

STOKE FERRY PARISH COUNCIL
Minutes of the Ordinary Meeting held on
Wednesday 7 August 2019 at 7.00pm in Stoke Ferry Village Hall

Present:

Cllr Sue Lintern (Chair)
Cllr Jim McNeill (Vice Chair)
Cllr Daphne Clements
Cllr Mandy Leamon
Cllr Trudy Mann
Cllr Gail Reeve
Cllr Donna Stocking
Cllr Janet Taylor
Helen Richardson (Parish Clerk and Financial Responsible Person)

Public: 4

Also, in attendance:

Chris Philpott, Footpath Warden

179/19 Emergency Evacuation Procedures was read by the Chair.

180/19 Openness and Transparency Notice - The Parish Council record the meeting. The Chair notified the public of this.

181/19 Apologies for Absence Apologies were accepted for Cllr Kit Hesketh-Harvey (personal reasons).

182/19 To receive Declarations of Interest from Members on any item to be discussed
Interests were declared by Cllr Sue Lintern regarding payments to be approved Item 197/19 and Cllr Donna Stocking regarding Furlong Road wall item 192/19.

183/19 To approve the Minutes of the Ordinary Meeting 3 July 2019

The minutes of the Ordinary meeting held on 3 July 2019 were proposed for approval by Cllr Jim McNeill, seconded by Cllr Janet Taylor, two abstained and six were favour.

184/19 Matters Arising from the Minutes of the Last Meeting (And Clerks Report)

- The Clerk emailed a Police Officer in Downham to ask if they could monitor speeding at Bridge Road.
- The Handyman was asked to cut weeds around the memorial and a specific dog bin.
- 2Agriculture Mill Manager confirmed they would cut bushes near the path next to the mill.
- A landowner agreed to fix a fence on a footpath near The Moorings.
- Developers of Indigo Road were reviewing quotes to attend to shrubbery on their site. The Clerk will chase for details of their final resolve.
- Planning Application Decision to note: 19/00888/F Stoke Ferry Holly Cottage Ox-borough Road Stoke Ferry Norfolk PE33 9SY - Partial lowering of front side garden wall Application Permitted 3 July 2019 Delegated Decision.
- Planning Application Decision to note: 19/00689/O Stoke Ferry Land N of Beeches Little Lane Stoke Ferry Norfolk - OUTLINE APPLICATION: Proposed new three-bedroom bungalow Application Refused 8 July 2019 Delegated Decision.
- Planning Application Decision to note: 19/00896/F Stoke Ferry Lodge House Ox-borough Road Stoke Ferry King's Lynn Norfolk PE33 9TA - Proposed rear single storey flat roof extension with glazed lantern Application Permitted 5 July 2019 Delegated Decision.

- The Bluebell pub new owner asked if the Parish Council could advertise that they are looking for a new tenant to run the pub they had recently purchased. The Parish Council noted it was advertised with Florets and Sidney Philips. The Parish Council felt that it was good news that the pub had been purchased. The Clerk agreed to add details on the Parish Council website as they had consented to this.

The Chair and other Councillors had attended the Borough Council's Planning Committee on 29th July which was to discuss the Mill and Stores development site outline planning applications. The first application during the meeting was to discuss the stores site and the Committee agreed to defer their decision so that the developer could address more of the village concerns that had been raised. The main concern noted was that the storage site should not be developed leaving the mill behind at any point of the construction. An email had since been received by the Parish Council from Pegasus the agent acting for Amber REI stating the follows:

'Further to the Planning Committee meeting on Monday my clients are prepared to accept an obligation under s106 of the Act to link the development of the Storage site to action on removing the Mill. We envisage that this would take the form of an obligation which states there will be no commencement of development associated with planning applications 19/00272 at the storage site until the Mill buildings had been demolished. We could include a plan which showed the buildings to be demolished. This would clearly give a binding commitment to removing the Mill and associated operations before starting the storage site development'.

And

'... we would also be prepared to accept a specific condition on the Mill application 19/00274 requiring the development to be constructed in accordance with a phasing plan agreed with the Borough Council. This would ensure that the green field element could not be developed, and the Mill left (even though this would be practically impossible as it would not have an access)'.

The Chair advised that the Planning Committee did not discuss the mill site itself as it considered it to be linked to the stores site, and therefore deferred it for further discussion. The Parish Council felt that an Extraordinary Meeting should be called in August to discuss the application further, the Clerk agreed to invite Pegasus and confirm a date via email.

The Chair confirmed that she had reviewed the paperwork with the Vice Chair in terms of documents shared from a resident regarding the pathway that runs through the mill site. There appeared to be omissions in terms of the documents relating to the person giving the land, and the Parish Council documents, i.e. paperwork missing from a solicitor's pack referenced in their letter. The Land Registry document showed there was a distinction between the path, the green land and the mill. Cllr Janet Taylor shared that the Parish Council had always maintained the path.

185/19 To Approve Commission of Grounds Maintenance Contract Quotation Process from April 2020 and Approve a Grounds Maintenance Contracting Working Party

Cllr Trudy Mann agreed to finalise drafting of paperwork that would be provided to contractors for them to quote. The Parish Council agreed for the contract to be changed in the format that had been circulated by the Clerk, to include a map and a schedule. This would include spraying, pruning and emptying of waste bins. It was agreed that it would be a two-year contract. The Council agreed to approve this paperwork in September, and which would be provided to contractors shortly after the September meeting on email to be back within a

month, proposed by Cllr Donna Stocking, seconded by Cllr Mandy Leamon, all were in favour. The quotes would be considered at the November meeting.

186/19 Remembrance Sunday Arrangements

Cllr Jim McNeill agreed to make the arrangements with Cllr Janet Taylor for the service.

187/19 To Approve Village Gates Design Approval and Costs

The Clerk presented a report covering costs for the Village Gates project as follows:

Village Gateway Purchase for Approval

Installation by Highways		£1000.00
HM Time to Paint (6hrs)		£48.00
Recommended Gates	x8	£640.00 excluding VAT(Stoke Ferry Timber)
Cheapest Postcrete	x16	£54.08 excluding VAT (Wickes)
Recommended Posts	x16	£115.20 excluding VAT(Stoke Ferry Timber)
Cheapest Paint		£48.80 excluding VAT(Online Retailer)

Total **£1906.08**

Leaves £526 for signage

Total Funding Bid **£2432 excluding VAT**

First Approval - 8 Five Bar Wooden Gates 3 ft wide and 4ft tall (2 pending approval Wretton PC)

Stoke Ferry Timber	£80 each plus VAT (£96) (Total £640 exc VAT) (£768 inc VAT)
Outwell Timber Supplies	£74 each plus VAT (£88.80) (Total £592 exc VAT) (£710.40 inc VAT)
Timber Services (KL)	£76.95 each plus VAT (tabled at the meeting)

Second Approval – Post Concrete (16 bags needed)

Stoke Ferry Timber	£4.70 each plus VAT (£5.64) (Total £75.20 exc VAT) (£90.24 inc VAT)
Wickes	£3.38 each plus VAT (£4.23) (Total £54.08 exc VAT) (£67.68 inc VAT)
B&Q	£3.38 each plus VAT (£4.23) (Total £54.08 exc VAT) (£67.68 inc VAT)
Timber Services (KL)	£4.95 each plus VAT (tabled at the meeting)

Third Approval – Posts – 16x 6ft high, 4 inches wide

SF Timber	£7.20 each plus VAT (£8.64) (Total £115.20 exc VAT) (£138.24 inc VAT)
Outwell Timber	£6.80 each plus VAT (£8.50) (Total £108.80 exc VAT) (£136 inc VAT)
Timber Services (KL)	£10.95 each plus VAT (tabled at the meeting)

Fourth Approval – Paint – 4 x 2.5 litre White paint (white daisy)

Screwfix (Cuprinol Exterior Wood Shades – 4-year protection) £16 each plus VAT (£19.99)
(Total £64 exc VAT) (£79.96 inc VAT)

Wickes (Cuprinol Exterior Wood Shades – 4-year protection) £12.80 each plus VAT (£16)
(Total £51.20 exc VAT) (£64 inc VAT)

Rest Express (Weston Mitchell Ltd) (Cuprinol Exterior Wood Shades – 4-year protection
White Daisy) £12.20 each plus VAT (£15.25) (Total £48.80 exc VAT) (£61 inc VAT)

The Clerk advised that she had recommended Stoke Ferry Timber for the gates and posts as they were local making it easier to store and for Highways to collect when installing, and should there be any issues, the Council may be able to resolve it quicker for a smoother install, and for little cost difference. The Parish Council agreed that subject to post-crete prices check (and if Highways don't supply it as part of their install) and whether timber posts were treated, it was proposed by Cllr Gail Reeve to purchase the gates from Stoke Ferry Timber as well as the posts, this was seconded by Cllr Jim McNeill, all were in favour.

188/19 To Discuss and Approve any Christmas Arrangements

Following suggestion by the Chair the Parish Council agreed to organise a 'Make a Santa' event in the village and ask if the Pump could sponsor a prize for the best Santa, as well as there being a trail around the village linking with the turning on of the Christmas lights in the gardens area. It was agreed to hold a judging of the best Santa and carols. Cllr Janet Taylor agreed to get quotes for a Christmas tree as the planted one was still too small. People taking part would be asked whether they wished to be on the trail information. It was agreed to find out if it could be in the Church. Cllr Mandy Leamon agreed to find out when the school children are doing their carolling.

189/19 To Discuss and Approve Parish Partnership Funding Bid 2020/21

A notification had been received if the Parish Council wished to apply for the 2020/21 Parish Partnership Fund. The Chair reminded the Parish Council that it had previously agreed to defer application for adding numbers to the footpath finger posts to align with the village walks booklet, if that was still an option. The Clerk agreed to find out if an information board for the right of ways as well as the markers would be applicable to the funding and let Councillors know. Cllr Mandy Leamon mentioned that the bus shelter near the gardens area didn't have seating and perhaps could be improved as older people waited for a bus and needed somewhere to sit. The deadline for applications is the first week in December.

190/19 To Discuss and Approve Disbursement of Funds Collected from the Mid-Summer Fayre.

Cllr Mandy Leamon and Cllr Gail Reeve declared an interest in this item to be discussed at this point. The Chair advised that the Parish Council had collected £410 from the recent Mid-Summer Fayre. The Chair reminded that last year it had been granted to organisations that had taken part in the organisation and preparation of the day. It was suggested that a nominal fee go to the Village Hall and the rest to the Playing Field. Cllr Janet Taylor proposed that 70% of the grant be paid to the Stoke Ferry Playing Field Committee and 30% to the Stoke Ferry Village Hall, seconded Cllr Donna Stocking, two abstained and six were in favour.

191/19 To Discuss Post Office Update

The Parish Council noted the news that the Whittington Garage had been approved to be a Post Office though it may take some time as the staff would need training as well as the installations required. The Clerk agreed to continue following up on a mobile van option for Stoke Ferry as it was felt it would be useful for the village to have it in the interim.

191/19 To Discuss Ownership of Buckenham Drive – land behind bungalows

The Chair advised that this land was on the Planning Committee paperwork in relation to the mill site outline planning application. The Parish Council felt that it was premature on the Borough Council's part to gift a piece of land to the developer. Cllr Janet Taylor proposed that the Borough Council agree to give ownership of the land to the Parish Council now that they

have declared in doing so that they are the true owners, for the Parish Council to maintain and for use of the village, rather than 2Agriculture, seconded Cllr Donna Stocking, six were in favour, and two were against. A Councillor who was against advised that they were against because of the maintenance costs involved. The Clerk agreed to advise them that the Parish Council were also of the view that this was important so that the residents continue to access to the rear of their bungalows in this location at Buckenham Drive. The Parish Council felt that the pathway indicated on a plan as being part of this land and between 27 and 28 Buckenham Drive was a potential error as another pathway further up between houses hadn't been included in this way to this land. The Clerk agreed to report to the Borough Council that there was a tree with a branch that needed attention as potential health and safety issue.

192/19 To Discuss Furlong Road Wall

Cllr Donna Stocking declared an interest as a resident in the area. The Clerk shared that Karl Rands, Senior Manager at Highways had advised the following:

'I had a reply from the residents. They advise that a repair to the fence has been made to ensure it is secure and they are satisfied the fence is situated within the extent of their land; in essence where the old wall would have been had it remained in place. I am checking this point with the boundary team at NCC to determine whether their assertion is correct. I will also be contacting the Borough Council to see if they have any powers to enforce replacement of the wall'.

The Clerk agreed to ask for a further update and share with the Council when received. The Parish Council wished to continue to receive updates on progress of the issue as a concern for public safety.

193/19 To Discuss Speeding at Bridge Road and Support Speed Watch Teams

The Parish Council felt that should anyone be interested in setting up a speed watch team to contact the Norfolk Constabulary. It was noted that the Police give equipment and training.

194/19 To Review and Approve Financial Regulations – Online Banking Arrangements

Cllr Jim McNeill proposed the amendments presented to the Financial Regulations, Cllr Daphne seconded, all were in favour.

195/19 To Review and Approve Website Hosting Costs

Cllr Janet Taylor advised that the current hosting company of the website also hosted her businesses website and they were not friends of hers and therefore she saw no reason she should not to vote on website hosting for the Parish Council. The Clerk shared the following comparison costs for a 12-month hosting of the website. The current provider Ocean Media - £144 including SSL certificates, fixed at the previous year's price and recommended by the Clerk. There had been no issues with this provider and the website had only been live for two years, the Clerk as Financial Responsible Officer advised that it was not perceived to be a priority at this time financially or otherwise to change provider. Two other providers approached were £90 plus £40 for SSL certificates and there would be a need to migrate the website over to them which would result in extra costs from them, the current provider and the Clerk's time. A third provider was £35 a year but they would need to build a new website and the costs of doing that in Clerk, Council and other costs outweigh the need, this would be a basic website which the Council previously agreed that it did not want. Cllr Donna Stocking proposed a further 12-month contract with Ocean Media to host the website, Cllr Janet Stocking seconded, all were in favour.

196/19 To Approve SLCC Membership

Cllr Sue Lintern proposed the SLCC membership for the Clerk be purchased of a third at £52 pending other two parish councils that the Clerk was employee with, seconded by Cllr Daphne Clements, all were in favour.

197/19 To Approve: Payments and Accounts Reconciliation to Date

Payee	Cheque No.	Payment for	Net	VAT	Total
Clerk	101811	Clerks Wages and Expenses -July 19	343.41	0.00	343.41
HMRC	101812	July 19	85.59	0.00	85.59
NALC	101813	Clerk Training	60.00	0.00	60.00
BCKLWN	101814	Election Fee	1018.12	0.00	1018.12
NALC	101815	Annual Membership Fee	221.98	0.00	221.98
	101816	Not used - error			
SF Village Hall	101817	Village Hall Hire	30.00	0.00	30.00
Cllr Sue Lintern	101818	Refund for Plants for Gardens Area	16.27	0.00	16.27
EON	DD	Electricity for Streetlights	78.00	3.90	81.90
Grounds Maintenance	101819	Jul-19	173.00	0.00	173.00
Hodsons Office Supply	101820	Ink Supply	15.99	0.00	15.99
		Total	2042.36	3.90	2046.26

Cllr Mandy Leadon proposed, seconded Cllr Janet Taylor, one abstained and seven were in favour.

198/19 Urgent Matters - Chairman

There were none.

199/19 To Receive items of concern & matters to be included on the next agenda from the Parish Council and note forward items

- The Handyman advised he was going to put wood shavings on the gardens area, it was believed that it was bark but the Clerk agreed to clarify. It was agreed that it needed to be weeded and dug over properly. The Parish Council wished to thank him for the idea.
- The Clerk agreed to ask the Handyman to empty the bins in the village.
- The Clerk agreed to chase up the report of the two drain covers outside the village hall.
- Cllr Jim McNeill had a resident approach him about the bridle way near The Moorings about whether there could be a dog bin along it as she clears a lot of used bags that are left hanging in the trees.

200/19 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey (NCC), if in attendance

They were not in attendance.

201/19 Adjourn the meeting to allow for public comments

The meeting was closed at this point due to the repeated verbal and abusive behaviour towards the Parish Councillors and their Clerk by two residents present. The time was closed approximately 9.30 pm.

202/19 Confirm the Date of the Next Meeting – Wednesday 4 September 2019 at 7 pm, Ordinary Meeting of the Stoke Ferry Parish Council

203/19 EXCLUSION OF PRESS AND PUBLIC The Council to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted. To discuss any urgent HR issues, Contracts or Legal Proceedings. To discuss HR related topic and Contract related topic. There was no discussion as planned.