

SCULTHORPE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Sculthorpe Parish Council which was held on Wednesday 6th May 2026 at the Village Hall at 7.15pm.

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

Also present, Michelle Wroth (Parish Clerk) and 5 member of the public

1. Election of Chairman and Vice-Chairman for Council Year 2026/27 (26/01)

a) Elect a Chairman for the new Council Year

Cllr London proposed Cllr Read, Cllr White seconded – unanimous; decision carried.

b) Receive the Declaration of Acceptance of Office for the above

Cllr Read signed his declaration and accepted his position

c) Elect a Vice Chairman for the new Council Year

No Vice Chair elected

d) Receive the Declaration of Acceptance of Office for the above

N/A

2. Declarations of Interest (26/02)

- a) Cllr White declared an interest in item 15

3. Apologies for Absence (26/03)

- a) None all in attendance

4. Chairman's welcome and announcements (26/04)

5. Public Participation (26/05)

Matters raised during the public session included:

- How can we bring the Village together? What can be done to encourage residents to support the village?

6. Minutes (26/06)

- a) To consider approving minutes of meeting held on 23 March 2026
The minutes of the meeting held 23rd March, 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)
 - Bowls Club trees – Clerk investigating
 - Asset of Interest application being processed by Clerk

7. Reports (26/07)

- a) County Councillor – No report received
- b) District Councillor – No report received
- c) SAM2 – Cllr Read provided an update from the SAM2 machine ACTION: Clerk to forward the data to the Beat Officer

8. Planning Delegated decisions (26/08)

- a) To note any decisions made through the Response to Planning Applications Scheme of Delegation

Application	Address	Description	Decision
-------------	---------	-------------	----------

PF/26/0550	35 The Street, Sculthorpe	Remove existing rear conservatory and replacement with a single storey rear extension, formation of a new entrance door on the front elevation	No objection
------------	------------------------------	--	--------------

9. Planning (26/09)

a) Consider Planning Application(s):

Application	Address	Description	Decision
PF/26/0749	Grove End, Creake Rd	Single storey side extension with upgrades to fenestration	Object
PF/26/0801	Cranmer Hall, Creake Rd	Change of use of part building from residential use to creative art courses facility with associated accommodation	Support
LA/26/0802	Cranmer Hall, Creake Rd	Works associated with change of use of part of building from dwelling to residential creative art courses with associated accommodation	Support

b) Other Planning matters, including recent decisions and consideration of applications arriving after publication of the agenda

10. Finance (26/10)

a) To note Financial Report – Budget vs Actual

b) Consider payments to be made

Name	Description	Gross £
<u>Standing Orders:</u>		
K & M Lighting	13 th March to 12 th April 2026 – Maintenance	25.51
K & M Lighting	13 th April to 12 th May 2026 – Maintenance	25.51
Npower	Streetlights – Feb 2026	55.49
Npower	Streetlights – March 2026	53.43
Unity Trust	Charges – March (DD 30.04.26)	7.00
<u>BACS:</u>		
M Wroth	Salary April 2026	287.53
HMRC	PAYE – P1	65.20
C Chilvers	Install bin at Blacketts Pond	155.00
Ewings Accounts Services	Payroll Services 2025/26	211.20
R Gillett	Internal Audit 25.26	20.00
NCC	Professional Fees March – Bowls Club Access	211.14
Clear Insurance Management Ltd	Insurance 01.06.26 to 31.05.27	678.42

c) Payments to consider received after the publication of the agenda

d) To note receipts into the bank: None at 27th April 2026

e) To note the bank reconciliation at 27.04.2026 – General reserves of £2,222.24

f) To approve the Certificate of Exemption 2025-26 – proposed, seconded and unanimously carried – signed by Chairman

g) To approve the Annual Governance Statement in the 2025-26 Annual Governance Annual Return (AGAR) - proposed, seconded and unanimously carried – signed by Chairman

h) To approve the Statement of Accounts in the 2025-26 AGAR - - proposed, seconded and unanimously carried – signed by Chairman

i) Appoint Payroll Service Provider – Council reviewed the three quotes received to process payroll and unanimously agreed to appoint Norfolk ALC as the Service Provider.

11. Highways (26/11)

a) Items raised were speeding within the Parish which also the SAM2 shows – data to be shared with Local Beat Officer

ACTION: Clerk to contact Highways to enquire about traffic calming measure which would be suitable for the Parish

Parking on the verges outside Del's ACTION: Clerk to contact NCC as planning permission included a provision for onsite parking spaces

Speed Sign on The Street has fallen down ACTION: Clerk to report to NCC

12. Other items for consideration (26/12)

- a) Terms of Reference - Village Hall Committee; discuss and decide on next steps – It was agreed that as the Parish Council are the registered owners of the Village Hall the Insurance policy would be moved into the Councils name; with the Management Committee still covering the cost of the Insurance as detailed in the Terms of Reference. Terms of Reference signed at the meeting
- b) Christmas lights – discuss and decide on next steps ACTION: Clerk to write to the Village Hall Management Committee to ask whether they would give permission for the Parish Council to have Christmas Tree install on the grass area outside. This would be at no cost to the Committee
- c) Sandy Lane – Planning Permission – No further action as out of Parish boundary

13. Correspondence (26/13)

14. Next meeting (26/14)

- a) Receive future agenda items
 - **Village Sign Repairs – cracks to the concrete base**
- b) To confirm the next meeting as at 7.15pm in the Village Hall, on Wednesday 8th July 2026

15. Exclusion of Press and Public (26/15)

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) Bowls Green
 - i. Access – No further updates at present
 - ii. Future use – ACTION: Clerk to write to the Community Group looking to lease the area and explain the reason for the delay is due to access issues which are being investigated and to conform the Parish Council are still very happy for them to lease the site once resolved.

Meeting closed at 9.15pm

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