

STRATTON STRAWLESS PARISH COUNCIL

Parish Clerk: Miss Lolly Dawson Email: ssparishcouncil@outlook.com

Minutes of the Annual Parish Council meeting held on Monday 12th May 2025 at 7:30pm in Burroughes Hall, Parish Road.

In attendance: Cllrs Martin Howard, Levi Drake, Diane Farrow & Allan Johns

Clerk: Miss L Dawson

Members of the public: 1

1. Elect a Chair

Cllr Levi Drake was elected as Chair, PROPOSED Diane Farrow, seconded Cllr Martin Howard, the declaration of acceptance was signed.

2. Elect a Vice Chair

Cllr Martin Howard was elected as Vice Chair, PROPOSED Cllr Diane Farrow, seconded Cllr Levi Drake, the declaration of acceptance was signed.

3. Apologies

Apologies were accepted for Cllr Lee Drake, Wayne Farrow & Ros Cook.

4. Declarations of Interest

None.

5. Minutes

The minutes of the Parish Council meeting held on 10th March 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

6. Matters arising from the previous meetings and any further actions.

- 6.1. No update has been received with regard to the beware of children sign outside the playground. It was AGREED to email Dan Roper.
- 6.2. It was noted that the Clerk has registered for PGSA registration to access OS data maps.
- 6.3. It was NOTED that the bus shelter replacement window has been carried out.

7. District and County Councillors & Police reports

See Annual Parish Assembly Minutes.

8. Public participation

A member of the public provided some additional information on the history of the Church and requirement for grass-cutting in the graveyard.

9. Planning

9.1. Planning applications received before the meeting.

- 9.1.1. An update to planning appeal APP/K2610/W/23/3331883. Local Planning Authority Reference 20212125 by Induct E A Limited at Mandon Plantation. 11.03.25 – Enf Notice served, allow 28 days for appeal. Cllr M Howard provided an update that Breckland was unable to provide an update when called 12.05.2025. It was AGREED to make a formal complaint to the managing director of Broadland District Council, due to what appears to be inadequate enforcement action as the activity on the site has continued.

9.2. Planning decisions made by Broadland District Council

- 9.2.1. 2024/1976, Tenison Vale, Shortthorn Road. Provision of new driveway (retrospective) and access to Shortthorn Road from Johnsons Caravans. Approval with Conditions (Delegated) on 14 March 2025.
- 9.2.2. 2025/0286, Maple House 7 Edwin Close. New vehicle access and wall (retrospective following refusal of 2024/2335). Refusal (Delegated) on 10 March 2025. It was NOTED that there is evidence the vehicle access is being used, it was AGREED to inform planning enforcement.

10.Highways

- 10.1. It was noted there were no highways updates.
- 10.2. The SAM2 report was presented by Cllr M Howard and is available on the Council website.

11.Finance

- 11.1. An up-to-date bank reconciliation was RECEIVED.

EOY BANK REC 2024/2025

Stratton Strawless Parish Council

Bank Reconciliation produced 01/04/2025 by L Dawson

Bank Balances @ 1/4/24

Barclays	£	4,769.88
Unity	£	3,137.93

Income	£	9,582.15
Expenditure	£	7,221.41

Cashbook Balance	£	10,268.55
-------------------------	----------	------------------

Barclays	£	-
Unity Bank @ 31/3/25	£	10,268.55

Difference	£	10,268.55
------------	---	-----------

- 11.2. The Internal Audit report for 2024/25 was RECEIVED and is available on the Council website.
- 11.3. The AGAR was RECEIVED.
- 11.3.1. It was RESOLVED to declare Stratton Strawless Parish Council as an exempt authority and the Certificate of Exemption was signed as neither the gross income or expenditure exceeds £25,000.
- 11.3.2. It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statement.
- 11.3.3. It was RESOLVED to approve Section 2 of the AGAR the Accounting Statement.
- 11.3.4. The publication of rights was noted to be 3 June to 14 July 2025.
- 11.3.5. The analysis of variances report was RECEIVED.
- 11.3.6. The current bank signatories were confirmed to be Cllrs Martin Howard, Levi Drake, Lee Stefan Drake and Wayne Farrow. It was APPROVED to add Cllr Allan Johns as a signature on unity.
- 11.3.7. The asset register was reviewed and APPROVED; it was noted the laptops need adding to the insurance policy.
- 11.3.8. The insurance quote of £489.57 for the period 1st June 2025 to 31st May 2026 was APPROVED.
- 11.3.9. It was AGREED to donate £500 to the Church towards their grass-cutting fees. Any donation for 2026, shall be agreed at budget-setting meeting.
- 11.3.10. A budget of £100 was APPROVED to cover the costs for repairs to the tree and fencing.

11.4. A budget expenditure review 25/26 will be taken to the next meeting.

11.5. The payments and receipts were APPROVED.

PAYMENTS				
Company	Description	Net	Vat	Gross
Staff Costs	Month 2 May 2025	TBC		
Staff Costs	Month 3 June 2025	TBC		
Unity Trust	Bank Charges 31/3/25	£6.00	£0.00	£6.00
Unity Trust	Bank Charges 30/4/25	£6.00	£0.00	£6.00
Amber Home Improvements	Bus Shelter window replacement (in brown)	£358.33	£71.67	£430.00
Sonya Blythe	Internal Audit 24-25	£120.00	£0.00	£120.00
Village Hall	Donation towards external lights	£345.48	£0.00	£345.48
ICO	Annual Fee	£47.00	£0.00	£47.00
INCOME				
Broadland District Council	Precept	£4355.50	£0.00	£4355.50

12. Correspondence

12.1. The email from Nutrient Neutrality Fund regarding grant funding to undertake feasibility work, and capital loans to deliver nutrient reduction projects across Norfolk, was noted, contact Clerk for further information.

13. Items for agenda of next meeting.

13.1. Mansom plantation update

13.2. Village Hall Update (Cllr D Farrow)

13.3. Sweet Chestnut fencing update

13.4. Public footpath wilderness no sign update

13.5. Serpentine Lane overgrown hedge on junction update

14. Date of next meeting.

14.1. All meetings to be held at Burroughes Hall at 7:30pm.

Monday 14th July 2025

Monday 8th September 2025

It was RESOLVED to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 during the following item due to the confidential nature.

12. Staffing

12.1. The Clerks annual appraisal was carried out and APPROVED and pay scale increase to SCP17 was APPROVED.

Meeting Closed: 20:58

Signed:

Dated: