

STOKE FERRY PARISH COUNCIL
Draft Minutes Subject to the Approval at the next Meeting
Annual Meeting of the Parish Council
Wednesday 2 May 2018 at 7.20 pm
Stoke Ferry Village Hall

Attendance:

Cllr Sue Lintern
Cllr Jim McNeill
Cllr Daphne Clements
Cllr Mandy Leamon
Cllr Trudy Mann
Cllr Grant Tomkins
Cllr Shirley Cordner
Cllr Gail Reeve
Helen Richardson Parish Clerk and Financial Responsible Person

Also, in attendance:

Cllr Martin Storey Norfolk County Council
Cllr Colin Sampson
Mr Chris Philpott Footpath Warden

Members of the Public: 16

90/18 Election of Chair and Vice Chair

Cllr Sue Lintern advised that each year the Parish Council considered the position of Chair and Vice Chair, and so if others wished to take on the role of Chair or Vice Chair the opportunity would be available. No other Councillors wished to put themselves forward as Cllr Sue Lintern and Cllr Jim McNeill were doing a sufficient job. It was proposed that Cllr Sue Lintern continue as Chair by Cllr Mandy Leamon, seconded by Cllr Daphne Clements, 7 agreed, 1 abstained.

The Chair proposed that Cllr Jim McNeill continue Vice Chair, other Councillors confirmed they didn't wish to stand as Vice Chair, Cllr Jim McNeill for Vice Chair was proposed by Cllr Sue Lintern and Seconded by Cllr Mandy Leamon, seven were in favour, one abstained.

Both Cllr Sue Lintern and Cllr Jim McNeill signed declaration forms of their acceptance of office.

91/18 Apologies and Welcome

There were apologies received and accepted for absence from Cllr Kit Hesketh-Harvey (health reasons).

92/18 Consider Declarations of Interest on Agenda Items and Dispensation Requests

There were no declarations of interest.

93/18 Minutes of the Meeting dated 28 March 2018 and 4 April 2018

The minutes of the Extraordinary Parish Council Meeting held on 28 March 2018 were approved as a true record. *Proposed. Cllr Grant Tomkins, Seconded Cllr Gail Reeve, 4 agreed and 4 abstained.* Cllr Jim McNeill, Cllr Mandy Leamon, Cllr Shirley Cordner and Cllr Trudy Mann were not present at the meeting, four were in favour.

The minutes of the Ordinary Parish Council Meeting held on 4 April 2018 were approved as a true record. *Proposed. Cllr Daphne Clements, Seconded Cllr Jim McNeill, all in favour.*

RESOLVED: That minutes of 28 March 2018 and 4 April 2018 be approved.

94/18 Matters Arising from the Minutes

The following items were raised as matters arising:

- **Emergency Plan** was on the June agenda and Cllr Daphne Clements was reviewing it and agreed to add all business information. Cllr Daphne Clements also agreed to add the church and playing field as emergency meeting areas as well as the village hall and the community centre.
- **Dukes head** – The Clerk continued to update regularly with the Borough Council Conservation Officer.
- **Indigo Road** – The Clerk advised that she had updated with the developer and that had permission to start, but there had been petrol tanks as part of the garage that was there in the past, and whilst doing survey work, they found petrol contamination in the ground, not asbestos, that they hadn't surveyed before. This meant making an application for removal with the Environment Agency. The developer now needed to agree a remedial plan with the Environment Agency, but due to their long process of communication they were holding up the development which in time would start again which was unfortunate. The developer had advised that the process with the Environment Agency for each communication took 21 days for them to respond, and so for each question the time started over again. The developer advised that once permission is granted the contamination would be simple to remove. The Clerk advised that the developer had shared that he had forwarded the request for extension of the yellow lines scheme, and the request had been forwarded to Charlcroft who would deal with correspondence together with highways. The developer had advised that they were unable to confirm if residents could park on the land at the back, as there were discussions they would need to have about signage, fencing and insurance checking. The Clerk agreed to contact the developer and ask that they secure the fencing as youths had been entering the site.
- **Poppy Wreath** – A War Memorial management policy would be available for June meeting.
- **Communication Protocol** – This protocol would be available for the June meeting.
- **2Agriculture** – The Chair also shared that there was correspondence that Elizabeth Truss MP shared from the HSE. The Chair read the letter, attached to these minutes as an appendix. The Clerk agreed to write back to Elizabeth Truss MP and resend the list of questions that the Parish Council had previously asked and copied Paul Carter and ask for a copy of her letter that initiated the response.
- **Gardens Refurbishment** – The Chair advised that the Parish Council had planted shrubs in two of the communal areas and would be planting perennials and herbs too. The Chair thanked the Councillors and members of the public that helped with the planting.
- **Bin update** – The Chair thanked Bonnets for installing the bin on the Common Land.
- **Dropped Kerb** – The Chair confirmed that the cost of the dropped kerb outside the school had indeed been covered entirely by Cllr Martin Storey's funding and the Chair thanked him. She added that the work would be completed in the financial year.
- **Village Entrances/gates** – The Chair confirmed that it would be on the June agenda for discussion.
- **Public Right of Way Officer** – The Chair shared that she, the Clerk and Footpath Warden were meeting with Norfolk County Council's Public Right of Way Office on Friday 4 May to discuss various issues.
- **Factory Pot Hole** – The Clerk advised that she had contacted Norfolk County Council as she had reported online on 19 March and rang them today and they advised that they investigate it.

95/18 Adoption of New Model Standing orders 2018

A new model provided by Norfolk Association of Local Councils was circulated to all Councillors prior to the meeting, there were no amends required. The adoption of the document was proposed by Cllr Jim McNeil, and seconded by Cllr Sue Lintern, all were in favour.

96/18 Review of Financial Regulations

The Parish Council had received a copy of reviewed Financial Regulations, there were no amends required. The adoption of the document was proposed by Cllr Jim McNeil, and seconded by Cllr Daphne Clements, all were in favour.

97/18 Review of Complaints Policy

The Councillors had received a copy of the reviewed Complaints Policy, there were no amends required. The adoption of the document was proposed by Cllr Trudy Mann, and seconded by Cllr Gail Reeve, all were in favour.

98/18 Data Protection DLO Scheme

The Clerk advised that Norfolk Association of Local Councils had confirmed that it was not now required to have a designated Data Protection Officer, however they would provide support if needed. The Clerk agreed to arrange a half hour briefing on Data Protection as soon as possible for Councillors only.

99/18 Annual Insurance Renewal

The Parish Council approved the Annual Insurance Renewal totalling £423 for the year. It was proposed by Cllr Daphne Clements, seconded by Cllr Trudy Mann, all agreed,

100/18 Approval of Assets Register

The Assets Register had been reviewed and circulated as part of the Audit process, Cllr Gail Reeve proposed to approve the register as presented, which was seconded by Cllr Jim McNeill, all were in favour.

101/18 Exemption Certificate for External Audit

The Clerk shared that as part of the new Audit Regime and in linking with the requirement to comply with Transparency Regulations smaller Parish Council's had the option to exempt themselves from External Audit whereas paperwork was sent to them for direct review, though they were still available should the public wish to exercise their elector's rights. The Chair advised that it was a safety net and good governance, and it was agreed to have an external audit. Cllr Grant Tomkins proposed to approve and to spend £200 for external audit services, seconded by Cllr Trudy Mann, all in favour.

102/18 Internal Audit Report

The Parish Council had received the internal audit report, Cllr Mandy Leamon proposed its approval, seconded Cllr Jim McNeill, all were in favour.

103/18 Annual Governance Statement

The Parish Council had received the Annual Governance Statement, the Clerk read the statements within and as answered yes within the meeting was noted on the form and signed by the Chair and Clerk. The form was formally approved in entirety following this process, proposed by Cllr Daphne Clements, seconded by Cllr Grant Tomkins, all in favour.

104/18 Approval of Statement of Accounts

The Parish Council had received the completed Statement of Accounts as per audit documentation and the approval was proposed by Cllr Trudy Mann, seconded by Cllr Mandy Leamon, all in favour.

105/18 Approval of Annual Return

The Parish Council had received other documents in relation to the audit requirements for 2017/18, the approval of the document in its entirety as received was proposed by Cllr Jim McNeill, seconded by Cllr Grant Tomkins, all in favour. The Clerk advised that all documents would be available on the website and the Statement of Accounts on the notice board.

106/18 Neighbourhood Planning

Following on from earlier conversations during the Annual Parish Meeting, the Chair advised that information was available on the website from the Borough Council's previous presentation, and it was agreed that there be a stand at the Summer Fayre regarding Neighbouring Planning to help answer questions and people coming forward to assist. A resident agreed to arrange a door(leaflet) drop.

RESOLVED: That a Stand is created for the Summer Fayre and Cllr Jim McNeill and Cllr Grant Tomkins will man it.

107/18 Police Meeting Update – Cllr Daphne Clements

Cllr Daphne Clements advised that she had attended the last Police meeting which had mostly been about Hare Coursing, and Norfolk Police were the leading forces on the issue. She added that where they caught Hare Coursers they were placing the dogs into care for rehoming. Cllr Daphne Clements said that the Police advised that spate of crimes that occur could be linked to Hare Coursing. She shared that 1400 cases had been catching people in cars with drugs, drink and mobile phones and the Police would continue to purge those who committed speeding offences. Cllr Clements advised they couldn't provide information on Hare Coursing as they were going through court. Cllr Daphne Clements will be attending the quarterly meeting.

108/18 Mid-Summer Fayre 2018 – Sunday 24 June 2018

The Chair advised that numerous bookings had been made including inflatables, strawberry tea, a DJ, and there would be a planning meeting soon to mark out the site. The Chair advised that some more volunteers were needed on the day.

109/18 NCC Rangers/Handyman

The Chair reiterated that David Mills, Public Right of Way Officer was attending on Friday 5 May and the problem with bridle way number 9 that was obstructed and dangerous, public footpath number 5, and the re-instatement of FP 4 , and 7 and 8 pathways would be discussed as required attention. The Chair advised that the monthly walks had started again and would continue from Sunday 13 May, 10.30 am from the Village Shop. There was a list ongoing with the Norfolk County Rangers, the Clerk agreed to contact them of when they were next visiting. There was nothing new to do for the Handyman other than the usual litter picking.

110/18 To Discuss Planning Committee attendance 18/00410/O Proposed residential development at Romer Farm Oxborough Road Stoke Ferry Norfolk PE33 9TA

The Chair advised that the Planning Committee would be held on the 4th June for this application and Cllr Colin Sampson would be attending, and the Parish Council had been asked whether they also would like to attend. Cllr Colin Sampson advised that CIL and S106 would be discussed on the day though it was unsure the outcome from it. Cllr Colin Sampson advised that the four conditions in the response to the Planners from the Parish Council he would be supporting, and any other attendee such as Parish Councillors needed to speak for three minutes on the issue. Cllr Colin Sampson advised that the Parish Council in their view were at odds with the Planning Officers, and therefore it had been called in for Planning Committee review. The Clerk advised that comments returned by the Parish Council were details in the minutes of 28 March 2018. The Chair, Cllr Trudy Mann and Cllr Jim McNeill advised that they wished to attend. The Councillors agreed to look at the website where information was held about the Planning meeting but potentially it could be a long meeting. Cllr Martin Storey advised that as of the following Tuesday, the Planning Committee would be visiting sites for review in the morning before the meeting starts. Cllr Colin Sampson advised that the cut off for invitations for advising of attendance will be the previous Friday to Cllr Vivienne Spikings. Cllr Colin Sampson advised that some of the comments were not material planning objections and might not be seen.

The Chair shared that CIL payments applied to the development were key, and if 2 of the 4 conditions set out in the Parish Council's response to consultation were turned down by the Planning Committee the Parish Council would not wish to approve the application. Cllr Colin Sampson advised that it still would have got called in without Parish Council comments. Cllr Martin Storey advised that going forward the right to call in an application wouldn't be just because of differing views between Planners and Parish Councils due to sifting. Cllr Martin Storey advised that sifting was hoped to cut down on Planning Officers time in dealing with smaller applications such as extensions. Cllr Martin Storey advised that Parish Council needed to have more reliance on using Cllr Colin Sampson. The Chair advised that the developer could ask the Councillor to call it in and then the Parish Council wouldn't have representation. Cllr Martin Storey advised it was important to remember that you must not lessen the powers of the parish as they must live with it, and it is important for the Planning Committee members to remember that fact. Cllr Martin Storey advised that himself and Cllr Colin Sampson were still there to be answerable to the public. Cllr Colin Sampson shared that if the Parish Council was at odds with the Planning Officer decision, the Councillors should go and speak to have their say at the Planning

Committee. Cllr Martin Storey shared that if someone was asked to call something in then they should state who they have been asked to call it in by. Cllr Colin Sampson advised that he has the power to call in and it doesn't necessarily mean he agrees with it just has the power to action it. Cllr Colin Sampson that the process was only a recent thing where it must come through the Borough Councillor. Cllr Colin Sampson advised that the developer and the parish council both had asked him to call it and thought unfair and that seemed wrong, he must decide who to speak for. The Chair shared that she thought that any Borough Councillor should support the views of the Parish Council as they should reflect the views of the residents that voted for Councillors. Cllr Martin Storey advised that the Parish Council's comments would be taken in equal balance to try and come up with the right decision and must do on planning policy grounds. Cllr Martin Storey that he and Cllr Colin Sampson support the people and the outcome cannot be confirmed.

RESOLVED: That the Clerk will confirm attendances to the Planning Committee on 4th June for Cllr Sue Lintern, Cllr Trudy Mann and Cllr Jim McNeill to attend.

111/18 18/00663/LDP Planning Application - LAWFUL DEVELOPMENT FOR A PROPOSED DEVELOPMENT: Replacement of existing flat roof with sloping roof profiles at Laurels Lynn Road Stoke Ferry Norfolk PE33 9SW.

No comments or objections, proposed by Cllr Jim McNeill, seconded by Cllr Sue Lintern, all in favour.

112/18 18/00498/LB Listed building application: Replacement of 9 sash windows to facade at Deanscroft High Street Stoke Ferry King's Lynn Norfolk

No comments or objections, proposed by Cllr Grant Tomkins, seconded by Cllr Trudy Mann, all in favour.

113/18 17/02402/RMM RESERVED MATTERS: Residential development for 14 plots at Land South of Lark Road Stoke Ferry Norfolk

The Chair shared public comments available on the Borough Council's portal:

- Comments on line – initially 8-10 and now 14, and concerns with access and the road infrastructure not good enough.
- Size and density unacceptable impact on amenities, loss of privacy and over bearing impact, character of village should be care, concerns for highways issues and extra vehicle movement and commercial vehicle movement from Anglian water. Lark Road is a private road and costs of upkeep is by residents and Anglian Water and only entrance to site and would result in considerable use. Borough Council forcing unnecessary housing on the village.

The Parish Council discussed the issue and agreed to make the following return to the Borough Council: It was agreed to object to the above application for all the following reasons proposed by Cllr Grant Tomkins, seconded by Cllr Daphne Clements, 2 abstained, 6 were in favour.

- Highways have asked for two footpaths either side of the road. The existing road will be too narrow to incorporate this and cause highway problems.
- There are two storey houses planned and the surrounding properties are bungalow/chalets hence they are not in keeping with their surroundings, this could result in overlooking the smaller housing.
- There was concern about the proposed development housing types as more bungalow for the elderly/infirm affordable housing are needed in the village.
- There is an asbestos building on the site and there was concern whether this would be removed as part of the development. As you go on the site there are buildings on the left, and would like assurance of what these buildings are, what is planned and if there is contamination.
- Residents in Lark Road must pay to maintain their road and this development construction traffic and new traffic would result in higher wear and tear for them and more repairs at a cost to them. It is believed that this road is un-adopted. The Parish Council would like

investigation into the rights of the road currently in place and if the road will be adopted as part of the proposed development.

- The Parish Council wish to have details of the S106 and CIL payments for the development.
- Do the trees have a preservation on them. The trees listed in the application were the wrong type. The Parish Council wouldn't wish for trees to be cut down for any development.
- Access to the Water Treatment Plant on the site is a danger to children and there is concern over general security of it.
- Not enough parking per dwelling which will result in parking on pavements, ultimately being an issue for children and residents.
- Impact on wildlife that use the area, such as bats, dear and owls.
- The density of housing is too high for the development

Other comments expressed in the meeting were:

- A parishioner advised that the sewage works were sinking and there were alleged piles of asbestos on the school side.
- Cllr Martin Storey advised that a roadway must be of a certain standard and could be adopted. Cllr Martin Storey advised the adoption of the road would be covered by the Planning Stage.
- A parishioner felt that they should not have to pay more for the use of the road.

The Clerk agreed to invite a Borough Council representative to a future meeting to discuss CIL payment.

RESOLVED 1) That the Clerk make the return to the Borough Council Planning Department.
2) That the Clerk invite the Borough Council to provide a CIL presentation at the next possible meeting.

114/18 Approval of Payment of Bills

The payments for May were presented for approval as follows;

Supplier	Payment for	Net	VAT	Total
Clerk	Clerks Wages and Expenses - April 18	309.76	0.00	309.76
HMRC	Apr-18	72.00	0.00	72.00
Mr Sparkle	Grass cutting	84.00	0.00	84.00
Glazewing (DD)	Cemetery Bins	27.79	5.56	33.35
Microsoft	Annual Office Fee	59.99	0.00	59.99
EON (DD)	Streetlights Electricity - March 2018	57.44	2.87	60.31
SF Village Hall	Village Hall Hire	45.00	0.00	45.00
Snap It up Ltd	Common Bin	73.95	14.79	88.74
ICO	Membership Fee	35.00	0.00	35.00
NALC	Annual Membership	247.84	0.00	247.84
Westcotec	Streetlight maintenance	15.44	3.09	18.53
Came and Company	Insurance	432.00	0.00	432.00
Internal Audit	Audit	50.00	0.00	50.00
Ocean Remix	Website Hosting 201718	70.00	14.00	84.00
Thomas B Bonnett	Bin Bags	3.90	0.78	4.68

Stephenson Smart	Payroll 201718	265.00	53.00	318.00
Hodsons Office Supplies	Ink	15.99	3.20	19.19
		1,865.10	97.29	1,962.39

It was proposed to accept the bills as presented by Cllr Mandy Leamon, seconded by Cllr Grant Tomkins, all were in favour

115/18 Urgent Items as agreed by the Chairman

There was none.

116/18 Forward Agenda List

This was noted.

117/18 Public Participation and Councillors Items

The following was raised:

- Chapmans Field – by bypass – the footpath needs to be reinstated .
- Cllr Colin Sampson agreed to ask the Borough Council again regarding clearance of rubbish and overgrown greenery behind Buckenham Drive.
- Cllr Trudy Mann advised that she would be further doing work regarding the issue about not being able to purchase wooden village gates which were cheaper than plastic gates.
- Cllr Martin Storey wished to share information on Pot Holes, between 25 December to date 30 April 2018, there were 6728 customer pot hole reports, and that included duplicates, in the previous year there had been 2418, so there was a difference between the winters. Between Sept 17 and April this year, 3715 filled, previous year 2362 filled and of that 398 were in the western area over Norfolk. The gritting runs were 213 opposed to 57 in previous year. Around 1st May there 1396 pot holes ordered raised awaiting repair, and only 35 in western. There are 27 patching gangs and there are 4 machines that patch. For pot hole priority, there is priority A – defects considered life threatening and need to be made safe will be done within two hours. For compensation – claims finalised Jan-March 2018 were 12,974, which includes incidents which happened before January as one going. Jan-March 2018 – 5790 had been paid out. There are 169 incidents that occurred between Jan-March 2018 where claims had been made.
- Cllr Martin Storey advised that Norfolk Museums were run very successfully, 2017 recorded visitor numbers were 4000 and seems to be rising most years. The Time and Tide Museum 10,200 visit. Cllr Martin Storey advised that the museums were doing a splendid service.
- Cllr Jim McNeill advised that he went around the village and he had noted that the roads were very patchy and really needed to be entirely surfacing. Cllr Jim McNeill shared that the edges of the roads are not sufficiently sealed and erode around the edge and perhaps any sub-contracting may not help. Cllr Jim McNeill shared whether they should consider preventative work and Cllr Shirey Corder queried whether they had recorded what they had done before and whether they have done the same one again. The Clerk agreed to find out.
- Cllr Colin Sampson advised that with the rearrangement of the Police force, he urged all to keep to the speed limits as there are now a larger number of unmarked Police vehicles and which have number plate recognition. He added that there were an additional 40 Police officers extra since the changes in West Norfolk. Following a query he confirmed that the Downham Police Station was closed to the public thought there was an opportunity each month where you could enter which could be found by contacting them direct.
- Cllr Colin Sampson advised that there had been some information on Parishes paying for elections, and which had been sent back to Cabinet for further consideration, he advised that co-option should be free. He shared that whatever the outcome the offer would be better than the initial one.

118/18 Date and Time of Next Meeting – Ordinary Parish Council meeting on Wednesday 6 June 2018

Meeting closed at 10.01 pm