

SCULTHORPE PARISH COUNCIL

Minutes of the general meeting of Sculthorpe Parish Council which was held on Wednesday 5th November 2025 at the Village Hall at 7pm.

Present: Cllr Read (Chairman), Cllr London, Cllr Ramm, Cllr White

Also present, Michelle Wroth (Parish Clerk), District Cllr Tim FitzPatrick and 6 member of the public

1. Declarations of Interest

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

2. Apologies for Absence

- a) Apologies received from Cllr Dawson

3. Chairman's welcome and announcements

4. Public Participation

- a) Items raised in the public session included
 - The footpath does not run the length of The Street and this is dangerous for those on foot, especially where the verge is overgrown and raised so not safe – Clerk to email Highways and County Councillor Dalby
 - New website is not easy to find on search engines, could it be placed in the Messenger each month
 - Members of 'The Men's Shed' asked for an update on the change of use of the Bowls Green and whether they would still be able to take over the lease. They also invited Cllrs and residents to go to their current location to see the services which they offer.
 - Bowls Club; the residents of Creake Road have not been informed that the site will be leased to 'The Men's Shed' and concerned on the parking from potential new users
 - Car Parked on the land up to the Bowls Club

5. Minutes

- a) The minutes of the meeting held on 3rd September 2025, having previously circulated were accepted as a true record and duly signed
- b) Matters arising from previous meetings (information only)
 - Bowl Green change of use – Clerk has received application form and details of additional information which needs to be supplied to NNDC Planning Dept
 - NFG Ltd have been asked to assess the play equipment – no confirmation of date
 - NFG Ltd to confirm date to replace the rotten beam on the basket swing

6. Reports

- a) County Councillor – Cllr Dalby sent a report into Council this will be added to the website
- b) District Councillor – District Cllr FitzPatrick provided an update on:

- North Norfolk Local Plan (15years) – the independent review has been completed – hopefully it will be adopted by the end of the year
- Fly tipping – if you do see anyone fly tipping please do not approach, if safe to do so take down a registration number and report. If you are using a carrier to dispose of your waste, please use a licenced carrier and ask for licence details
- Fakenham Swimming Pool – Work is underway for the new 4 lane pool; all being well it should be complete by the end of 2026
- Devolution - Norfolk and Suffolk are part of the governments Devolution Priority Programme which gives a financial benefit. The Mayor and County elections will take place 7th May.

c) SAM2 data – Cllr Read will share the data once it has been successfully downloaded

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

NNDC Ref	Site	Proposal	Decision
PF/25/0847	The Grange Farmhouse, NR21 9QQ	Erection of detached four-bay garage	NNDC - Approved

8. Finance

- a) Consider payments to be made – approved, decision carried

Name	Description	Gross £
Standing Orders:		
K & M Lighting	13 th September to 12 th October 2025 – Maintenance	25.51
K & M Lighting	13 th October to 12 th November 2025 – Maintenance	25.51
Npower	Street Lights - March 2025	53.43
Npower	Street Lights – April 2025	43.05
Npower	Street Lights – May 2025	36.57
Npower	Street Lights – June 2025	31.46
Npower	Street Lights – July 2025	34.30
Npower	Street Lights – August 2025	41.26
Npower	Street Lights - Sept 2025	48.43
Unity Trust	Charges	6.00
BACS:		
M Wroth	Salary November 2025	271.05
M Wroth	Salary December 2025	271.05
NGF Play Ltd	Repair zipwire	262.80
Norfolk County Council	NPLAW fees – Village Hall Ownership advice	1,663.26
E G Grounds Care Ltd	Grass Cutting – 16.10.25	185.40

- b) To note receipts into the bank:

- Precept £4,945.00
- Part payment for Village Hall Insurance from Village Hall Committee £311.19
- Interest £29.64

c) To note the bank reconciliation – Reserves of £8,992.02

9. Highways

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

10. Other items for consideration

- a) Decide on next steps regarding the Village Hall Ownership using the information provided by the Solicitor – Clerk to draft terms of reference ready for approval at next meeting
- b) Discuss and decide on next steps for Parish Partnership 2026/27 bids – at present both the Gateways and Wigwag projects are on hold as further work is required before being able to make a decision
- c) Discuss and decide on next steps for the Village Hall Roof – no further action on this matter
- d) Consider Adopting the Response to Planning Applications Scheme of Delegation – Cllr Read proposed, Cllr London seconded the motion – decision carried
- e) Consider Adopting the IT Policy - Cllr Read proposed, Cllr London seconded the motion – decision carried
- f) Review and approve Data Protection Privacy Notice - Cllr Read proposed, Cllr London seconded the motion – decision carried
- g) Discuss and decide on bank signatories – no further action; will revise if new Councillors join
- h) Discuss and decide on the next steps for bins at the Blackett's Pond – Clerk to get quotes for a new black bin and dog bin
- i) Discuss and decide on the next steps regarding dogs being allowed at the Blackett's Pond – The area has no restrictions in place and will remain open to dog walkers
- j) Discuss and decide on next steps for Christmas decorations/lights within the Parish – no Tree/lights will be installed in 2025; item to be carried to the next agenda so the project is in place for 2026
- k) Discuss projects to be included in the 26/27 Budget; projects to be included Christmas Lights/Tree, Playing Field equipment maintenance to build ring fenced reserves, Playing Field.
- l) Discuss car parked on access land to Bowls Club – The car parked on the land between the Highway and Bowls club is restricting access to the Bowls Club which the Parish Council has access rights to. Cllr White to contact the owner of the car and ask if it could be parked to the side so access is wider than a person so the site can be accessed. Cllr White to also ask for the owner of the car to send proof of ownership of the land to the Clerk.
- m) Confirm ownership of access land to Bowls Club and access rights to Bowls Club
- n) Discuss and decide on next steps for the outstanding electric invoice (£1,186.39 covering 01.04.24 – 18.02.25) for the Bowls Club. – The Clerk will confirm to EON that the site was leased out for part of this time. As noted in the minutes 8th May 2024. A member of the Bowls Club paid £100 rent, the Council ended the lease in November 2024 and asked for the padlock to be removed by 1st December 2024.

11. Correspondence

- a) Oak/Sycamore trees, Creake Road – Cllr Read will approach the landowner regarding the oak trees, the Clerk will contact Highways and ask for them to access the sycamore tree.

12. Next meeting

- a) Receive future agenda items
 - Discuss and decide on a contribution to the Church for the Christmas lighting

- Discuss the drainage on Moor Lane/the Street and future steps
- b) To confirm the next meeting as at 7pm in the Village Hall, on Wednesday 14th January 2026

Meeting closed at 9.17pm

Signed:.....(Chairman) Date:.....