

STOKE FERRY PARISH COUNCIL
Draft (Until Approved at the Next Meeting)
Minutes of the Ordinary Meeting held on
Wednesday 7 April 2021 at 7.00 pm, Virtually online via Zoom

Present:

Cllr Sue Lintern (Chair)
Cllr Kit Hesketh-Harvey (Vice Chair in the Chair)
Cllr Stuart Collins
Cllr Andrew Hayward
Cllr Mandy Leamon
Cllr Trudy Mann
Cllr Gail Reeve
Cllr Donna Stocking (Minute No. 68/21-92/21)
Cllr Janet Taylor (Minute No. 68/21-92/21)
Helen Richardson (Parish Clerk and Financial Responsible Person)

Also, In Attendance:

Public – 3
Cllr Colin Sampson, Borough Council of Kings Lynn and West Norfolk
Cllr Martin Storey, Norfolk County Council
Stephen Ward, Chair of the Bluebell Pub Campaign

68/21 Openness and Transparency Notice

The Chair read the notice.

69/21 Aggressive and Abusive Behaviour

The Chair read the notice.

70/21 To receive and accept apologies for absence

There were no apologies. The Vice Chair agreed to Chair the meeting due to illness of the Chair who remained present in the meeting.

71/21 To receive Declarations of Interest from Members on any item to be discussed.

Declarations of interest were noted from Cllr Janet Taylor and Cllr Donna Stocking regarding payments for approval at minute item number 88/21; minute number 89/21 regarding finger post badges and minute number 93/21 in relation to lease of parish council land. They agreed to leave the meeting prior to minute number 93/21. Cllr Donna Stocking also in the meeting at minute number 77/21 declared an interest regarding being a neighbouring property to the planning application received for consultation. It was noted that Cllr Kit Hesketh-Harvey; Cllr Sue Lintern; Cllr Janet Taylor; Cllr Stuart Collins; Cllr Trudy Mann and Cllr Andrew Hayward had received dispensations regarding the Blue Bell at item 74/21 and 87/21 where shares had been open to the whole community had been purchased. It was noted that Cllr Trudy Mann shared a declaration of interest in regard these items for a land issue and it was noted that she would abstain from discussions and voting but remain in the meeting.

72/21 To Approve the Minutes of the Ordinary Meeting held on 3 March 2021 and Extraordinary Meeting held on 24 March 2021 and matters arising (Clerk's report)

RESOLVED: That the minutes of the Ordinary meeting held on 3 March 2021 be approved; (Cllr Kit Hesketh-Harvey proposed; Cllr Donna Stocking seconded, all were in favour).

RESOLVED: That the minutes of the Extraordinary meeting held on 24 March 2021 be approved. (Cllr Sue Lintern proposed; Cllr Andrew Hayward seconded, (Five were in favour and four abstained due to not being present at the meeting).

Clerks Report (Matters Arising) April 2021

Buckenham Drive Land Transfer – The Clerk has it on her action list to chase up again early March if nothing heard. The BCKLWN were currently engaged in Covid activities which had delayed a response regarding the matter.

The Mill Noise Survey– There was to be a Mill Liaison meeting soon and this issue would be raised.

The Mill Application (Snetterton) – The Clerk forwarded the email to Cllr Colin Sampson that she had sent to the Planning Officer on 1 March which still awaited a response as agreed at the meeting and copied in the Chair. This would also be raised at the next Mill liaison meeting.

Village Signs – The Clerk was placing orders for four signs and awaits confirmation. The Clerk awaits a date from Highways on installing the last pair of gates at Furlong Drove.

Old Railway Development – The site manager advised on 5 March that they had received a delivery of material to replace fencing for installation over the coming weeks and they would review the hedging.

Bridleway 9 – The Right of Way Officer agreed to investigate the ground on Bridleway 9 which was very muddy, and the owner of the land repaired the fencing twice following the meeting and during the month.

A134 Function with Furlong Drove – The Highways Technician reviewed the area and advised that it had been cut back in Summer 2020 and they would monitor it. The Clerk agreed to query with them that it was lorries that were struggling for visibility as requested by the Council.

Covid Volunteer Grant Funding (Winter Resilience Funding) – The funding the Parish Council was holding in its account on behalf of the volunteer group had been extended for use by the group for two months up to the end of May. Any unused funding would be returned after this time unless a further extension was required and subsequently approved.

VAT Reclaim – Was submitted to HMRC for reclaim for 2020/21 at a total of £942.94 mid-March 2021.

Indigo Road – Planning Enforcement Officer checked with his superior to investigate the Harris fencing, and there was nothing that planning enforcement could legally do as anyone can put up a temporary screen on their land, but it had

been there for so long over four years that the owners do not now need planning permission and therefore are immune to planning enforcement. The Clerk agreed to refer the issue to Cllr Colin Sampson. The Clerk agreed to contact the developers about replacement of the Harris fencing with wooden fencing and to clear the brambles and weeds. At the end of 29 March the Streetlights at Indigo were switched on by Orbit Housing Group.

Village Map – Cllr Trudy Mann shared there was a few alterations to the draft map and then it will be placed on the agenda for approval.

Lynn Road – Wall Issue – The Clerk reported the issue to the landowners (no response); the NCC Highways technician was going to review; Planning Enforcement were taking forward within their team and conservation team; and CNC Building Control on 23 March agreed to attend on 6th April to inspect. The Clerk will be following up with CNC following their investigations.

The Clerk agreed to research a scheme regarding unused land being purchased by communities and report back to the Council.

Assets List – Councillors had been asked to review the assets list by mid-April to update the 2020/21 Annual Governance and Accountability Return. Cllr Trudy Mann agreed to check over the assets in the village.

Planning Applications Received for Comment Between Meetings – The Parish Council returned no comment regarding 21/00464/F Repair and upgrading insulation of existing outbuilding to provide home study and crafts studio. at Swift Cottage 2 Lime Kiln Lane Stoke Ferry Norfolk PE33 9UA by email on 170321

73/21 To Adjourn the meeting to allow for public comments (in accordance with standing order 3(j) and 3 (k) item shall not exceed 15 minutes).

The Vice Chair adjourned the meeting for public comments and there were none, and after reconvened the meeting.

74/21 To Receive an Update from the Bluebell Campaign.

The Chair of the Bluebell Campaign Group Stephen Ward provided an update as follows:

- There had been a water leak in the building, but it was drying out well.
- It was hoped that the premises would be owned by the end of April and at that point communications would be shared with the and any other plans that were to be put in place.
- There was lots of voluntary trade support for the building and garden repairs and maintenance in the coming weeks and months.
- They hoped to get the pub up and running as soon as possible working around any covid restrictions that do not permit use indoors.
- An easter egg hunt was run across the village by the Campaign, which was a success, 70 easter eggs had been distributed and thanks to Tesco and Morrison's who donated them, any excess eggs left were donated to the food bank. £265 was raised from a raffle and the group were thankful to the Stoke Ferry corner shop for supporting it.

- Thanks to the Parish Council for the recent grant which had been immensely helpful.

The Parish Council thanked the Chair for the update and had no comments.

75/21 To Receive a Neighbourhood Planning Working Group Update

Cllr Andrew Hayward provided the following update:

- Last Neighbourhood working Group meeting was held on 9th March.
- There had been two meetings regarding design codes with AECOM online. This work was expected to be complete by June. This work was funded by separate grant funding which had been provided directly to AECOM from Locality.
- There was a total of £18k grant funding for the entire project and to date just under £9k had been spent from grant funding so far. It was necessary to apply each year for grant funding returning unspent funds.
- Last year 2020/21 £5980 was grant funded and £4904 had been spent leaving £1075 to be returned.
- For the 2021/22 round of funding in April 2021 they will be able to re-apply for £1075 returned plus the available £8k through Locality and Groundworks who administers the funding.
- The Parish Council had agreed to a budget to fund the project, but it was highly likely that the £8k available of funding would mean the Parish Council funds were not necessary.
- They had been reviewing non-designated heritage assets. Non-designated assets could also be milestones or a cobblestone wall for example which had not yet been listed. The group was seeking advice from BCKLWN to find out if a non-designated heritage asset would incur any restrictions in the future should an owner require modifications. The group agreed to review if any designation would assist in enforcing necessary repairs and maintenance. Private owners had a right to choose whether something was placed on the list or not, and therefore the working group would be contacting owners and anyone wishing to go ahead they would process the application on their behalf. The Working Group would take a neutral approach to the decisions that owners make.
- In July it was hoped that the draft Plan would be available to share on the website and if possible, an open event in the village hall would be held but it was unclear at this time with covid restrictions.

Cllr Martin Storey arrived in the meeting at this point.

76/21 To Discuss/Approve a Parish Council Memorial Bench Policy - Stoke Ferry Cemetery

The Council had received the draft wording of the policy in advance with minor amendments regarding bench owners being respectful when maintenance and installations take place and that any benches placed in the cemetery would be available for use by everyone and not just the owners. There were four benches in the cemetery currently and it was suggested that there could be four more bench positions available. The Council reviewed designs of the metal benches in the cemetery and the colour which was green, and this would be the preferred design. The Council discussed an idea of using one council owned bench too to place plaques for those who cannot afford a bench.

RESOLVED: That the Memorial Cemetery Bench Policy with minor amendments; Placement plan for four additional benches be approved and an application approval fee be applied per bench for £100. (Cllr Kit Hesketh-Harvey proposed, Cllr Janet Taylor seconded, six were in favour and three were against).

77/21 To Discuss Planning Application Received for Consultation and Agree Response: 21/00367/F Front single storey extension at Brecklands 13 Furlong Road Stoke Ferry King's Lynn Norfolk PE33 9SU

RESOLVED: That a response of no comment be returned. (Cllr Kit Hesketh-Harvey proposed, Cllr Sue Lintern seconded, eight were in favour and one abstained due to a declaration of interest).

78/21 To Discuss Planning Application Received for Consultation and Agree Response: 21/00427/F Construction of two storey dwelling at Thistledown Lynn Road Stoke Ferry King's Lynn Norfolk PE33 9SW

RESOLVED: That an extraordinary meeting be used to defer decision on the application 21/00427/F on Monday 19th April at 7 pm. (Cllr Donna Stocking proposed, Cllr Sue Lintern seconded, all were in favour).

79/21 To Approve Project Spend NCC Parish Partnership Fund Finger Post Badge Project

The fingerposts vary in size so to avoid overhang of metal on some of the badges they needed adjusting to sit flush at a cost of £52.95 plus VAT. The Handyman was no longer required to fit them as volunteers were now carrying out this work.

RESOLVED: That an spend of £52.95 plus VAT be approved to adjust the badges for some of the posts as part of the Parish Partnership Funding project. (Cllr Kit Hesketh-Harvey proposed, Cllr Andrew Hayward seconded, eight were in favour and two abstained due to a declaration of interest).

80/21 To Approve Website Hosting SSL Certificate Annual Renewal

RESOLVED: That the £30 fee for the SSL certificate be approved. (Cllr Kit Hesketh-Harvey proposed, Cllr Sue Lintern seconded, all were in favour).

81/21 To Approve the Review of the GDPR Policy and Model Scheme of Publication and to Note the Annual GDPR Audit.

The Annual Audit was noted.

RESOLVED: That the GDPR Policy and Model Scheme of Publication be approved. (Cllr Sue Lintern proposed, Cllr Janet Taylor seconded, all were in favour).

82/21 To Approve Attendance to The Power of a Local Council and Community Business Partnership – National Association of Local Councils – 29 April 2021

RESOLVED: That attendance of two Councillors to NALC 'The Power of Local Council and Community Business Partnership' webinar be approved at a cost of £53.73 plus £3.74 fee plus VAT on 29 April 2021. (Cllr Kit Hesketh-Harvey proposed, Cllr Donna Stocking seconded, eight were in favour and two abstained due to being the Councillors due to attend).

83/21 To Approve Handyman Time to Remove Brambles from Cemetery Graves

Cllr Donna Stocking agreed to show the Handyman where the brambles required removal after public notice had been displayed on the gate for two weeks.

RESOLVED: That two hours for the Handyman be approved to remove brambles on graves in the cemetery were no family come forward after advance notice is issued for

two weeks. (Cllr Kit Hesketh-Harvey proposed, Cllr Sue Lintern seconded, all were in favour).

84/21 To Approve Purchase of Items for Royal Condolence/Operation London Bridge

Councillors agreed to review the contents of the procedure and bring back to a future meeting for any further action required.

RESOLVED: That two books of condolence, black tablecloth, black arm bands and two photos with frames be approved at a cost of £350. (Cllr Kit Hesketh-Harvey proposed, Cllr Sue Lintern seconded, all were in favour).

85/21 To Approve SFPC Action List 2021/22

The Clerk agreed to add an additional project to add flowers and/or bulbs at each of the four entrances of Stoke Ferry where signs and village gates stood.

RESOLVED: That the Action List for 2021/22 be approved to be monitored over the next 12 months. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, all were in favour).

86/21 To Approve Neighbourhood Plan PC and Grant Accounts for Return 2020/21

RESOLVED: That a return of £1075.42 be approved to Groundworks UK for the 2020/21 funding. (Cllr Janet Taylor proposed, Cllr Mandy Leamon seconded, all were in favour).

87/21 To Approve Register of Decisions Made on Email to be Ratified: That cheque payment be raised for £10k grant approved at the March 2021 Stoke Ferry Parish Council Meeting to 'Stoke Ferry Community Enterprise Ltd' for the Bluebell Campaign.

RESOLVED: That the Register of Decisions Made of Email be approved regarding payment to be made to 'Stoke Ferry Community Enterprise Ltd' for £10k as approved at the March 2021 meeting. (Cllr Andrew Hayward proposed, Cllr Stuart Collins seconded, all were in favour).

88/21 To Approve Payments to date

Payee	Payment for	Net	VAT	Total
Clerk	Clerks Wages and Expenses -March 21	331.76	0.00	331.76
HMRC	PAYE for March 2021	79.60	0.00	79.60
NP Consultant	Part Payment for part of stage 3: drafting the NP (1 day)	320.00	0.00	320.00
Compass Point Consultants	Drafting of NP (13.75 hours)	550.00	0.00	550.00
Norfolk ALC	Annual Subscription	226.06	0.00	226.06
Thomas B Bonnett	PPF - Footpath Sign Badge Project as agreed in April 2021 meeting	52.95	10.59	63.54
Thomas B Bonnett	Village noticeboard refurbishment	125.00	25.00	150.00
Bequality	SSL Certificate Annual Renewal – Website as	30.00	0.00	30.00

	agreed in April 2021 meeting			
Wave - Anglian Water	Cemetery Water Supply	13.11	0.00	13.11
BCKLWN	Dog Bin Emptying 2020/21	235.56	47.11	282.67
Eon	Streetlight Electric (Feb 2021)	72.80	3.64	76.44
Handyman	4x Bins Empty - March 2021	16.00	0.00	16.00
Grounds Maintenance	Cemetery and Playing Field Cut and Cemetery Hedge Trim March 2021	190.00	0.00	190.00
Groundworks UK	2020/21 NP Funding Return of Funds as approved at April 2021 meeting	1075.42	0.00	1075.74
National ALC	Webinar – PC/Communication Business as approved at April 2021 Meeting	107.46 (plus 3.74 fee exc. VAT)	21.50	132.70

RESOLVED: That payments as presented be approved. (Cllr Stuart Collins proposed, Cllr Andrew Hayward seconded, seven were in favour and two abstained regarding declaration of interest).

89/21 Urgent Matters – Chairman

The Chair thanked the Vice Chair for stepping in and Chairing the meeting.

90/21 To Receive Urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items

- Cllr Kit Hesketh Harvey that second car had hit the cemetery wall in the last year and expressed concern about speeding cars.
- The Clerk agreed to contact Highways to review the path along the High Street as it had been reported that it was not possible to get a mobility scooter along it and ask what they might recommend to resolve and report back to the Council.
- The Clerk agreed to contact the Senior Planning Officer at BCKLWN and make enquiries into rights and use of the land at the development land either side of Indigo Road.
- The Council agreed that in time a Covid Memorial needed to be discussed for the Parish when possible, at a future meeting.
- A Councillor commented that there had been lots of fly tipping on private land last summer. The Council agreed that they can report it to the landowners when it occurs.

- The Chair shared that the Council had received an email from 2Agriculture regarding noise reduction work they were putting in place which included a 4m by 8m high screening to reduce noise and any comments could be taken forward to the liaison meeting. The Council had no issues with the screening in principle.

91/21 Cllr Colin Sampson (BCKLWN), if in attendance

Cllr Colin Sampson advised that most staff at the Borough were still on other duties due to Covid. The Planning Team were experiencing a backlog of work as a result. They were close to agreeing a food collection service again, but this was a national issue and not just specific to BCKLWN. A new process would ensure that food waste goes to make methane and there would be reasonable savings as a result. BCKLWN had a close partner relationship with the Queen Elizabeth hospital and would assist in any way they could in relation to funding they required for the building.

Cllr Martin Storey was relevant to the period of purdah as a candidate of the Norfolk County Council local election on 6th May.

92/21 To Confirm the Date of the Next Annual Parish Meeting – Wednesday 5 May 2021 at 7 pm. Neighbourhood Plan, Village Hall, Playing Field Committee, Bluebell Trust, Trust, 6.30 pm.

The meeting date in May was noted and it was noted that there would be an Extraordinary meeting held on Monday 19th April 2021 to discuss planning application 21/00427/F and a second application received today for consultation regarding Lark Road. Cllr Andrew Hayward also asked that an item also be included regarding approval of a grant application to locality for 2021/22 Neighbourhood Plan Project.

Cllr Donna Stocking and Cllr Janet Stocking left the meeting at this point due to a declaration of interest at item 93/21 and Cllr Martin Storey and Cllr Colin Sampson also left the meeting.

93/21 To Discuss and Approve Any Amendment to Fee Paid for Lease of Parish Council Land Next to Cemetery from May 2021 – May 2026

The lease of Parish Council land next to the cemetery was a fixed 25-year lease and every five years the Council needed to review the sum of money charged for the lease paid annually which was based on a peppercorn rent. It was currently £25 per annum. The leased land was not at any cost to the council and was being used privately.

RESOLVED: That the land rent for the next five years be increased from £25 to £60 annually until the lease expiry date in May 2026. (Cllr Andrew Hayward proposed, Cllr Kit Hesketh-Harvey seconded, all were in favour).

Meeting closed at 9.45 pm.