SCULTHORPE PARISH COUNCIL

Minutes of the Meeting of Sculthorpe Parish Council held on Wednesday 9th September 2026 at Sculthorpe Village Hall at 7.15pm.

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

Also present, Michelle Wroth (Parish Clerk), County Cllr Holliday and District Cllr FitzPatrick and 11 member of the public

1. Declarations of Interest

a) Cllr White declared an inter in item 14a

2. Apologies for Absence

a) None – All Councillors in attendance

3. Chairman's welcome and announcements

4. Public Participation

a) Matters raised by the public included:

- Item 12b – the walking route from Sculthorpe to Fakenham Academy, a verbal summary was provided of the written correspondence received

5. Minutes

a) To consider approving minutes of meeting held on 8th July 2026
The minutes of the meeting held 8th July, 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)

6. Reports

a) County Councillor – Cllr Holliday shared reports prior to the meeting and these have been added to the Parish website, Cllr Holliday gave an overview of these reports and also updated that she had attended the meeting which walked the route from Sculthorpe to Fakenham Academy; Cllr Holliday will champion this matter and support the residents once the complaint process has been completed.

b) District Councillor – Cllr FitzPatrick covered the following topics in his report

- Attended the meeting which walked the route from Sculthorpe to Fakenham Academy along with County Cllr Holliday, MP Jerome Mayhew, residents and NCC members. Cllr FitzPatrick will continue to support the residents challenge the route with NCC.
- Housing remains a problem after the section 21 changes which were introduced earlier in 2026
- North Norfolk Community Hub – details will be sent to the Clerk to share on the Parish website
- Cost of Living/energy/utility costs - details will be sent to the Clerk to share on the Parish website
- LGR is currently on hold

c) SAM2 – No report at present due to the machine not currently in place
ACTION: Ask Highways for additional suitable locations within the Parish

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	Decision
RV/26/1648	Cranmer Lodge, Creake 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	No Objections

		(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.	Do not support – do not wish to increase number of cars on the proposed walking route to Fakenham Academy

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, Creake 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 – all agreed; decision carried

Name	**Description**	**Gross £**
Standing Orders:		
K & M Lighting	13th July to 12th August 2026 – Maintenance	25.51
K & M Lighting	13th August to 12th 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
BACS:		
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 – agreed; decision carried

Francis Beckham Trust	Playing Field Rent – Annual	15.00

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 – Highways are requesting additional quotes, first quote received for £101k

ii. Updates

- Cllr FitzPatrick to contact the Planning Department regarding the parking issues raised at Dels Nursery
- The mobile speed team will not be deployed to The Street as the non-complaint data shows (13.8%) which is below the percentage required

11. Other items for consideration

a) Village Sign – Consideration of Repairs to Concrete Base

Unanimous decision to accept the quote of £435

ACTION: Clerk to contact contractor, for work to begin

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

Unanimous decisions to purchase a 10ft tree for 2026

ACTION: Clerk to order tree ready to be delivered November

c) Blackett's Pit – Maintenance of the Area

To consider maintenance of overgrown foliage around Blackett's Pond and agree responsibility and actions.
ACTION: Clerk to obtain a quote to cut back the area
Correspondence received from resident after the agenda was published on this matter – Cllr Read moved this to the end of the meeting within the private session due to GDPR

d) Council Contact Details

Unanimously agreed that the contact details will remain as they are, all matters to be emailed to the Clerk. Any emergencies that rise within the Parish should be escalated appropriately depending on the matter.

e) Bench on Main Road – Repair and Repaint

To consider repair and repainting of the bench on the main road and agree next steps – this had been repaired and painted prior to the meeting by a member of the public

f) Parking on the Green (The Street)

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

ACTION: Purchase a no parking sign and place on the green to deter parking and monitor

g) Speed Measures Suggested by the Police

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

ACTION: Clerk to obtain quotes for Gateways from NCC, also to ask if there are other options which can be installed instead of the gateways

ACTION: Clerk to contact the school, also include in the messenger and ask if they would like to design posters to help reduce speeding, Council will then pick several designs to have printed and place around the school

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.
ACTION: Clerk to obtain quote for Gateways

12. Correspondence

a) Local Government Services Pay Agreement 2026/27 - noted
b) Email received - Sculthorpe to Fakenham Academy School Walking Route Hazards & Highways Safety – Council will look to support residents, MP, District and County Councillors with this matter where appliable as unanimously agree the route is not suitable.

13. Next meeting

a) Receive future agenda items
- Confirm the 2027 Meeting Dates
- Playing Field – Levelling the surface
- Parish Partnership Scheme 27/28

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
ACTION: To await further update from Solicitor

b) **Blackett's Pit – Maintenance of the Area**

Discussed correspondence
ACTION: Due to access currently unavailable; permission granted for foliage to be removed from fence by resident if they wish to do so.

Meeting closed at 9.30pm

Signed:……..……..(Chairman) Date: ……