

SCULTHORPE PARISH COUNCIL

Minutes of the general meeting of Sculthorpe Parish Council which was held on Wednesday 2nd July 2025 at the Village Hall at 7pm.

Present: Cllr Read (Chairman), Cllr London, Cllr Ramm, Cllr White, Cllr Dawson and Cllr Lissack.

Also present, Michelle Wroth (Parish Clerk)

1. Declarations of Interest

- a) To receive declarations of interest and dispensation requests - None

2. Apologies for Absence

- a) All Councillors attended the meeting

3. Chairman's welcome and announcements

4. Public Participation

- a) Items raised were:
- The Messenger: the organisers of the Messenger felt it was important for the Parish Council to contribute in the publication with an update for the community and a way of communication even if they felt that they did not wish to financial contribute - this would be discussed by Council at 10.b
 - Requesting an update on the Bowls Club – this would be covered later in the meeting under 10.a
 - The Village Hall roof requires attention – Cllr Read proposed that this is included on the next agenda for further discussion, Cllrs London seconded – decision carried.

5. Minutes

- a) The minutes of the meeting held 7th May, having been previously circulated, were accepted as a true record and duly signed.
- b) Matters arising from the above minutes, or previous meetings (information only) - None

6. Reports

- a) County Councillor – Report added to website
- b) District Councillor – Not available
- c) Clerk – Clerk will provide updates during meeting as required

7. Planning

- a) Consider Planning Application(s): None
- b) Other Planning matters, including recent decisions and consideration of applications arriving after publication of the agenda

Application	Address	Description	NNDC Decision
PF/25/0755	31 Sandy Lane, Fakenham	Erection of two-storey side extension, single-storey rear extension, front entrance porch and detached garage/cart shed	Approve Noted

PF/25/0672	Barn 9 The Grange, Lynn Rd, Sculthorpe	Change of use of holiday dwelling to single dwelling with no occupancy restrictions	Approve Noted
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8. Finance

- a) Consider payments to be made; Agreed – decision carried

Name	Description	Gross £
Cheque:		
M Wroth – dated 31.07.25	Salary July 2025	237.38
M Wroth – dated 31.08.25	Salary August 2025	237.38

- b) Consider report to council re: Moving to Unity Trust Bank – Cllr Read proposed that the Council move their banking to Unity Trust, Cllr Lissack seconded – Decision Carried Action – Clerk to arrange
- c) If decision made to move to Unity Trust; decide on banking signatories for online and cheque payments – Agreed to keep the signatories as they currently are with Barclays which are Cllr Read, Cllr White and Cllr Ramm.

9. Highways

- a) Reports or updates on Highway related issues - None

10. Other items for consideration

- a) Discuss and decide next steps for the Bowls Green being leased to The Men's Shed – Planning have confirmed that an application will need to be submitted to change the use of the site. Cllr Read proposed that the Parish Council apply for this to be changed, Cllr London seconded – Action – Clerk to contact NNDC planning to discuss suitable classification of use for the site, to eliminate further change of uses being required in the future.
- b) Discuss and decide on ways the Council will communicate –
- Notice boards** - The Parish Notice board will continue to be used to communicate meeting agendas and minutes. It was discussed if there were more notice boards within the Parish, it was noted that there is one at the Church, Cllr Read proposed that this is used to communicate, Cllr London seconded – decision carried. It was noted that there is a notice board at the Chapel. Clerk to make contact to see if it would be possible for the Council to add notices to this board.
- Website** – The Council have a new website which will be update regularly. It was agreed that details/links for Village Groups could be added. Details to be emailed to the Clerk so these details can be added to the site.
- Facebook** – The previous Facebook pages had been removed; it was agreed that all correspondences to the Council should be via the Clerk by Email or Post and not to create new pages
- Messenger** – Past events had seen the Council vote to discontinue their updates within the publication. Cllr Read proposed that the Council starts to provide updates for the community, Cllr Ramm seconded – decision carried. Following this decision Cllr London proposed that the Council also fees the Annual fee of £45 for their contributions, Cllr Dawson seconded the motion – decision carried
- c) Update on the Hall Committees responsibility/ownership of the Village Hall – The solicitor has requested additional documents. Action – Clerk to send copies to solicitor

- d) Discuss the Village Pub becoming a Community Asset – No discussion took place on this item
- e) Update on new Councillor email addresses and website – New gov.uk email addresses for the Clerk and Councillors have been created; action for Councillors to login to the new email addresses for these to be used. It was noted that the Council have a new gov.uk website, the previous website will not be updated going forward.

11. Correspondence

- a) Email received regarding the zipwire and park area – Clerk to contact the Play area Inspection contractor to ask if spikes can be added to the top of the swings and if so, can they provide a quote for this.
- b) Information received regarding Outlaw Half Holkham 6th July 2025 - Noted
- c) Invitation to Bid for Parish Partnership 2026/27 – A discussion took place on projects which could be relevant for this scheme. Cllr Read proposed that the Clerk investigates and obtains quotes for the installation of a flashing 20mph sign near the school and investigate whether Village gateways can be installed and if they can obtain a quote; Cllr Lissack seconded – decision carried

12. Next meeting

- a) Receive future agenda items
 - Consider checking assets within the Parish and decide on next steps
 - Discuss footpaths and rights of way within the Parish and whether they are accessible; consider further actions
- b) To confirm the next meeting as at 7pm in the Village Hall, on Wednesday 3rd September 2025 – Date Confirmed

Meeting closed at 8.40pm

Signed:

(Chairman)

Date: