

**STOKE FERRY PARISH COUNCIL**  
**Minutes of the Annual Meeting held on**  
**Wednesday 5 May 2021 at 7.00pm held Virtually on Zoom**

**Present:**

**Cllr Sue Lintern**

**Cllr Andrew Hayward**

**Cllr Trudy Mann**

**Cllr Gail Reeve**

**Helen Richardson (Parish Clerk and Financial Responsible Person)**

**Public: 1**

**Also, in attendance:**

Cllr Martin Storey, Norfolk County Council

Cllr Colin Sampson, Borough Council of Kings Lynn and West Norfolk (From item 125/21 to 130/21).

**104/21 Openness and Transparency Notice**

The Parish Council record the meeting. The Chair notified the public of this.

**105/21 Election of Chair and Vice Chair (Chair and Vice Chair to sign the Declaration of Acceptance of Office)**

Cllr Andrew Hayward proposed Cllr Sue Lintern as Chair, seconded by Cllr Gail Reeve and all were in favour. Cllr Sue Lintern signed a declaration of acceptance of office as Chair, which was witnessed by the Parish Clerk virtually and would be signed by the Clerk outside the meeting due to Covid restrictions and filed.

It was agreed to defer to election of Vice Chair to the next meeting.

**106/21 Apologies for Absence**

All were in favour of accepting the apologies for absence for Cllr Donna Stocking (personal reasons); Cllr Stuart Collins (personal reasons); Cllr Mandy Leamon (work commitments); Cllr Janet Taylor (personal reasons) and Cllr Kit Hesketh-Harvey (Vice Chair) (personal reasons).

**107/21 To receive Declarations of Interest from Members on any item to be discussed**

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 119/21 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. It was noted that there was no decision. It was noted that Cllr Sue Lintern and Cllr Trudy Mann were part of a covid 19 volunteer group at item 123/21.

**108/21 To approve the Minutes of the Ordinary Meeting on 5 April 2021 and Extraordinary Meeting held on 19 April 2021**

**RESOLVED:** That the minutes of the Ordinary meeting held on 5 April 2021 be approved; (Cllr Sue Lintern proposed; Cllr Andrew Hayward seconded, all were in favour).

**RESOLVED:** That the minutes of the Extraordinary meeting held on 19 April 2021 be approved; (Cllr Sue Lintern proposed; Cllr Trudy Mann seconded, three were in favour and one abstained due to being absent from the meeting.

### **Clerks Report (Matters Arising)**

**Buckenham Drive Land Transfer** – This was pending response from the Borough Council.

**A134 Function with Furlong Drove** – The Highways Technician agreed to review the area though this had been cut back in Summer 2020. They will monitor it, but the Clerk agreed to follow up to clarify if they had reviewed regarding lorries view.

**Indigo Road** – The Clerk forwarded Cllr Colin Sampson information regarding Planning Enforcement and the Harris fencing and asked that he also enquire about other uses of the land.

**Lynn Road – Wall Issue** – The Clerk has reported this issue to the landowners (no response); Highways – the technician was going to review; Planning Enforcement they were taking forward within their team and conservation team; and CNC Building Control on 23 April. The Clerk awaits an outcome of their investigations.

**Audit 201920** – Decision of the External Auditor regarding these accounts following an objection has been shared on the website. The Parish Council, and in particular the Chair Cllr Sue Lintern, have been subjected to false unfounded accusations of theft in connection with the 2019 Mid-Summer Fayre in the 201920 accounts and it is pleased to report these allegations are false. The appointed External Auditor's response shared on the website confirms that there is nothing unlawful that has taken place on Cllr Sue Lintern's part or the Council. There was also a query about £410 fundraised from the 2019 Midsummer Fayre, this money was gifted to the Village Hall and Playing Field trust and it was never the intention that this money would be Council funds and therefore it was not included in accounts. The money was raised by the bar, run by a volunteer. It has been included in the accounts now having made no difference to the reconciled finance figures. These queries have unfortunately cost the Parish £2041 for the work that the auditor was bound to undertake.

### **Planning Decisions Received**

20/01985/O Stoke Ferry Land Between 11 And 12 Either Side of Footpath

Buckenham Drive Stoke Ferry King's Lynn Norfolk PE33

9SG - OUTLINE APPLICATION ALL MATTERS RESERVED: Proposed semi-detached houses Application Permitted 14 April 2021 Committee Decision

21/00276/F Stoke Ferry Lodge House Oxborough Road Stoke Ferry King's Lynn

Norfolk PE33 9TA - Four bay oak framed cart lodge Application Permitted

22 April 2021

21/00445/O Stoke Ferry Park House High Street Stoke Ferry King's Lynn Norfolk

PE33 9SF - OUTLINE APPLICATION SOME MATTERS

RESERVED: Replacement of existing barn structure

with a dwelling house Application Withdrawn 28 April 2021 Withdrawn Application

**109/21 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 Chair adjourned the meeting for public comments, but there were none and after reconvened.

**110/21 To Note: Annual Review of Declaration of Interest (Pecuniary and Non-Pecuniary) (by end of May 2019)**

The Council confirmed that the Declaration of Interests had been reviewed.

**111/21 To Approve Meeting Dates up to May 2022**

**RESOLVED:** That meetings of the Stoke Ferry Parish Council will be held monthly on the first Wednesday of each month for the next 12 months, except 11 August and 10 November and 11 May 2022 which would all be held one week later than usual, and all at 7 pm. The Annual Parish Meeting on Wednesday 11 May at 6.30 pm. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, All were in favour).

**112/21 To Review and Approve: Standing Orders**

The Standing Orders were reviewed and there were no amendments.

**RESOLVED:** That the Standing Orders as presented be approved. (Cllr Sue Lintern proposed, Cllr Trudy Mann seconded, All were in favour).

**113/21 To Review and Approve: Financial Regulations**

The Financial Regulations had been received by Councillors for review, there were no suggested amendments.

**RESOLVED:** That the Financial Regulations be approved as presented. (Cllr Sue Lintern proposed; Cllr Gail Reeve seconded; all were in favour).

**114/21 To Review and Approve: Financial Risk Assessment**

The Financial Risk Assessment had been received by Councillors for review, there were no suggested amendments.

**RESOLVED:** That the Financial Risk Assessment be approved as presented. (Cllr Sue Lintern proposed; Cllr Gail Reeve seconded; all were in favour).

**115/21 To Approve: Assets Register**

The Parish Council had received the revised Assets Register for the year as at 31.03.21.

**RESOLVED:** That the Assets Register YE 31.03.21 be approved; (Cllr Sue Lintern proposed; Cllr Trudy Mann seconded, all were in favour).

**116/21 To Approve: Annual Insurance Quote 2021/22**

A quote had been received for £614.86 the same as the previous year.

**RESOLVED:** That the Annual Insurance Quote 2021/22 of £614.86 be approved for cover from 1<sup>st</sup> June 2021 to 31<sup>st</sup> May 2022. (Cllr Andrew Hayward proposed; Cllr Gail Reeve seconded; all were in favour).

**117/21 To Approve: Bank Accounts/Reconciliation 2020/21**

The cashbook of accounts had been circulated on email to the Council for 2020/21 and the following reconciliation received for the year overpage:

## Stoke Ferry Parish Council 2020/21 Financial Year Bank Reconciliation

Month ending 31 March 2021

Prepared by Helen Richardson Clerk & RFO Date 20 April 2021

Balance per bank statement as at 31 March 2021:

Current account	£10,814.45
Business Account	£26,827.26
Unity Trust Bank	£2,843.75
	<b>£40,485.46</b>
Minus: unrepresented cheques :	£79.46
Net balances as of 31 March 2021	£40,406.00

### CASH BOOK

Opening Balance 1 April 2020	£36,447.61
Add: Receipts in the year	£35,908.85
Less: Payments in the year	£31,950.46
Closing balance per cash book as of 31 March 2021	£40,406.00

**RESOLVED:** That Bank Accounts/Reconciliation 202021 be approved. (Cllr Sue Lintern proposed; Cllr Gail Reeve seconded, all were in favour).

### **118/21 To Approve: Annual Accountability Governance Return (AGAR) Audit 202021**

The Parish Council approved the Annual Accountability and Governance Return by completing the sections within the document as well as signatures from the Chair and Parish Clerk. The Clerk advised that the document would be made available to the public on the website and sent to the External Auditor. The Clerk advised that the Internal Auditor had approved their section of the form with all accounts being correct with all figures accounted for and a signed copy had been received.

**RESOLVED:** That the AGAR for 202021 Section 1 Annual Governance Statement be approved to be signed after the meeting by the Chairman due to covid restrictions; (Cllr Sue Lintern proposed; Cllr Andrew Hayward seconded, all were in favour).

**RESOLVED:** That AGAR 202021 Section 2 Accounting Statements be approved to be signed after the meeting by the Chairman due to covid restrictions; (Cllr Sue Lintern proposed; Cllr Andrew Hayward seconded, all were in favour).

### **119/21 To Receive an Update from the Bluebell Campaign Group.**

**Many thanks:** To all shareholders, donors, supporters and volunteers who have helped us to reach our target of £280,000.

**Purchase of premises:** We have signed the contract for the purchase, and it has been returned to our solicitors. The solicitor will date it when the purchase is confirmed. As you know, 'More Than A Pub' is providing a £50,000 loan towards the

purchase. We are awaiting their go-ahead on the loan once they have approved our latest financial forecast which accounts for the extra expenditure incurred by the flooding. We are fully expecting exchange of contacts in the next week or so.

**Insurance:** We have had a number of quotes. The Project Board will make a decision on which policy to adopt in the next few days.

**Community Survey:** We sent a questionnaire to all households in Stoke Ferry, Whittington and Wretton asking for interest in the Blue Bell hosting a Local History Group and if anyone would like to participate in Over 60s Lunches. To date, 30 people wish to form a History Group, and 39 are interested in the Over 60s lunches.

**May 30th Fun Event:** This will take place on the Hill and in the (redundant) Church Grounds. There will be lots of stalls, fun for all the family, cold beers, as well as lots of plants for sale.

**200 Club:** We are in the process of preparing a monthly Blue Bell lottery prize draw in line with Borough Council rules.

**Sub-Post Office:** We are in touch with Post Office Ltd as to the feasibility of hosting a sub-Post Office at the Blue Bell.

### **120/21 To Receive an Update from the Neighbourhood Plan Working Group.**

Cllr Andrew Hayward provided the following update:

- The group were review the NDHA and took advise from the Borough Council and Conservation Officer and they had decided to move it to village consultation.
- The group were in the process of arranging a meeting on 25 May.
- They were processing the returning of funds from 2020/21 and then will apply for the grant 2021/22.

### **121/21 To Approve Renewal of Zoom Licence for 12 months**

In person meetings were due to start up again, but for the month of May and until 21<sup>st</sup> June the Parish Council were unable to hold large gatherings indoors but according to the laws online meeting regulations were due to expire on the 7<sup>th</sup> May. It was proposed to renew a Zoom licence as it was unclear what the following 12 months may bring. Decisions made at any meeting the Parish Council held on Zoom would be ratified at the next lawful Parish Council meeting.

**RESOLVED:** That an annual Zoom licence be approved for £95.92 plus VAT. (Cllr Sue Lintern proposed; Cllr Andrew Hayward seconded, all were in favour).

### **122/21 To Approve Refurbishment Costs of Cemetery Noticeboard and Installation of Hard Standing Area for Bins in Cemetery**

Bonnets had kindly refurbished the cemetery notice board at no cost. The Parish Council wished to thank Bonnets for carrying this work out. The Clerk agreed to email the Council to ask to look options for a wheelie bin hard standing area and discuss further at the next meeting.

### **123/21 To Approve Covid Volunteer Group Grant Funding Request**

The Clerk agreed to email all Councillors for a vote on whether to award a grant of £100 to the Volunteer group so they could continue to provide transportation for those who needed to get their covid vaccinations. This would need to be ratified at the next Council meeting

### **124/21 To Discuss Covid Remembrance Memorial**

It was agreed to defer to the next meeting.

### 125/21 To Discuss and Approve Any Action in Relation to Temporary Event Licence Procedure at the Borough Council

The Parish Council had been asked to consider a response on this issue for Parish Council's to be involved in the consultation process of the Temporary Event Licence Procedure overseen by the Borough Council. The borough planning and licencing had no legal duty to include Parish Council's as consultee. There was an issue that a Parish Council may only find out after a licence has been granted and then it would be too late. The Parish Council supported the move for the inclusion of a parish council in the process for consultation though it is acknowledged it has no legal basis to be included.

**RESOLVED:** That the Council write to the Borough Council to provide the minute of this item supporting a move to include Parish Council's as a consultee for TEN applications. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, all were in favour).

### 126/21 To Review and Approve the Retention Policy

There were no suggested amendments.

**RESOLVED:** That the Retention Policy as presented be approved. (Cllr Sue Lintern proposed; Cllr Andrew Hayward seconded, all were in favour).

### 127/21 To Approve: Payments

05-May-21		Payments for Approval		
Payee	Payment for	Net	VAT	Total
Clerk	Clerks Wages and Expenses - April 21	315.25	0.00	315.25
HMRC	Apr-21	75.60	0.00	75.60
BHIB Ltd	PC Annual Insurance Premium from 1 May 2021 - 30 June 2022	614.86	0.00	614.86
Stoke Ferry Covid Volunteer Group	Release of Remainder of Funds Held in PC Accounts on the Group's behalf directly to the volunteers of the group who have assisted those they deem to be in need. As directed by the Volunteer Group.	395.54	0.00	395.54
Handyman and GM	April 2021	310.00	0.00	310.00
Internal Auditor	Review of 2020/21 Accounts	50.00	0.00	50.00
Shaws and Sons Limited	One Book of Condolence and additional paper pack Operation London Bridge (April 2021 Mtg Approval)	112.50	22.50	135.00
National Association of Local Councils	Webinar April 2021 for Two Councillors 'The Power of a Local Council and Community Business' (paid in advance)	86.18	17.24	103.42
Eon	Streetlights March 2021	80.60	4.03	84.63
ICO	Annual Fee (Direct Debit)	35.00	0.00	35.00
Unity Trust Bank	Quarterly Service Charge (Direct)	18.00	0.00	18.00
	<b>Total</b>	<b>2093.53</b>	<b>43.77</b>	<b>2137.30</b>

Cllr Trudy Mann thought a member of the covid volunteer group would not be benefiting from coverage of any travelling costs and therefore would vote on this item to release the funds that belonged to the group and for which in any case the Parish Council were banking on its behalf.

**RESOLVED:** That the payments be approved as presented. (Cllr Andrew Hayward approved, Cllr Gail Reeve seconded, three were in favour and one abstained due declaration regarding the Covid 19 Volunteer group).

**128/21 To Receive items of concern & matters to be included on the next agenda from the Parish Council and note forward items**

The Village Hall provided an update to advise that due to Covid there has not been much activity over the past year, but they were thankful for the grant funding they had received from the BCKLWN.

The Clerk agreed to contact the development of the Old Railway as there was numerous pieces of debris that could pose a danger to cars that had been blowing into the road and ask them to tidy and make safe.

The Council had been contacted by some residents regarding the red colour that the Kebab shop on Lynn Road had been painted however the Planning Enforcement team had advised that this was permitted development. The Council agreed to write to the owners of the building behind the kebab shop and ask them to consider maintaining it.

**129/21 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey (NCC), if in attendance**

**Cllr Colin Sampson**

- The Post Office was providing a mobile van to Stoke Ferry as the Whittington Garage had decided not to continue with the location of a Post office at the garage. The Chair shared that the Bluebell had been in touch with the Post Office on the feasibility of having it there. The Clerk agreed to find out the times of the mobile PO van that was due to start from 11 May and add it the website, Facebook, and noticeboard.
- The Borough Council would be providing litter-picking packs for 6 people on request. They would also be arranging for the removal of the picked litter. This was due to start soon so any applications could be put in. The Clerk agreed to email all the Council to make them aware.
- The initiative to plant trees was being ramped up and it was possible to ask for trees from the Borough, County, or woodland trust for any areas in a parish that might be available to plant them.

**130/21 Confirm the Date of the Next Meeting – Wednesday 2 June 2021 at 7 pm, Ordinary Meeting of the Stoke Ferry Parish Council**

The Parish Council were disappointed that the Government had not extended the online meeting regulations beyond 7<sup>th</sup> May. The Village Hall may not be open for this in person meetings until July or August. It was agreed to hold the meeting in June on Zoom and ratify any decisions made at the next full lawful Council meeting in person.

**Closed 8.30 pm**