SCULTHORPE PARISH COUNCIL

Councillors are summoned to attend the Annual Parish Council Meeting of Sculthorpe Parish Council to be held on Wednesday 4th November 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, 28/10/2026

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 9th September 2026
   b) Matters arising from the above minutes, or previous meetings (information only)
      - Village Sign scheduled for repair
      - 10ft Christmas Tree ordered – delivery late November

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): None at the time of publishing the agenda

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

9. **Finance**
   a) To note Financial Report – Budget vs Actual
   b) Consider payments to be made

Name	**Description**	**Gross £**
Standing Orders:		
K & M Lighting	13th September to 12th October 2026 – Maintenance	25.51
K & M Lighting	13th October to 12th November – Maintenance	25.51
Npower	Streetlights – August 2026	40.62
Npower	Streetlights – September 2026	47.84
Unity Trust	Charges – August (DD 30.09.26)	7.00
Unity Trust	Charges – September (DD 31.10.26)	7.00
BACS:		
M Wroth	Salary September 2026	353.43

HMRC	PAYE – P6	82.00
Forestworx	Removing of large trees and vegetation away from wall at Bowls Club	720.00
EG Grounds Care	Grass Cutting – 04.09.26	190.96
EG Grounds Care	Grass Cutting – 22.09.26	190.96
NCC	Professional fees – August – Bowls Club Access	352.36
M Wroth	Salary October 2026	309.64
HMRC	PAYE – P7	71.00
M Wroth	Expenses – Printing (September/October 2026)	5.90
NCC	Professional fees – September – Bowls Club Access	26.08

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

d) To note receipts into the bank:
- £34.94 Interest Received
- £39.12 from Village Hall Committee Insurance refund
- £100 Sculthorpe Primary School
- £8,506 2nd instalment of precept

e) To note the bank reconciliation at 28.10.2026 – General reserves of £9,513.16

10. Highways

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

11. Other items for consideration

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

To consider the number of Christmas lights required, confirm who will install the tree upon delivery

b) Blackett's Pit – Maintenance of the Area

To consider quotes to clear and tidy the overgrown foliage around Blackett's Pond and agree next steps.

c) Speed Measures Posters

To review and discuss posters produced by village primary school pupils highlighting speed-reduction measures for the parish, and to consider how the posters may be used to support local road safety initiatives. Councillors are invited to agree any next steps, including display locations, publicity arrangements, and any further engagement with the school.

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

To receive update after meeting with Highways 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.

e) 2027 Meeting Dates

To consider and agree on the meeting dates for 2027

f) Levelling the playing field

To discuss and agree on next steps to level the grass at the playing field

12. Correspondence

13. Next meeting

a) Receive future agenda items
b) To confirm the next meeting for January 2027

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