

SCULTHORPE PARISH COUNCIL

Minutes of the Meeting of Sculthorpe Parish Council held on Wednesday 8th July 2026 at Sculthorpe Village Hall at 7.15pm.

Present: Cllr Read (Chairman), Cllr Ramm, Cllr White, Cllr Dawson, County Cllr Holliday and District Cllr FitzPatrick

Also present, Michelle Wroth (Parish Clerk) and 8 member of the public

1. Declarations of Interest (26/16)

- a) Cllr White declared an interest in item 15a

2. Apologies for Absence (26/17)

- a) Apologies received from Cllr London

3. Chairman's welcome and announcements (26/18)

4. Public Participation (26/19)

- a) Matters raised by the public included:
 - Concern that the only published contact details are for the Clerk, and clarification was sought on who should be contacted in an emergency.
 - It was noted that Councillor details on the NNDC website are out of date.
 - A question was raised regarding the definition and purpose of an Asset of Community Value.
 - Enquiry as to whether the SAM2 speed monitoring machine is still in use within the village.
 - A suggestion was made to include a 'Thank you' in the Messenger for the recent repair of the gate.
 - Notification of a Yard Sale and refreshments taking place at the Church on Sunday 12 July.

5. Minutes (26/20)

- a) To consider approving minutes of meeting held on 6th May 2026
The minutes of the meeting held 6th 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)
To be covered within the meeting where applicable

6. Co-option of Member (26/21)

- a) To consider the co-option of one applicant to fill one of the vacancies.
Cllr Read proposed to co-opt, Cllr Ramm seconded – unanimous decision
Cllr Francis signed his declaration of acceptance of office

7. Reports (26/22)

- a) County Councillor – Cllr Holliday shared her report which has been added to the Parish website
- b) District Councillor – Cllr FitzPatrick provided a report which covered the following matter:
 - Explained his contact details email/phone are on NNDC if the Public need to contact him
 - Explained an Asset of Community Value
 - If travellers were seen on public or private land, then this should be reported to the Police and NNDC Environmental Services
 - Awaiting details of the District Small Grant Fund
 - LGR
 - The swimming pool in Fakenham is on track to open January 27
- c) SAM2 – Reports were shared prior to the meeting and have been shared with the Police
ACTION: Add item to next agenda to discuss further actions and suggestions received from the Police

Cllr Holliday and Cllr FitzPatrick left the meeting

8. Planning Delegated decisions (26/23)

- a) To note any decisions made through the Response to Planning Applications Scheme of Delegation – None

9. Planning (26/24)

a) Consider Planning Application(s):

Application	Address	Description	Decision
PF/26/0749	Grove End, Creak Road	Single storey side extension with upgrades to fenestration	Neutral

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

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.	NNDC Approved 21.05.26
PF/26/0801	Cranmer Hall, Creak Road	Change of use of part building from residential use to creative art courses facility with associated accommodation	NNDC Approved 26.06.26
LA/26/0802	Cranmer Hall, Creak Road	Works associated with change of use of part of building from dwelling to residential creative art courses with associated accommodation	NNDC Approved 26.06.26

10. Finance (26/25)

a) To note Financial Report – Budget vs Actual - Noted

b) Consider payments to be made – all agreed, decision carried

Name	Description	Gross £
<u>Standing Orders:</u>		
K & M Lighting	13 th May to 12 th June 2026 – Maintenance	25.51
K & M Lighting	13 th June to 12 th July 2026 – Maintenance	25.51
Npower	Streetlights – April 2026	38.31
Npower	Streetlights – May 2026	34.51
Unity Trust	Charges – April (DD 31.05.26)	7.00
Unity Trust	Charges – May (DD 30.06.26)	7.00
<u>BACS:</u>		
M Wroth	Salary May 2026	287.33
HMRC	PAYE – P2	65.40
NNDC	Litter and Dog Bin – 2026/27	358.44
NCC	Professional fees – April – Bowls Club Access	480.50
M Wroth	Salary June 2026	287.33
HMRC	PAYE – P3	65.40
M Wroth	Expenses – Printing (March to June 2026)	11.50

c) Payments to consider received after the publication of the agenda – all agreed, decision carried

Name	Description	Gross £
NALC	26/27 Subscription	168.75
NCC	Professional fees – May – Bowls Club Access	181.26
Npower	Streetlights – June 2026	29.99
NNDC	Empty Property Rates – Bowls Club	1,008.61
Playsafety Ltd	Annual Inspection	128.40
Ewings	Payroll 26/27	18.00
NCC	Professional fees – June – Bowls Club Access	228.96

d) To note receipts into the bank: None

e) To note the bank reconciliation at 30.06.2026 – General reserves of £7,102.76

11. Highways (26/26)

a) Reports or updates on Highway related issues

i. TROD on The Street update

Updated provided by the Clerk – Highways have successfully secured funding towards the installation of the TROD. Currently awaiting a quote for the work, next step will be to see if the funding secured will cover the cost of the project. Further details will be shared once available

12. Other items for consideration (26/27)

a) Adoption of Financial Regulations

Updated Financial Regulations circulated to councillors. Council to resolve whether to adopt the revised version. Cllr Read proposed to adopt, Cllr White seconded – decision carried

b) Village Sign – Consideration of Repairs to Concrete Base

To receive an update on the cracks identified in the concrete base of the village sign and agree any required remedial works.

ACTION: Quotes to be obtained to repair the base and carried to September for a decision

c) Christmas Lights – Discussion and Decision on Next Steps

To discuss options for Christmas lighting within the Parish and determine the preferred approach for 2026.

ACTION: Quotes for trees and lights to be obtained and carried to September for a decision

d) Blackett's Pit – Maintenance of the Area

To review the current condition and maintenance requirements of Blackett's Pit and agree actions going forward.

Cllr Read moved item to the Private session item 15d to ensure GDPR and confidentiality requirements are in place

e) Tree & Vegetation Removal – Bowls Club

Quotation received for removal of overgrown trees and vegetation at the former Bowls Club site. Council to consider approval of the works and associated cost of £600ex VAT. Cllr Read proposed to accept the quote, Cllr Ramm seconded – Decision carried

f) Village Hall Insurance

Discuss quotation received from the Council's insurer to add the Village Hall to the policy at a cost of **£694.81**. Council to consider approval or next steps. Cllr Read proposed and Cllr Francis seconded – decision carried

ACTION: Clerk to request updated policy amount due to the time which has passed since quote was received, once Policy received to share with the Village Hall Committee for a refund to be requested from their current policy.

13. Correspondence (26/28)

a) Village Hall Website Request

Request received for a small space on the parish website to publish their monthly events diary. Cllr Read proposed, Cllr Ramm seconded – decision carried

14. Next meeting (26/29)

a) Receive future agenda items

- Council contact details
- Bench on main road requires repairing and repainting
- Parking on the green (The Street)
- Speed measures suggested by the Police

- Foliage surround Blackett's pond

b) To confirm the next meeting as at 7.15pm in the Village Hall, on Wednesday 9th September 2026

Meeting closed to public at 8.30pm

15. Exclusion of Press and Public (26/30)

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

- Access – Information from the Solicitor was reviewed, Clerk to contact Solicitor to discuss next steps and all agreed that further costs would be incurred

b) Personnel matter

- Clerks Salary – Cllr Read proposed to increase the Clerks SCP25 to SCP27 from 8/7/26, Cllr Ramm seconded – decision carried

c) Asset of Community Value Application

Consider next steps following NNDC's response to the application – All agreed for Clerk to obtain Land Registry records and submit with the application

d) Blackett's Pit – Maintenance of the Area

After discussing the correspondence received, Council agreed that if the correspondent feels a structural survey is required on their private land, this will need to be arranged and funded by the individual rather than the Parish Council.

Meeting closed at 9.15pm

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