

STOKE FERRY PARISH COUNCIL
Minutes of the Ordinary Meeting held on
Wednesday 2 February 2022 at 7.00pm held in Stoke Ferry Village Hall

Present:

Cllr Sue Lintern (Chair)

Cllr Stuart Collins

Cllr Andrew Hayward

Cllr Gail Reeve

Cllr Donna Stocking

Cllr Janet Taylor

Helen Richardson (Parish Clerk and Financial Responsible Person)

Also in Attendance:

Cllr Martin Storey, Norfolk County Council Councillor

Public:3

19/22 Openness and Transparency Notice

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

20/22 Apologies for Absence

All were in favour of accepting apologies for absence from Cllr Mandy Leamon (work commitments) and Cllr Trudy Mann (Vice Chair) (health reasons).

There were no apologies from the Borough Councillor.

21/22 To receive Declarations of Interest from Members on any item to be discussed.

Cllr Sue Lintern declared an interest regarding Grounds Maintenance Contract at item 28/22 and regarding the approval of the Register of Decisions Made on Email to be Ratified at the meeting: a) Agreement to Support for the Playing Field Trust in their Application to the CIL Fund in regard at item 36/22. Cllr Janet Taylor and Cllr Donna Stocking declared an interest regarding the item to approve a request to maintain a tree on the Cemetery Extension Land Let by Agreement at item 30/22.

22/22 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance

Cllr Martin Storey shared that he would try and attend the BCKLWN Performance Panel meeting via zoom to share concerns raised by Parish Councils regarding the planning system. The Chair shared that she had been advised that she was unable to attend the Panel Meeting. Cllr Martin Storey advised the Chair to contact Democratic Services to arrange to speak at the Panel meeting and he believed this should be allowable. The Parish Council had sent emails to the Borough Council on the matter but had received no response.

There were grants available for those who financially needed assistance regarding their Council Tax and for more information should contact the BCKLWN on the main phone number (01553 616200) and ask to be directed to 'Support Grant Aid for Council Tax'. There was also a small business grant available which the BCKLWN could also provide advice on.

CIL Community Money was available to apply for via the BCKLWN.

Devolution and the Government's levelling up schemes were being considered; Norfolk was likely to be in the first draft. This would give more decision making powers to the Borough and County.

23/22 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).

24/22 To Approve the Minutes of the Ordinary Meeting held on 12 January 2022 and to note matters arising (Clerks report)

RESOLVED: That the minutes of the Ordinary meeting held on 12 January 2022 be approved. (Cllr Janet Taylor proposed; Cllr Stuart Collins seconded; all were in favour.

Clerks Report:

Precept – The BCKLWN confirmed receipt of the request on email on 13 January 2022.

2Agriculture Wall Safety Concerns – The clerk reported the wall to them for action and they followed up immediately.

Footpath warden update – Report from Wardens was received as follows: *“I walked **Route 3** today. The section across the field from the Oxborough Road to the farmhouse (FP1) was very muddy but that is to be expected. Last year, at this time, it was actually flooded across the route. The field had been ploughed and there was no discernible path (it does state at No. 4 in the booklet: there is no defined track. Of course, if people don't walk it there will be no defined track. The path FP4 across the field from the bottom of Furlong Drove to the farmhouse is well walked, and easy to see. I did **Walk 2** from the booklet last Sunday. No problems. I'll report back when all 5 are completed. I walked **Route 5** as per the booklet yesterday and there are no problems to report. It now only remains for Route 4 to be covered, and that will complete the walks for the Winter schedule. This last route will be walked before the end of February.”* All the walks had been walked over the winter, there was one post and badge that was fixed other than that all good.

Brambles in Cemetery – The Clerk asked the Village Caretaker to remove the brambles from older graves in the cemetery. Cllr Donna Stocking agreed to visit the cemetery to check if this had been resolved.

Archiving Project – The Clerk has four more hours left of the agreed additional hours for the project which will be used mainly for depositing relevant records at the Norfolk Record Office. All items taken have been scanned and saved, an inventory of items will be drawn up and kept on file. There are a few more files that can be scanned and destroyed which were not relevant for the record office but can be done within Clerk hours. It was agreed if the Clerk found that this was not possible that she request additional hours to complete.

Planning Decisions by BCKLWN

21/01226/F Stoke Ferry Land S of 4A To 7A Furlong Road Stoke Ferry Norfolk -Proposed two-storey new dwelling with garage Application Permitted 25 November 2021

21/01845/F Stoke Ferry Shama 19 Little Lane Stoke Ferry Norfolk PE33 9SS - Extension to dwelling Application Permitted 7 December 2021 Delegated Decision

21/00238/TREECA Stoke Ferry Micklefields High Street Stoke Ferry King's Lynn Norfolk PE33 9SF - T1 Oak Tree - 2m crown reduction, remove limb over the cart shed within a conservation area. Tree Application - No objection 10 December 2021. Delegated Decision

21/00241/TREECA Stoke Ferry Street Record The Moorings Stoke Ferry Norfolk -Various tree work to a line of willows Tree Application - No objection 13 January 2022 Delegated Decision

21/01415/F Stoke Ferry Dukes Head 1 Wretton Road Stoke Ferry Norfolk - Change of use to create 4 new dwellings and new 4 bay garage block Application Permitted 24 January 2022 Delegated Decision

25/22 To Receive an Update from the Blue Bell Campaign

The following had been achieved by the Blue Bell Pub:

- They had been completing undercoats of paint internally.
- There had been some more grants received.
- There were couple of events in February and March, and it was hoped that it could be opened some time after.
- A new roof on the side building had been installed and an accessible toilet was on order.
- There would be an open event on 13th February in the afternoon from 2 – 5 pm and people were invited to come along and see the latest work that had taken place.

- Renovations were going well, and they were very impressed with the changes that had been made.
- Green King attended the pub today to discuss the fitting out of the cellar.
- There would be a logo competition for the pub open to the community that will be turned into a graphic.
- Volunteers would be welcomed if available to help in the garden and if there was an electrician that could assist.

26/22 To Receive a Neighbourhood Planning Working Group Update

Cllr Andrew Hayward shared that the draft NP health check had been completed and it had passed. The working group were planning to meet next week, and they were hoping to hold a public consultation soon.

27/22 To Approve Village Caretaker Contract Documentation

RESOLVED: That the Village Caretaker Contract Documentation be approved. (Cllr Donna Stocking proposed; Cllr Janet Taylor seconded; all were in favour).

28/22 To Approve Grounds Maintenance Contract Documentation

The Council had received a Grounds Maintenance contract for consideration. There were quite a number of amendments needed which the Clerk agreed to progress and feedback to the Council in particular removal of the part which stipulated that any price may incur increases above the agreed fixed rate where petrol prices increase for e.g. as it would need to be agreed and not implemented and would not be acceptable to the Council. The response from the Contractor when received would be shared with the Council.

29/22 To Approve Litter Bin Contract Documentation

It needed to be amended to include the second bin at the Common. It was agreed that the contractor be asked to only attend on the same day every other week and to take a photo when actioned. The Borough Council emptied two, one near war memorial and one at Bradfield place.

RESOLVED: That the Litter Bin Contract Documentation be approved pending minor amendments. (Cllr Andrew Hayward proposed, Cllr Donna Stocking seconded, all were in favour).

30/22 To Approve Request to Maintain Tree on Cemetery Extension Land Let by Agreement

This is to approve minor maintenance of a tree on the leased land as long as no BCKLWN application required.

RESOLVED That the request to maintain a tree on the cemetery extension land let by agreement be approved. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, four were in favour and two abstained due to declaration of interest).

31/22 To Approve Payroll Services 2022/23

RESOLVED: That the payroll services for 2022/23 be approved with the current contractor at £294 plus VAT. (Cllr Sue Lintern proposed, Cllr Janet Taylor seconded, all were in favour).

32/22 To Approve Scribe Accounting Services 2022/23

The Scribe accounting software was used by the Clerk but open for all Councillors to access as well as offering training material on various parish council related information. The Clerk agreed to remind all Councillors of their passwords.

RESOLVED: That the Scribe Accounting Services for 2022/23 at £288 plus VAT be approved. (Cllr Sue Lintern proposed, Cllr Gail Reeve seconded, all in favour).

33/22 To Discuss Asset Inspection Planning

It was agreed to do at the end of April.

34/22 To Approve Appointment of Internal Auditor for 2021/22 Accounts

RESOLVED: That the appointment of the Internal Auditor for 2021/22 Accounts be approved at a cost of £50. (Cllr Janet Taylor proposed, Cllr Andrew Hayward seconded, all were in favour).

35/22 To Approve Annual Review of the GDPR Policy and Model Scheme of Publication and to note the GDPR Annual Audit

The Council were registered with the ICO. The Council noted the GDPR Annual Audit. The digitisation project had a positive impact on GDPR.

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

36/22 To Approve the Register of Decisions Made on Email to be Ratified at the meeting:

a) Agreement To Support for the Playing Field Trust in their Application to the CIL Fund
RESOLVED: To Approve the Register of Decisions Made on Email to be Ratified at the meeting: a) Agreement to Support for the Playing Field Trust in their Application to the CIL Fund. (Cllr Janet Taylor proposed; Cllr Donna Stocking seconded; all were in favour).

37/22 To Approve Payments to date

Payee	Payment for	Net	VAT	Total
Clerk	Clerks Wages January 2022	362.82	0.00	362.82
HMRC	HMRC - PAYE January 2022	90.60	0.00	90.60
Wave (Anglian Water)	Cemetery Water from Mid-Sept - Mid Dec 2021	9.33	0.00	9.33
Stoke Ferry Village Hall	January and February 2022	55.00	0.00	55.00
Total		517.75	0.00	517.75

As at 01.02.22	Community Account - Current	1,376.59
As at 10.01.22	Business Account	29,457.41
As at 26.01.22	Unity Trust Bank	16,661.46

47,495.46

RESOLVED: That payments be approved as presented. (Cllr Janet Taylor proposed; Cllr Stuart Collins seconded; all were in favour).

38/22 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 add the marking of the access and pathway in the cemetery for future use on the March agenda.
- The Chair agreed to follow up with the Mill on their Liaison Committee.
- The Clerk agreed to add maintenance at the cemetery regarding gravel; edging of the path; panelling to obscure the spoil and a few other minor Village Caretaker jobs to the next agenda.

39/22 To Confirm the Date of the Next Ordinary Meeting – Wednesday 2 March 2022 at 7 pm in the Stoke Ferry Village Hall.

Noted.

Closed 8.15 pm