

STOKE FERRY PARISH COUNCIL
Draft (until approved at the next Full Council meeting)
Minutes of the Ordinary Meeting held on
Wednesday 6 April 2022 at 6.30 pm held in Stoke Ferry Village Hall

Present:

Cllr Sue Lintern (Chair)
Cllr Stuart Collins
Cllr Andrew Hayward
Cllr Lyn Juniper-Solley
Cllr Gail Reeve
Cllr Janet Taylor
Helen Richardson (Parish Clerk and Financial Responsible Person)

Also in Attendance:

Cllr Martin Storey, Norfolk County Council Councillor

Public:1

Neighbourhood Planning Working Group 6.30 pm

Present: Cllr Janet Taylor, Cllr Sue Lintern, Cllr Andrew Hayward, Cllr Stuart Collins.

All draft minutes as follows were to be approved to be placed on the NP website: Cllr Andrew Hayward briefly shared the highlighted discussions from each meeting.

Meeting Notes Jan 2021 – Proposed for approval by Cllr Andrew Hayward, Seconded Cllr Sue Lintern, all in favour.

Meeting Notes Feb 2021 - Proposed for approval by Cllr Sue Lintern, Seconded Cllr Andrew Hayward, all in favour.

Meeting Notes 9 March 2021 - Proposed for approval by Cllr Sue Lintern, Seconded Cllr Stuart Collins, all in favour.

Meeting Notes 23 March 2021 - Proposed for approval by Cllr Janet Taylor, Seconded Cllr Andrew Hayward, all in favour.

Meeting Notes 14 April 2021 - Proposed for approval by Cllr Sue Lintern, Seconded Cllr Janet Taylor, all in favour.

Meeting Notes 13 May 2021 - Proposed for approval by Cllr Sue Lintern, Seconded Cllr Andrew Hayward, all in favour.

Meeting Notes 25 May 2021 - Proposed for approval by Cllr Sue Lintern, Seconded Cllr Andrew Hayward, all in favour.

Meeting Notes 8 June 2021 - Proposed for approval by Cllr Stuart Collins, Seconded Cllr Janet Taylor, all in favour.

Meeting Notes 14 June 2021 - Proposed for approval by Cllr Stuart Collins, Seconded Cllr Janet Taylor, all in favour.

Meeting Notes 24 June 2021 – After this meeting the following six months was spent following up with Locality. The NP Working Group completed their tasks for this stage at this point. Proposed for approval by Cllr Stuart Collins, Seconded Cllr Janet Taylor, all in favour.

Meeting Notes Feb 2022– This was the last meeting to date of the Neighbourhood Working Group. The Public Consultation would continue until 16th May 2022, then to the Borough Council for statutory consultations and then after this has been concluded a public referendum will be held with the parish around August 2022. Proposed for approval by Cllr Stuart Collins, Seconded Cllr Janet Taylor, all in favour.

60/22 Openness and Transparency Notice

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

61/22 Apologies for Absence

Apologies were received and accepted for Cllr Mandy Leamon (work commitments), Cllr Trudy Mann and Cllr Donna Stocking (health reasons).

62/22 To receive Declarations of Interest from Members on any item to be discussed.

Cllr Gail Reeve; Cllr Janet Taylor and Cllr Andrew Hayward declared an interest in regard to payments and were not permitted to vote on this item. Cllr Sue Lintern declared an interest in regard to a grant application from the Market Stall Enterprise and the Stoke Ferry Playing Field Trust. Cllr Gail Reeve declared an interest in regard to a grant application from the Stoke Ferry Village Hall.

63/22 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).

**64/22 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance
Cllr Martin Storey**

- NCC and SCC had worked together on the 'Drive Programme' grant available total of £3m to help rural economy grow aimed at small to medium size businesses. The website had more information.
- NCC has secured funding for a joint bid with First Bus to the department of transport for £3.2m and match funded by £6.3m by First Bus to get 15 new electric buses from March 2024 and routes would be available on the website shortly.
- At the last NCC meeting there had been 11 motions put forward, and there was a further meeting as there had not been time to discuss all items. The motions were mainly environment issues and were documented on the website.
- In regard to free school meals there was to be a £6.7m hardship fund and the priorities were to families through the easter period. The school meals were still available at particular centres, but it is crucial anyone that is experiencing hardship to contact Cllr Martin Storey as their local member or go on the NCC website. Cllr Martin Storey was asked by the Parish Council to make the help available on the front page of the NCC website.
- NCC budget details were available on the website. There would be routine reviews as usual on the decisions that have been made to date to ensure that public consultation had been included where needed and in terms of value for money.
- The Borough Council had traffic enforcement officers that could assist with traffic issues particularly outside schools.
- He was glad to report that the Borough Council had approved the Lidl store planning application in Downham Market.
- In regard to the war in Ukraine there was information on the BCKLWN and NCC of different ways that people can help.

The Chair shared that it was difficult to find funds and programmes on the NCC website and if possible to email the Clerk with the links and details.

65/22 To Approve the Minutes of the Ordinary Meeting held on 2 March 2022 and the Extraordinary Meeting on 22 March 2022 to note matters arising (Clerks report)

RESOLVED: That the minutes of the Ordinary meeting held on 2 March 2022 be approved. (Cllr Janet Taylor proposed; Cllr Andrew Hayward seconded; all were in favour).

RESOLVED: That the minutes of the Extraordinary Meeting held on 22 March 2022 be approved. (Cllr Sue Lintern proposed; Cllr Lyn Juniper-Solley seconded; four were in favour and two abstained due to not being in attendance).

Clerks Report (Matters Arising) April 2022

Footpath warden update - Route 4 had now been walked and there were no issues to report. The route looks to be quite frequently travelled. Saw a couple of walkers on Sunday in transit. Boards have been replaced on the footbridge, at No. 8 in the description, and a nice new rubber nonslip mat added. All 5 routes have now been walked for the Winter schedule and we will commence the summer schedule end May/June, but of course the walks will be done unofficially before then.

Streetlight Electric – Eon/Npower had advised that with the way the market was at the moment, the Parish Council were best to stay on the variable deemed rate for streetlighting electricity because there was no standing charge applied.

Barclays Community Account – Confirmation that this account is now closed and funds transferred to the Barclays Business Account.

Dog Bin Bridge Road – A Dog Bin needed to be 10 metres from the BCKLWN Operatives van and the area near the roundabout was not safe as there is nowhere to pull in. There were two pull ins near the moorings that would be explored with the BCKLWN. Whittington PC have confirmed cover of 50% of purchase, installation, and ongoing emptying costs with Stoke Ferry PC. The Clerk will progress investigations with BCKLWN in May.

Trees Near Chip Shop – NCC confirm these trees were on their programme to survey and cut, remove debris, and would investigate strap reported on the tree. It was reported that NCC had attended the tree in recent days.

Household Support Grant – Previously agreed that the £50 support for each of the households identified would be 90% food and 10% shopping voucher from the local village shop. The corner shop voucher was resolved. Norfolk in a Box had agreed to put a box together (from a shopping list provided by the PC) to cover the 90% of the food required and deliver to the volunteers to distribute. Norfolk in a Box was providing delivery and cardboard boxes.

Planning Application Decisions of the BCKLWN 21/01621/F Stoke Ferry Thistledown Lynn Road Stoke Ferry King's Lynn Norfolk PE33 9SW - Current front drive is to become a building plot, the proposal is for a two-storey family dwelling Application Refused 21 February 2022 Delegated Decision.

66/22 To Receive an Update from the Bluebell Campaign

Progress at the Blue Bell continues as follows “We have appointed a chef - someone with family in Stoke Ferry. We are also finalising the appointment of a manager, also based not too far away. Both will be huge assets to the Blue Bell thanks to their skill and experience which make them ideally suited to the tasks. Being able to make such appointments in the context of severe shortages in the hospitality sector is quite an achievement and bodes well for the enterprise. We will make a formal announcement of those appointments soon. Renovation work continues and nears completion. We are working with the building inspector for sign-off. The cellar will be kitted out by Greene King next week. In the meantime, we will be celebrating the CAMRA Pub Saving award on Saturday, 16th April from noon. There will be food and drink in the pub grounds around the presentation. We are very excited about the Village Market initiative being led by two Parish Councillors. We very much hope that the Blue Bell will become a hub for other community projects over time and provide a focal point for village activity alongside the playing fields and village hall”.

67/22 To Receive a Neighbourhood Planning Working Group Update

Cllr Andrew Hayward shared that the Stoke Ferry Neighbourhood Plan public consultation will end on 16th May, there had been 66 comments received to date. There was a link to the Stoke Ferry Neighbourhood Plan website from the Parish Council website where an electronic form to return comments was available for all. It is hoped the referendum will be in late summer.

68/22 To Approve Grant Return to Groundworks UK in regard to the Neighbourhood Plan

The whole Neighbourhood Plan had been fully funded through grants and not from Parish Council funds. **RESOLVED:** That a grant return of £1030.53 be returned to be included within the grant managed by Locality. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, all were in favour).

69/22 To Approve Grant Submission to Locality UK for the Neighbourhood Plan 2022/23

RESOLVED: That up to £7k be applied for the 2022/23 Neighbourhood Plan grant funding. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, all were in favour).

70/22 To Approve a Grant Applications Received for Parish Council Grant Scheme for 2022/23 for Stoke Ferry Community Groups up to £1k per annum per group, if received

RESOLVED: That a grant application for a Village Market enterprise based at the Bluebell be approved for £1k. (Cllr Janet Taylor proposed, Cllr Gail Reeve seconded, five were in favour and one abstained due to a declaration of interest).

RESOLVED: That a grant application for £1k for WIFI in the Stoke Ferry Village Hall to enable computer courses within the village hall be approved. (Cllr Janet Taylor proposed, Cllr Sue Lintern seconded, five were in favour and one abstained due to a declaration of interest).

RESOLVED: That a grant application for £1k for the Playing Field Trust's improvements to the building so that they can allow more clubs and organisations to use the building be approved. (Cllr Janet Taylor proposed, Cllr Lyn Juniper-Solley seconded, five were in favour and one due to a declaration of interest).

71/22 To Approve Parish Council Solicitor Services for Conveyancing

Three solicitors were approached and one came back with proposal and costs. The Council had endeavoured to get three quotes, the contract with a solicitor was not only about price but for consistency in land issues. In relation to transactional work on property matters they offered a fixed fee service of £900 plus vat plus any disbursements. There would be a fee for each area, the Common Land and Buckenham Drive. They would offer a fixed fee of £650 plus vat plus disbursements for land registration work. Two other solicitor firms had not provided costings.

RESOLVED: That Fraser Dawbarns be approved for transactional work and land registration at the costs specified. (Cllr Sue Lintern proposed Cllr Andrew Hayward, all were in favour).

72/22 To Approve Acceptance of Transfer of Land at the Rear of Buckenham Drive from the BCKLWN (Nil value) to the Stoke Ferry Parish Council and Any Associated Solicitors Costs of the Parish Council and that of the BCKLWN

The Borough Council had assessed the site and confirmed the trees were safe and nothing had been dumped when they attended, and they were therefore satisfied that the land was fine to progress in transferring to the PC. The Borough Council had previously asked that the Parish Council to pay their legal fees in transferring the land which was Nil cost. The Borough Council confirmed that the pathway was part of the land registration.

RESOLVED: That the Parish Council wished to note the Borough Council's terms and there was nothing hazardous, all trees checked and safe and need no attention and approve the land transfer and the BCKLWN's legal costs up to £750 plus vat. (Cllr Andrew Hayward proposed, Cllr Stuart Colin seconded, all were in favour).

73/22 To Approve Parish Council Consultation Response, if any: Town and Country Planning act 1990 – section 247 proposed stopping up of highway at The Old Dukes Head Public House, Wretton road, Stoke Ferry, PE33 9SJ (os grid reference: E: 570418 & N: 299898)

RESOLVED: That the Council approve the application. (Cllr Gail Reeve proposed, Cllr Lyn Juniper-Solley seconded, all were in favour).

74/22 To Approve Purchase of Litter Picking Equipment

The walking group have suggested litter picking during their walks and the Parish Council needed to consider purchasing the equipment and create a saving from the Village Caretakers hours which could be used on other duties. Volunteers would be asked to bring their own gloves and bin liners would be provided.

RESOLVED: That 20 be purchased at £2 per litter picker. (Cllr Sue Lintern proposed, Cllr Gail Reeve seconded, all were in favour)

75/22 To Approve Acceptance of Norfolk Parish Partnership Funding for Three Village Gates Signs and Agree How to Install and Any Costs

RESOLVED: That £140 be approved to purchase the three Village Gate Signs. (Cllr Gail Reeve proposed, Cllr Lyn Juniper-Solley, all were in favour).

76/22 To Approve Purchase of a Large Skip for the Village Caretaker to Use on two Occasions During Spring/Summer 2022 and then Autumn 2022

Three companies were contacted for a 12-yard skip and only one returned from Baco Ltd for £285 plus VAT.

RESOLVED: That a 12-yard skip be approved at £285 plus VAT for the Village Caretakers use. (Cllr Lyn Juniper-Solley proposed, Cllr Janet Taylor, all were in favour).

77/22 To Discuss the and Approve Purchase of a Bench in the Cemetery

It was agreed to defer to May.

78/22 To Approve Sand Blast and Powder Coat of Cemetery Gates

RESOLVED: That £150 to sand blast and powder coat the cemetery gates be approved. (Cllr Sue Lintern proposed, Cllr Gail Reeve seconded, all were in favour).

79/22 To Approve a Norfolk ALC Training Course for New Councillor

RESOLVED: That £60 for three Councillors to do the training be approved. (Cllr Janet Taylor proposed, Cllr Gail Reeve seconded, three were in favour and three Councillors abstained as the training was for them).

80/22 To Approve a First Aid Course for the Parish Council and Community Group Organisers

The Council were aware of many activities in the village run by volunteers and the Parish Council where it felt it was best placed to pay for a basic first aid awareness training in the village. It was agreed to get dates in May.

RESOLVED: That A2B Training be approved for awareness training for village volunteers for £150 plus VAT for up to 40 learners and £30 to hire Village Hall. (Cllr Andrew Hayward proposed, Cllr Stuart Collins seconded, all were in favour).

81/22 To Approve Closure of the Parish Council's 2021/22 Action List and Approval of Action List 2022/23

The Council noted the closure of the 2021/22 action plan.

RESOLVED: That the 2022/23 Action List be approved. (Cllr Sue Lintern proposed, Cllr Janet Taylor seconded, all were in favour).

82/22 To Approve a Grant Funding Application Procedure

RESOLVED: That the grant funding application procedure be approved. (Cllr Gail Reeve proposed, Cllr Andrew Hayward seconded, all were in favour).

83/22 To Approve New Payroll Contractor

Change in payroll contractor would result in a saving of £200 per year.

RESOLVED: That a new payroll contractor be approved with a £25 set up fee, £5 per month per employee, then £15 annual fee for P60 and anything else required ad hoc. (Cllr Andrew Hayward proposed, Cllr Stuart Collins seconded, all were in favour)

84/22 To Approve for Any Councillor to Purchase Any Items for the Household Support Grant

This was not now required.

85/22 To Approve Refund to Any Councillor immediately online for any items purchased as part of the Household Support Grant, provided that the Clerk is delegated to check receipts

This was not now required.

86/22 To Approve Payments

06-Apr-22		Payments for Approval		
Payee	Payment for	Net	VAT	Total
Clerk	Clerks Wages and Expenses -March 22 includes back pay 2021/22 re pay award	395.88	0.00	395.88
HMRC	Mar-22	92.00	0.00	92.00
Thomas B Bonnett	Large Bin Bag 4x	2.68	0.54	3.22
CGM	Grass Cutting March 2022	156.83	31.37	188.20
BCKLWN	Dog Bin Emptying 01.03.21-28.02.22 4x	329.33	65.87	395.20

Scribe	Annual Subscription 01.04.22-31.03.23	288.00	57.60	345.60
Norfolk ALC	Annual Subscription 2021/22	232.84	0.00	232.84
Bequality	Website SSL Cert	30.00	0.00	30.00
Wave Anglian Water	Cemetery Water 15.02.21-14.03.22	3.94	0.00	3.94
The Corner Shop (Stoke Ferry)	Household Support Voucher 200x £10	2000.00	0.00	2000.00
Limetree Printing	Letters to Village re Sup- port	48.00	0.00	48.00
Double G Clothing	Hi Vis Vests 20x plus De- livery	99.95	19.99	119.94
NP Consultant R Leggett	Part Payment for Final part of stage 3 (3 days), plus one day extra for ex- hibition (1 day) (1 days claimed previously) plus out of pocket expenses - printing and mileage	1854.00	0.00	1854.00
NP Working Group Member	Refund of Expense to Cover NP Website	23.26	0.00	23.26
Limetree Printing	NP Public Consultation and Asset Letters Printing	99.09	13.82	112.91
Summer Sky Investments Ltd	6ft Display Board NP - 10x	700.00	0.00	700.00
EON	Jan 2022 Streetlight light- ing Costs	143.99	7.20	151.19
EON	Feb 2022 Streetlight light- ing Costs	124.11	6.21	130.32
SF VH	Hire Jan 2022 SFPC Mtg; March 2022 SFPC Mtg; March 2022 Extra Mtg and NP Event 17.03.22	130.00	0.00	130.00
SF VH	April 2022 - Hire	30.00	0.00	30.00
Unity Trust Bank	Bank Charges - Last six months (direct payment)	54.00	0.00	54.00
Norfolk in a Box	NCF Household Support Fund 200 x £40 Boxes	8000.00	0.00	8000.00
Groundworks UK	NP Funding 2021/22 Re- turn	1030.53	0.00	1030.53
EON	March 2022	130.54	6.53	137.07
Blue Bell Pub	Village Market Place	1000.00	0.00	1000.00
Total		15890.28	202.60	16092.88

RESOLVED: That payments as presented be approved. (Cllr Stuart Collins proposed, Cllr Sue Lintern seconded, three were in favour and three abstained due to declarations of interest).

87/22 To Receive Urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items

Jubilee Update – all arrangements were under way and the Chair would email the Council with an update.

The Clerk agreed to add the Village Hall Car Park to the next agenda.

88/22 To Confirm the Date of the Next Meeting will be the Annual Parish Meeting on Wednesday 4 May 2022 at 6.30 pm in the Stoke Ferry Village Hall, and followed by this meeting will be the Annual Meeting of the Stoke Ferry Parish Council

Noted.

Closed 9.20 pm