

STOKE FERRY ORDINARY PARISH COUNCIL MEETING
Minutes of the Ordinary Meeting held
On **Wednesday 15th March 2023 at 7.00pm**
Held in the Stoke Ferry Village Hall, Lynn Road, Stoke Ferry

41/23 To record the names of those present

Cllr Janet Taylor – Chair of the meeting
Cllr Gail Reeve
Cllr Andrew Hayward

County Cllr Martin storey
One member of the public

42/23 Openness and transparency notice

The Parish Council meeting will be voice recorded.

43/23 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.

44/23 To receive and consider acceptance for apologies of absence

It was **resolved** to accept apologies from Cllr Donna Stoking, Cllr Mandy Leamon, Cllr Sue Lintern, Cllr Trudy Mann, Cllr Lyn Juniper-Solley, Cllr Stuart Collins and Cllr Donna Stoking

45/23 To receive declarations of interest from members or to note dispensations where applicable

Cllr Reeve declared an interest in village hall matters.

46/23 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).

There were no comments given by the member of the public present.

47/23 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance

Martin Storey discussed:

- The County deal proposal.

The Clerk noted that an information session had been held recently and the Officer from NCC provided information.

48/23 To approve the Minutes of the Ordinary Meeting held on 22 February 2023 and to note matters arising

Cllr Hayward proposed that the minutes were a true and accurate record of the meeting, this was seconded by Cllr Reeve and agreed by Cllr Taylor. It was **resolved** to sign the minutes as a true and accurate record of the meeting.

Matters Arising

PROW

BR8 – Concern raised by parishioner about the condition – this has been inspected by the Area Technician who has advised that it does not meet the intervention criteria and therefore they will not be doing any repair works at this time.

Highway issues

Renewing of white lines at junctions around the village and the repair of the dip in the road on Bridge Road have been requested. These have been passed to the technician to order these works. The lining order goes to the contractor in April and a further one in August. The technician will try and fit these in during the first order but will depend on priorities.

Stoke Ferry Mill update

Members were presented with a report from D Elson, Group Health, Safety & Environment Manager for 2Agriculture Ltd. The main issue that he would like relayed to parishioners is that if there is any issue they would like to raise with the company, they would like the public to make contact on the landline 01366 502374 where any issue will be dealt with promptly and thus avoiding the unnecessary risk of walking through the active yard area. A further to this the next Liaison meeting has been scheduled for 29th March.

Playing Field Pavilion Building

The Borough Council Health & Safety Officer asked to see the Electrical Installation Condition Report, as concerns had been raised during the month. The certificates have duly been provided and they are awaiting the fire regulation certificates so they too can be provided.

Cemetery training

The Clerk noted she will be attending cemetery training provided by Norfolkcalc, on 24th April.

Summary of Audit Fees

2021/22

£3192.50

2022/23

£50.00

21/22 by-election £2791.44

First Aid training

Dr Mack is looking into this as it was someone from St Johns ambulance that provided the training previously.

49/23 To receive an update from the Neighbourhood Plan Working Group

The Examiner has accessed the Neighbourhood Plan and has raised some questions regarding charitable land. Cllr Taylor maybe be able to help with answering some issues about land location. The location of land was discussed at length.

50/23 To approve any action in relation to the land transfer of Limehouse Common

No further action required at this time.

51/23 To consider sources of funding for a handrail at bottom of BR18 – NCC Members fund and NCC Parish Partnership funding

It was agreed this would be considered ready for the December 2023 application.

52/23 Register of decisions made on email:

There were no decisions made via email during the month to be considered.

53/23 To consider plan progress for the Coronation Event

Cllr Juniper-Solley not present to give a report on progress.

54/23 To review payroll procedure

It was agreed this would be considered at the next meeting when more councillors are present.

55/23 To review Audit Procedure

It was agreed this would be considered at the next meeting when more councillors are present.

56/23 To review of Co-option Policy

It was agreed this would be considered at the next meeting when more councillors are present.

57/23 To review of Complaints Policy

It was agreed this would be considered at the next meeting when more councillors are present.

58/23 To consider extending the area at the cemetery for ashes internment and extending the footpath towards the end of the plot

The members discussed why this action would be necessary. Cllr Reeve proposed that Cllrs need to do a site visit, this was seconded by Cllr Hayward and agreed to by Cllr Taylor. Cllr Taylor to go and take pictures and circulate beforehand to assist with this. It was resolved to undertake a site visit and consider this item again at the next meeting.

59/23 To consider planning matters:

Applications:

23/00343/F

Demolition of existing rear porch extension, erection of a single storey rear extension, alteration of a window to the rear of the house to form a new door, insertion of two windows to the side elevation and installation of flush integrated photovoltaic panels to the south facing slope of the existing slate roof. At Godsold House Lynn Road Stoke Ferry PE33 9SW – deadline 4th April 2023

After consideration of the particulars, Cllr Reeve proposed the application be supported, this was seconded by Cllr Hayward and agreed to by Cllr Taylor.

It was **resolved** to support application 23/00343/F.

Decisions:

There were no decisions to consider since the last meeting.

Correspondence:

Notification of New Property Addresses a residential houseboat and lodge: (The Water Rail, River Walk) and (Rhododendrons, Greatmans Way), Stoke Ferry. Cllrs consider this notification and requested the Clerk seek further clarification of the eligibility to be at this location.

60/23 To consider financial items

a. Balance at bank as at 8th February 2023

UTB - £33,429.79

b. To consider income

No income banked or received between 1st February 2023 and 8th March 2023.

c. To consider amounts for payment

Payee	Regards	Net	VAT	Gross
D Limbert	General caretaking/Gardening	100.00	0	100.00
BCKLWN	5 dog waste bins	433.33	86.67	520.00
Clerk	February	378.70	0	378.70
HMRC	PAYE/NIC	4.80	0	4.80
N Power	Street lighting electric	77.18	3.86	81.04
A Water	Cemetery water (bill due 15th)	11.90	0	11.90
SF Village Hall	For: 8/2, 22/2 and 15/3 PC meetings (invoice not received yet)	55.00	0	55.00
Bequality	Website hosting	30.00	0	30.00
BCKLWN	Non – domestic rates	0	0	0
Compass Point	Neighbourhood plan consultant	400.00	0	400.00

Cllr Hayward proposed that the payments should be made, this was seconded by Cllr Taylor and agreed to by Cllr Reeve.

61/23 To receive urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items

To consider the results of the examination of the AGAR report

Cllr Taylor went through the External auditors reports from the objections to the 2020/21 and 2021/22 AGAR

Our decisions following consideration of the accepted objections under Step 3 of the National Audit Office's Auditor Guidance Note 04 are set out below:

Objection 1 to 2020/21: Objection to the asset valuation in Box 9.

Findings: This objection relates to an item of account in the Accounting Statements. We note that the asset register on the website shows a £2 discrepancy from the Box 9 figure due to the inclusion of two pieces of land valued at £1 nominal value each. We note that the complete value is recorded in the Box 9 figure on the 2021/22 AGAR but again the comparative figure has

not been restated. We note that the Council undertook a review of its assets during 2021/22 and has published its asset valuation policy on the website.

Conclusion: We uphold this objection but are not minded to raise reporting matters in our external auditor reports on the 2020/21 and 2021/22 AGARs in respect of this matter, since the discrepancy is only £2.

Objection 2 to 2020/21: Objection to the approval for a donation of £10,000 to the Blue Bell community pub campaign.

Findings: This objection relates to the response given in Assertion 2 of the Annual Governance Statement and an item of account in Box 6 of the Accounting Statements. We note that the Council sought and followed advice from the Norfolk ALC regarding dispensations for members of the Council that held shares in this community benefit organisation in respect of the approval vote. We have seen no evidence to suggest that the approval of the donation was unlawful. We note that the Council holds the General Power of Competence and in our view did not act outside its powers.

Conclusion: We do not uphold this objection.

Objection 3 to 2021/22: Objection to the Boxes 3 and 6 figures on Section 2 of the 2021/22 AGAR – specifically in respect of a £10,000 grant received from the Norfolk Communities Foundation and the distribution of that grant during the year.

Findings: This objection relates to items of account in Boxes 3 and 6 of the Accounting Statements. We note the comments of the grant provider (Norfolk Community Foundation) in respect of the Council's procedures for identifying grant recipients within the parish. We further note that the Council has since successfully applied for two further rounds of Household Support Grant which has been distributed within the parish. In our view, there is no evidence to suggest that this income has been incorrectly applied or accounted for. The grant funding has been used for the purpose which it was intended, i.e. to assist a significant number of households with food boxes (and later funding provided assistance with fuel payments). In our view, this expenditure would also be valid using s137 spending powers (Class 9 – social welfare); however, in this case the Council holds the General Power of Competence and in our view did not act outside its powers.

Conclusion: We do not uphold this objection.

A member reported a light out on Indigo Road outside number 9 – Clerk to report to lighting contractor.

A member noted that the white village gates need to be cleaned, pressure washed and painted, could have some metal sleeves made to protect them. It was agreed this would be considered at the April meeting.

All the signs need cleaning by the Highway Rangers and the white gates – Clerk to forward details to the Highway Rangers.

A member noted the stone mason work on the wall at the Mill. Cllr Taylor to raise the concern with Cllr Lintern.

62/23 To approve next meeting will be the Ordinary Parish Meeting on Wednesday 19th April 2023 at 7.00 pm in the Stoke Ferry Village Hall

Close at 8.30pm