

STOKE FERRY PARISH COUNCIL
Draft (until approved at the next meeting)
Minutes of the Ordinary Meeting held on
Wednesday 7 July 2021 at 7.00pm held in Stoke Ferry Village Hall

Present:

Cllr Sue Lintern (Chair)

Cllr Andrew Hayward

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:

Cllr Colin Sampson, Borough Council of Kings Lynn and West Norfolk

Stephen Ward, Chair of the Bluebell Campaign Group (From Item 132/21-138/21)

132/21 Openness and Transparency Notice

The Parish Council record the meeting. The Chair notified the public of this. The Chair confirmed that a Risk Assessment had been undertaken to allow them to meet in person, and the Council had no objections.

133/21 Apologies for Absence

All were in favour of accepting the apologies for absence for Cllr Stuart Collins (personal reasons); Cllr Mandy Leamon (work commitments) and Cllr Kit Hesketh-Harvey (personal reasons). Apologies had also been received from Cllr Martin Storey, Norfolk County Councillor.

134/21 To receive Declarations of Interest from Members on any item to be discussed.

It was noted that Cllr Sue Lintern; Cllr Janet Taylor; Cllr Trudy Mann and Cllr Andrew Hayward had received dispensations regarding the Blue Bell at item 138/21 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. Cllr Janet Taylor regarding payments at minute number 145/21 and will not vote.

135/21 To Approve the Election of a Vice Chair of the Stoke Ferry Parish Council

It was agreed to defer the item to the next meeting.

136/21 To Approve the Minutes of the Annual Meeting held on 5 May 2021 and to note matters arising (Clerk's report)

RESOLVED: That the Minutes of the Annual Meeting of the Parish Council held on 5 May 2021 be approved and accepted as a true record. (Cllr Trudy Mann proposed, Cllr Sue Lintern seconded, five were in favour except two who abstained as they were not present at the meeting).

The Clerks report was noted as follows:

Buckenham Drive Land Transfer – The Clerk called the Property Team on 15 June; the staff member took the details of the issue and that this had been ongoing since 2019 with no answers or

resolution coming from the Borough Council. They advised that there had been many changes in the team in recent months, and they would email the Assistant Valuer and PS Manager with the details for them to investigate it. They have since responded on email and wished for background emails which the Clerk forwarded and now awaited a response and would be chasing further in July.

Indigo Road – The Clerk emailed again the owners on 15 June, following an email in March asking for them to consider alternatives to the Heras fencing. They responded on 15 June to advise that upon consideration they feel the Heras fencing provides the best security for the land and they will not be removing it. Following a query, they have advised that their gardener will be attending to tidy the fencing line in the next few weeks, and they would arrange for them to add construction screening material to stop the growth breaching the heras fencing.

Flames Kebab Shop – The Clerk wrote to the owner of the building and land to the rear of the kebab shop on 15 June to politely ask that they consider the tidy and upkeep of the surrounding buildings to improve the appearance of the area and toning down of the red colour it had been painted if possible. The Kebab shop is leased and not the owner of the building and land to the rear. The Kebab shop agreed to pass the letter onto the owner.

Norfolk County Council Parish Partnership Funding Perch Bench Bus Shelter on The Hill – This costed £467 excluding VAT and 50% funding through this scheme from the County Council of £233.50 which arrived in the accounts on 14 June.

Norfolk County Council Parish Partnership Funding Finger Post Badges– This costed £188.98 excluding VAT and 50% funding through this scheme from the County Council of £377.96 which arrived in the accounts on 14 June.

The Clerk updated them regarding two remaining projects Village Gates and the Village Map. When both were completed the same refund request for half the costs would be sent.

VAT Refund – This was received in the bank on 20 April 2021 for the financial year 2020/21 £942.94.

High Street Footpath – NCC advised that it was not possible to widen the path near the shop.

FP5 – The Clerk reported again fly tipping in this location between Oxborough Road and Bridge Road near the A134 on the NCC portal on 1 June.

Planning Application Decisions Received Between Meetings

21/00367/F Stoke Ferry Brecklands 13 Furlong Road Stoke Ferry King's Lynn
Norfolk PE33 9SU - Front single storey extension Application Permitted 7 May 2021
Delegated Decision.

21/00476/F Stoke Ferry Land South of 2 And 3 Lark Road Stoke Ferry Norfolk -
Variation of Condition 1 of Planning Permission
18/02068/RMM: Residential development Application Permitted 7 May 2021 Delegated Decision
21/00081/TREECA Stoke Ferry Bluebell House Boughton Road Stoke Ferry King's Lynn Norfolk
PE33 9ST - T1 - Willow twisted and cracked,
within a Conservation Area. Tree Application - No objection 12 May 2021
Delegated Decision

20/01892/F Stoke Ferry Land and Buildings Immediately N to NE of The Old Farm
House Oxborough Road Stoke Ferry Norfolk – Full Planning Permission for 6 dwelling houses in a
conservation area following demolition of agricultural.

21/00194/F Stoke Ferry 10 Oxborough Road Stoke Ferry King's Lynn Norfolk PE33 9TA - Demolition of rear porch, erection of single- storey rear extension and first-floor side extension. Application Permitted 26 May 2021 Delegated Decision

21/01021/F Construction of 40m x 20m all-weather horse menage for private use only. The area will be enclosed with post and rail fencing at Woodlands Greatmans Way Stoke Ferry King's Lynn Norfolk PE33 9SZ

Applications Withdrawn

21/00427/F Construction of two storey dwelling at Thistledown Lynn Road Stoke Ferry King's Lynn Norfolk PE33 9SW. Notification dated 21 June 2021.

Planning Applications Received Between Meetings for Consultation

20/02060/F Replacement of existing dwelling and garage with new dwelling and garage at Cockshill Oxborough Road Stoke Ferry King's Lynn Norfolk. No comments returned.

21/01021/F Construction of 40m x 20m all-weather horse menage for private use only. The area will be enclosed with post and rail fencing at Woodlands Greatmans Way Stoke Ferry King's Lynn Norfolk PE33 9SZ. No comments returned.

Planning Applications Received – No Consultation Required

21/00124/TREECA Stoke Ferry T1- Ash, to thin and reduce. T2 - Ash, to pollard, reduce height 12" from ground. T3 - Ash to thin out and remove rt. hand branching lower limb. T4 and T5 - Sycamore to thin crown/ lift as appropriate. T6 - Sycamore, to pollard. T7 - Monterey Pine, to thin out. T8 - Ornamental Cherry to thin 25/30%. T9 Silver Birch - to remove dead tree. T10 - Ash, to remove one of a group of four due to shading within a Conservation Area. The Dell Lynn Road Stoke Ferry King's Lynn Norfolk PE33 9SW

137/21 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 and reconvened it after.

138/21 To Receive an Update from the Bluebell Campaign

The Chair of the Bluebell Campaign Stephen Ward was joined by some members of the Committee. He shared that it was great news that the team were able to buy the premises of the Bluebell at the final price of £177k. They were planning to open in a phased way using a side room for serving food and drinks to generate income and get people coming to the Bluebell. There were many volunteers that had been working hard since Monday to clear the site, inside and out, so that they could get tradesmen into the building as quickly as possible. The target for outdoor service was late August with a full reopening by Christmas time. The Chair of the Bluebell Campaign also wished to thank Cllr Colin Sampson Borough Ward Councillor for his support throughout and the staff at the Borough Council for their helpful support on the planning side and handover of licensing. He also wished to thank on behalf of the Committee the Parish Council for their grant of £10k to meet the overall target and it had showed the community that the Parish Council was behind the project.

The Chair shared that there was some land to the rear that had been put up for sale at the back and to answer any queries on this and anything else they hoped to include in a newsletter within the catchment area. The Chair advised that they continue to be consultative on what services they provide amongst other things.

The Chair of the Parish Council thanked the Bluebell for the update. She also wished to congratulate and thank the Bluebell team for the hard work that they did through the project as it was an enormous

task with many hurdles to overcome along the way, and this was appreciated to regain the pub for the village's use.

139/21 To Receive a Neighbourhood Planning Working Group Update

Cllr Andrew Hayward provided the following update:

- £1075 had been returned to Groundworks from the 2020/21 grant fund as per their terms.
- There were other funded items like design codes.
- There was a free review of the plan with AECOM.
- They Council had been awarded £5358 for the 2021/22 grant fund.
- They were looking at a public consultation in the next 8-12 weeks.
- Once the village has made their comments as a group, they will decide what the next steps are.
- It was very unlikely that for the remainder of the project any Council money would be used due to the grant funding awarded.

The Chair thanked the working group for their hard work.

140/21 To Discuss and Approve Any Decisions in Relation to the Footpath Warden

The longstanding Footpath Warden was retiring and there were two new residents which had come forward to volunteer for the important role of inspecting and bringing to the Council's attention work required to all footpaths.

The Chair thanked the retiring footpath Warden for all his hard work and thanked the 2 new volunteers for putting themselves forward for the role.

RESOLVED: That the two volunteers be approved for the role of Footpath Wardens. (Cllr Sue Lintern proposed; Cllr Janet Taylor seconded; all were in favour).

141/21 To Review and Approve any Amendments to the Neighbourhood Plan Working Groups Terms of Reference

The Council had received a revised copy of the Terms of Reference in advance of the meeting.

RESOLVED: That the amendments to the Neighbourhood Plan Working Group Terms of Reference be approved as presented in relation to quorum being three instead of five. (Cllr Janet Taylor proposed, Cllr Donna Stocking seconded, all were in favour)

142/21 To Discuss and Agree Any Action in Relation to the 2Agriculture Mill's Planning Applications

The Council noted the application at the Snetterton site had been approved by Breckland District Council. The Chair advised that the Parish Council would be in touch with the Mill to see when the next liaison meeting will be for continued updates.

143/21 To Approve the Village Map Design (Part of Approved NCC Parish Partnership Project)

The final design had been circulated for information to the Council, and there had been some additional comments but it was agreed to only make minimal additions so the map does not become overcrowded. Printing costs and mounting had been investigated which would be part of the project costs previously approved. A plaque with the details of the artists and that the Parish Council had

commissioned the art on the plinth would be investigated. Cllr Trudy Mann agreed to discuss placement of the original artwork in the pub with the artist. The Clerk agreed to add it to the assets list and draw up an agreement for loan of the original artwork when its final placement was known.

RESOLVED: That the Village Map Design be approved with minor changes. (Cllr Gail Reeve proposed, Cllr Donna Stocking seconded, all were in favour).

144/21 To Approve Register of Decisions Made on Email to be Ratified as follows:

- a) That payment be raised to pay a proforma invoice for Four Village Gates signs as agreed in minute number 204/20 for £253.34 including VAT.
- b) That Payments for May 2021 be Approved as approved within the Budget.
- c) That the Neighbourhood Plan Grant Application 2021/22 (Groundworks) be approved.
- d) That back fixings for Village Signs be approved at £102.58 inc VAT (NCC Parish Partnership pre-approved project)

RESOLVED: That a – d decisions on the register made on email be approved. (Cllr Andrew Hayward proposed, Cllr Sue Lintern seconded, all were in favour)

145/21 To Approve Payments to date June 2021 and Note Quarter 1 Reconciliation

Payments for approval for June 2021 as follows:

07-Jul-21		Payments for Approval		
Payee	Payment for	Net	VAT	Total
Clerk	Clerks Wages and Expenses -June 21	293.19	0.00	293.19
HMRC	Jun-21	71.40	0.00	71.40
Damsen Dragonfly Art	Map for Gardens Area - PFF Project 2020/21	600.00	0.00	600.00
Thomas B Bonnetts	Bolts for Village Gates - Furlong Drove	6.56	1.31	7.87
Thomas B Bonnetts	Extra Large Bin Bags	3.90	0.78	4.68
Wave - Anglian Water	Cemetery Water Supply	12.74	0.00	12.74
Grant to Stoke Ferry Playing Field Trust	Insurance Fees for Playing Field to be Reimbursed directly to the Trust approved on the budget	769.93	0.00	769.93
PKF LittleJohn LLP	External Audit Fee plus additional fees incurred because of time spent on enquiries sent to the auditor by one elector, audit concluded finding no misappropriation of funds by the Council. One of the three queries was minor and made no difference to the final figures presented. This query was a small amount of their time at the end of the review compared to the two other queries which attributed to the larger proportion of the auditor time spent, one being a confirmed false accusation against the Chair. The External Auditor is appointed by Government for all Local Authorities of which the Council has no jurisdiction on their time spent.	2218.75	443.75	2662.50
EON	Electricity for Streetlights	80.60	4.03	84.63
Limelight Signs Ltd	Casps for Reverse of all Village Signs (proforma invoice)	82.06	20.52	102.58

Unity Trust Bank	Quarterly Service Charge	18.00	0.00	18.00
Handyman	Jun-20	32.00	0.00	32.00
Grounds Maintenance	Jun-20	270.00	0.00	270.00
Total		4624.13	470.39	5094.52

Approval of Transfer and Cheque

Stoke Ferry Parish Council	Cheque to the Parish Council's online bank account held with Unity Trust Bank Account from the Barclays Account	10000.00	0.00	10000.00
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The following bank reconciliation was circulated for information:

Bank Reconciliation at 30/06/2021			
	Cash in Hand 01/04/2021		40,485.46
	ADD Receipts 01/04/2021 - 30/06/2021		16,745.08
			57,230.54
	SUBTRACT Payments 01/04/2021 - 30/06/2021		6,840.02
A	Cash in Hand 30/06/2021 (per Cash Book)		50,390.52
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2021	0.00	
	Unity Trust Bank 30/06/2021	12,931.03	
	Barclays Community Account 30/06/2021	11,555.86	
	Barclays Business Account 30/06/2021	25,987.92	
			50,474.81
	Less unrepresented payments		84.29
			50,390.52
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		50,390.52

RESOLVED: That payments for June 2021 be approved including a Parish Council bank to bank transfer for £10k and the quarter 1 reconciliation be noted. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, five were in favour and one abstain due to declaration on payments).

146/21 To Approve Renewal of Microsoft Office Annual Subscription Council Laptop

Microsoft Office Annual Subscription Personal 365 was due for annual renewal in August and would be reclaimed through the Parish Clerk's expenses.

RESOLVED: That Renewal of a Microsoft Office Annual Subscription (personal 365) for the Council laptop be purchased for £41.99. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, all were in favour)

147/21 Urgent Matters – Chairman

The Chairman wished to share a statement regarding the External Auditor amount that the Parish Council and the parish had ending up having to pay for, and though the outcome had proved no misappropriation of funds, the Parish Council were made aware on email today that the same elector was going to be sending queries once again to the External Auditor for the year 2020/21. There was no way to avoid the External Auditor spending time on electors' queries and recharging the Council because of false accusations made which they were bound to investigate as part of their appointed role.

There had been comments on the Stoke Ferry Marketplace about Grounds Maintenance in the cemetery and common, and the Council were discussing with the contractor resolution of these issues in particular grass on memorials.

148/21 Receive Urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items.

The Clerk agreed to contact the landowners about hedges that needed cutting on Bridge Road.

The Clerk agreed to investigate garages near Buckenham Drive that needed tidying up near the chip shop.

It was hoped that a Village Clean-up could be arranged soon.

149/21 Cllr Colin Sampson (BCKLWN) Update

- There was a new Leader at the Council, Councillor Stuart Dark, the portfolio responsibilities were being redistributed.
- Increase protection for Parish Councils from the highest tier of the Borough Council was being considered and it was hoped that this would be possible in future so that they will have decent legal representation like which the Borough and County have.
- The Borough Council were going to use powers more to tackle fly tipping, dog fouling and anti-social behaviour. The enforcement of dog fouling was difficult, but it was hoped the role of a Dog Warden would be put back in place post covid.
- The BCKLWN were opposing the planning reforms that the Government were proposing.
- The Borough Council were back applying kits for litter picking, and the collection was now possible.

The Clerk agreed to copy in Cllr Colin Sampson following reports of fly-tipping off the bypass on footpath 5.

150/21 To Confirm the Date of the Next Ordinary Meeting – Wednesday 11 August 2021 at 7 pm.

It was noted. Cllr Gail Reeve sent apologies.

Closed 8.05 pm.