

STOKE FERRY PARISH COUNCIL

Minutes of the meeting held on 5th April, 2017

Attendance:	Chairman	Cllr S Lintern
	Vice Chairman	Mrs J Taylor
	Councillors	Mrs D Clements
		Mrs J Lawson
		Mrs M Leamon
		Mrs T Mann
	Borough Cllr	C T Sampson
	County Cllr	M Storey
	Parish Clerk	Mrs J M Markwell
	Footpath Warden	Mr C Philpott
	Members of the public	5

1. Emergency Evacuation

Members and members of the public were advised of the emergency evacuation procedures for the Village Hall.

2. Apologies

There were no apologies for this meeting.

3. To receive Declarations of Interest from Members on any item to be discussed

There were no declarations of interest

4. To agree Minutes of the meeting held on 1st March, 2017

Proposed - Cllr Mrs Taylor

Seconded - Cllr Mrs Clements

'That the minutes of the meeting held on Wednesday 1st March, 2017 be approved'

All in favour

5. Matters arising

Bin on Common – A key for the bin had been promised but had not arrived. Once received, checked and given to the waste collection team the bins would be put in place.

Concern had been raised by a resident close to the Common that the removal of the bin had caused problems with rubbish being thrown on the ground. It was stated that the bin had never been used, had brambles growing through it and had never been emptied. An email would be forwarded to explain the reasons for its removal.

Litter Pick – There was a litter pick in the village and 11 volunteers attended and 25 bags of rubbish were collected. The Council wished to thank all those who took part.

Ongoing concerns with dog waste around the village.

A response is still awaited from the West Norfolk Clinical Commissioning Group: the Clerk would contact them again

Field adjacent to the Cemetery – the Clerk still had to contact the agents of the owners. There were still problems with the street lights in Border Road: this would be reported to Westcotec Ltd.

6. To receive report on Public Rights of Way (Footpaths/Bridleways)

Footpath 5 had been handed over to the contractor with regard to the steps and the work should be completed this summer.

It was not going to be possible to do any repair work on the muddy section of the footpath along from the Maltings as the landowner is insistent that hardcore would have to be used.

The Chairman reported that she was in contact with the Land Registry with regard to the ownership of land either side of the cut. It is hoped that with the title number of the land the owner/s can be traced.

The first organised walk will be on Saturday 20th May with interested walkers meeting at the Corner Shop. Posters would be put around the village nearer the time confirming date and time.

7. Update on the Website

Work was continuing with putting relevant information on the website.

8. To discuss village Handyperson appointment

Only two people had applied for the position of handyman. It was agreed to arrange to meet with both of them after which a decision would be made. This meeting would be prior to the one called for the Summer Fete on Tuesday 11th April, 2017

9. To discuss Summer Fete for 2017

Arrangements for the fete were continuing. Cllr Mrs Clements agreed to contact and book the disco and also to arrange for the live music (Trigger Country)

The Chairman was proceeding with the TEN (Temporary Events Notice) so that alcohol could be sold on the day. It was agreed to hold a meeting with interested parties on Tuesday 11th April to move things forward.

10. To discuss future quarterly internal audit

It had been agreed that this would begin in June 2017 and Cllr Mrs Mann would be the designated Councillor to do the internal audit and report back to the Council.

Proposed – Cllr Mrs Lintern

Seconded – Cllr Mrs Taylor

‘That Cllr Mrs Mann is appointed to do an internal audit every quarter’

All in favour

11. Grants Policy

Cllr Mrs Lawson had put together a policy for awarding grants to local organisations. With a few small amendments it was agreed to take this forward.

Proposed – Cllr Mrs Lawson

Seconded – Cllr Mrs Clements

‘That the policy on awarding grants is adopted by the Parish Council’

All in favour

Cllr Mrs Lawson was thanked for all her hard work in producing the policy.

12. Update from Cllr Mrs Lawson on the S106 agreement for the Village Hall

Members were given an update on the provision of play equipment, which is detailed in the S106 agreement, to be placed within the new development site. It was strongly stated that this should, in fact, be placed on the playing field which would mean it would be easily accessible for all children to use.

Major concern was raised over the number of houses on the Lark Road site. It had been stated that there should be a minimum of 5, but it is anticipated that when the application is received it will be for 32 houses.

13. To discuss training and seminar fees

It was suggested that the Council should have a policy with regard to reclaiming training and seminar fees if either a Councillor a member of staff leave with a set period of the date of the training/seminar.

There followed a discussion and it was agreed that should not refer to members but could be incorporated in future staff contracts that if they leave within six months of a training course they will be asked to refund the cost.

14. To approve payment of bills

Expenditure		Nett	VAT	Total
BCKL&WN	Emptying of dog bins	202.80	40.56	243.36
Glazewing	Bin emptying Cemetery	16.16	3.23	19.39
HMRC	PAYE Apr 2017	72.80	0.00	72.80
J Markwell	Salary Apr 2017	291.20	0.00	291.20
Westcotec	Street Lights	15.44	3.09	18.53
Village Hall	Hire of Village Hall	25.00	0.00	25.00
Income				
Bretts	Inscription on Headstone	70.00	0.00	70.00

It was also agree to pay the contractor for the removal of the tree and tidying of the hedge in the Cemetery.

Proposed – Cllr Mrs Taylor

Seconded – Cllrs Mrs Leamon

That the bills for April 2017 be paid with the inclusion of the Contractors invoice for the Cemetery work’

For – 5

Declared Interest – 1

15. Planning Application:

Reference 17/00469/F

Variation of conditions 8, 9, 14, 21, 29 and 31 of permission 16/00493/FM – Village Hall

A plan had been received for variation of conditions 8, 9, 14, 21, 29 and 31 of permission 16/00493/FM relating to the construction of the car park for the Village Hall. It was agreed that the Council needed to have a better explanation, in detail, on how the variations will affect the building of the development. Confirmation is needed that the car park and its access for the village hall is the first part of the build to be completed, as agreed previously. This response was emailed to the Borough Planning immediately after the discussion was finished.

16. To receive correspondence

All correspondence is emailed to members

17. Urgent items as agreed by the Chairman

There were no urgent items

**18. To receive information or suggested items to be considered at the next meeting (Councillors/
Public)**

It was stated that perhaps the Parish Council should insist that when burials are requested that Funeral Directors should be told which gravedigger to use. Cllr Mrs Taylor had spoken to the gentleman who does this work for Methwold and he would be in agreement to work for Stoke Ferry. This would mean the waste would be placed in the correct area and also at a future date after the interment the ground could be levelled to make for easier maintenance of the Cemetery.

County Cllr Storey advised that the elections for Norfolk County Council are being held on 4th May and therefore there was little to report at the moment.

Borough Cllr Sampson responded to comments relating the Borough Planning.

19. Date and time of next meeting - Wednesday 3rd May, 2017 at 7.00pm.

Meeting closed at 9.40 pm