investigate if we can have a pneumatic control on the front and kitchen doors which will control the speed of opening and closing and hopefully be able to fix them open when required. Bob to also investigate what is possible for the double fire doors Cloud storage – SJC to finalise set up and ensure populated with the right documents 	<p>SJC</p> <p>BH</p> <p>BH</p> <p>SJC</p>
<p>11. Community Hire Charge Policy</p> <ul style="list-style-type: none"> Feedback from one councillor had been received. We considered this and agreed an amended proposal for the May PC meeting 	SJC
<p>17. Date of next meeting and items for the agenda</p> <p>Date – early June,tba</p> <p>Agenda</p> <p>Safeguarding</p> <p>Progress on the above actions</p> <p>Review our first organised event</p>	SJC



Community Hall Hire Charge Policy

The Community Hall Committee Terms of Reference was approved by The Parish Council 20/07/2021 and starts with this statement: -

- The Parish Council owns the hall and grounds in which it stands which are for the benefit of the community. The Community Hall Committee (CHC) has been established to manage the hall and site and to run events for the community with the aims of covering running costs and further developing the facilities. The document then goes on to define the CHC responsibilities

The aim on behalf of Strumpshaw Parish Council is to provide and maintain a range of various facilities at an affordable price that offer inclusive activities which support the educational, training, employment, cultural and recreational needs of the community.

The vision is that Strumpshaw Community Hall will be at the heart of the community providing a sustainable, secure, and welcoming space that is valued and supported by the people of Strumpshaw and the surrounding area.

The CHC aim to:

- Keep the building available, accessible, and safe.
- Enable a range of educational, training, employment, cultural and recreational activities to take place which respond to the needs of local people and where all are made to feel valued and safe.
- Provide excellent services to users.

The principles for calculating an appropriate hire rate per hour are set out in the Hire Pricing and Deposit document that is agreed with the Parish Council on an annual basis. The hire rate is reviewed at least annually, and the last review took place in September 2021.

The financial position of the Community Hall will always be considered before agreeing any discounted rates for Hirers. Discounted rates for Hirers will only be agreed where this will not prejudice the ability to achieve the yearly budget agreed by the Parish Council.

It is proposed that the Charging Policy is:

1. Ad Hoc Hirers pay our standard rate (£14.50 per hour wef 1st April 2022)
2. Regular Hirers (those that book at least 6 hires a year and pay for at least 3 sessions in advance) pay our regular hirer rate (£12.50 per hour wef 1st April 2022)
3. Non-commercial hirers whose purpose of hire is in accordance with the above community aims may be charged 50% of these rates. The decision will be made by the CHC chair and Parish Councillor sitting on the CHC.
4. Non-commercial ad hoc hirers whose purpose of hire is to raise money for a registered charity or local good cause, that will or may benefit members of the local community as referred to above, may not be charged. The decision will be made by the CHC chair and Parish Councillor sitting on the CHC.

The CHC operational report to each Parish Council meeting will include a report on when a discounted rate has been charged for a hire.

Strumpshaw Parish Council
RECONCILIATION - Santander Business Account

From Accounts	£1,325.54
Payments not cashed Add	£670.93
Receipts not entered Subtract	
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Statement should be	£1,996.47

Strumpshaw Parish Council
RECONCILIATION - Santander Savings Account

From Accounts	£41,608.14
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£41,608.14
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Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8 CH Air Source Heat Pump Se	15/04/2022		Santander Business A		Service	R.A.Brown Heating Services I	L	120.00	6.00	126.00
9 CH Cleaner	19/04/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
10 CH Cleaner	22/04/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
28 CH Deposit - Ad hoc Users	26/04/2022		Santander Business A		Hall Hire fees	Gemma Tilley	X	50.00		50.00
29 CH Deposit - Ad hoc Users	26/04/2022		Santander Business A		Hall Hire fees	Sarah Jones	X	50.00		50.00
18 CH Sewerage	29/04/2022		Santander Business A		Sewage	Wave	Z	27.54		27.54
11 PCA Mileage	29/04/2022		Santander Business A		Administration	Tanya Rowlandson	X	40.50		40.50
12 PCA Stationery	29/04/2022		Santander Business A		Administration	Tanya Rowlandson	X	5.44		5.44
13 PCA Clerk Salary	29/04/2022		Santander Business A		Salary	Tanya Rowlandson	X	279.18		279.18
14 PCA Clerk Pension	29/04/2022		Santander Business A		Pension	Norfolk Pension Fund	X	108.88		108.88
15 PCA Clerk Salary	29/04/2022		Santander Business A		PAYE	HMRC	X	69.60		69.60
16 CH Cleaner	29/04/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
17 CH Electricity	03/05/2022		Santander Business A		Electric Bill	EDF	L	43.46	2.17	45.63
26 CH Deposit - Ad hoc Users	04/05/2022		Santander Business A		Hall Hire fees	Rosie Harrison	X	50.00		50.00
27 CH Deposit - Ad hoc Users	04/05/2022		Santander Business A		Hall Hire fees	Victoria Snowling	X	50.00		50.00
21 CH Cleaner	06/05/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
22 CHD Outside Furniture	09/05/2022		Santander Business A		Grounds and fencing	Sprung Gym Flooring	S	283.33	56.67	340.00
19 PC General Reserve	09/05/2022		Santander Business A		Administration	Durrants	S	200.00	40.00	240.00
20 CH Broadband	12/05/2022		Santander Business A		Broadband	Plusnet	S	24.06	4.81	28.87
25 CH Misc Equipment Replacen	31/05/2022		Santander Business A		Misc	Sarah Cartwright	S	12.49	2.50	14.99
23 CH grounds maintenance cor	31/05/2022		Santander Business A		Grounds and fencing	Sarah Cartwright	X	33.99		33.99
24 CHD New Equipment	31/05/2022		Santander Business A		Misc	Sarah Cartwright	X	13.08		13.08
Total								1,561.55	112.15	1,673.70

Strumpshaw Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	75.00		75.00
2	CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	37.50		37.50
3	CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	75.00		75.00
4	CH Hire Charges - Regular U:	01/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	25.00		25.00
5	PC Bank Interest Income	02/04/2022		Santander Savings Ac		Interest	Santander	X	2.86		2.86
6	CH Partner Services	07/04/2022		Santander Business A		Misc	Wensum Arts	X	29.50		29.50
7	CH Hire Charges - Ad Hoc Us	11/04/2022		Santander Business A		Hall Hire fees	Dominic Williams	E	100.75		100.75
8	CH Hire Charges - Ad Hoc Us	14/04/2022		Santander Business A		Hall Hire fees	Gemma Tilley	E	65.25		65.25
9	CH Hire Charges - Regular U:	14/04/2022		Santander Business A		Hall Hire fees	Alex Goodson	E	37.50		37.50
10	CH Hire Charges - Regular U:	15/04/2022		Santander Business A		Hall Hire fees	Pam Horrex	E	37.50		37.50
11	CH Hire Charges - Ad Hoc Us	16/04/2022		Santander Business A		Hall Hire fees	Sarah Jones	E	29.00		29.00
12	CH Deposit - Ad hoc Users	16/04/2022		Santander Business A		Hall Hire fees	Sarah Jones	E	50.00		50.00
13	CH Hire Charges - Regular U:	19/04/2022		Santander Business A		Hall Hire fees	Wensum Arts	E	93.75		93.75
14	CH Hire Charges - Regular U:	19/04/2022		Santander Business A		Hall Hire fees	Wensum Arts	E	125.00		125.00
15	CH Hire Charges - Regular U:	19/04/2022		Santander Business A		Hall Hire fees	Wensum Arts	E	125.00		125.00
19	CH Hire Charges - Regular U:	23/04/2022		Santander Business A		Hall Hire fees	Hayley Dugdale	E	37.50		37.50
17	CH Hire Charges - Ad Hoc Us	24/04/2022		Santander Business A		Hall Hire fees	Rosie Harrison	E	58.00		58.00
18	CH Hire Charges - Ad Hoc Us	24/04/2022		Santander Business A		Hall Hire fees	Victoria Snowling	E	58.00		58.00
16	CH Hire Charges - Ad Hoc Us	25/04/2022		Santander Business A		Hall Hire fees	Dominic Williams	E	-50.00		-50.00
20	CH Hire Charges - Regular U:	26/04/2022		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	9.38		9.38
21	CH Hire Charges - Regular U:	26/04/2022		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	37.52		37.52
22	CH Hire Charges - Regular U:	26/04/2022		Santander Business A		Hall Hire fees	Yare Folk	E	100.00		100.00
23	CH Deposit - Ad hoc Users	27/04/2022		Santander Business A		Hall Hire fees	Kayleigh Griggs	E	50.00		50.00
24	CH Hire Charges - Ad Hoc Us	27/04/2022		Santander Business A		Hall Hire fees	Kayleigh Griggs	E	58.00		58.00
25	Allotment rental income	27/04/2022		Santander Business A		Allotment rental	Stephens Trevors	X	13.00		13.00
26	Allotment rental income	28/04/2022		Santander Business A		Allotment rental	David Hickman	X	13.00		13.00
27	PC Precept Income	29/04/2022		Santander Business A		Broadland DC precept	Broadland District Council	X	5,260.00		5,260.00
33	Allotment rental income	29/04/2022		Santander Business A		Allotment rental	Tonia Jillings & Richard Palm	X	13.00		13.00
29	CH Hire Charges - Regular U:	29/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	100.00		100.00
30	CH Hire Charges - Regular U:	29/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	37.50		37.50
31	CH Hire Charges - Regular U:	29/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	75.00		75.00
32	CH Hire Charges - Regular U:	29/04/2022		Santander Business A		Hall Hire fees	Gigglefit	E	37.50		37.50
28	CH Hire Charges - Regular U:	03/05/2022		Santander Business A		Hall Hire fees	Alex Goodson	E	62.50		62.50
34	CH Events organised by CHC	07/05/2022		Santander Business A		Misc	Keepers Daughter	X	283.00		283.00
35	CH Misc Equipment Replacen	07/05/2022		Santander Business A		Misc	The Shoulder of Mutton	X	25.00		25.00

Strumpshaw Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	7,186.51		7,186.51