

**STOKE FERRY ORDINARY PARISH COUNCIL MEETING**  
Minutes of the Ordinary Meeting held  
On **Wednesday 19<sup>th</sup> April 2023 at 7.00pm**  
Held in the Stoke Ferry Village Hall, Lynn Road, Stoke Ferry

**63/23 To record the names of those present**

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

Gail Robinson – Clerk and RFO  
3 members of the public

**64/23 Openness and transparency notice - The Parish Council record the meeting.**

**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.**

3 members of the public.

**65/23 To receive and consider acceptance for apologies of absence**

It was **resolved** to accept apologies from Cllr Mandy Leamon and Cllr Stuart Collins.

**66/23 To receive declarations of interest from members or to note dispensations where applicable.**

The following declaration on interests were made  
Cllr Reeve - village hall  
Cllr Taylor – Thomas B Bonnett (Payments)  
Cllr Hayward - Parish Partnership fund

**67/23 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).**

Parishioner Dave Robinson was welcomed to the meeting and has been elected to the Parish council from May.

A parishioner noted that a dog bin post near fish and chip shop has been knocked over and seems to have been like that a while. Cllr Taylor agreed to have a look the bin and report back to the council.

A parishioner noted that Bridleway 18 finger post has gone. David Mills is going to look at this later in the year. Cllr Lintern noted this will go onto the December 2023 Parish Partnership scheme to put a railing onto this area. It was noted that there are staggged gates at the bottom of this bridleway.

A parishioner discussed Internet broadband roll out for the village, this was discussed with the Councillors.

A parishioner reported a pothole in front of the school and by the bus shelter – Clerk to report.

A parishioner noted that the dip in the road on Bridge Road still has not been resolved - clerk to follow this up again.

**67/23 Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance**

Not present.

**68/23 To approve the Minutes of the Ordinary Meeting held on 15<sup>th</sup> March 2023 and to note matters arising**

Cllr Taylor 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 Reeve and Cllr Hayward agreed as the only other Cllr present at that meeting.

**Matters arising**

In response to a parishioner's query, the total cost to the village arising from a regular vexatious complainer are given below:

**Summary of Audit and related Fees paid over recent years**

**2018/19**

Solicitor £707.04

Auditor fees £290.00

**2019/20**

Auditor fees £50.00

**2020/21**

Solicitor £1,500.00

Auditor fee £50.00

**2021/22**

Auditor fees £3192.50

**2022/23**

Auditor fees £50.00

Plus, cost for Clerks time £948.00

**Audit amounts to be paid as authorised at item 80/23**

**2020/21 accounting period**

Auditor fees £1341.90

**2021/22 accounting period**

Auditor fees £1581.90

**TOTAL £9710.84**

**Notification of New Property Addresses a residential houseboat and lodge: (The Water Rail, River Walk) and (Rhododendrons, Greatmans Way), Stoke Ferry**

Query submitted as no planning permission sought for this property prior to notification. Update – These are both under investigation, as per request last month – new address correspondence received:

23/00196/UNAUTU – Rhododendrons  
23/00197/UNAUTU – The Water Rail, River Walk

Cllr Lintern noted this is across the bridleway, from the mooring.

### **Common land**

Solicitor has asked about the valuation being completed. Waiting for highways to confirm the exact boundary line at the point where the common land and highways meet. Valuation quote has been received and landowner is going to pay this.

### **Planning considered during the month.**

23/00092/F The siting of 30 '20 foot' containers for local storage (Part-retrospective) at Stoke Ferry Timber Ltd Boughton Road North Stoke Ferry KINGS LYNN

Norfolk – deadline 6<sup>th</sup> April 2023

Supported by: five councillors support, response given 4/4/23.

23/00125/CU A change of use from an outdoor storage area and lorry park for agricultural use, to an outdoor storage area for commercial and personal use (retrospective) at Stoke Ferry Timber Ltd Boughton Road North Stoke Ferry KINGS LYNN Norfolk – deadline 6<sup>th</sup> April 2023

Supported by: six councillors support, response given 5/4/23.

### **Payment error**

Minute reference 38/23

Payment to Lime light signs £100.76 had already been paid. This has now been repaid back to SFPC.

### **First Aid training**

Clerk made inquiries with St John's Ambulance, First Line Response and A2B training Ltd. Enquires made about having a First Aid at work course, combined with AED training as considered to be the most appropriate for most people's needs, which would be held in SF village hall. The only response the Clerk received was from St John's Ambulance. Councillors considered the quote received and felt it was too high and further quotes should be obtained.

### **Training**

Just a reminder that there are some free training sessions coming up that you should consider attending. Let me know if you would like me to book anything.

### **69/23 To receive an update from the Neighbourhood Plan Working Group From last month**

The working group responded about the charity land queries and all the questions raised were answered. The examination continues, as the Parish Council has responded to the Michael Burton. Expect referendum to take place the end of July. The examiner did have to answer an objection that has been resolved some while ago.

**70/23 To approve any action in relation to the land transfer of Limehouse Common**

Cllr Lintern noted that a working group walked round the common land to look at boundaries. Main boundaries are with Anglian Water and Environment Agency, which need to be confirmed further. Still waiting to hear back from Highways, which could take up to 12 weeks.

**71/23 Register of decisions made on email:**

To approve payment to resolved NP questions - £320 per hour, total £400.00. Cllr Lintern proposed that this decision should be approved, this was seconded by Cllr Hayward and all councillors were in favour.

**72/23 To consider plan progress for the Coronation Event**

Cllr Juniper-Solley noted that everyone that have committed to do things for the event already. It has been hard to get activities, as many have been booked out already. Blue bell cannot get staff. Band, BBQ and fate games have been booked. Crowns will be given out and hobby horse racing to happen. Waiting to hear back if someone can bring classic cars. Poster to go out asap to advertise the event. There is some sport equipment that can be left out for people to enjoy. There will be a name the dog, stuffed toy competition. Suggested that money raised could go to a charity in the village. Cllr Juniper-Solley suggested that any money raised could be split between all charities taking part. Cllr Reeve is going to see if the Village Hall is going to do a raffle for the Sunday. The Parish Council was successful in obtaining the £200 grant from Norfolk Community Foundation to be spent on the event.

**73/23 To consider plans to extend garden of remembrance**

The members considered the two photos taken which were circulated during the month. Noted that the 'spoils' needs another fence panel to hide this area. Suggested willow fence/hedge or planted hedge that will be less expensive and could get a grant for. Agreed to get a quote for the willow fence from Mr Crow. Cllr Stoking to put some hazel whips at the front of the cemetery hedge. It was agreed an 'L' shape extension and it needs to be marked out. The village handyman will come and mark this out. It was agreed that Cllr Mann, Cllr Stocking, Cllr Taylor and Cllr Lintern would be on the cemetery working group.

**74/23 To review payroll procedure**

The councillors considered the payroll procedure and **resolved** that no changes were necessary.

**75/23 To review audit procedure**

The councillors considered the audit procedure. It was proposed by Cllr Lintern that no changes were necessary, and the procedure should be adopted for another four years. This was seconded by Cllr Hayward and agreed by everyone.  
Clerk to check external auditor exemption rules.

**76/23 To review co-option procedure**

The Clerk suggested a couple of changes to encourage higher expectations of use of technology in new councillors. Once this change was made it was resolved to adopt this procedure for another four years.

**77/23 To review complaints policy**

The councillors considered the complaints policy and resolved that no changes were necessary, and it should be adopted for another four years.

**78/23 To consider planning matters:****Applications:**

23/00061/TREECA Stoke Ferry

570259 300384 T1 And T2 - Ash. Reduce or pollard as overhanging my roof and chimney and are also beginning to break and damage the neighbouring property. Current height approximately 35-40ft reducing by approximately 35% after removing damaged and or dangerous limbs. Hillcrest, 5B Furlong Road, Stoke Ferry. Councillors were not invited to consider this application.

Member noted a pig farming unit application and discussed their concerns. Concern about volume of traffic movement. Accommodation suggests it will not provide local employment. Between Whittington and Munford are triple SSSI verges – highway has marked them as such.

Safety Concerns about passing traffic of the Icen school.

In case of major incidents, then heavy vehicles would go through small villages. Concern about the control of smell and noise in the area. It was proposed by Cllr Stoking that the Parish Council should object to this planning application, this was seconded by Cllr Juniper-Solley, and all agreed.

**Decisions:** None to consider.

**Correspondence:** None to consider.

**79/23 To consider financial items**

**Balance at bank as at 31<sup>st</sup> March 2023** £31,810.15

**To consider income** Precept £14,680.00 received 12<sup>th</sup> April

**To consider amounts for payment**

Payee	Regards	Net	VAT	Gross
ICO	Data protection subscription	35.00	0	35.00
TB Bonnett	Paint, post mix for gate 20220	58.02	11.60	69.62
CGM	Grounds maintenance 253461	177.20	35.44	212.66
Clerk	March	312.12	0	312.12
HMRC	PAYE/NIC	70.60	0	70.60
DL Garden services	General garden work DL120	100.00	0	100.0
Norfolkalc	Subscription	279.41	0	279.41
N Power	Street lighting Elec	85.08	4.25	89.33
PKF	AGAR review to 310321	1118.25	223.65	1341.90
PKF	AGAR review to 310322	1318.25	263.65	1581.90
Village hall	PC meeting 190423	20.00	0	20.00

Cllr Juniper-Solley proposed the above payments should be made, this was seconded by Cllr Hayward, and all agreed.

Norfolkalc have said they will give 50% off the cost of training, Clerk to investigate further details of this offer.

Clerk to recirculate the budget agreed for the financial year 23/24.

#### **Defibrillator costs**

It was **resolved** to take up the Theft cover for the new defib at the cost of £250 but not the public liability cover as the Parish Council's existing insurance will do that.

#### **80/23 To consider all the payments related to the external audit**

2020/21 £1341.90

2021/22 £1581.90

It was proposed by Cllr Stocking that these payments should be made, this was seconded by Cllr Hayward, and all agreed. Cllr Lintern noted that the total audit fees at item number 68/23 includes solicitor and election fees.

#### **81/23 To consider accepting the Parish Partnership grant offer for 2023/24 £2,500**

This item was considered after item 83/23

It was proposed by Cllr Lintern that the Parish Council should accept the grant offer of £2,500. This was seconded by Cllr Taylor, and all agreed.

Cllr Hayward will arrange the extra walk extensions to be included in the booklet.

#### **82/23 To consider the final external auditor report for year 2020/21 and note the receipt of the external auditors certificate for year 2020/21**

The councillors considered the final external auditors report for 2020/21. The report has been displayed on the website and village notice board. It was proposed by Cllr Juniper-Solley to accept the report, this was seconded by Cllr Taylor, and all agreed.

#### **83/23 To consider the final external auditor report for year 2021/22 and note the receipt of the external auditors certificate for year 2021/22**

The councillors considered the final external auditors report for 2021/22. The report has been displayed on the website and village notice board. It was proposed by Cllr Juniper-Solley to accept the report, this was seconded by Cllr Taylor, and all agreed.

#### **84/23 Annual Review of Land Rent – Cemetery Extension Land**

This is a reminder to send the invoice.

#### **85/23 To receive urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items**

Cllr Hayward noted that budget for locality has been spent as necessary, so there may be some money to return. Cllr Hayward will reapply if possible and if needed.

Cllr Hayward noted that a carving club has been started in the village. He noted that the club can put things together such as picnic tables and bird boxes. They will take pallets that can be used for various items.

Cllr Stocking discussed the cemetery noting that the gravel still needs a top up. It was agreed the handyman will be able to do this in his hours. Cllr Lintern to follow this up.

Cllr Reeve noted the light on Indigo Road is still not working. Clerk to report. Cllr Reeve noted that there has been a request from a parishioner for a dog bin to be placed near the cemetery. This was discussed. It was decided that all Borough Council emptied bins should have a poster on them noting that dog waste can be placed in them, and Mr Stannard should be asked if the Parish Council can put the posters on the bins he empties. Clerk to action.

Cllr Taylor noted that there is a problem with the keep left sign on the Lynn Road junction with the A134. Cllr Taylor to provide details for the Clerk to report if necessary.

Cllr Taylor noted that she is now on the local surgery patient participation group. Cllr Taylor noted that there are now spaces for more patients as they have another doctor.

**86/23 To approve next meeting will be the Ordinary Parish Meeting on  
Wednesday 17<sup>th</sup> May 2023 at 7.00 pm in the Stoke Ferry Village Hall  
Wednesday 17<sup>th</sup> May 2023 at 6.30pm Annual Parish Meeting**

It was agreed the Clerk would send out requests to community groups to attend and provide a report of their previous year's activities.

As there was no further business the meeting closed at 9.10pm.