

Strumpshaw Parish Council

Minutes

Meeting held Tuesday 18 January 2022 at 7.30 p.m.
at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS.

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

In attendance: Tanya Rowlandson (Clerk), District Councillors Jan Davis and Eleanor Laming, Sarah Cartwright, Bob Hunt, Lynda Hunt (Community Hall committee members) 4 members of the public.

1. Apologies for absence

Michael Green, Richard Palmer, County Councillor Andrew Proctor.

2. Declarations of interest in matters on the agenda

None.

3. Chairman's announcements

3.1. Sheila Ashford paid tribute and expressed sincere thanks to Maureen and Hilary Hammond for their tireless service to the community and in particular thanked Hilary for his leadership and commitment to the community hall.

3.2. Sheila Ashford expressed her long-standing desire for a community orchard in the village, Stone Pit was identified as potential site. Strumpshaw Coffee Break have been made aware of this initiative, an exploratory meeting will be held on site 9 February 2022 at 10:00 a.m. Richard Codling of Blofield Community Orchard and Ernest Hoyos of Badcog will also be in attendance and interested parties are also invited.

4. Minutes of meetings held: 16.11.21, 26.11.21, 10.12.21, 16.12.21

The minutes of these meetings were approved and signed.

Agenda item 9.1 on 16.11.21 will be returned to at the next Council meeting, following further consideration by the Community Hall Committee.

5. Matters arising not on agenda.

None.

6. Vacancy on Parish Council.

The Clerk advised that the vacancy closing date is 26 January. An election can be triggered by 10 electors from the parish submitting a written request to the Returning Officer at Broadland District Council. If the election is contested, then the Parish Council would incur all the costs, estimated at approximately £1500.

Where no election request is received, then Broadland District Council will advise the Parish Council to proceed to co-opt to fill the vacancy.

7. Buckenham Woods update and appointment of Chairman of BW Project Committee

Sheila Ashford proposed, and Tina McAulay seconded the nomination of Hilary Hammond as Chairman of the BW Project Committee, this was seconded by Tina McAulay and all parish councillors were in

favour of the appointment.

Hilary Hammond advised that The Norwich Fringe Project were due to undertake the work to clear the sycamore saplings and brambles on 20 January. Norwich Rotary have offered 60 trees which would be planted by the end of March before the bluebell season commences, working closely with Alasdair Fraser (Tree Warden).

8. Bus shelter application for planning permission and receipt of grants

Sheila Ashford requested the Clerk write to Westcotec to see if they can submit the planning application on behalf of the Parish Council.

The Parish Council is awaiting the grant decision from County Highways Parish Partnership scheme to provide 50% of the cost of the bus shelter. Councillor Andrew Proctor has agreed to provide £1,500 from his Divisional highways pot if the Parish Partnership scheme is approved. Grants have been received from Paul Bassham Trust £600 and RC Snelling £600.

9. Scribe update by Paul Dexter (Temporary RFO)

Sarah and Bob have been working tirelessly over the past few weeks transcribing all previous financial records onto the new Scribe Accountancy System. Checklists have been carefully followed and balances on both new and old systems have been reconciled to end of December 2021.

Paul Dexter proposed the motions to

- 9.1. Cancel the purchase order to Scribe for £495 to transcribe the old records onto Scribe.
- 9.2. Refund the £150 anonymous donation.
- 9.3. RFO full transition to Scribe week commencing 24 January 2022, following final balance checks on both records matching.
- 9.4. Appoint a Deputy RFO for emergency cover.
- 9.5. Allow read only permissions to the Scribe financials for the Chairman, Vice-Chairman, Bob Hunt and Sarah Cartwright.
- 9.6. To authorise full access onto Scribe for Tanya Rowlandson.

Sheila Ashford proposed and Olly Page seconded these motions with Paul Dexter to be appointed as the Deputy RFO. All Parish Councillors were in favour.

10. Suspend Standing Orders for public participation and receipt of reports County, District, Police, Buckenham Woods Warden

- 10.1. Councillor Andrew Proctor had sent a written report as he was not able to attend the meeting. The Chairman read this out to the meeting. He had a positive meeting 10 January with a landowner to discuss proposed location of a infiltration basin.
- 10.2. Councillor Eleanor Laming reported on the work of Broadland District Council, highlighting the Broadland District Council Community Tree Planting grant scheme.
- 10.3. No update received from the Police.
- 10.4. Alasdair Fraser gave an update on Buckenham Woods. He referred to the East of England Apples and Orchards Project for the potential Community Orchard and was very keen that native Norfolk varieties are used.

11. Resume meeting

12. CHC operational report

Sarah Cartwright presented the Community Hall operational report update. *Copy filed with minutes. Tina McAulay is meeting with a representative from Strumpshaw Brownies on Sunday, as they are looking to relocate, the hall currently has no bookings on Wednesday evenings.

13. Finance:

- 13.1. Paul Dexter Acting RFO presented the financial reports to the Parish Councillors for review, approval and signing. Including payments and income against budget, approval of payments, noting income received and checking bank reconciliations.
- 13.2. The Parish Council resolved to remove Michael Crowe, Andrew Pinder, Maureen Hammond and Megan Wilby as banking signatories.
- 13.3. Tanya Rowlandson and Martin Page be added as a banking signatories.
- 13.4. Amend the correspondence address for bank correspondence to the RFO's address.

Sheila Ashford proposed and Tina McAulay seconded these motions. All Parish Councillors were in favour.

14. Appointment of internal auditor

Deferred to the next meeting, to allow Clerk to check with John Gallop that he is happy to accept electronic files from the new Scribe accounting system.

15. Planning Applications:

The consultation letters from Broadland District Council had been circulated to parish councillors. The submitted plans were displayed on the large screen.

15.1. Planning application no. 2012236 The Homestead, 19 Chapel Road: single storey garden room to front of dwelling. Sheila Ashford proposed and Olly Page seconded the proposal that: the Parish Council should recommend that the application be approved, subject to there being no neighbour objections and assurances that the garden room would be for personal use of the occupiers.

All Parish Councillors were in favour.

15.2. Planning application no. 20212234 Rosewood, 11 Norwich Road: front and rear extensions & loft conversion.

The Council noted that there is a wood burning stove in the corner of the extension, with the chimney below roof level.

Sheila Ashford Proposed and Tina McAulay seconded a proposal that the Parish Council recommend that the application be approved, subject to no neighbour objections and that the chimney meets current building regulation standards.

All Parish Councillors were in favour.

16. Date of next meeting: 15 March 2022 at 7.30 pm

The meeting closed at 8.26 p.m.

Sheila Ashford

Chairman

Agenda item 12 - Community Hall Update

1. Hall usage

Use of the Hall continues to be at a good level, with our regular hires consistently at 20 hours a week, and a range of ad hoc uses taking place, from the Christmas Fair to a memorial wake. Lots of great feedback was received on the Christmas decorations.

2. Operational matters

- Intruder Alarm – The Alarm Company fitted this before Christmas following authorisation at the November PC meeting. They were an excellent company to deal with and we are happy with the functionality of the system fitted.
- Shed – Superior Garden buildings delivered and erected the shed in December, and this is covered by the intruder alarm.
- Heating – we have had fluctuations in the temperature of the Hall, RA Brown have provided telephone support.
- Hearing Loop – we have had Snellings visit to adjust the settings to ensure this can be used effectively.

3. Financials

- Reserves from the last financial year are £10,030.
- Income this financial year is £15,180 and projected to be around £17,500 for the whole year.
- Expenditure is £13,196 to date and is projected to be around £16,500 for the whole year.

4. Planned activity

- Safeguarding Training – booked for Thursday 20th Jan 10am to 1pm at the community hall, all Councillors invited together with the CH Committee.
- Shed – finish the area around the shed as previously agreed when time and weather permit, this will include moving the excess gravel from the car park. CHC to agree how to manage the hirers use of the shed.
- CHC to propose codification of discretionary charging to PC
- Move to the Scribe booking system
- Six monthly service of the fire alarm system booked for March.