

STOKE FERRY PARISH COUNCIL
Minutes of the Ordinary Meeting held on
Wednesday 1 September 2021 at 7.00pm held in Stoke Ferry Village Hall

Present:

Cllr Sue Lintern (Chair)

Cllr Trudy Mann (Vice Chair)

Cllr Stuart Collins

Cllr Mandy Leamon

Cllr Gail Reeve

Cllr Donna Stocking

Cllr Janet Taylor

Helen Richardson (Parish Clerk and Financial Responsible Person)

Public: 3

Also, in attendance:

Cllr Martin Storey, Norfolk County Council

177/21 Openness and Transparency Notice

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

178/21 Apologies for Absence

All were in favour of accepting the apologies for absence from Cllr Andy Hayward (work commitments). Cllr Colin Sampson, BCKLWN ward Councillor also sent his apologies.

179/21 To receive Declarations of Interest from Members on any item to be discussed.

For items where a decision was due declarations of interests are noted. Cllr Donna Stocking and Cllr Janet Taylor regarding item 191/21 village map and Cllr Gail Reeve regarding Payments at item 194/21.

180/21 To Approve the Minutes of the Ordinary Meeting held on 11 August 2021 and to note matters arising (Clerk's report)

RESOLVED: That the Minutes of the Ordinary Meeting of the Parish Council held on 11 August 2021 be approved and accepted as a true record. (Cllr Janet Taylor proposed, Cllr Donna Stocking seconded, all were in favour).

The Clerk's report was noted as follows:

Fly tipping on FP5 – The Clerk confirmed that this had now been cleared by BCKLWN.

Hedges on Bridge Road – Landowners will be notified from mid-September onwards to clear hedges from footpaths when bird nesting season ends.

Old Village Signs – Clerk confirmed to NCC Technician to remove and pass to Bonnetts.

Common Land – The Clerk emailed the landowner on 25 August for an update on getting advice from a solicitor. Buckenham Drive had taken priority in August and will work further on this in September.

A134 Junction with Furlong Road – Overgrown bushes were confirmed to be programmed by NCC Highways.

Website Domain Name Renewed – The Clerk covered this cost and reclaimed through expenses for further two years with Fast Hosts £25.18 inc VAT.

Microsoft 365 (one subscription) for the Council's laptop was annually renewed and cost covered by Clerk and reclaimed through expenses. £41.99 inc VAT.

Furlong Road – The Clerk emailed Senior Manager Jason Moore on 25 August 2021 and asked for assurance as far as Highways were concerned for this part of Stoke Ferry for a response for the 1st September meeting, the Clerk chased on 31 August and as soon as it is received will be shared with the Council.

2Agriculture Mill Update – They have advised the following on email to the Clerk on 27.08.21:

Following planning approval at Stoke Ferry, we have recently been successful with our planning application for a replacement Mill at Snetterton. Following the planning approval for the new mill, we are in the process of undertaking detailed design and the preparation of the information needed to address the various conditions attached to planning permission.

We would expect this information to be submitted in the next month or two and will then be able to progress the work needed to address the planning conditions on the Stoke Ferry permission.

At this stage, we are unable to confirm a timescale for a likely switch of production from Stoke Ferry to Snetterton but would hope to be in a better position to do so towards the end of the year.

Planning Decisions Since Last Meeting

21/01021/F Stoke Ferry Woodlands Greatmans Way Stoke Ferry King's Lynn Norfolk PE33 9SZ - Construction of 40m x 20m all-weather horse menage for private use only. The area will be enclosed with post and rail fencing Application Permitted 18 August 2021 Delegated Decision

181/21 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.

182/21 To Receive an Update from the Blue Bell Campaign

The Chair read out the Blue Bell's Update received on email:

- Progress on renovation continues apace.
- We had a successful event in the car park on the Saturday of the Bank Holiday, a repair café and artist's workshop.
- We also had a great day at the village Fun Day.
- Our first 200 Club draw has been completed and more villagers are signing up, which will provide very valuable financial assistance to the Blue Bell and the delivery of community services.

183/21 To Receive a Neighbourhood Planning Working Group Update

There had been no meeting held since the last council meeting, they were awaiting revised design codes from AECOM. The Draft Plan was due to go to the BCKLWN for a 'health check.' When the plan has been returned by the BCKLWN any amendments will be actioned and after made available for another public consultation. The project was on track.

184/21 To Approve a Land Transfer Transaction for a Parcel of Land to the Rear of 25-35 Buckenham Drive, Stoke Ferry from the BCKLWN's Ownership to the Stoke Ferry Parish Council's Ownership and Any Costs Related

The BCKLWN had confirmed that they would transfer the parcel of land at the rear of 25-35 Buckenham Drive in their ownership to the Parish Council at nil cost, however they asked that the Parish Council cover the BCKLWN's legal costs of £500 plus VAT plus the Parish Council would need to instruct its own solicitor. The Council had received three estimates for solicitor costs for the work required and on average it was £700 plus VAT. The Clerk agreed to check whether Allotments would be allowable on the land as the Borough Council had advised that a covenant would be added to only allow for it to be used as a public open space.

RESOLVED: That the Stoke Ferry Parish Council accept the transfer from the BCKLWN's ownership of land to the rear of 25-35 Buckenham Drive and will cover the BCKLWN legal fees of £500 plus VAT on the condition that they check the trees on the land, clear rubbish and check for contamination. (Cllr Sue Lintern proposed; Cllr Donna Stocking seconded, six were in favour and one against).

RESOLVED: That the Parish Council approve its own solicitor costs for the transfer of the land to the rear of 25-35 Buckenham Drive to the amount of up to £650 plus VAT and that Hayes and Storrs be appointed as solicitor. (Cllr Sue Lintern proposed; Cllr Janet Taylor seconded, six were in favour and one against).

185/21 To Discuss and Approve Any Projects for the Norfolk County Council Parish Partnership Fund 2022/23

The Council discussed the application criteria and deferred to the October meeting to discuss further.

186/21 To Discuss Actioning Requests for Quotations for the Grounds Maintenance Contract and Handyman Contract from 2022

It was agreed to seek quotes for three separate contracts from April 2022 for Grounds Maintenance (grass cutting in the cemetery and playing field); litter bin emptying and Handyman. The Clerk agreed to email the Council the current paperwork used for comments before emailing to prospective companies. It was agreed to add to the November agenda for decision.

187/21 To Discuss Remembrance Sunday Arrangements and Approve Any Related Costs

RESOLVED: That one wreath and 21 crosses be purchased for Remembrance Sunday. The event would be the same format as the previous year.

188/21 To Discuss the Queens Jubilee Celebrations June 2022 and Approve Any Related Costs

The Council discussed that an event to mark the occasion with involvement from all community groups could be organised with a beacon lighting and a working group would be required to organise the event. It was agreed to add to the October agenda for further discussion. Cllr Sue Lintern, Cllr Trudy Mann, and Cllr Donna Stocking agreed to help set up a first meeting.

RESOLVED: That a budget of £1500 be approved for arrangement of the Queens Jubilee Celebrations June 2022.

189/21 To Approve Planting in Stoke Ferry and on the Common land as well as any Related Costs

RESOLVED: That a mixture of flowers be purchased up to a cost of £250 to go in the three entrances where the new village gates had been installed and a fourth entrance on Wretton Road where there would be a sign only. (Cllr Sue Lintern proposed, Cllr Mandy Leamon seconded, all were in favour).

190/21 To Approve Handyman Hours to Paint the Cemetery Gate and Any Material Costs

The Clerk agreed to seek a cost for grit blasting of the cemetery gates and then to be sprayed black. It was agreed to add to the October agenda.

191/21 To Approve Any Costs in Relation to the Village Map Project (NCC Parish Partnership Fund)

RESOLVED: That printing of the map be approved up to £200 and for the manufacturer of the surround and mounting with Bonnetts up to £500 both plus VAT. (Cllr Sue Lintern proposed, Cllr Mandy Leamon seconded, five were in favour and two abstained due to a declaration of interest).

192/21 To Agree Whether to hold an Extraordinary Meeting to Review/Adopt and Approve Policies

It was agreed to hold an extraordinary meeting to review and adopt policies in September or October.

193/21 To Approve Renewal of the SLCC Annual Membership for the Parish Clerk

RESOLVED: That renewal of the SLCC be approved at £55 per annum for the Parish Clerk. (Cllr Mandy Leamon proposed; Cllr Trudy Mann seconded; all were in favour).

194/21 To Approve Payments to date August 2021

| Payee | Payment for | Net | VAT | Total |
|--------------------------|---|---------------|--------------|---------------|
| Clerk | Clerks Wages and Expenses -August 21 (including refund of Microsoft 365 Licence due to expiry £41.99 including VAT with 30% discount and Fast Host two yearly website domain name £25.18 inc VAT) | 383.55 | 13.42 | 396.97 |
| HMRC | Aug-21 | 82.40 | 0.00 | 82.40 |
| Handyman | August 2021 - Bins | 28.00 | 0.00 | 28.00 |
| Grounds Maintenance | August 2021 - playing field cut x2, cemetery x2 cut | 240.00 | 0.00 | 240.00 |
| Stoke Ferry Village Hall | Hire on 10.07.21 1 hr; 11.07.21 1 hr; 04.08.21 1 hr; 11.08.21 2 hrs total; 01.09.21 - 7 hours | 70.00 | 0.00 | 70.00 |
| Total | | 803.95 | 13.42 | 817.37 |

RESOLVED: That payments be approved as presented. (Cllr Mandy Leamon proposed; Cllr Stuart Collins seconded, six were in favour and one abstained).

195/21 Urgent Matters – Chairman

There were none.

196/21 To 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 chase up the Mill to tidy the footpath next to the Mill.
- Cllr Stuart Collins agreed to email the Clerk photos of issues with the Wretton Road footpath and email to NCC Highways.

- The Clerk advised that she was due to chase up regarding the tidy of garages near the chip shop.
- Cllr Janet Taylor agreed to email the Clerk photos of the Lynn Road footpath and email to NCC Highways.
- Thanks to the litter pickers who worked with Cllr Donna Stocking and Cllr Janet Taylor to collect 8-10 bags of litter, there was however less to collect than previous years which was good.

197/21 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance

Cllr Colin Sampson

- Press release would be issued by the BCKLWN on the confirmation of a Climate Emergency, they had reduced their carbon footprint already but there was more to do. It was likely when the BCKLWN was further along it would begin to instruct Parishes to do the same.
- There was a new Balloon and Lantern Policy where they were banned on Council land and possibly public land.
- Food waste bin collections had begun again.

Cllr Martin Storey

- He had a member's allowance for highways matters available by application for up to £10k open to parishes he served and advised Councils to forward any projects they may have in the next two months.
- NCC Highways Parish Partnership fund was open again until 10 December.

198/21 To Confirm the Date of the Next Ordinary Meeting – Wednesday 6 October 2021 at 7 pm in the Stoke Ferry Village Hall.

This was noted.

Closed 9.00 pm.