

STOKE FERRY PARISH COUNCIL
Minutes of the Ordinary Meeting held on
Wednesday 6 November 2019 at 7.00pm in Stoke Ferry Village Hall

Present:

Cllr Sue Lintern (Chair)

Cllr Kit Hesketh-Harvey

Cllr Trudy Mann

Cllr Jim McNeill (Vice Chair)

Cllr Gail Reeve

Cllr Donna Stocking

Cllr Janet Taylor

Helen Richardson (Parish Clerk and Financial Responsible Person)

Public: 10

Also, in attendance:

Chris Philpott, Footpath Warden

Cllr Colin Sampson, BCKLWN

Cllr Martin Storey, NCC

248/19 Emergency Evacuation Procedures was read by the Chair.

249/19 Openness and Transparency Notice - The Parish Council record the meeting. The Chair notified the public of this. The Chair also advised that any aggressive or abusive behaviour towards members of the Parish Council, staff or members of the public will not be tolerated. If this happens you will be asked to leave and if necessary, the meeting will be suspended.

250/19 To receive and accept apologies for absence – Were received and accepted from Cllr Daphne Clements and Cllr Mandy Leamon (personal reasons).

251/19 To receive Declarations of Interest from Members on any item to be discussed
Cllr Trudy Mann declared an interest in the planning applications due to be discussed at items 20, 21 and 22 on the agenda, and Cllr Janet Taylor in regard to item 20 on the agenda.

252/19 To approve the Minutes of the Ordinary Meeting 2 October 2019 – The minutes of the ordinary meeting held on 2 October 2019 were proposed for approval by Cllr Gail Reeve, seconded by Cllr Donna Stocking, all were in favour.

253/19 Matters Arising from the Minutes of the Last Meeting (And Clerks Report)
Parish partnership funding application 202021 was being progressed for approval of the application at the December meeting.

The Clerk was arranging delivery of letter to the resident in regard to their tree and hedging along Boughton Road which was now overhanging the highway.

The Following had been included in the Clerks report circulated prior to the meeting:

Planning Applications Received (but no consultation) 19/00153/TREECA T1 Hornbeam - Remove within Conservation Area Highfields Boughton Road Stoke Ferry

Planning Decisions Received 19/00080/TPO Stoke Ferry Homeleigh Wood High Street Stoke Ferry King's Lynn Norfolk PE33 9SF - 2/TPO/00208: Lime, Horse Chestnut, Lebonees Cedar and Yew - Take out the dead wood and do any other trimming to make them safe TPO Work Approved 23 October 2019 Delegated Decision

Planning Decisions Received 19/00151/TREECA Stoke Ferry Cockshill Oxborough Road Stoke Ferry King's Lynn Norfolk PE33 9SY - T1 - Mature Sycamore: Trim overhanging branches to previous trim point within a Conservation Area Tree Application - No objection 23 October 2019 Delegated Decision

Planning Decisions Received 19/00153/TREECA Stoke Ferry Highfields Boughton Road Stoke Ferry King's Lynn Norfolk PE33 9ST - T1 Hornbeam - Remove within Conservation Area Tree Application - No objection 23 October 2019 Delegated Decision

Planning Decisions Received 19/00154/TREECA Stoke Ferry Land Adjacent Swift Cottage Lime Kiln Lane Stoke Ferry Norfolk PE33 9UA - T1 Ash - Crown cleaning, crown thinning and dead-wooding within a conservation area Tree Application - No objection 23 October 2019

Planning Consultations received but no comments returned - 19/01754/F Extension to front of dwelling to create domestic garage at Ivy Farm Cottage 86 Wretton Road Stoke Ferry King's Lynn Norfolk PE33 9QJ

Planning Consultations received but no comments returned - 19/01748/F Variation of condition 2 of Planning Permission 19/00896/F: Proposed rear single storey flat roof extension with glazed lantern at Lodge House Oxborough Road Stoke Ferry King's Lynn Norfolk PE33 9TA

Cllr Jim McNeill – left the meeting at this point temporarily.

254/19 To Receive a general Update following the BCKLWN Planning Committee meeting and judgement regarding the Mill Site and Mill Stores Planning Applications and approve any necessary further action of the Parish Council

The Chair advised that the Mill application was showing as pending on the BCKLWN planning portal and she had emailed the Borough Councillor to chase up on the result of the application. Cllr Kit Hesketh Harvey advised that he had two outstanding queries following the Planning Committee where the applications had been received at the Borough Council, which was firstly that the Chair of the Planning Committee made opening remarks of discussing the Stores application it was 'a rubber stamp application', and seconded why when the mill clearly did not have a budget to clear the mill site as legally required, the finance officer chose not respond when requested to do so twice on this question. The Clerk agreed to forward these queries to the Planning Committee for response. As soon as there was an update was known it would be shared.

Cllr Jim McNeill returned to the meeting at this point.

255/19 To Discuss and Approve Transfer of Land Behind 24-35 Buckenham Drive, Stoke Ferry from BCKLWN to the Stoke Ferry Parish Council's and associated legal costs.

The Chair advised that in making a query to the Borough Council about transferring the land behind the bungalows at 24-35 Buckenham Drive, the Parish Council had received the following response from the BCKLWN:

"The Borough Council may be able to grant a nil-cost lease to the Parish Council, to provide an access route to the playing field and/or facilitate an area for an orchard or tree planting, as previously suggested. For the avoidance of doubt, the terms of the lease would require the Parish Council to assume full responsibility for maintenance of any trees, landscaping and other features. I am advised the Borough Council's legal costs would be in the region of £750 (including VAT), although to provide certainty can be capped at this level".

The Parish Council discussed the advantages and disadvantages of taking on the land, which disadvantages were costs of maintenance to the Parish Council and the advantages were in terms of wildlife and appearance. Cllr Kit Hesketh-Harvey proposed that a response be sent to the Borough Council to advise that the Parish Council would like the Borough Council to

transfer all the land to the Parish Council rather than lease it or they clear the area up and maintain it. And further that they are reminded to inspect the trees currently on the land in terms of safety and confirm that this has been actioned, seconded by Cllr Sue Lintern, all were in favour. The Clerk agreed to send the response.

256/19 To Discuss Ownership of Footpath 17 and Approve Related Costs, if any Move this item due to absence of Jim

Cllr Jim McNeill updated that he had received two further quotes from solicitors for the agreed work to instruct investigation into the ownership and status of footpath 17. One other quote from Ward Gethin Archer at between £500-£1000 and another from Fraser Dawbarn £200, which was within our agreed budget of £300. The third had been detailed at the October meeting as being NP Law for £400 of membership. Cllr Jim McNeill proposed that Fraser Dawbarn be chosen to do the agreed work based on the best price with an upper limit £300, seconded by Cllr Sue Lintern, all were in favour.

257/19 To Update on the Parish Council's Neighbourhood Plan process and Approve Actions and Costs in relation to the Commission of Consultation

Neighbourhood Plan Working Group Report to SF Parish Council Meeting Nov 6, 2019

It's been a busy and enjoyable month for those involved in the Neighbourhood Plan Working Group!

1. Recruitment of Consultants

- As previously reported, we have got back to one of the consultancy firms we interviewed asking them to review their prices and schedule of work. They have now replied, and this will be subject to further discussion by the Working Group.
- The Working Group is also to hold a face-to-face meeting with a further Consultancy Firm on Monday, 11th November.
- With the information we will then hold we will make a recommendation to the PC as to which company we feel is best suited to support our work over the next 18-24 months. Because of the need to complete the funding application form (see below) the PC may make this decision via a round robin email or at an Extraordinary Meeting.

2. Funding

The 'Locality' HMG funding application for financial support up to the period to end of March 2020 has been started. It will be completed when a decision to appoint a Consultancy firm has been made.

The application needs to be submitted by mid-November in order to get approval in Jan 2020.

3. Working Group Meetings and Members

As well as a constant flow of ideas, information and support between members, we held a full meeting on 23 October; 6 members attended and there was one apology. We welcomed on board a new member who, among their other attributes, is an experienced professional archaeologist and a skilled report writer and is now setting forth researching the history of our village to help prepare the 'Village Character Statement' for the NP. This is crucial work and we would like to express thanks for taking on this role. A further recruit is hoping to attend and join at our next meeting.

Working Group Members have now taken on responsibility for various aspects of the work involved in developing the NP.

At the meeting, two members provided useful feedback on a Self and Custom Build Workshop they organised by Borough Council Planning Dept on Oct 10. As well as picking up useful information on this topic important connections had been made including Gayton NP Group, Karl Patterson (Planning) and 'LIVEDIN' Custom Build Developers. As a result, Karl Patterson requested and will be attending our regular pre-PC meeting at 6pm, Nov 6th at SF Village Hall to explore the potential to deliver custom/self-build housing in Stoke Ferry.

4. Public Consultation Meetings

- An Initial Public Consultation event will be held: 10am-2pm, Dec 7th, at SF Village Hall.
- Plus, another event will take place in the Church Hall on the evening the Xmas lights are switched on (date TBC).
- Mulled Wine and Mince Pies will be available at each event.

5. Future Working Group Meetings

As well as meeting to progress the NP, the Working Group will continue to meet once a month, prior to the monthly Parish Council Meetings so that our reports are as up to date as possible.

Jim McNeill
Chair, SFNP Working Group

Following a query from a Councillor, Cllr Jim McNeill advised that £9k would be available from the general fund which the Parish Council could apply to for part of the work up to March for work such as consultancy days, development of questions etc, and then for the financial year 2020/21 the Parish Council can then put forward for more funding for the remaining balance needed.

258/19 To Approve Website Adaptation for Neighbourhood Plan Page

Cllr Jim McNeill and the Clerk agreed to look at the website as the cost for adding a new page was £100, to see if they were able to add a new tab. It was agreed to defer the decision to December if after all it was needed.

259/19 To approve a Working Budget of £500 for the Neighbourhood Plan Working Group to cover operational expenses including: Village Hall Hire, Consultation Days, Printing, Stationery, 3 x 3 panel folding table-top display boards.

Cllr Jim McNeill advised that the proposed budget would cover 2020/21 but a budget needed to be agreed to year end. Cllr Jim McNeill proposed a budget of £500, seconded by Cllr Kit Hesketh Harvey, all were in favour.

260/19 To Approve the Emergency Recovery Plan

Cllr Janet Taylor proposed the approval of the circulated Emergency Recovery Plan, seconded by Cllr Trudy Mann, all were in favour.

261/19 To Discuss and Approve any a Horticulture update and or Purchase of T2-3-year-old trees in the Village for the Village Cemetery

Cllr Jim McNeill explained that Cllr Mandy Leamon had suggested planting trees in the cemetery and some costings have been provided in a report circulated to the Council. He advised that if trees were planted along the path would take up plots potentially. The Clerk recommended that the Parish Council consider carefully the planting of trees within the cemetery, particular in this area, as potentially over time roots of the trees could disturb current memorials and the path, as well as loss of burial spaces. The Clerk suggested planting trees around the edge, or planters or considering renewal of the path stones. Cllr Jim McNeill advised that trees had been placed on the edge of the cemetery between the hedges. Cllr Jim McNeill advised that he had sought costs from two suppliers online and two suppliers locally, there were various different types of trees available which he shared. Cllr Jim McNeill agreed to seek further information to share at the December meeting from the local supplier for the area whose prices were most competitive and as they were local, and he would include Cyprus Trees options for the area that the spoils are to be deposited.

Cllr Jim McNeill advised that various gardening tasks had been undertaken and were due to be undertaken in the gardens area and the war memorial.

262/19 To Discuss and Approve any Christmas Tree Costs and Christmas Arrangements or costs

Cllr Donna Stocking had reserved a Christmas tree and was happy to take delivery of it. Cllr Janet Taylor advised that she arrange placement of it in the church. The Clerk agreed to ask the Handyman to contact Cllr Janet Taylor to arrange putting the lights on the tree. Cllr Janet Taylor proposed purchase of the tree at £46, seconded by Cllr Jim McNeill, all were in favour. The Parish Council agreed the Christmas tree lights would be switched on as an event on Monday 2nd December at 5 pm.

263/19 To Discuss Indigo Road Streetlights

Norfolk County Council was taking the matter forward and a further update would be available in December.

264/19 To Discuss Second Draft Budget and Precept 2020/21

The Clerk presented the second draft budget and precept 2020/21 and advised that amendments from the previous meeting. The Parish Council noted the copy and that the Council Tax Base figures should be received from the Borough Council by the December meeting to discuss further to figures and the precept ahead of approval at the January meeting.

265/19 To Approve: Payments and Accounts Reconciliation to Date

Cllr Janet Taylor advised that she hadn't realised there had been a payment for Bonnetts and had not declared an interest and requested the payment be held over to December's meeting.

06-Nov-19		Payments for Approval			
Payee	Cheque No.	Payment for	Net	VAT	Total
Clerk	101831	Clerks Wages and Expenses -Oct 19	283.12	0.00	283.12
HMRC	101832	Oct-19	66.80	0.00	66.80
PKF Littlejohn	101833	201819 Audit Fee	200.00	40.00	240.00
Cancelled	101834	Cancelled	0.00	0.00	0.00
LD Pest Control	101835	Pests moles in cemetery 08.10.19	80.00	0.00	80.00
Society of Local Council Clerks	101836	Clerk Annual Membership	52.00	0.00	52.00
Downham RBL	101837	Poppy Wreath, 21 crosses and 5 large poppies	46.00	0.00	46.00
EON	DD	Electricity for Streetlights	78.00	3.90	81.90
SF Village Hall	101838	Hall Hire - PC mtg and NP Mtg	30.00	0.00	30.00
Grounds Maintenance	101839	Oct-19	235.00	235.00	235.00
Southery Parish Council	101840	Bursery from SLCC Share of Funding Total £175	58.33	0.00	58.33
Wereham Parish Council	101841	Bursery from SLCC Share of Funding Total £175	58.33	0.00	58.33
Cllr J McNeill Refund	101842	Gardens Area Sand and Cement	11.08	2.21	13.29
		Total	1198.66	281.11	1244.77
	As at 03.10.19	Community Account - Current		6,806.08	
	As at 03.10.19	Business Account		30,914.68	
					37,720.76

The payments as presented were proposed for approval by Cllr Kit Hesketh-Harvey, seconded by Cllr Jim McNeill, all were in favour.

266/19 To Approve the Adoption of a Planning Comments Procedure

The Parish Council agreed to adopt the presented Planning Comments Procedure, proposed by Cllr Jim McNeill, seconded by Cllr Donna Stocking, all were in favour.

267/19 To Note a Planning Consultation for Response: 19/01772/F Change of use from public house to single detached residential dwelling at Bluebell Inn Lynn Road Stoke Ferry King's Lynn Norfolk PE33 9SW

Cllr Jim McNeill advised that there had been 13 objections on the portal including one from himself on a personal capacity. He shared that the Parish Council should consider whether it necessary to call the application in via the Borough Councillor. He suggested that, should it be called in a public meeting, not a Parish Council meeting, be held to hear from anyone or group who wishes to come forward to run the premises as a licenced/community business.

Following a query Cllr Jim McNeill advised that the current owners were going to put a tenant into the pub to run it, and that they had tenants lined up to run it but this did not happen and then, reportedly, there was no further take up. Cllr Jim McNeill advised that in maintaining its use as a community asset the village could maintain the village's status as a service centre on the local plan. The Parish Council all agreed that the application be called in as an objection via Cllr Colin Sampson on behalf of the Parish Council. Cllr Colin Sampson shared that he would call in, though the officer's view was unknown at this stage and if rejecting the application is confirmed there may be a chance the building sits empty for a while.

The Chair advised that the Parish Council had returned a response to Planning within the deadline of the 5th November.

The Parish Council agreed, should the planning application be called in, to facilitate an open public meeting to discuss the future of the premises ,i.e. not an extraordinary meeting of the Parish Council. The current owners of the pub premises would be invited to the event.

268/19 To Discuss A Planning Appeal: 19/00689/O Land N of Beeches Little Lane Stoke Ferry Norfolk OUTLINE APPLICATION: Proposed new three-bedroom bungalow

The Parish Council noted the appeal application.

269/19 To Discuss Planning Consultation for Response: 19/01773/O Outline Application: three-bedroom bungalow at Land Off Little Lane Stoke Ferry Norfolk

The Parish Council previously had no comments on the application, and this remained the case that they had no comments.

270/19 Urgent Matters - Chairman

The Chair reminded the public that there would be a Service of Remembrance on Sunday 10th November at 10.45 at the War Memorial followed by refreshments in the church.

The Council Tax Support Scheme consultation was open to the public.

Note that we received our final external auditor certificate for the AGAR for 201819 advised that: *on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.* This had concluded the Audit.

271/19 Receive items of concern & matters to be included on the next agenda from the Parish Council and note forward items

- Cllr Kit Hesketh-Harvey wished to commend Cllr Martin Storey's conduct at the planning appeal and spoke eloquently at the Planning Committee on behalf of the village. Cllr Martin Storey thanked the Parish Council for their comments.
- Cllr Jim McNeill requested to add to the next agenda listed and non-listed buildings owned by 2Agriculture and the re-establishing of the Mill Liaison Committee.
- Cllr Trudy Mann advised that an artist with local links had done a great sketch for the map and it was looking very good.

272/19 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey (NCC), if in attendance

- Cllr Colin Sampson shared that there was nothing further to add other than what already discussed.
- Cllr Martin Storey shared than on the speech he had made at the Planning Committee in regard to the Mill applications, he added that the Parish Council should be kept up to date of any changes made between the planning department and the agent in the meantime. He advised that the Parish Council should also follow this up.

He shared that he felt that it would be useful for the developer to meet with the Parish Council regularly to build a good working relationship and so that the Parish are then also still able to input through the stages as it progresses. The Chair reminded all that the Planning Application for the mill site was still showing as pending and it was unclear why but there were no current updates. The Chair further highlighted that if they have agreed a second access point the plans now needed to be amended and shared before it moved onto the next stage.

- Cllr Martin Storey shared Norfolk County Council were being reviewed by the Boundary Commission where there were currently 84 Councillors in office. He shared that they had indicated that the number should stay the same but there may need to be boundary changes within some of the divisions so that there is an equal share of residents. The consultation was due to finish on 22 December and was available on the NCC website should the public wish to share their views.

273/19 To Adjourn the meeting to allow for public comments

274/19 Confirm the Date of the Next Meeting – Wednesday 4 December 2019 at 7 pm, Ordinary Meeting of the Stoke Ferry Parish Council

Meeting Closed at 8.44 pm