

**MINUTES ARE DRAFT UNTIL THEY HAVE BEEN APPROVED AT THE NEXT MEETING  
STOKE FERRY ORDINARY PARISH COUNCIL MEETING**

Minutes of the Ordinary Parish Council meeting held  
On **Wednesday 19<sup>th</sup> July** Village Hall, Lynn Road, Stoke Ferry

**131/23 To record the names of those present**

Cllr S Lintern – Chair, Cllr J Taylor, Cllr T Mann, Cllr S Collins, Cllr A Hayward and Cllr D Stocking arrived at 7.11pm.

Cllr M Stoney (NCC)

G Robinson – Clerk and RFO

5 Members of the public

**132/23 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 asked to only speak when they are permitted to do so.**

The above statement was read.

**133/23 To receive and consider acceptance for apologies of absence**

It was **resolved** to accept apologies from Cllr L Juniper-Solley, Cllr G Reeve and Cllr D Robinson.

**134/23 To receive declarations of interest from members or to note dispensations where applicable**

The following declaration was made:

Cllr Hayward regarding the Stoke Ferry walkers guide.

**135/23 To approve the Minutes of the Ordinary Meeting held on 21<sup>st</sup> June 2023 and to note matters arising (Clerk's Report)**

It was **resolved** to amend the draft minutes to correct typos errors and give clarifications. Once these amendments were made, Cllr Lintern proposed that the minutes should be signed as a true and accurate record of the meeting, this was seconded by Cllr Collins and all agreed.

**Matters Arising/Clerk's report**

**Cemetery – offer from parishioner**

The Parish Council received a request to site a seat in the cemetery. Although this offer was welcomed, it was agreed that there needs to be a policy to ensure seating at the cemetery remains safe and adequately maintained. It was **resolved** the Clerk would look at additional wording for the Cemetery Policy to include benches. Agenda item for the September meeting.

Cllr Stocking arrived at 7.11pm while seat being discussed.

**Flooding Wretton Road**

Update requested 29.6.23 – no response.

## **Notification of planning items**

### **Decision**

23/00038/TPO Stoke Ferry Sycamore House Oxborough Road Stoke Ferry Norfolk

PE33 9TA - 3m all round reduction of the crown of the Sycamore tree due to decay TPO Work Approved 21 June 2023 Delegated Decision

### **Planning item considered during the month**

23/00469/FM – deadline 18.7.23

Creation of lake(retrospective) four handmade timber shepherds huts for guests along with managers cabin, recycling/waste storage and bike storage,landscaping and an underground water treatment plant for drainage treatment. The shepards huts will be for tourist/leisure use only at Land N of the Old Bull Bridge Road Stoke Ferry Norfolk

After discussions and taking comments via email the following response was submitted on 12.7.23

The Parish Council would like to approve application ref: 23/00469/FM but ask that a condition is put on this application for additional parking. The Parish Council is aware that the application is outside the development boundary but it is temporary accommodation and fulfils a tourism need, which in turn will benefit the area. There is a critical concern about the parking on Bridge Road and the development must secure off road parking for day ticket holders. There is therefore a need for 6 additional spaces. The Parish Council presumes that the Environment Agency has checked out all environmental permits needed.

### **Common Land**

Letter received from Anglian Water.

Request for update from Iain Grimes - Solicitor

### **Land at Rear of 25-35 Buckenham Drive, Stoke Ferry: S12044-0003**

C Wilson gave an update in an email of 19.7.23.

### **Indigo Lights**

Email from M Barnshaw 28.6.23 to say that the light was fixed on 24th May.

### **CGM**

The Clerk, Cllr Lintern, Cllr Mann and David from the Playing Field Committee met with Brian Millard – Regional Manager and Sam Baker – Local Manger on 30.6.23. It was decided that additional paperwork was need to assist the discussions so a second meeting was arranged for 4.7.23. The Clerk, Cllr Linter, Cllr Mann met with Sam Baker on 4.7.23. We went through invoices, noting the dates attended, work done, complains, schedule dates, field tractor and strimming dates, the extra cut of the field which cost £50, that there were no cuts in April (35 days), cemetery work and expectations for the rest of the season. B Millard is away at the moment so has not considered the credits requested. Clerk received an email back to explain that graves were not cut on 10/5 because of flowers on those graves.

## **Defib**

Grant application has been successful. Defib and cabinet order has been placed and the invoice is in with list of payments to approve. Defib and cabinet won't be dispatched until the payment has been received. The current cabinet is wired in with a plug and London Hearts have confirmed the new one can have a plug attached too. Cllr Taylor has confirmed she will add a plug so no electrical installation needs to take place.

## **'Narrow Road' sign for Furlong Drove (Cllr Stocking request)**

Highways feel this is a reasonable request and are going to have a look at this.

## **01366500221 RE: BT phone box Stoke Ferry**

An engineer repaired the windows on 06/06/23 he also did a clean at the same time, this kiosk is not being considered for repainting as only done in 2017. It was noted that the phone box has been painted now but it is still not working. Clerk to chase this repair up.

## **Parking outside the school and speed of traffic at drop off and pick up times**

Response from Paula Gilluley Community Engagement Officer

Parking outside schools, specifically around drop off and pick up times is an increasingly common complaint but with on-street parking decriminalised back in 2011 Police have very limited powers when it comes to enforcing this issue. Enforcement of on-street parking is carried out by Norfolk County Council Civil Enforcement Officers and details of this and how you can contact them can be found on their webpage (link here: [Civil parking enforcement and parking legal orders - Norfolk County Council](#)). When it comes to parking outside of schools Police Officers can only give advice around parking within yellow zigzag markings as there is no actual criminal offence to be enforced. The only time parking on yellow zigzags becomes a motoring offence, enforceable by Police is when the yellow lines are accompanied by a Clear Way sign. If there is also a Traffic Regulation Order in place (a yellow metal, rectangular sign) then both Police and Civil Enforcement Officers can take action. Full details of this can be found on our webpage (link here [Parking | Norfolk Constabulary](#)).

As part of their responsibility in enforcing this issue Norfolk County Council did deploy the Safe School Run Pledge, details of which was sent to every primary school in Norfolk for schools to sign up to. More details on this initiative can be found here: [Safe School Run Pledge - Norfolk County Council](#).

In the meantime, the Clerk has copied in your local Beat Manager for his awareness of Stoke Ferry's concerns.

The Clerk asked the Headteacher if they have taken part in the Safe School Run Pledge – yes they adopted it last year. The parents who normally park well adopted it and others ignored it.

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

This has been booked for Tuesday 10<sup>th</sup> October at the village hall - reminder

### **First Aid Course**

This has been booked for Wednesday 11<sup>th</sup> October at the village hall – reminder

### **Street lighting asset list**

Cllr Collins took the lists on file to further assist getting the list up to date.

### **Brown bins/skip**

It was resolved that the handy man could put hedge cuttings on the spoils heap in the cemetery.

### **Parish Partnership railings**

Councillors discussed businesses that could be asked to provide a quote for this village requirement.

### **Village sign damage**

It was noted that there is a sign completely fallen, just off A134. The Clerk was asked to report this.

### **136/23 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 also noted the sign on Wretton Road that has come down on the middle access road.

### **137/23 Cllr Sue Lintern (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance**

- Cllr Lintern discussed the house that is empty on Buckenham drive. Freebridge is considering renovating or disposal and looking to decide within 6 months. There are garages that they are looking to be disposed of, Councillors asked if these were being offered to people in a village. Cllr Lintern would follow this up.
- Cllr Lintern has reminded Freebridge about the hedge by the side of the playing field.
- Cllr Lintern noted the Holiday support schemes on the NCC website.
- The Borough Council is doing an audit on fly tipping.
- Cllr Storey discussed the Crimphesham recycling centre costs. 18<sup>th</sup> June government has outlined expectations of weights and measures. This will apply to the NNC recycling centres.

Cllr Storey reported:

- Bus services to make improvements. The 88/89 service is being run every 2 hours and there are 6 journeys on a Saturday. Cllr Mann was very pleased to hear this and wished to thank NCC for this.
- County Councillors visited some of the farms and discussed a new tenancy which is going very well. They will be employing disabled people to work on the farm.
- NHS is offering free check ups for those between 40 and 74 to try and

pick up on illnesses early.

- Adult social care engagement program, survey can be filled in, noted places to find the survey.
- Cllr Storey discussed the climate change strategy.
- The last full council meeting was held on Tuesday of this week. 7 things were voted on and 1 will be considered at the next meeting.

Cllr Stocking asked about the health checks. Some surgeries are sending out invitations while others are expecting patients to self-refer.

### **138/23 To receive an update from the Neighbourhood Plan Working Group**

Cllr Hayward read out his report.

The Borough Council of King's Lynn and West Norfolk have scheduled the Stoke Ferry Neighbourhood Plan referendum to take place on Thursday, the 24th of August. Locality has now made funding available. We could apply for £500 - £2,770 max. although we will not be able to apply and receive the funds in the council's bank in time to spend it. I recommend we do not apply for further funding at this time. The PC has approved a spend of £500 on Leaflets, Banners and posters to inform the parishioners of the referendum. I will ask the working group if they can help me distribute 500 flyers.

### **139/23 To consider for approval any action in relation to the land transfer of Limehouse Common**

No updates to give.

Cllr Lintern met with community pay back team and they are very willing to do the work at that area.

### **140/23 To consider planning applications that require Parish Council comment**

There were no planning applications to consider.

### **141/23 To consider financial items**

#### **Balance at bank as at 14<sup>th</sup> July 2023**

UTB - £36,533.21

#### **To consider income**

NCF Grant for Defibrillator and cabinet £1000.00

#### **To consider amounts for payment**

Payee	Regards	Gross
G Robinson	June wage	367.30
HMRC	PAYE/NIC	16.20
London Hearts	Donation towards Defib and cabinet	1211.00
D Limbert	June DL126	100.00
Parish Online	Digital mapping	72.00
CGM	30.4.23 Inv 254102	212.33
CGM	31.5.23 Inv 254458	372.09
CGM	30.6.23 Inv 255165	318.83
NPower	Electric	102.53

- It was **resolved** to only pay the 30.4.23 April CGM invoice but not the other CGM invoices due to the previous ongoing queries. It was **resolved** that at this time the Parish Council would not make enough use of Parish Online and therefore that subscription would not be renewed. It was **resolved** all other payments should be made.
- To approve annual Microsoft account renewal  
Cllr proposed that the Microsoft annual account should be renewed. This was seconded by Cllr Stocking and all agreed.
- Internal checks – appoint a Cllr to undertake  
Cllr Lintern proposed that Cllr Hayward should undertake internal checks of the accounting records for the period 1<sup>st</sup> April to 30<sup>th</sup> June. This was seconded by Cllr Taylor and all agreed.

**142/23 To approve the register of decisions made on email to be ratified at the next council meeting**

There were no decisions made via email during the month.

**143/23 To consider invitation to bid for Parish Partnership 2024/25 – deadline for application 8/12/23**

- Cllrs considered the following possible uses of the PP funds:
- Crossing at the school – Clerk to chase A Wallace as he will come and have a look.
- Common signage
- Bollards

Clerk to send the NCC, PP website link to Councillors.

**144/23 To note progress of CGM after meeting**

Cllr Lintern summarised the meeting discussions.

**145/23 To consider list of street lights in the village**

Cllr Collins has added the ‘what 3 words’ to the location details of the list of street lights in the village.

The Clerk confirmed BT poles that have lighting on, that are being obstructed by ivy have been reported.

**146/23 To consider ‘Welcome to the village pack’**

Cllr Taylor noted that the pack has now been finalised and Bonnetts are going to donate these to the village. Councillors gave a vote of thanks for kindly sponsoring this project.

**147/23 To consider and approve Equal Opportunities Policy**

Cllr Lintern proposed that the policy should be adopted. This was seconded by Cllr Taylor and all agreed. It was resolved to adopt the Equal Opportunities Policy.

**148/23 To consider and approve Grievance Policy**

Cllr Taylor proposed that the policy should be adopted. This was seconded by Cllr Stocking and all agreed. It was resolved to adopt the Grievance Policy.

**149/23 To consider plans for Remembrance Day and Christmas events**

- It was resolved that Cllr Taylor, Cllr Mann and Cllr Stocking would work together to arrange this event to be held on Sunday November 12<sup>th</sup> RBL wreath and crosses needed, Clerk to organise this. Cllr Taylor to let the clerk know how many. Printing for order of service – Cllr Lintern proposed that a maximum of £100 should be set aside for this. This was seconded by Cllr Hayward and all agreed.
- Playing field is doing a Christmas market – 9<sup>th</sup> December
- Santa challenge 3<sup>rd</sup> December Agenda item for the September meeting.

**150/23 To consider cemetery path weed killing and soil heap**

The Clerk noted the weed killing was done by CGM a couple of weeks ago. The soil heap needs to be emptied. Spoils needs to be tipped to the back of the pile. Discussed spoils of the cemetery path.

**151/23 To consider representative for Village Market support**

Cllr Mann noted the Village market has dates up of when it will be starting again. Need someone to be the lead on this. Cllr Lintern to approach Cllr Juniper-Solley to take this on.

**152/23 To receive urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items**

DS has a meeting in the week with the tree preservation officer.

**153/23 To approve next meeting will be the Ordinary Parish Meeting on Wednesday 20<sup>th</sup> September 2023 at 7.00 pm in the Stoke Ferry Village Hall**

**154/23 To resolve on moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1 (2)**

It was **resolved** to move into a closed session.

- a) To review the Clerk's progress at the end of the six month probation period  
It was **resolved** that the Clerk had successfully completed the probation period.
- b) To consider cemetery extension quotes  
The quotes were considered, and it was **resolved** to contract Tighe Plant to do the work at the cemetery.