

**STOKE FERRY PARISH COUNCIL**  
**DRAFT (Until approved at the next Full Council Meeting)**  
**Minutes of the Ordinary Meeting held on**  
**Wednesday 7 December 2022 at 7.00 pm held in Stoke Ferry Village Hall**

**Present:**

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

**Also in Attendance:**

Cllr Martin Storey, NCC Councillor

**Public:** 2

**195/22 Openness and Transparency Notice**

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

**196/22 Apologies for Absence**

Apologies were received and accepted from Cllr Mandy Leamon (work reasons) and Cllr Janet Taylor (personal reasons). Cllr Colin Sampson, Borough Council provided his apologies to the meeting.

**197/22 To receive Declarations of Interest from Members on any item to be discussed.**

Dispensations granted to Councillors for the Blue Bell, Budget and Neighbourhood Plan was noted. Cllr Lyn Juniper-Solley, Cllr Donna Stocking and Cllr Gail Reeve declared interests in regard to payments for approval. Cllr Donna Stocking also declared an interest in regard to the item to discuss the defibrillator.

**198/22 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).**

**199/22 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance**

**Cllr Martin Storey**

- Wish all a merry Christmas and a Happy New Year.
- Wished the Clerk well as she was due to leave Stoke Ferry Parish Council and thanked her for all her endeavours and work for the village.
- There were 47 libraries that were designated as 'warm hubs' which were open for all people to attend over the winter period during the cost-of-living crisis.
- The NCC Budget situation was moving at pace and there had been a lot of consultation so far on how the public feel NCC should spend the Council tax money in the following financial year. There was a £60m deficit at this time and most other Councils nationally were in a similar situation or worse. Therefore, NCC were being very careful with the budgetary decisions that they were making.
- In regard to the Borough Council, local leaders and MPs across Norfolk were of the same view of the future plans for the QE Hospital (which had approximately 3k of props holding the roof up), and that a new hospital was preferred on the current site. It was believed that a government decision was imminent.
- He was due to have a meeting on the 21 December regarding his Highways funding if there were schemes he could support to let him know. He would also be raising complaints that had been

made to him in regard to the communication that Parish Council's and residents were receiving from Highways.

- If he could be of any assistance please contact him on email or phone.

## **200/22 To approve the Minutes of the Ordinary Meeting on 2 November 2022 and Matters Arising Report**

**RESOLVED:** That the minutes of the Ordinary meeting on 2 November 2022 be approved. (Cllr Andrew Hayward proposed, Cllr Lyn Juniper-Solley seconded, five were in favour, two abstained as were not present at the meeting).

## **Matters Arising Report December 2022**

### **Parish Clerk's – Ending of Service to the Stoke Ferry Parish and its Council**

This is a statement that the Clerk wishes to make and for the record and minutes for all to read now and in the future years. Pending the recruitment of a new Parish Clerk and RFO, this was likely to be the Parish Clerk's last Council meeting due to a career opportunity that had arisen which they had decided to move towards. The Clerk would like to thank the Councillors for their support and guidance over the past five years, including almost all residents they had met during their time serving the parish. The Clerk has enjoyed supporting the community of Stoke Ferry and was due to leave the role at the end of December. If this opportunity had not arisen, they would have gladly continued to serve Stoke Ferry because of the passion and love that the Council has for its community which makes it an exciting role to be part of. The Clerk would also like send a big thank you to the Chair Cllr Sue Intern, who really is an outstanding pillar of the community, a community hero who is caring and driven to do what is best for others a quality that is so rare to find, an inspiration that I will take away as a highlight during my time as Clerk. The role of a Councillor in its truest sense is to serve the community with integrity and selflessness, and the Chair and Councillors could not demonstrate that more. As a Clerk the Chair had been a great person to work with and she will miss that working relationship. Finally the Clerk wishes the Parish Council all the best for the future and the Stoke Ferry Community all the health and happiness as we draw close to yet another year. Regards Helen Richardson, Parish Clerk and Responsible Financial Person

### **Pending**

**Buckenham Drive Land Transfer** – The Clerk emailed the Borough Council on 11 October to ask regarding fence/trees responsibilities from bordering bungalows and tree roots in the footpath identified as part of the land. Cllr Colin Sampson also emailed them after the November meeting. Cllr Trudy Mann, Cllr Lyn Juniper-Solley, and Cllr Sue Lintern together with the Parish Council's solicitor met with the BCKLWN representative on site earlier in the week. The BCKLWN representative explained that there were inconsistencies with the boundary line of the piece of land to be transferred to the Parish Council so there would be some more exploration work needed. The BCKLWN also felt that there would be some movement on their fees because of this issue as they had previously requested the Parish Council cover their legal fees. Cllr Sue Lintern had agreed to attend the BCKLWN representative's further visit to the site when they would do some more exploration and would follow up on email since the first visit that had been made. The Parish Council noted that they had confirmed to the BCKLWN that they would not wish to receive transfer of the path that was between two of the bungalows. A working group was to be formed of Councillors to continue to push the project forward made up of Cllr Sue Lintern, Cllr Donna Stocking; Cllr Gail Reeve; Cllr Lyn Juniper-Solley and Cllr Janet Taylor, key decisions would come to the Parish Council meeting when required.

**Scam Awareness Training (Police)** – The Parish Council were reviewing interest before confirming a date with Paula at the Police Station in Downham Market. It was agreed more to spring or summer.

**Lark Road Application** – Application update received from BCKLWN on 11 October to advise that there is an outstanding objection from the LLFA and I am still waiting for an updated Arboriculture Survey/Tree

Report. In the event that this information is not received in a timely manner, the planning officer will proceed to determination based on the information currently submitted. As of 7 December 2022 the portal still advised that it was awaiting decision.

Cllr Gail Reeve shared that the Village Hall had met with Freebridge Community Housing in regard to the site behind the Village Hall that they were purchasing to develop houses on to discuss the village hall's car park. They had shared that they had hoped to put plans in before Christmas and they knew they had to do the car park first, they would be installing a barrier for access to the car park. Freebridge had been very helpful and asked if there was anything else needed to let them know. The village hall also mentioned the garages in the village owned by Freebridge and the empty house on Buckenham Drive, and they agreed to look into this though it was the responsibility of another team. The Parish Council would await consultation on the plans from the Planning Department in the new year.

### **Resolved**

**Path from Bradfield Place to Playing Field, Garages and Playing Field Hedge** – A Manager from Freebridge called the Clerk on 27 October. They advised there was no plan for the garages currently and those which are not let will not be let in future, those that are let continue to be let. Fly-tipping should it occur they can collect. The pathway they inspected from the playing field and access is currently open, however they are investigating ownership. They inspected the playing field hedge, and any maintenance will be carried out as soon as they have a contract in place but there are no timescales on this currently. The empty property at Buckenham Drive had its garden cleared shortly after the November meeting.

**2Ag Wall** – They confirmed after the November meeting that a contractor and quotes are being sought to repair the wall.

**Right of Way Warden Update** - With reference to **Route 3** in the Walks Guide the warden had noticed that the track **FP1** from the Oxborough Road to the farmhouse has been recently ploughed over, therefore no discernible path was visible and walkers would be reluctant to use it. They would be starting a Winter programme on covering all the walks soon and will report back. The Warden visited Barton Bendish Farms w/c 28 Nov and they were pleased to say that they had a positive telephone conversation yesterday with the farm manager, who assured them that the path in question would be reinstated across the field in the course of the next few days.

### **Planning Decisions Received**

22/00178/TREECA Stoke Ferry Osborne House High Street Stoke Ferry King's Lynn Norfolk PE33 9SF - Walnut x 1- To dismantle Walnut to ground level. Within conservation Area Tree Application - No objection 2 November 2022 Delegated Decision

22/00201/TREECA Stoke Ferry 2 Mill Houses Boughton Road Stoke Ferry Norfolk PE3 9ST - Cherry Tree Group x 9- To reduce shared crown<sup>3</sup> by 1.5m and thin by 10%, fell 5 x least developed stems within group. Hedge adjacent to field boundary - To reduce height of hedge down to 2m from ground level. Tree Application - No objection 1 November 2022 Delegated Decision

### **Planning Application Received Between Meetings**

22/02152/F Extensions and alterations at Brindle Cottage 4 Oxborough Road Stoke Ferry King's Lynn Norfolk PE33 9TA. Like to be the return of no comment

## **201/22 To Receive an Update from the Blue Bell Campaign**

The following update was received from the Secretary of the Stoke Ferry Enterprise Limited responsible for the Blue Bell:

- The Blue Bell has become a community hotspot following a successful grant of £2k including a food menu as part of this service.
- Offering the over 60s lunch which is growing and there is a new community outreach worker.
- Looking to get new grants in 2023 to extend the use of the pub for the community
- Delighted to be able to host the Parish Council's Christmas event at the weekend which was fantastic
- A Santa breakfast coming up on the 23<sup>rd</sup> December.
- The pub is trying to be all things to all people and they will try and ensure that most people are catered for.
- December was looking good and lots of engagement from their activities.
- They hope to appoint a permanent Bar Manager early in the new year and other developments to sustain the pub in the long term.
- The Café was open 10-3 pm during the week and until 5pm on a Saturday.
- A thank you party was being held next week for the volunteers.
- The Community pub is going to be a regular bingo prize as coffee and cake for two with the Village Hall.

The Parish Council thanked the team at the community pub for all their hard work.

## **202/22 To Receive an Update from the Neighbourhood Plan Working Group**

The project was moving forward, they were presented with three different assessors to choose from, the working group assessed the information provided and all seemed to have the right qualifications and they have left the decision therefore with the Borough Council.

## **203/22 To Review and Approve Any Action in Relation to the Grounds Maintenance 1 April 2023 – 31 March 2024**

**RESOLVED:** That CGM be approved for grounds maintenance contract for the final year of a two-year contract. (Cllr Lyn Juniper-Solley proposed, Cllr Andrew Hayward seconded, all were in favour).

## **204/22 To Approve Streetlighting Maintenance Contract April 2023 (Three Years)**

This would be deferred to next agenda.

## **205/22 To Approve Waste Bin Emptying Costs April 2023 (One Year)**

It was agreed to report any bin issues along with photographs, to the contractor when it was noticed.

**RESOLVED:** That the Waste Bin Emptying Costs for April 2023 (One Year) be approved with Mr Sparkle. (Cllr Donna Stocking proposed, Cllr Lyn Juniper-Solley seconded, all were in favour).

## **206/22 To Approve Ongoing Costs to Maintain the Defibrillator on Lynn Road**

This issue came about because it was needed recently, and the Parish Council noted that Bonnets were paying for the upkeep of the defibrillator. Every time the defib is used the pads needed replacing. The Clerk agreed to look into a membership for the defibrillator and bring to the next meeting for further discussion.

**RESOLVED:** That the costs in relation to the Defibrillator replacement items recently be met. (Cllr Stuart Collins proposed, Cllr Gail Reeve seconded, six were in favour, one abstained).

## **207/22 To Approve .gov email pilot involvement with NALC**

**RESOLVED:** That entry of expression of interest was approved. (Cllr Sue Lintern proposed, Cllr Andrew Hayward seconded, all were in favour)

## **208/22 To Approve Any Grant Application(s) Made by the Parish Council (if any) in relation to Household Support or any other matter, and to Approve Disbursement of any Successful Grant**

### **Funding as per grant funding application(s) where it has been notified between full Parish Council meetings delegated to the Parish Clerk**

This third round of funding was £50 per household up to £10k, available for households with children under 18, over 65 and with those with disabilities. In a recent survey for the next round the team were identifying everyone in advance including those households who are unemployed or work with reduced hours. This latest round took the total of funding received to £30k received by the village.

**RESOLVED:** That disbursement of the fund be approved delegated to the Clerk as per funding criteria for the third round of funding and to allow the Parish Council to continue to apply as the rounds open up for household support. (Cllr Andrew Hayward proposed, Cllr Stuart Collins seconded, five were in favour, and two abstained).

As the Council were losing their CILCA qualified Clerk it would affect the Parish Council making decisions under the General Power of Competence for the purpose of funding. The Parish Council discussed other options of how to administer the fund.

### **209/22 To Approve Closure of Bank Account and Transfer of Funds to Unity Trust Bank Account**

**RESOLVED:** That closure of the Barclays Bank Account be approved and transfer of all the funds to the Unity Trust Bank Account be approved. (Cllr Trudy Mann proposed, Cllr Donna Stocking seconded, all were in favour).

### **210/22 To Approve Swap of Wooden Cabinet for Parish Council Records in place of two small metal cabinets and plastic boxes no longer required**

**RESOLVED:** That if required the wooden cabinet will be accepted and swapped for metal and plastic containers at no cost. (Cllr Trudy Mann proposed, Cllr Stuart Collins seconded, all were in favour)

### **211/22 To Approve Payments**

Payee	Payment for	Net	VAT	Total
Clerk	Clerks Wages and Expenses -Nov 2022 inc pay award back pay to April 2022	502.38	0.00	502.38
HMRC	HMRC - PAYE Nov 2022	117.00	0.00	117.00
Bonnetts	Defib Pad replacements	221.42	44.28	265.70
Village Caretaker	Oct-22	100.00	0.00	100.00
CGM	Grounds Maintenance	188.20	37.64	225.84
Resident	Refund for Electric for Tree Lights	15.00	0.00	15.00
Cllr Lyn Juniper-Solley	Refund for Xmas Event - Mulled Wine, Mince Pies, and cups Christmas Tree	144.34	3.50	147.84
Shaws and Sons	EROB Book	110.00	22.00	132.00
Unity Trust Bank	Service Charge Quarter End 30 Sept 2022	18.00	0.00	18.00
Stoke Ferry Village Hall	Hire of Hall Oct 2022 Lantern Making	45.00	0.00	45.00

**RESOLVED:** That payments as presented be approved. (Cllr Andy Hayward proposed, Cllr Trudy Mann seconded, four were in favour, three abstained due to declarations of interest).

### **212/22 To Approve the Budget and Precept 2023/24**

**RESOLVED:** That the Budget be approved and the Precept for 2023/24 be approved as £14,680 staying the same at £38 for a band D household as 2022/23. (Cllr Trudy Mann proposed, Cllr Gail Reeve seconded, all were in favour).

### **213/22 To Receive Urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items**

Thank you from the Parish Council to all those involved with the Christmas event, specifically Cllr Lyn Juniper-Solley and Bonnets with the tree and setting it up including Chris and Tony for putting the lights on and Tony H. hosting it on the field. The event had been well supported. The flash mob at the bingo

had been very successful.

**214/22 To Approve Cancellation of the January meeting date and that the Next Meeting will be the Ordinary Parish Meeting on Wednesday 1st February 2023 at 7.00 pm in the Stoke Ferry Village Hall**

**RESOLVED:** That the cancellation of the January meeting be approved, and the next meeting would be Wednesday 1<sup>st</sup> February 2023. (Cllr Sue Lintern proposed, Cllr Trudy Mann seconded, all were in favour)

**215/22 EXCLUSION OF PRESS AND PUBLIC The Council to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.**

**1) To Discuss and Approve Any Action in relation to HR Issues – Recruitment and Employment of the Role Parish Clerk and RFO**

**RESOLVED:** That additional hours be paid to the current Clerk post end of contract for handover and continuity. (All were in favour)

**RESOLVED:** That the NALC Template Contract be used for the new Clerk when appointed. Approve amended contract. (All were in favour)

**RESOLVED:** That a Special Meeting be held on Wednesday 4<sup>th</sup> January at 7 pm in the Village Hall to appoint a new Clerk if required. (All were in favour)

**2) To Discuss and Approve Any Action in Relation to the Village Caretaker Contract 2023/24.**

**RESOLVED:** That a further year 2023/24 be approved. (All were in favour)

**3) To Discuss and Approve Any Action in relation to transfer of the Limehouse Common to the Parish Council**

**RESOLVED:** That a working group be formed to take forward the transfer of the land Cllr Donna Stocking; Cllr Stuart Collins; Cllr Andrew Hayward; Cllr Sue Lintern; Cllr Janet Taylor, Cllr Trudy Mann. (all were in favour)

Meeting Close: 9.35 pm