

SCULTHORPE PARISH COUNCIL

Councillors are summoned to attend the Annual Parish Council Meeting of Sculthorpe Parish Council to be held on Wednesday 9th September 2026 at Sculthorpe Village Hall at 7.15pm.

The meeting will consider the items listed below.

Members of the Public are welcome to attend and to contribute in the time set aside for this

Michelle Wroth

Michelle Wroth, Parish Clerk, 01/09/2026

1. Declarations of Interest

- a) To receive declarations of interest and dispensation requests

2. Apologies for Absence

- a) To receive apologies for absence

3. Chairman's welcome and announcements

4. Public Participation

- a) To receive comments and questions from Members of the Public

5. Minutes

- a) To consider approving minutes of meeting held on 8th July 2026
- b) Matters arising from the above minutes, or previous meetings (information only)

6. Reports

- a) County Councillor
- b) District Councillor
- c) SAM2

7. Planning Delegated decisions

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

8. Planning

- a) Consider Planning Application(s):

Application	Address	Description
RV/26/1648	Cranmer Lodge, Creak Road	Erection of two-storey rear extension with basement below and installation of air source heat pump, without complying with condition 2 (approved plans of planning permission PF/12/0974, to allow (1) To include variation to the original approved extension (PF/12/0974) and variations, incl to approved single storey orangery (approved under RV/23/0495), (2) Roof to have slate roof finish rather than pantile (as per RV/23/0495 approval), (3) Extension walls to be brick, & (4) Roof to have slate roof finish (as per RV/23/0495 approval)
PF/26/1453	Bramble Oaks, Fakenham Road, Sculthorpe	Conversion and change of use of detached workshop to one-bedroom holiday let, including installation of new dormer and alterations to fenestration.

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

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

PF/26/0749	Grove End, Creak Road	Single storey side and rear extension with upgrades to fenestration	NNDC APPROVED 07.08.26
------------	--------------------------	---	------------------------------

9. Finance

- 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 July to 12 th August 2026 – Maintenance	25.51
K & M Lighting	13 th August to 12 th September – Maintenance	25.51
Npower	Streetlights – July 2026	33.52
Unity Trust	Charges – June (DD 31.07.26)	7.00
Unity Trust	Charges – July (DD 31.08.26)	7.00
<u>BACS:</u>		
M Wroth	Salary July 2026	300.77
HMRC	PAYE – P4	68.60
NALC	Website hosting fees	86.88
EG Grounds Care	Grass Cutting – 25.06.26	190.96
EG Grounds Care	Grass Cutting – 06.07.26	190.96
NCC	Professional fees – July – Bowls Club Access	66.78
M Wroth	Salary August 2026	300.77
HMRC	PAYE – P5	68.60
M Wroth	Expenses – Printing (July to August 2026) and Land Registry search	23.10
Village Hall	The Messenger – Annual fee	45.00

- c) Payments to consider received after the publication of the agenda
- d) To note receipts into the bank: None
- e) To note the bank reconciliation at 31.08.2026 – General reserves of £3,313.02

10. Highways

- a) Reports or updates on Highway related issues
 - i. TROD on The Street update

11. Other items for consideration

a) Village Sign – Consideration of Repairs to Concrete Base

To review quotes received to repair the cracks identified in the concrete base of the village sign and agree on the contractor to undertake the works.

b) Christmas Tree/Lights – Discussion and Decision on Next Steps

To review the quotes received for Christmas lighting and Tree and agree on the supplier and next steps for installation.

c) Blackett's Pit – Maintenance of the Area

To consider maintenance of overgrown foliage around Blackett's Pond and agree responsibility and actions.

d) Council Contact Details

To review and confirm current council contact details and agree any required updates.

e) Bench on Main Road – Repair and Repaint

To consider repair and repainting of the bench on the main road and agree next steps.

f) Parking on the Green (The Street)

To discuss concerns regarding vehicles parking on the green along The Street and consider appropriate measures.

g) Speed Measures Suggested by the Police

To receive and consider the Police's suggested speed-reduction measures for the parish.

h) Invitation to Bid for Parish Partnership Scheme 2027/28

To receive and consider the invitation from Norfolk County Council for the 2027/28 Parish Partnership Scheme, discuss potential projects eligible for submission, and agree whether the Parish Council wishes to prepare and submit a bid.

12. Correspondence

- a) Local Government Services Pay Agreement 2026/27
- b) Email received - Sculthorpe to Fakenham Academy School Walking Route Hazards & Highways Safety

13. Next meeting

- a) Receive future agenda items
- b) To confirm the next meeting as at 7.15pm in the Village Hall, on Wednesday 4th November 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) Bowls Green

- i. Access and next steps