

STOKE FERRY PARISH COUNCIL
Minutes of the Annual Meeting held on
Wednesday 4 May 2022 at 7.00 pm held in Stoke Ferry Village Hall

Present:

Cllr Sue Lintern (Chair)
Cllr Andrew Hayward
Cllr Mandy Leamon
Cllr Trudy Mann (Vice Chair)
Cllr Lyn Juniper-Solley
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

94/22 Openness and Transparency Notice

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

95/22 Election of Chair and Vice Chair (Chair and Vice Chair to sign the Declaration of Acceptance of Office)

RESOLVED: That Cllr Sue Lintern be appointed Chair. (Proposed Cllr Janet Taylor, Seconded Cllr Andrew Hayward, all were in favour)

RESOLVED: That Cllr Trudy Mann be appointed Vice Chair. (Proposed Cllr Sue Lintern, Seconded Cllr Janet Taylor, all were in favour)

96/22 Apologies for Absence

Apologies were received and accepted for Cllr Stuart Collins (personal reasons).

96/22 To receive Declarations of Interest from Members on any item to be discussed.

Cllr Sue Lintern declared an interest in regard to payments.

97/22 To approve the Minutes of the Ordinary Meeting on 6 April 2022 and Extraordinary Meeting held on 27 April 2022 and Matters Arising (Clerk's Report)

RESOLVED: That the minutes of the Ordinary meeting on 6 April 2022 be approved. (Proposed Cllr Andrew Hayward, Seconded Cllr Janet Taylor, all were in favour)

RESOLVED: That the minutes of the extraordinary meeting on 27 April 2022 be approved. (Proposed Cllr Andrew Hayward, Seconded Cllr Sue Lintern, all were in favour)

Clerks Report:

Dog Bin Bridge Road – pending after financial year end work completed.

Groundworks UK – Pending return of grant 2021/22 by Working Group.

VAT Return 2021/22 – Posted on 6th April for £927.33. The Clerk will monitor for return directly into the accounts.

Buckenham Drive – Clerk confirmed to BC approval to go ahead, due to change of manager overlooking the work they are asking the Tree Officer to attend again, and the Clerk is awaiting response. The Clerk chased on 26 April and communicated with the Solicitor to progress this transaction.

Village Gate Signs (Parish Partnership Fund) – Ordered and awaiting delivery.

Skip for Village Caretaker – Ordered and arranged for 2 May with Village Caretaker. The Village Caretaker has worked to uncover and tidy part of the cemetery parking that was covered in tree debris. He also filled rabbit holes in the cemetery ahead of a funeral.

New Councillor Training – will be arranged further in May.

First Aid Course – Clerk was working on arranging a date in July.

Payroll Contractor – The change of contractor was resolved.

Common Land – Will be resolved after Buckenham Drive land.

Planning Applications (no consultation required)

22/00056/TREECA Stoke Ferry Trees in a Conservation Area: Cherry (T1) Fell because of excessive shading, overgrown and strangled by Ivy. Low amenity value. Replace with fruit tree in same vicinity. Yew (T2). Crown thinning and lifting, because overgrown and causing excessive shading. Tree will benefit from reshaping. Ash (T3). Fell. Self-seeded and causing excessive shading and in very close proximity to Yew (T2) stunting growth. Mallow (T4). Fell. Self-seeded and low amenity value, causing shading and damage to boundary fencing. Mallow (T5). Fell. Self-seeded and low amenity value, causing shading and damage to boundary fencing. Apple (T6). Fell because overgrown, causing excessive shading and is leaning on fencing pushing panels outwards onto driveway. Replace with fruit tree in same vicinity. Conifer Trees (T7). Crown reduction and crown lifting towards barn because very overgrown and causing damage to rear of barn. Holly Cottage Oxborough Road Stoke Ferry PE33 9SY

97/22 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).

98/22 To Note: Annual Review of Declaration of Interest (Pecuniary and Non-Pecuniary) (by end of May 2022)

This was noted.

99/22 To Note the Annual Review of Dispensation Requests

This was noted.

100/22 To Approve Adoption of the New Model Code of Conduct

RESOLVED: That the New Model Code of Conduct be approved. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, all were in favour)

101/22 To Approve Meeting Dates up to May 2023: 1 June; 6 July; 17 August (2 weeks later); 7 Sept; 5 Oct; 2 Nov; 7 Dec; 11 Jan (one week later); 1 Feb; 1 March; 5 April and 10 May (one week later and Annual Meetings).

RESOLVED: That dates for the following year be approved as follows up to May 2023: No meeting in June 2022; 6 July 2022; 17 August 2022 (2 weeks later); 7 Sept 2022; 5 Oct 2022; 2 Nov 2022; 7 Dec 2022; 11 Jan 2023 (one week later); 1 Feb 2023; 1 March 2023; 5 April 2023 and 10 May 2023 (one week later and Annual Meetings). (Cllr Sue Lintern proposed, Cllr Janet Taylor seconded, all were in favour)

102/22 To Review and Approve: Standing Orders

RESOLVED: That the Standing Orders as presented be approved. (Cllr Sue Lintern Proposed, Cllr Janet Taylor seconded, all were in favour).

103/22 To Review and Approve: Financial Regulations

RESOLVED: That the Financial Regulations as presented be approved. (Cllr Sue Lintern Proposed, Cllr Donna Stocking seconded, all were in favour).

104/22 To Review and Approve: Assets Register

RESOLVED: That the Asset Register as presented be approved. (Cllr Sue Lintern proposed, Cllr Donna Stocking seconded, all were in favour).

105/22 To Approve: Annual Insurance Quote 2022/23

RESOLVED: That the Annual Insurance Premium for 2022/23 be approved. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, all were in favour).

106/22 To Review Authorised Bank Signatories

RESOLVED: That Cllr Mandy Leamon be removed, and Cllr Andrew Hayward be added to the authorised banking signatory instruction. (Cllr Sue Lintern proposed, Cllr Janet Taylor seconded, all were in favour).

107/22 To Approve: Bank Accounts/Reconciliation YE 31.03.22

Bank Reconciliation at 31/03/2022			
	Cash in Hand 01/04/2021		40,485.46
	ADD Receipts 01/04/2021 - 31/03/2022		34,628.16
			75,113.62
	SUBTRACT Payments 01/04/2021 - 31/03/2022		20,603.81
A	Cash in Hand 31/03/2022 (per Cash Book)		54,509.81
	Cash in hand per Bank Statements		
	Petty Cash 25/09/2021	0.00	
	Unity Trust Bank 31/03/2022	24,244.41	
	Barclays Community Account 31/03/2022	0.00	
	Barclays Business Account 31/03/2022	30,265.40	
			54,509.81
	Less unrepresented payments		
			54,509.81
	Plus unrepresented receipts		
B	Adjusted Bank Balance		54,509.81

RESOLVED: That the Bank Reconciliation as presented YE 31.03.22 be approved. (Cllr Andrew Hayward proposed, Cllr Lyn Juniper-Solley seconded, all were in favour).

108/22 To Approve: Annual Accountability Governance Return (AGAR) Audit 2021/22 in order defined within the document and accompanying information due to return to the External Auditor

RESOLVED: That section one of the AGAR indicated positively on each account as shown on the form be approved. (Cllr Sue Lintern proposed, Cllr Janet Taylor seconded, all were in favour).

RESOLVED: That second two of the AGAR as presented be approved. (Cllr Sue Lintern proposed, Cllr Gail Reeve seconded, all were in favour).

109/22 To Consider and Approve Stoke Ferry Members Allowance 2022/23

The Parish Council had received a report from the BCKLWN regarding Members Allowances which it asked all town and parish councils to consider. The report outlined payments to Councillors, Chairs but no co-opted members of Councils. The Council agreed not to consider at this time and consider again at the May 2023 meeting when it was the start of another four-year term. The Clerk agreed to seek information on out-of-pocket expenses and circulate to Councillors.

RESOLVED: That the Members Allowance be considered again at the May 2023 meeting. (Cllr Andrew Hayward proposed, Cllr Sue Lintern seconded, all were in favour)

110/22 To Receive an Update from the Bluebell Campaign Group.

An update had been received in the Bluebell Update at the Annual Parish Meeting earlier that evening.

111/22 To Receive an Update from the Neighbourhood Plan Working Group.

The Working group were working on the return of the grant and had made an application for around £5.5k for the forthcoming year 2022/23. The Parish Council noted that it had spent near nothing from Parish funds on the Neighbourhood plan since the work had begun three years ago and all the work had been funded by grants. The work of the neighbourhood plan was expanded with the design codes and inventory of every house in the village and would make determining planning applications in future much easier. There will be work on the plan at the end of May, consultation will end on the 16th May. In June, the working group plans to take the website responses and emails all in turn to update the plan and to prepare the conditions statement and conditions to accompany the plan by the end of June. The Parish Council would look to approve the revised plan at its July meeting before submitting to the borough council who would conduct a further consultation with authority parties.

112/22 To Discuss and Approve Any Action in Relation to the Village Hall Car Park

The Clerk had emailed the Planning Team at the BCKLWN copying in the Council and Cllr Colin Sampson asking them to update with the developer on the development and Village Hall car park in mind, they responded to advise they had no response as of yet. The Clerk also emailed the developers direct for an update on 26 April, and they responded to advise that there was an interested party but there was no other information available at this time. The Clerk had also asked them to cut back grounds from the fencing bordering Indigo Road. A representative from the Village Hall explained to the Parish Council about the problems that having no car parking was having on the hall's events which was causing a dangerous parking situation on Lynn Road. The Clerk agreed to find out more information in regard to the safety status of heaps of asbestos that was stored on the site.

113/22 To Approve Design of Bench As Per Previous Approval

The Parish Council had previously approved a gift for a resident's involvement with the parish magazine The Village Pump who subsequently stated that they had wished for the gift to be a bench that they would gift to the Bluebell.

114/22 To Approve: Payments to date

04-May-22		Payments for Approval		
Payee	Payment for	Net	VAT	Total
Clerk	Clerks Wages and Expenses -April 22	365.10	0.00	365.10
HMRC	Apr-22	87.20	0.00	87.20
BHIB Ltd	PC Annual Insurance Premium from 1 May 2023 - 30 June 2023	614.86	0.00	614.86
CGM	Grounds Maintenance April 2022	156.83	31.37	188.20
Village Caretaker	Apr-22	100.00	0.00	100.00

Internal Auditor	Review of 2021/22 Accounts	50.00	0.00	50.00
ICO	Annual Fee (Direct Debit)	40.00	0.00	40.00
Westcotec	Streetlighting Maintenance Fee Nov 2021 - April 2022	92.64	18.54	111.18
Hodson Office Supplies	Ink	15.99	3.20	19.19
Limelight Signs	(Prepaid) Village Gates Sign x2	180.96	39.79	238.75
BACO Compak	(Prepaid) Skip for Village Caretaker	285.60	57.12	342.72
Village Hall	Hire - Extra 27.04.22 and Annual 04.05.22	35.00	0.00	35.00
The Funfirm	Hire of Equipment for Queen Jubilee (agreement to pay as and when required)	500.00	0.00	500.00
Dick Ropa Entertainment	Hire of Equipment for Queen Jubilee (agreement to pay as and when required)	174.00	0.00	174.00
Mr Sparkle	Litter Bins	20.00	0.00	20.00
Neighbourhood Working Group Member	Refund of refreshment items for consultation session	28.85	0.00	28.85

RESOLVED: That payments be approved as presented. (Cllr Janet Taylor approved, seconded by Lyn Juniper-Solley, all were in favour)

115/22 To Approve Register of Decisions Made on Email

a) Payments for Approval March 2022:

Payee	Payment for	Net	VAT	Total
Parish Clerk	Clerks Wages and Expenses -Feb 22 (includes refund of TEN Application for Jubilee and Archive Project time and mileage) (86.99 to be paid after SO)	366.99	0.00	366.99
HMRC	February PAYE	78.40	0.00	78.40
Minute-man Press	500x Walking Guides (50% PPF)	564.00	0.00	564.00
PKF Littlejohn	Fee 2020/21 Accounts	200.00	40.00	240.00
Compass Point Planning and Rural Consultants	Consultant Advice in respect of SFNP - Drafting of the Stage 3 NP (32 hours)	1280.00	0.00	1280.00
NP Working Group Member	Refund of NP Website Renewal	230.00	0.00	230.00

b) Approval of Two Proforma invoices agreed resolutions in April 2022 SFPC Meeting: Skip Hire £342.72 inc VAT and Village Gate Signs 3x £238.75 inc VAT

The Clerk agreed to email Fun Firm in regard to how they required payment before the Jubilee.

RESOLVED: That the register of decisions made on email be approved as presented. (Cllr Janet Taylor proposed, Cllr Lyn Juniper-Solley seconded, all were in favour)

116/22 To Receive items of concern & matters to be included on the next agenda from the Parish Council and note forward items

- The Clerk agreed to request the schedule and login from CGM and issue a first warning in regard to missed cuts.
- The Clerk agreed to advise BCKLWN that there was fly tipping on their land at Fairfield Road entrance. Cllr Donna Stocking agreed to message a picture to the Clerk.
- The Council discussed the traffic along bridge road and speeding cars.
- The Railway Development it was understood were programming work for 2023. The Clerk agreed to request that they consider further screening of the site.
- The Clerk agreed to email Freebridge Community Housing in regard to the garages on Buckenham drive, Fairfield place and Bradfield. Councillors agreed to email the Clerk pictures.
- The Parish Council thanked Cllr Donna Stocking and the Clerk for arranging cleaning of the tree material that had been outside the chip shop and getting the tree further tidied up.
- On BR9 Highways have programmed future works on the corner by The Moorings
- Flames was now 'Mr Pizza.' The Clerk agreed to contact BCKLWN regarding the house behind the site again which was untidy.

**117/22 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey (NCC), if in attendance
Cllr Martin Storey, NCC Update:**

- He had been working with BCKLWN to put information regarding grants on the first page of the BCKLWN website.
- NCC had several activities on the days of the jubilee in June and most parishes would also be holding their own events. Information was on the NCC website.
- BCKLWN waste clearance days of the week will change from 9th May.
- NCC agreed to back the refusal of the incinerator at Wisbech.

118/22 Confirm the Date of the Next Meeting – Wednesday 1 June 2022 at 7 pm, Ordinary Meeting of the Stoke Ferry Parish Council.

The Council agreed to cancel the June meeting due to availability and the next meeting would be held on Wednesday 6th July 2022 at 7 pm in the Village Hall.

Close 9.00 pm