

**Minutes of a meeting of Scarning Parish Council held in  
Scarning Village Hall on 15 January 2024 at 7pm**

**Councillors present:** F Bradford (Chair) T Abel, M Blackburn, S Bunn, C Hewson, M Steward.

**In attendance:** N Hartley (Parish Clerk), one member of the public.

**Public Participation**

It was noted that a number of the plants/shrubs in the flower boxes have been eaten by deer and/or insects.

**The meeting went into session.**

**1 Apologies for Absence**

Apologies were received from Cllrs P Hewett and L Turner (Breckland Council), and Cllr W Richmond (Norfolk County Council).

**2 Declarations of Interest**

Cllr Hewson declared an interest in any matter relating to Shipdham Lane Playing Field.

**3 Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 4 December 2023 as a true and accurate record. The minutes were signed by the Chair.

**4 Matters Arising**

None.

**5 Report of District Councillor**

Cllr Turner (Breckland Council) submitted a written report in which she noted there are grants available for D Day celebrations 2024; the last tranches of household support grants have been made; the onward consultation for the Local Plan. The Draft Budget for Breckland has been published and has been balanced due to good housekeeping and prudential investments. The Polling Station 5 year review has been concluded and there is no change for Scarning.

## 6 Finance

- 6.1 It was **RESOLVED** to make the following payments in accordance with the Council's budget:-

N Hartley, clerk's salary, £947.39

HMRC, clerk's PAYE, £19.40

SCS Accounting, payroll services, £18

Mansfield Fencing, remove, repair and reinstall bench at Water Meadows, £200

TT Jones Electrical Ltd, install LED lanterns in street lights, £901.36

Wensum Valley Electrical Ltd, check and install Christmas tree lights, £96

Npower, unmetered street light energy, £510.85

- 6.2 The meeting received a report of Actual to Budgeted expenditure (copy attached to the minutes)

## 7 Planning

4 Home Field Close	3PL/2023/1043/HOU
Single storey extension to rear, and alterations	Approved

Land adjacent to Pennymeadow Nursery, Podmore Lane	3PL/2023/1003/F
Erection of bungalow and new car port garage	Approved

Scarning Parish Council, Shipdham Lane Playing Field	TRE/2023/0335/TPO
2/3 metre overall crown reduction to both oak trees	Approved

## 8 Review of the Council's Standing Orders

The Council's Standing Order were reviewed without amendment.

## 9 Review of the Council's Financial Regulations

The Council's Financial Regulations were reviewed without amendment.

## 10 Fencing at Ted Ellis Play Area

The Council considered three quotes to replace the two sides of the fence near the goals and also to replace the four sides. It was **RESOLVED** to appoint MEW Fencing to replace the four sides and to use concrete posts.

## 11 Blackthorn Drive Play Area Working Group

Cllr Bradford noted the next meeting is to be arranged.

## **12 Speed Watch Group**

The Council had received no response to its request for a coordinator to run the Group. The Group cannot run without a coordinator. The Council had contacted the Police and been informed that if there is no coordinator the equipment must be returned. The Council **RESOLVED** to return the equipment to the Police in the absence of a coordinator.

The Council will assess the position in July 2024 and see if Mrs Geary is still interested in acting as coordinator. The Council will ask for speeds to continue to be policed on Dereham Road.

## **13 Tree Work (Shipdham Lane Playing Field)**

The Clerk noted that the contractor will carry out works to the two oak trees on the Shipdham Lane edge of the Playing Field before the end of February. Cllr Hewson was asked to advise the Playing Field Committee.

## **14 Representatives Reports**

There were no reports.

## **15 Items for the Next Agenda**

Flower boxes.

## **16 Next Meeting**

The next Council meeting will be in the Village Hall on 19 February at 7.30pm.

There being no further business, the meeting was closed at 7.30pm.

### Scarning Parish Council Actual to Budgeted Expenditure

<b>Running Costs</b>	<b>Budgeted</b>	<b>Expenditure</b>	<b>Notes</b>
Insurance	750	708.10	
Clerk's salary & Paye	10,500	8,690.78	
Clerk's expenses	500	312.20	
Council phone	50	30.00	
Payroll services	100	54.00	
Office supplies & repairs (photocopier)	250	152.28	
Internal Auditor	150	120.00	
External Auditor	550	252.00	
Norfolk Parish Training Subscription	400	420.00	
Fee to Information Commissioner	35	35.00	
Microsoft subscription – Council laptop	60	59.99	
Council website - Wix	120		
Parish website Costs	100	25.00	
Hire of Village Hall	275	218.75	
Council Training	250	140.00	
<b>Capital Costs</b>			
Cutting roadside verges/meadows play areas (see below)	4,500	4,897.92	
Street lighting	2,500	835.95	
Street light maintenance	300	1,066.04	Includes two new Leds
Tree survey	500		
Tree works	1,000		
Solar lights – repairs	100	295.20	
Church clock maintenance	100	100.00	

Defibrillator costs	450	298.00	Move school defibrillator - £246
SAM2	100		
Flower boxes	150	58.05	
General repairs	500		
Grit/dog bins	-	290.00	
Noticeboard spare keys	-	9.27	
<b>Blackthorn Drive Play Area</b>			
Grass cutting	Included in verges figure above		
New play equipment	5,000		
Repairs to play equipment	1,000	111.00	
Play Safety Reports	250	240.00	
Maintenance of Outdoor Fitness equipment	500		
<b>Ted Ellis Play Area</b>			
Fence/gates	300		
<b>Shipdham Lane Playing Field</b>			
Outdoor Fitness equipment maintenance	250	198.00	
Zip wire maintenance	200	164.70	Replacement seat
<b>Grants and Donations</b>			
Grants	5,000	3,100.00	Grant to Playing Field Committee
Payment for Mower to Scarning Playing Field Committee		4,800.00	
Grass cutting in churchyard	1,500	1,512.00	
Remembrance Day wreath (Section 137)	50	50.00	
<b>Additional</b>			

Christmas tree	300	180.00	
Litter picking	75	23.50	
Elections	2,085	75.00	Funds not used as no elections held. c/f £2,085
Events (Coronation)	1,000		
<b>TOTAL</b>	<b>£42,000</b>	<b>£29,522.73</b>	
Bank reconciliation as at 2 January 2024			
Barclays Current Account £30,723.96			
Scottish Widows           £22,084.20	£52,808.16		
Balance c/f                   £37,660.26			
Add receipts               £44,670.63			
Less payments              £29,522.73	£52,808.16		