

SCULTHORPE PARISH COUNCIL

Minutes of the general meeting of Sculthorpe Parish Council which was held on Wednesday 14th January 2026 at the Village Hall at 7pm.

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

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

1. Declarations of Interest

- a) Cllr White declared an interest in 11c and 11d

2. Apologies for Absence

- a) Apologies for absence received from County Cllr Dalby

3. Chairman's welcome and announcements

4. Public Participation

- a) Items raised in the public session included:
 - Contact details on search engines show previous Clerks name and address – Clerk to investigate
 - Investigations taking place to install a footpath/TROD on the Street, why not other areas of the village. For example, Creake Road, Cllr Read explained the Street is being investigated as a correspondence for this area was received from a resident. In the past Creake Road had been assessed and there wasn't anything Highways could do due to the width of the road.
 - Potholes and flooding in the Parish – Cllr Read advised that these are the responsibility of Norfolk County Council (NCC) and should be raised directly with them.
 - Update on the Community Shed using the old Bowls Club – Cllr Read advised no update at this time

5. Minutes

- a) The minutes of the meeting held on 5th November 2025, having previously circulated were accepted as a true record and duly signed
- b) Matter arising from previous meetings (information only)

6. Reports

- a) County Councillor – Report received and circulated with Council
- b) District Councillor – Cllr FitzPatrick provided an update and covered items which included:
 - Local Plan to 2040 has been adopted
 - Local Government Reform – the deadline for the decision on how Norfolk will operate has been pushed back to the end of February/start of March this decision is made by the Government
 - Potholes should be reported directly to NCC, if reported by the online portal if you create an account, you will receive updates on when the issue has been reported, assessed and the outcome.
- c) SAM2 data – Data had been shared to Council by Cllr Read; the machine will continue to be placed around the village, this is not on a rota to ensure that drivers do not become complacent.

7. Planning Delegated decisions

Decisions made in accordance with the Response to Planning Applications Scheme of Delegation

- a) Planning application LA/25/2638 – Manor Farm, Internal works to remove internal wall between the kitchen and pantry. Application supported, 3 support, 1 abstained and 1 no response received

8. 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	NNDC Decision
PF/25/2010	Sculthorpe Mill	Change of use a corner of an agricultural field to an overflow car park for a public house	APPROVED
PF/25/2006	The Grange Farmhouse	External alterations to include replacement windows	APPROVED
LA/25/2007	The Grange Farmhouse	Internal and external works to dwelling	APPROVED

9. Finance

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

Name	Description	Gross £
<u>Standing Orders:</u>		
K & M Lighting	13 th November to 12 th December 2025 – Maintenance	25.51
K & M Lighting	13 th December to 12 th January 2026 – Maintenance	25.51
Npower	Street Lights – October 2025	58.97
Npower	Street Lights – November 2025	64.87
Npower	Street Lights - December 2025	70.88
Unity Trust	Charges	6.00
Unity Trust	Charges	6.00
Unity Trust	Charges	6.00
<u>BACS:</u>		
M Wroth	Salary January 2026	271.05
M Wroth	Salary February 2026	271.05
ngfplay	Repair to nest swing	1,147.97
Norfolk County Council	NPLAW fees – Village Hall Ownership advice	247.86
E G Grounds Care Ltd	Grass Cutting – 04.06, 18.06, 13.08, 04.09, 24.09, 29.10	1,112.40
e-on	Bowls Club electric from 31.03.24	490.88

- b) To note receipts into the bank:
- Interest £38.57
- c) To note the bank reconciliation at 31.12.2025 – Reserves of £6,227.80

10. Highways

- a) Highways items raised:
- The verge by the school is being worn away due to a parked vehicle which causes traffic especially lorries to catch the verge to get past – Clerk to contact Highways
 - A ditch near the layby near Dells is now close to the edge of the road and is dangerous – Clerk to contact Highways

11. Other items for consideration

- a) Approve Sculthorpe Village Hall Management Committee Terms of Reference – Cllr Read proposed the terms; Cllr London seconded the motion – decision carried.
- b) Quote received for bins at the Blackett's Pond; discuss and decide on bin to purchase – Cllr Read proposed that a dual-purpose bin is purchased and installed, Cllr Ramm seconded the motion – decision carried.
- c) Update on car parked on access land to Bowls Club and decide on future action – Clerk to write to the resident parking on the land to ask why they feel that the land belongs to them and to provide proof of land ownership.

- d) Ownership of access land to Bowls Club – Discuss and decide on next steps to register the land as ownership confirmed in deeds dated 1981. Cllr London proposed that the Council obtain a colour copy of the 1981 deeds to confirm ownership then to register with Land Registry, Cllr Dawson seconded – decision carried
- e) Discuss and approve the budget for 26/27 – Cllr Read proposed to approve the budget provided by the Clerk, Cllr London seconded – decision carried
- f) Discuss and approve the precept for 26/27 – Cllr Read proposed that the precept is approved for £17,012.00, Cllr London seconded – decision carried
- g) Discuss electric supply at the Bowls Green and decide on next steps and who will cover the costs to have the supply reconnected. Cllr White proposed that the Council will pay for the electric supply to be reconnected once required, Cllr London seconded – decision carried

12. Correspondence

- a) North Norfolk Local Plan 2024-2040 - Formal Notice of Adoption (04) - Noted
- b) Francis Beckham Trust – Amenity Land Rules. Council discussed the document received and had several queries – Clerk to raise the queries with the Trust and invite them to the next meeting to discuss further
- c) Defibrillator – the team that maintain the defibrillator are investigating to see if they can introduce another unit in the other side of the village

13. Next meeting

- a) Receive future agenda items
 - **Trees at the Bowls Club which require cutting/removing**
 - **Community Right to Bid 'asset of interest' the Aviator**
- b) To confirm the next meeting as at 7.15pm in the Village Hall, on Wednesday 11th March 2026

14. Exclusion of Press and Public

That in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following item owing to the confidential nature of the business to be transacted

- a) Personnel matters – Discussion took place regarding the contracted hours of the Clerk. Cllr Read proposed that the hours are increased to 17hours a month and to review in 3 months, Cllr London seconded – decision carried

Meeting closed at 20:53

Signed:.....(Chairman)

Date:.....