

**STOKE FERRY PARISH COUNCIL**  
**Minutes of the Ordinary Meeting held on**  
**Wednesday 2 December 2020 at 7.00 pm, Virtually online via Zoom**

**Present:**

**Cllr Sue Lintern (Chair)**  
**Cllr Kit Hesketh-Harvey (Vice-Chair)**  
**Cllr Stuart Collins (From 196/20-206/20)**  
**Cllr Andrew Hayward**  
**Cllr Gail Reeve**  
**Cllr Janet Taylor (From 196/10-211/20)**  
**Cllr Trudy Mann**  
**Cllr Donna Stocking**  
**Helen Richardson (Parish Clerk and Financial Responsible Person)**

**Also, in Attendance**

Public – 2  
Cllr Martin Storey, Norfolk County Council  
Cllr Colin Sampson, BCKLWN  
Stephen Ward, Chair, and Ian Lury of the Bluebell Pub Campaign

**196/20 Openness and Transparency Notice**

The Chair read the notice.

**197/20 Aggressive and Abusive Behaviour**

The Chair read the notice.

**198/20 To Receive and Consider Acceptance for Apologies of Absence**

The Council noted that Cllr Mandy Leamon was absent, though apologies had not been received.

**199/20 To Receive Declarations of Interest from Members**

Cllr Trudy Mann declared an interest regarding the Bluebell public house at item 201/20.

Cllr Janet Taylor declared an interest regarding the Bluebell Campaign Update at item 201/20; the bus stop perch design at item 203/20, noticeboard at item 205/20 and payments for approval at item 215/20.

Cllr Donna Stocking wished to declare an interest regarding payments for approval at item 215/20.

**200/20 To Approve the Minutes of the Ordinary Meeting held on 11 November 2020 and matters arising (Clerks report)**

**RESOLVED:** That the minutes of the Ordinary Meeting held on 11 November 2020 be approved. (Cllr Janet Taylor proposed, Cllr Kit Hesketh-Harvey seconded, all were in favour).

The following matters arising was shared:

**Indigo Road** - Cllr Martin Storey agreed to follow up issues with NCC internally. The Clerk agreed to write to Elizabeth Truss MP to request that she also follow up issues within senior management at the County Council. The lights had been on when the development first was finished around 11 years ago and the Harris fencing had been up ever since. The Clerk agreed to write to the original developer of the land to try and resolve the issues regarding the streetlighting. The Clerk wrote to residents of Indigo Road to encourage them to ask Norfolk

County Council to resolve the situation with the developer regarding their streetlights, sewers, and adoption of the road, including their landlord if applicable. The Clerk also emailed Orbit Housing asking for Senior Management to respond on the issue for them and to take this up with Norfolk County Council. The Clerk asked that NCC write to residents within four weeks so some time before the end of the year with what residents need to do to progress and update the PC further in January.

**Playing Field Hedges** – The Clerk asked the Handyman to action the hedge cut on the playing field. But on further inspection it is on the agenda for further discussion.

**NALC Rep** – The Clerk emailed Norfolk ALC to confirm Cllr Sue Lintern as rep. for Stoke Ferry Parish Council.

**Footpath 17** – The Clerk emailed the Solicitor about going forward with work to register it and awaited a response.

**Common Land** – The Clerk received a response from the Commons Land registered owner, and it would be shared with the Council for next steps.

**Gardens Wall** – The Clerk sent a letter to the property of the wall concerned.

**River Drove** – Following advise from NCC Anglian Water had since advised they would be removing a hump; they had installed on River Drove.

**Drain on High Street** – The Highways Technician advised that investigation took place and there are no errors with the system, so it was cleaned.

#### **Planning Applications with No Consultation Required**

20/01758/LDE Stoke Ferry Lawful Development Certificate: To be able to live in the existing caravan on site whilst proceeding to apply for a permanent dwelling Horsemans Rest Stoke Ferry Bypass (A134) Stoke Ferry KINGS LYNN Norfolk PE33 9UF

20/00224/TREECA Stoke Ferry Unknown Species: fell /remove because of low amenity value and proximity to buildings All Saints Lodge High Street Stoke Ferry PE33 9SF

#### **Planning Application Received for Comment Between Meetings**

20/01538/F Stoke Ferry To retain newly constructed dwelling, Rosetta Cottage, (approved under delegate)

#### **Planning Applications Decision Information Received**

20/00209/TREECA Stoke Ferry Birches Boughton Road Stoke Ferry King's Lynn Norfolk PE33 9ST - T1 and T2 Birch Trees x 2 - Dismantle to ground level. T3 Walnut Tree -

Dismantle to ground level. T4 Birch Tree - Reduce up to 4m off top and 2m of sides within Conservation Area Tree Application - No objection 18 November 2020 Delegated Decision.

20/01589/AG Stoke Ferry Home Farm 76 Wretton Road Stoke Ferry King's Lynn Norfolk PE33 9QJ - Agricultural Prior Notification: Multipurpose agricultural barn AG Prior Notification - NOT REQD 18 November 2020 Delegated Decision. The Clerk agreed to follow up with Planning to understand what this application and decision had been.

20/00210/TREECA Stoke Ferry The Old School House High Street Stoke Ferry King's Lynn Norfolk PE33 9SF - G1 2 x Conifers – Reduce limbs, T1 Twisted Willow - Pollard tree at rear within a conservation area Tree Application - No objection 18 November 2020 Delegated Decision

20/01530/F Stoke Ferry Bluebell Inn Lynn Road Stoke Ferry King's Lynn Norfolk PE33 9SW - Change of use from public house to single detached residential dwelling Application Refused 24 November 2020 Delegated Decision

### **201/20 To Receive an update on the Bluebell Campaign**

The Chair of the Bluebell Campaign Group shared that at the last meeting the Parish Council had discussed gauging public support in a survey for a Public Works Loan (PWL). In preparing the share launch the Campaign Group felt it was best to put any PWL survey on hold for now and should the need arise. The share scheme had been launched and shares were already being received, details were on the website for application.

The Campaign Group advised that the property was due to be auctioned. The exterior land had since been split into two plots, the pub garden in one and the land to the rear with a sheer drop and a right of access over the car park were being put up for auction on the 16<sup>th</sup> December. The campaign group were hoping to understand the legal position relating to the conditions of sale at auction more.

The Campaign group had resubmitted the Assets of Community Value (ACV) submission to BCKLWN. The previous application that had been withdrawn by the Borough Council was based on a correct legal position.

The Chair thanked them for their update.

### **202/20 To Receive a Neighbourhood Planning Working Group Update**

The Chair of the Neighbourhood Plan Working Group Cllr Andy Hayward gave the following update:

- Held our last meeting on 1st December.
- Grants and funding
  - Housing Needs Assessment is now complete, and the final document has been received.
  - Design Codes – Grant application has been made. (Held up due to a complex application process when applying one project at a time).
- The Neighbourhood Plan “Policies” document draft document V1 was circulated 16th November.
  - This document has been reviewed and V2 will be redistributed over the next week.
  - A substantial amount of supporting work has been shared out within the working group. An interim meeting to check progress has been arranged for 15th December.
  - The next full working group meeting will be held on Tuesday 12th January.
  - We will then schedule consultation with the villagers in Q1 2021
- Village Character Assessment – All research is now complete, and the draft document is near completion. Proof reading to begin this month.
- The next Public working group meeting will be held at 6.30pm on Weds 6th January
  - The next quarterly meeting after that will be held Weds 7th April.
- Summary – Project is going well, and we are focussed on being ready for consultation in July 2021.

### **203/20 To Approve Purchase of Perch Seating to go within ‘The Hill’ Bus Stop via PP Funding 2020/21**

The Council had received drawings and three costs for making the perch seats to be placed in the bus stop. Thomas B Bonnett design costed £467 for two which included fitting and delivery which was much better value than the other two prices which were higher and did not include fitting and delivery.

**RESOLVED:** That two perch seats be commissioned to be made and installed at 'The Hill' Bus Stop. (Cllr Sue Lintern proposed, Cllr Andy seconded, six were in favour, and two abstained)

#### **204/20 To Approve Purchase of Village Gates Sign(s)**

Three prices had been received for the agreed village gate metal sign design, Limehouse Signs Ltd were the cheapest. The Clerk agreed to work with Cllr Trudy Mann on the Wretton Road location before purchases were made for this location where no gate had been possible.

**RESOLVED:** That four signs be ordered to place one on each pair of the village gates costing £277.14 plus VAT and carriage of £16.50, a fourth one would be pending decision from a location site visit on Wretton Road. (Cllr Sue Lintern proposed, Cllr Trudy Mann seconded, all were in favour).

#### **205/20 To Approve Refurbishment Costs or Purchase of a New Noticeboard (on 'The Hill')**

Thomas B Bonnetts had quoted to refurbish the noticeboard being around 20% of the cost for a new one, they would place a new pin board, new Perspex and adjust the fixings making any repairs for £125.

**RESOLVED:** That the noticeboard be refurbished on 'The Hill' for £125. (Cllr Sue Lintern proposed, Cllr Kit Hesketh-Harvey seconded, six were in favour and two abstained due to declaration of interest).

#### **206/20 To Approve Costs to Remove or Cut Hedge on the Playing Field**

A 6-8 ft hedge on the playing field which the Parish Council paid to cut was wide, full of rubbish and mainly bramble and had been damaging a fence. The fence belonged to the playing field trust as does the hedge. A cost of £400 had been quoted to hire a digger, remove, and clear the site by the handyman. The Parish Council felt that they would remove the hedge if it were replaced with a new hedge.

**RESOLVED:** That the hedge cut be approved at a cost of £400 with the Handyman on the agreement from the Playing Field Trust that it be replaced with a native species of hedge. (Cllr Sue Lintern proposed, Cllr Janet Taylor seconded, seven were in favour and 1 abstained).

#### **207/20 To Approve Costs to Move Bins and Purchase a New Bin for Stoke Ferry Playing Field**

The Playing Field Trust were in favour of the actions proposed to purchase a larger bin deposing of any broken ones. The Chair wished to remind the Councillors that much like everyone else is affected by Covid-19 and have been unable to raise money through events or grants so it would be a huge help for the Parish Council to make this improvement. The Council thanked Cllr Janet Taylor for the work on this project.

**RESOLVED:** That one large bin be purchased for £386.40 plus VAT and movement and repairing other bins as proposed. (Cllr Kit Hesketh-Harvey proposed, Cllr Donna Stocking seconded, all were in favour).

#### **208/20 To Approve Any Costs in Relation to Maintenance on a Tree in the Cemetery (near front boundary)**

The Handyman had quoted to cut down the tree and remove for £120 that was leaning. The Clerk agreed to check if there were any permissions needed. The tree would be cut off at the ground and not remove the roots.

**RESOLVED:** That the tree be removed at £120 pending permissions. (Cllr Andy Hayward proposed, Cllr Janet Taylor seconded, seven were in favour and 1 abstained).

It was agreed to check with volunteers who had planted the hedging if they wanted to remove the guards around April 2021, and if not, Cllr Donna Stocking agreed to action.

**209/20 To Approve Grounds Maintenance Contract 2021 onwards and Approve Length of Time**

Five contractors had been invited to submit quotes, and three had returned. The current contractor did a good job and there had been no complaints on the work that he undertakes. It agreed to review the gardening aspect next year. The Clerk agreed to receive a schedule for the cuts. The current contractor reflected the best value for money in terms of cost.

**RESOLVED:** That the contract be awarded for one year to Mr Sparkle at £2540. (Cllr Kit Hesketh Harvey proposed, Cllr Donna Stocking seconded, all were in favour).

**210/20 To Approve Annual Subscription to Scribe Accounting Software Package**

The Clerk had shared information following a demo of the Scribe Accounting Software Package and the advantages for the Council to have it in place and from 1<sup>st</sup> April 2021.

**RESOLVED:** That the Subscription to Scrive Accounting Software be approved at £288 plus VAT per annum. (Cllr Gail Reeve proposed, Cllr Andy Hayward seconded, all were in favour).

**211/20 To Approve/Discuss Subscription to Scribe Cemetery Software Package**

The Council agreed to review again in 12 months and seek references on the software at that point.

**212/20 To Review and Note the Draft Budget and Precept 2021/22**

The Council noted the draft budget and precept.

**213/20 To Discuss Adoption of an Action Plan to Monitor Projects within the Annual Budget**

The Council were pleased with the new Action plan and it was agreed to adopt its use in the year. It was agreed to review quarterly from January.

**214/20 To Discuss the Census 2021**

The Parish Council had received communication regarding the census to be done on 21 March 2021. The Government was asking the Parish Council raise awareness as it was a legal requirement, it was agreed to add information to the village pump, website, and Facebook at the end of February.

**215/20 To Approve Payments to date**

The following payments were presented for approval:

**Payments for Approval**

<b>Payment for</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Clerks Wages and Expenses -Nov 2020	344.65	1.47	346.12
HMRC PAYE Nov-20	81.00	0.00	81.00
Christmas Tree Purchase	20.83	4.17	25.00
Playing Field Hedge Cut 19th Nov and removal, and two bins emptied – HM and Grounds Maintenance	126.00	0.00	126.00
First Unity Bank Quarterly Service Charge	18.00	0.00	18.00

<b>Total</b>	<b>590.48</b>	<b>5.64</b>	<b>596.12</b>
<b>Community Account - Current</b>		21,543.67	
<b>Business Account</b>		27,305.89	
<b>Unity Trust Bank</b>		9,773.32	
		<u>58,622.88</u>	

**RESOLVED:** That the payments be approved as presented. (Cllr Sue Lintern proposed, Cllr Donna Stocking seconded, all were in favour).

### **216/20 Urgent Matters – Chairman**

Cllr Andy Hayward agreed to attend a webinar regarding recycling tomorrow evening.

The Clerk agreed to contact 2Agriculture for an update on the measures required to be put in place following a noise survey.

### **217/20 To Receive Urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items**

Following a query about affordable housing within the new White Planning Paper Cllr Martin Storey suggested discussing with the Borough Council for more details.

Cllr Kit Hesketh-Harvey shared that a communication had been received to provide the Fens with an eco-preservation/Biosphere and it included Stoke Ferry within its boundary definition of the River Wissey, The Common and bordering with the Brecklands and Thetford Forest National Park. He felt that this was a positive sign and exciting future for the village, he wished to encourage Councillors to fill in the information that had been received with the communication to share their thoughts. Councillors agreed to note the contents of the email.

### **218/20 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey (NCC), if in attendance**

#### **Cllr Martin Storey**

- All would be pleased with the news of the vaccine.
- A Covid-19 winter support team for anyone experiencing hardship up to the end of March 2021 was available.
- Norfolk Museums were going to open on Thursday.
- Libraries and Adult Learning courses would be continuing.
- Covid marshalls would continue to be recruited to advise residents and businesses.
- First action on gritting was taken on the 3 November.
- Consultation on the NCC Budget finished on the 14 November and he would be taking points forward raised with him.

#### **Cllr Colin Sampson**

- With the Bluebell Campaign and Neighbourhood Plan and what was occurring it is becoming more and more important for how the village might look like in the future, and with huge changes in place this will put it all in good stead.
- Next Tuesday at 3 pm on You Tube there would be an Environment and Community panel, and the first item was an update from the Environment Agency and this huge concept to let the river basins that drain into the wash from many counties around on a massive area, letting the sea take back these areas. But with a wetland that means loss of farming land.

- The BCKLWN had shared the Norfolk wide response to the Council with Lily which provided help to individuals. The Chair shared that she had been linking with Lily for the work the Isolation Volunteer group was carrying out in the village.

**219/20 To Adjourn the meeting to allow for public comments**

The meeting was adjourned and reconvened, there were no comments.

**220/20 To Confirm the Date of the Next Ordinary Meeting** – Wednesday 6 January 2021 at 7 pm, with a Neighbourhood Plan Meeting at 6.30 pm to record all the minutes of the working group.

**221/20 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 a HR Related Issue.**

The Council discussed a HR related issue. The Council had resolved to seek legal advice on a confidential HR related issue.

**RESOLVED:** That payment for legal advice totalling £1250 plus VAT be approved. (All present were all in favour).

Closed at 9.50 pm