

STOKE FERRY ORDINARY PARISH COUNCIL
Minutes of the Ordinary Meeting held
On Wednesday 22 February 2023 at 6.00pm
Held in the Stoke Ferry Village Hall, Lynn Road, Stoke Ferry

14/23 To record the names of those present

Cllr Sue Lintern – Chair
Cllr Trudy Mann – Vice Chair
Cllr Andrew Hayward
Cllr Gail Reeve
Cllr Janet Taylor
Cllr Stuart Collins
Cllr Lyn Juniper-Solley

Borough Cllr Colin Sampson
County Cllr Martin Storey arrived at 6.55pm
Representative for planning applications 23/00178/RMM and 23/00177/RMM
3 Members of the public

15/23 Openness and Transparency Notice

This meeting will not be recorded.

16/23 Aggressive or abusive behaviour towards members of the Parish Council, staff or members of the public will not be tolerated. If this happens you will be asked to leave the meeting and if necessary, the meeting will be suspended. Member of the public, developers and the police are asked to only speak when they are permitted to do so.

Those present were reminded of the above statement.

17/23 To Receive and Consider Acceptance for Apologies of Absence

It was **resolved** to accept apologies from Cllr Donna Stocking and Cllr Mandy Leamon

18/23 To Receive Declarations of Interest from Members or To Note Dispensations where applicable.

All present declared an interest in the Blue Bell.

Cllr Janet Taylor and Cllr Gail Reeve declared an interest in payments.

19/23 To consider planning matters:

Applications:

- 23/00125/CU - Change of use Agricultural outdoor storage and lorry Park, to commercial outdoor storage and lorry park in area D (retrospective) at Stoke Ferry Timber Ltd Boughton Road North PE33 9BF – **deadline 28 Feb 23**

A parishioner was invited to talk about the issues they have with the development. Their key points included concerns about noise, light, working and opening hours, noting 7am till 7pm every day would be too much, the aggressive development of the plot, extra traffic entering the site and security. The/ parishioner discussed the previous use of the property and the outdoor storage and lorry park, and the current location of the gate so that lorries can come off the road. The parishioner felt that if the business will need some provision for lorries to enter the site beyond the 7pm in the evening and this would mean that that the gate will be open beyond 7pm. For this reason, there would be a need for acoustic fencing all around the property.

A councillors felt there would be circumstances where better acoustic fencing would be necessary. The councillors discussed whether the premises would be used solely for the timer yard business lorries, which was considered acceptable but if it was going to be a general commercial lorry park, then that would not be acceptable. The councillors felt that they would not want people to stay overnight in lorries on the site.

A councillor reviewed the application and confirmed the hours that the business would be open, which would remain the same as it has been used for over the last 20 years. There is also no proposal for waste management.

The councillors again noted that they do not mind if vehicles are just delivering to the site but there should be no commercial lorry park where lorries from other businesses come to stay overnight.

Cllr Colin Sampson noted that all three of the connected applications have been called into the planning officer and will be heard by the committee together.

Cllr Sue Lintern proposed that the application be supported but all container lorries coming onto site must be related to the current timber yard business. This was seconded by Cllr Lyn Juniper-Solley and agreed by all present. It was **resolved** to support the application. It was agreed that Cllr Colin Sampson would attend the planning committee meeting and reiterate the necessity for the park to be only used by business related lorries and not be used by any general commercial lorries.

It was suggested by Cllr Colin Sampson that if more containers were added to the site, then more acoustic fencing should be built as there would be more traffic. It would therefore not be unreasonable to expect extended acoustic fencing. It was **resolved** this should be added to the planning response.

- 23/00178/RM - Reserved Matters Application for 30 dwellings including layout, external appearance, scale and landscaping at Furlong Store Furlong Road – **deadline 28 Feb 23**
- 23/00177/RMM - Reserved Matters Application for 62 dwellings including layout, external appearance, scale and landscaping at Land On the South West Side of Lynn Road – **deadline 28 Feb 23**

Both applications were considered together.

Mr D Onions was welcomed to the meeting and was invited to take the councillors and parishioners through the details of the application, showing them details on a printed display of the development. He discussed where the application is currently up to, including:

Dates of the application process and deadlines

The relocation of the current mill and matters relating to this

Discussed what the Reserves Matters relate to

Below the 70 threshold, at 62 homes

Matters relating to the trees on the site

Types of homes on the site, a combination of homes

Noted the design and materials of the homes reflecting those already used in Stoke Ferry

Noted that there are two ways into the site rather than a cul-de-sac

All properties have at least 2 parking spaces and some have garages as well
The design has been tracked so that all service vehicles can access the site

Cllr Martin Stoney arrived at 6.55pm

Noted that it is the responsibility of the homeowners to park responsibly

The footpath provision

Driveways will be tarmac or similar material but no gravel

Looking to orientate the houses so they look towards the playing field in that area

It was discussed that there is a need for some acoustic fencing or hedging near the playing field

Designed to be a 20mph zone because of the route, bends and raised tables will help – This is a recommendation to the developer. The councillors would also like the hedging to be tall or trees to give more protection to the playing field.

A parishioner asked about the actual development work on the site. D Onions noted that there are conditions on the outline plan to ensure the correct working practices. There are strict rules on how the site is cleaned up and kept to regulations.

The councillors discussed the future of ownership of the site. D Onions noted the outline applications were going to laps so this prompted the application for RM and other business implications to the application. Also noting this will be a phased development.

A member asked if there will be an impact to the foundations of the buildings near the development. D Onions was not able to make comments regarding this matter.

Cllr Andrew Hayward proposed that the applications be supported with the additional comments - there is a need for 'raised tables' to be added to the roads to slow traffic and hedging/tall trees/high fencing near the playing field, at the boundary of the houses to provide acoustic protection., this was seconded by Cllr Stuart Collins and all agreed.

Mr D Onions left at 7.13pm

Decisions:

- 22/02152/F Stoke Ferry Brindle Cottage 4 Oxborough Road Stoke Ferry King's Lynn Norfolk PE33 9TA - Extensions and alterations Application Permitted 24 January 2023 Delegated Decision

20/23 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).

A parishioner raised a concern about safety provision at the development. It was noted there could be issues with ball games and perhaps it would be better to have netting.

21/23 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance

Cllr Colin Sampson

- Must have photo ID to vote at the local election. A photo ID can be obtained from the Borough Council, they will be able to advise and support people get an ID. Cllr Lyn Juniper- Solley suggest a couple of surgeries to help them make an application.
- Noted that he stops being councillors on 31/3/23 but business continues.

Cllr Sue Lintern thanked Cllr Colin Sampson for the councillor grant for the playing field.

Cllr Martin Storey

- Welcomed the new clerk and introduced himself as a County Councillor
- Noted that the NCC Budget meeting was held yesterday and passed and discussed aspects from this budget. The budget document is on the NCC website for the public to consider.
- Discuss the 'County Deal', currently in the consultation period which goes to the 6th March, there are meetings going on and is at the very first stage. Plenty of opportunities for people to have their say. There are drop-in sessions locally.

Cllr Colin Sampson noted that the BCKLWN has not made a decision yet about the above subject and a lot more information is needed. Cllr Trudy Mann asked about finances and how that would relate to the extra responsibilities.

- Noted the increase is about £76 per band D property this year.
- NCC carriage way resurfacing works on A10 Downham Market round and Stradsett junction.

22/23 To Approve the Minutes of the Ordinary Meeting held on 7 December 2022 and to note matters arising

It was **resolved** to amend the minutes to show Cllr Janet Taylor was not in attendance at the meeting.

Cllr Andrew Hayward proposed that the minutes were a true and accurate record of the meeting and should be signed by the Chair, this was seconded by Cllr Lyn Juniper-Solley and agreed to by 6 members and 1 abstention.

Matters Arising Report

Household Support Funding Fourth Round – the funding was dispersed in December 2022.

Precept Request – This was returned by email on 20th December and acknowledgement was requested and receipt was confirmed.

Village Gate Lynn Road – This was damaged by a local contractor who agreed to pay the PC for all the costs in order to replace it fully. Orders were made for all items as a health and safety delegation to the Clerk, approved by the Chair, as a traffic safety item. The Handyman would prepare and install using extra hours. As of 15th Feb, the gate has been repaired and looks great. Pictures of all the other gateways have been forwarded to the Clerk as the fitment of the new gate does highlight how the remaining village gates located around the village entrances are starting to deteriorate and would therefore advise that all of them would benefit from a jet wash and topcoat repaint to protect the wood and elongate their lifespan. April agenda item to consider.

Wretton Road – Streetlight fixed as it needed a new fuse.

Right of Way Warden Update - I have commenced the Winter programme of checking on the established Village Walks and can report thus far: ~ I walked **Route 4** just after Christmas and found no issues. I have since walked **Routes 2** and **5**. Both these paths travel along the riverbank (BR9) where sheep have free access to grazing. At the gates at either end are notices to that effect drawing attention to the control of dogs and requesting gates to be kept closed. There were no issues with the state of the paths. I am pleased to say that the farmer has now reinstated the path (FP1) across the field

on **Route 3**, by running a vehicle across, so the path is now obvious and easily walkable. I shall send him a 'thank you' message. I shall walk Routes 1 and 3 soon, and report back. I recently reported that a path had been cut through on Route 3 along the path FP1. This is correct, but when I went to walk it yesterday (20th. Jan) Following on from this (8th Feb) the farmer has said that the ground was still too wet to take any larger vehicle across such as a roller but when the field is soon to be planted he will be able to then reinstate the path.

Right of Way Metal PROW markers

The Countryside Access Officer has suggested I contact you regarding the metal public rights of way markers attached to fingerposts in Stoke Ferry. Following some recent site inspections, they will be programming replacement of fingerposts on FP1 at the east end where it meets Oxborough Road and RB7 at its west end, also on Oxborough Road. This is unlikely to happen for a few months, however they wished to let you know as you may wish to remove the metal markers added to the posts, and we are happy for them to be fixed to the new posts once in place.

Furthermore, I 'rescued' a metal marker from the post for BR9 which had fallen over (and will be replaced). I would be happy to drop it off next time I am in the area; it will fit through a letterbox so please could you let me know the best place to return it to.

David Mills Countryside Access Officer

Noted - BR18 has been cleared out a bit to try and make the route a bit better.

Planning Enforcement

Fishing Pond, Bridge Road, Stoke Ferry - The Enforcement Office has written to the registered proprietors of the land and advised them that planning permission would be required and inviting them to make application within 28 days. Further, that any works they carry out from now would be at their own risk. In the absence of a retrospective application, formal enforcement action may be considered expedient.

Lime House Common, Stoke Ferry

A query about the extent of the public highway at the location. This has been lodged with the Legal Orders Team at NCC Highways. They currently have a 12-week turnaround but this is currently being exceeded.

Planning Applications Received Between Meetings

22/02152/F Extensions and alterations at Brindle Cottage 4 Oxborough Road Stoke Ferry King's Lynn Norfolk PE33 9TA. No comments returned 12.12.22

23/00098/CU Retrospective Application: Change of use from Agricultural Offices to Commercial Offices 24th September 2014, no new construction at NRS

Landscape Centre Ltd Unit 4 Boughton Road Industrial Estate Boughton Road North Stoke Ferry Norfolk. 6 responses with no objection returned.

Planning Decisions

22/01740/F Stoke Ferry Saddlers Cottage 5 Oxborough Road Stoke Ferry Norfolk PE33 9TA - Proposed single storey rear extension, replacement flat roof on existing garage and replacement front porch. Application Permitted 5 December 2022 Delegated Decision

21/02247/FM Stoke Ferry Boughton Land Opposite Flint Farm Oxborough Road Stoke Ferry Norfolk - Use of land for standing of shepherd's huts for holiday use with a reception hut, recycling/waste storage and bike storage, landscaping and water treatment plant Application Permitted 15 December 2022 Delegated Decision

22/00219/TREECA Stoke Ferry 9 The Hollow Stoke Ferry Norfolk PE33 9UU - 6 x Sycamores- dismantle due to failing limbs and allow stumps to regenerate. Oak - remove 1 x low limb Tree Application - No objection 22 December 2022 Delegated Decision
22/00220/TREECA Stoke Ferry Millers Cottage Boughton Road Stoke Ferry King's Lynn Norfolk PE33 9ST - Macrocarpa- dismantle, Hedge - reduce upto 1m off, Acer reshape, Beech reduces by 4m, Fir reduces by 4m. Tree Application - No objection 22 December 2022

23/23 To Approve the Minutes of the Extraordinary meeting held on 4 January 2023 and to note matters arising

Cllr Sue Lintern proposed that the minutes were a true and accurate record of the meeting, and they should be signed by the Chair, this was seconded by Cllr Trudy Mann and agreed to by 4 members.

24/23 To Approve the minutes of the Extraordinary meeting held on 8 February 2023 and to note matters arising

Cllr Janet Taylor proposed that the minutes were a true and accurate record of the meeting, and they should be signed by the Chair, this was seconded by Cllr Trudy Mann and agreed to by 4 members.

25/23 To Receive an Update from the Blue Bell Community Pub, and confirm that the report will be given quarterly as it is now up and running

The Blue Bell reported that January and February are tough trading months for all hospitality businesses, but the Blue Bell has responded by new initiatives that also support the community such as kids eating free with an adult in the evenings and an extension of the hot spot initiative.

They continue to secure grants to invest in the premises Princes Trust - to improve services and to extend the hot spot scheme - Tuesday evening games nights with a free buffet will begin soon. Highly profitable events such as the themed wine and food evenings help support our community work too.

They are a very young business and continue to make adjustments and listen to the community and pub users about what they want and need from us.

The Blue Bell's AGM will be earlier this year. They are looking to fix a date in May.

Cllr Lyn Juniper- Solley discussed a recent good use of the business.

26/23 To Receive an Update from the Neighbourhood Plan Working Group

Cllr Andrew Hayward noted that the working group is waiting for the Borough Council to the referendum.

27/23 To Approve Any Action in Relation to the Land Transfer of Limehouse Common

The Clerk noted that there is a 12 week wait for information.

28/23 To Approve the Streetlighting Maintenance Contract (three years)

Cllr Andrew Hayward proposed that the Parish Council continue with the current streetlighting provider, this was seconded by Cllr Stuart Collins and agreed to by all members.

29/23 To Approve Payroll Contract 2023/24

The members considered alternative payroll provision. After a discussion Cllr Andrew Hayward proposed that the Parish Council continue with the current provider for another year, this was seconded by Cllr Stuart Collins and agreed to by all members.

30/23 To Approve Renewal of Scribe Accounting Software 2023/24

It was proposed by Cllr Janet Taylor that the Parish Council should continue with this account software provision, this was seconded by Cllr Trudy Mann and agreed to by all members.

31/23 To Approve Review of the Data Protection Policy and Model Scheme of Publication, to note the Data Protection Audit

A concern was raised and discussed.

It was proposed by Cllr Sue Lintern that the Parish Council should adopt the Data protection policy, Model scheme of publication and note the Data protection audit and agreed to by all members.

32/23 To Approve Appointment of the Internal Auditor for the 2022/23 Accounts

It was proposed by Cllr Andrew Hayward to appoint J Raby, this was seconded by Cllr Stuart Collins and agreed to by all members.

33/23 To Approve Working Group to do the Annual Inspection of Assets

It was **resolved** that Cllr Trudy Mann, Cllr Lyn Juniper-Solley, Cllr Gail Reeve and Cllr Sue Lintern would form a working group to make the annual inspection of assets.

34/23 Register of Decisions Made on Email:

- a) Coronation Event
- b) Blue Bell Letter of Support for their own funding application

It was proposed by Cllr Sue Lintern that these decisions should be formally acknowledged, this was seconded by Cllr Trudy Mann and agreed to by all members.

35/23 To consider further arrangements for the Coronation event, including details for the £200 grant application from NCF

Cllr Lyn Juniper-Solley noted that she has been approached by a business to pay to have a stall at the event, members were happy for this to happen. It was proposed that Cllr Lyn Juniper-Solley should lead the arrangement activities for the coronation event. The members discussed various arrangements, including: the band is booked, and a gin stall, discuss coronation specific activities – crown a prince and princess or kings and queens, bunting from the school. Cllr Lyn Juniper-Solley will put a document together for activities. Cllr Stuart Collins is going to take the lead on the volunteering day of the weekend.

36/23 To consider arrangements to hold a First aid training for public and community organisations

It was proposed by Cllr Sue Lintern that the Clerk should contact the Clerk of Wretton PC to see if members of Stoke Ferry community could be included in training provided by Dr Mack, this was seconded by Cllr Stuart Collins and agreed to by all members.

37/23 To consider replacing/updating the village defibrillator, applying for a £1000 grant towards the cost and details regarding the on going support of the defibrillator

Cllr Sue Lintern noted that the defibrillator was used a couple of times last year and Bonnetts has currently been paying all the costs. Discussed the provision of the support organisation but the current defibrillator would not be good enough. Cllr Janet Taylor was happy to continue to host the defibrillator as the box is still there. It was resolved to replace

the current defibrillator with the more expensive 5-year option. And a grant to pay for this should be applied for. It was resolved the Clerk should check insurance provision of both the service provider and the Parish Councils own. These details were proposed by Cllr Stuart Collins and seconded by Cllr Gail Reeve and agreed to by all members.

38/23 To Approve Payments

It was proposed by Cllr Lyn Juniper-Solley that the following payments should be made in line with the budget, this was seconded by Cllr Andrew Hayward and agreed to by all members.

Payee	Payment for	Net	VAT	Total
Clerk	Month 11	141.60	0.00	141.60
HMRC	HMRC PAYE Month 11 2023	35.40	0.00	35.40
Bonnetts	Invoice 20162 bin bags gate items	32.22	6.44	38.66
Village Caretaker	DL112 General work	100.00	0.00	100.00
CGM	Grounds Maintenance Inv 252196	94.11	18.81	112.92
Scribe accounting	Inv 3668	345.60	69.12	414.72
SF Timber LTD	Gate timber Inv No 10.1.23	116.90	23.38	140.28
Lime light signs	CLS 001141 Hump top sign	83.97	16.79	100.76
Village Caretaker	DL118 Gate repairs	180.00	0.00	180.00
HMRC	HMRC PAYE Month 10 2023	39.60	0.00	39.60
Clerk	Month 10	166.50	0	166.50

38/23 To consider items of concern & matters from the Chair or Councillors that need to be considered before the next meeting that were received after the publication of the agenda

Cllr Sue Lintern reported that a notice had been placed in the Village Pump to acknowledge all the support from Kit Hesketh-Harvey to the village and to pass condolences to his family.

Blue Bell – Lyn Juniper-Solley aimed questions at Cllr Colin Sampson regarding a number of matters, he agreed to investigate these matters. It was also noted the service at the local doctors was very good. Cllr Janet Taylor is a member of the patient group so if there are issues members would like to be raised, she will do that.

Cllr Andrew Hayward thanked Parish Council members for their support for hampers and financial support.

39/23 To receive items for next month's agenda and note forward items

Payroll Procedure Review – March 2023 (four year review)

Audit Procedure Review – March 2023 (four year review)

Review of Co-option Policy – Feb 2023 (four year review)

Review of Complaints Policy – Feb 2023 (four year review)

To consider extending the area at the cemetery for ashes internment and extending the footpath towards the end of the plot

40/23 To Approve the Next Meeting will be the Ordinary Parish Meeting on Wednesday 15th March 2023 at 7.00 pm in the Stoke Ferry Village Hall