

**STOKE FERRY ANNUAL PARISH COUNCIL MEETING**  
Minutes of the Annual meeting held  
on **Wednesday 17<sup>th</sup> May 2023** at 6.45pm  
Held in the Stoke Ferry Village Hall, Lynn Road, Stoke Ferry

**87/23 To record the names of those present**

Cllr S Lintern – Chair, Cllr T Mann, Cllr J Taylor, Cllr D Stocking, Cllr L Juniper-Solley Cllr A Hayward and Cllr G Reeve and Cllr D Robinson

**88/23 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 are asked to only speak when they are permitted to do so.**

Those present noted that notice.

**89/23 Election of Chair and Vice Chair (Chair and Vice Chair to sign the Declarations of Acceptance of Office)**

Cllr J Taylor nominated Cllr S Lintern to be elected as Chair, this was seconded by Cllr D Stocking. There were no other nominations. All in favour that Cllr S Lintern should be elected as Chair.

Cllr J Taylor nominated Cllr T Mann to be elected as Vice Chair, this was seconded by Cllr G Reeve. There were no other nominations. All in favour that Cllr T Mann should be elected as Vice Chair.

**90/23 To receive and consider acceptance for apologies of absence**

It was resolved to accept apologies from Cllr S Collins

**91/23 All Councillors ask to sign the Declaration of Acceptance of Office (First meeting after an election)**

All councillors signed a Declaration of Acceptance of Office.

**92/23 To receive declarations of interest from members or to note dispensations where applicable**

Declaration of interest were received from:

Cllr S Lintern – item 103/23

Cllr J Taylor – item 103/23

Cllr G Reeve – item 103/23

**92/23 To approve the Minutes of the Ordinary Meeting held on 19<sup>th</sup> April 2023 and to note matters arising (Clerk's Report)**

Cllr S Lintern proposed that the minutes were a true and accurate record of the meeting. This was seconded by Cllr J Taylor. There was one abstention and all other councillors agreed. It resolved that the minutes should be duly signed by the Chair.

### **Matters Arising Common Land**

The Clerk reported that information including boundary maps, ownership details, responsibility expectations and other information had been received from Highways, Anglian Water and the current owner. The Clerk is still waiting for feedback from the Environment Agency.

### **Land at rear of Buckenham Drive**

The Senior Valuer at BCKLWN has noted that a comprehensive survey needs doing and is looking to have this done at the end of the month.

### **CGM**

The Clerk noted that she has continued to complain about work that has not been completed and sent photographs showing the complaints.

### **Defibrillator**

The Clerk noted that the £1000 grant from NCF is only available on defibrillators purchased from London Heart. The grant application is ready to go, but just waiting for additional information about the cost of the cabinet and then the application can be submitted.

### **Footpaths**

T Hunt kindly provided an update on all footpaths, including details of routes walked, wooden signposts and details of work that needs following up on. It was noted that those walking past Wretton Farmhouse on Wretton RB 7 need to keep to the fence.

### **First Aid course**

The Clerk provided further information for a first aid course to be held in the village for representative from village organisations to attend.

### **Dog waste bins**

Posters have been put on ordinary bins to say dog waste can be put in them.

### **Keep left sign**

The Clerk confirmed that will be repaired.

### **Councillor training provided by Norfolkalc**

The Clerk provided details of cost and provision for the Councillors. It was agreed that a whole council training session should be booked for a Tuesday in October.

### **Cemetery**

After meeting the working group met at the cemetery to consider the remembrance garden and path extension, quotes continue to be sought for the work.

**93/23 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 noted the footpath from School Lane to Wretton is over grown with stinging nettles, this is a highways footpath. Cllr Lintern to report.

A parishioner asked about the defibrillator and this was briefly discussed.

**94/23 Cllr Sue Lintern (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance Cllr M Storey congratulated Cllr Lintern on her election as Ward Councillor for Wissey.**

**Cllr Storey gave a reported:**

- New leader at County Hall is Key Mason Billig
- Fire service attendance details
- 4000 attended programs in libraries

Cllr Mann asked about the Planning applications that Parish Councils want to object to, noting a particular application. Feltwell did not make a comment. Methwold have objected. An interest group has been formed and came to Feltwell Parish Council meeting. Anyone can contact Clare Dorgan the case officer. Three consultees are not satisfied with the information provided, therefore there will be more information to be provided. Cllr Storey provided facts about the case. All planning matters are on the planning portals. Cllr Storey noted how the application is published. Hopefully a public meeting will be held so that the public can address questions. And a representative can attend that meeting.

**Cllr Lintern as Borough Councillor reported:**

Cllr Lintern congratulated Cllr Storey on his election.

Cllr Lintern thanked Cllr Sampson the previous Borough Councillor for 16 years of support.

Cllr Lintern noted that new administrations and committees will be confirmed tomorrow. Cllr Lintern outlined her aims, noting she would like to see more support with dealing with vexatious behaviour. On Thursday bedding plants can be collected from St James Park in King's Lynn between 10am and 12 noon for free.

Cllr Mann asked Cllr Storey about a planning application regarding village hall 23/00605/O and how it is not right, considering the application history. This matter was discussed.

**95/23 To undertake Council administration**

**a) To note: Annual Review of Declaration of Interest (Pecuniary and Non-Pecuniary) (by end of May 2023)**

Councillors duly completed their declarations of interest forms.

**b) To note the Annual Review of Dispensation Requests**

Councillors duly completed their dispensation request forms.

- c) To approve adoption of the Model Code of Conduct**  
Cllr Lintern proposed that the Model Code of Conduct should be adopted by the Parish Council. This was seconded by Cllr Mann and all were in favour. It was **resolved** to adopt the Model Code of Conduct.
- d) To approve meeting dates up to May 2024: 21 June, 19 July, no meeting August, 20 Sept, 18 Oct, 15 Nov, 20 Dec, 17 Jan, 21 Feb, 20 March, 17 April and 15 May – including Annual Parish Meeting and Annual Parish Council Meeting.**  
Cllr Lintern proposed that proposed meeting dates should be approved. This was seconded by Cllr Robinson and all were in favour. It was resolved to approve the meeting dates.
- e) To confirm return of Election Expenses forms**  
Councillors duly completed their Election expenses forms.
- f) To review and approve Standing Orders**  
The Clerk noted that all items relating to Covid 19 had been removed and no other changes were necessary. Cllr Juniper-Solley proposed that the Standing Orders be adopted. This was seconded by Cllr Taylor and all were in favour. It was resolved to approve the Standing Orders.
- g) To review and approve Financial Regulations**  
The Clerk noted that an appendix document had been added to be used when payments are being made by Councillors for items, when an invoice is not received. Cllr Lintern proposed that the Financial Regulations be adopted. This was seconded by Cllr Juniper-Solley and all were in favour.
- h) To review and approve Asset Register**  
Councillors went through the Asset Register presented by the Clerk and updated it where necessary to show the items purchased or disposed of in the year.  
Councillors discussed the local BT phone box. Clerk to establish ownership and ask for it to be repaired by BT if it is still owned by them.
- i) To approve annual Insurance quote 2023/24**  
Councillors discussed the insurance quote for 2023/24. Cllr Lintern proposed that the quote be accepted. This was seconded by Cllr Juniper-Solley and all were in favour.
- j) To review authorised bank signatories/online banking authorisation**  
The Clerk noted the current signatories. It was resolved that an ex councillor should be removed. It was proposed by Cllr Taylor that Cllr Mann should be added as a signatory. This was seconded by Cllr Stocking and all were in favour.

**k) To approve bank accounts/reconciliation Year ended 31.3.23**

Councillors considered the end of year bank reconciliation and resolved to approve. Balance £31,810.15.

**l) To approve the Annual Accountability Governance Return (AGAR) Audit 2022/23 in order defined within the document and accompanying information due to return to the External Auditor**

Cllr Lintern read all items in section one.

Cllr Lintern proposed that each item in section one of the AGAR be indicated positively on each account as shown on the form. This was seconded by Cllr Taylor and all were in favour. It was resolved to make these positive indications.

Cllr Lintern proposed that the presented section two of the AGAR be approved. This was seconded by Cllr Taylor and all were in favour. It was **resolved** to approved section two of the AGAR.

Councillors considered the explanation of variances.

**m) To restate the General Power of Competence**

Cllr Lintern noted that the Parish Council qualified for GPC because the Clerk is Cilca qualified and 2/3 of the council was elected.

It was **resolved** to confirm the qualifications necessary for GPC and for the council to re-state their General Power of Competence. This statement will remain until the next election.

**96/23 To consider and approve Stoke Ferry Members Allowance 2023/24**

It was **resolved** to consider this item again next year as it would not be taken up this year.

**97/23 To receive an update from the Bluebell campaign group**

The purchase and renovation of the Blue Bell amounts to an investment of more than £350,000 in our local economy - research shows this is the equivalent of more than £3million of social value to our communities. As we continue to win grants and other financial support for our work, that investment continues to grow. The Blue Bell is now close to completing its first twelve months of trading fully as a café, pub and community hub. Accounts for the financial year to 1st April 2023 are in preparation and the intention is to hold an annual general meeting of the shareholders over the summer. The Pub has already created two full-time and four part-time jobs as well as employing two local cleaners. Another full-time role is also being created to take on some of the managerial duties currently delivered by committee members. We also use local suppliers wherever possible. Around 30 locals volunteer regularly to run the café or pub services. New volunteers are always joining and are always needed, to make sure we do not place too much burden on each person. The current committee is made up of Linda Curd David Deathe Ray Edwards Alan Lury Sandra McNeill Debbie Edwards is a co-opted member, and the committee is chaired by Stephen Ward. There will be another election to Committee membership at the time of the next Annual General Meeting. Before the AGM, there will be an event for anyone who

wants to find out more about the operation of the Blue Bell as a community enterprise. The pricing of café and pub food as well as non-alcoholic and alcoholic drinks aims to be as inclusive as possible, always offering great value home-cooked food using local ingredients wherever possible. Some of our activity, such as the themed dinners and our highly-regarded catering for events such as birthdays and wakes – help ensure that the community work can continue to develop. In the colder months, the Blue Bell operated as a community hotspot to help people reduce their home heating bills. As well as being a hub for village life, bringing everyone together to celebrate events from Christmas to the King's coronation, other community activity continues to develop at the Blue Bell. The two course lunches including tea or coffee for under a tenner for the over-60s on Thursdays are popular. The daytime cafe is the home of the local walkers' group, which meets every Monday and the local history group that meets on Tuesdays. The art friends group also meets there on Tuesdays and there is a craft club every Wednesday. One Wednesday each month sees a book group meeting at the Blue Bell. As well as hosting the village crib team – which was victorious in its first season – Tuesdays also see a regular games night. The village market stall will open again this summer. The Blue Bell is still a young enterprise, and we expect that it will continue to evolve in response to demand from villagers. The response from visitors – including groups staying in local Airbnb properties - has been very positive, with some even saying they will come back to Stoke Ferry because of the Blue Bell. Many locals tell us that they have made many new friends thanks to the Blue Bell and women in particular value its safe and welcoming atmosphere. We are also way ahead of most other venues in terms of access for disabled people. So, the Blue Bell seems to be succeeding in its core mission of supporting community cohesion.

**98/23 To receive an update from the Neighbourhood Plan Working Group**

Cllr Hayward reported:

The draft Neighbourhood Plan was passed to the assessor for review. The assessor made several recommendations for clarification within the plan and the Working Group were in agreement on all points. The assessor then presented a final report to Michael Burton from BCKLWN with the recommendation to go to Referendum.

Michael Burton from BCKLWN is looking at July for the referendum but still needs a firm date.

The next piece of work for the Group is to produce the Referendum version with all of the Examiner's changes included. We will be guided by the Consultants.

The good news is the Neighbourhood Plan (as amended) will now have weight in any decision-making.

Financials - We have now compiled the invoices for the year 2022/2023 and will be submitting the final end of year report to locality. Cllr Hayward will provide the total amount when confirmed with Locality.

A quotation from the consultants has been requested to cover the remaining work. Once received Cllr Hayward will apply for any available grant funding. More details next month.

It was proposed by Cllr Lintern the consultants would be asked to prepare for a referendum in July. This was seconded by Cllr Taylor and all were in favour. It was **resolved** the consultants would be asked to do this.

**99/23 To consider for approval any action in relation to the land transfer of Limehouse Common**

The members considered the maps provided by Highways to establish the boundaries. It was felt these were unclear. It was **resolved** the Clerk should seek a site meeting with Highways. Recent correspondence from Anglian Water regarding fencing was discussed. It was agreed the Clerk would make contact with the adjacent land owner to arrange a site meeting to look at boundaries with them.

**100/23 Register of decisions made on email to be ratified at the meeting**

There were no decisions made during the month.

**101/23 To consider adding names to the war memorial**

Cllr Juniper-Solley explained that maybe there were some names read out during the Remembrance event, but they are not recorded on the war memorial. Cllr Juniper-Solley to find out more details from the local history group.

**102/23 To consider planning matters:**

Applications: 23/00605/O/

To be called in by the Borough Councillor.

Outside development boundary.

Being built on exception land.

Got a TPO large tree, there is another tree about 15 year old that needs TPO. Believe there is a S106 Cllr Lintern has made enquiries about this. Open space was given to the village in 2011. Objecting and will add further comments after further investigation after the meeting.

Cllr Mann proposed that the application be objected to, this was seconded by Cllr Taylor. Cllr Lintern abstained, and all other councillors objected.

Decisions:

23/00066/TREECA Stoke Ferry Sewage Treatment Works Bridge Road Stoke Ferry Norfolk - T1 alder. Work from ground level to cut down all the tree branches overhanging the site and overhanging the site inspection chambers. cutting the branches back to the trees main trunk or back beyond the boundary fence line, working up to a height of 5m.

Tree Application - No objection 25 April 2023

Correspondence:

Notification of New Property Addresses residential houseboats:

The Couch and The Slipway, River Walk, Stoke Ferry. – chase with planning permission.

**103/23 To consider financial items**

The Clerk reported the following items

**Balance at bank as at 30<sup>th</sup> April 2023** UTB - £46,496.78

**To consider income**

Precept £14,680.00

**To consider amounts for payment**

Payee	Regards	Net	VAT	Gross
S Lintern	TEN	21.00	0	21.00
EWing	Payroll 2022/23	100.00	20.00	120.00
SFVH	Hall Hire 19 April 2023 Inv 55	20.00	0	20.00
Zurich	Insurance for SF Playing Field Trust	1286.46	0	1286.46
BHIB	Parish Council	652.13	0	652.13
NorfolkALC	Cemetery training	30.00	6.00	36.00
Thomas B Bonnett	Compactor sack 20426	5.20	1.04	6.24
A Stannard	Bin empty 030423	35.00	0	35.00
Westcotec	Lighting maintenance	92.64	18.54	111.18
CGM	Grounds maintenance	176.94	35.39	212.33
D Limbert	General gardening/cartaker	100.00	0	100.00
G Robinson	Clerk	312.90	0	312.90
HMRC	PAYE/NIC	70.60	0	70.60
S Lintern	Sidewalk Band	280.00	0	280.00
ICO	Subscription renewal	35.00	0	35.00
Compass point	Examination and referendum	400.00	0	400.00
SFVH	Hall Hire Inv 57	40.00	0	40.00

It was **resolved** all payments should be made with the exception of CGM Grounds Maintenance £212.33.

**104/23 To receive urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items**

Cllr Taylor suggested a welcome pack for new parishioners should be created. Members felt this would be a good idea.

Cllr Stocking welcomed new Cllr Robinson to the meeting.

**105/23 To approve next meeting will be the Ordinary Parish Meeting on Wednesday 21<sup>st</sup> June 2023 at 7.00 pm in the Stoke Ferry Village Hall**