

STOKE FERRY ORDINARY PARISH COUNCIL MEETING
Minutes of the Ordinary Parish Council meeting held
On **Wednesday 21st June 2023** at 7.00pm
Held in the Stoke Ferry Village Hall, Lynn Road, Stoke Ferry

106/23 To record the names of those present

Cllr T Mann – Vice Chair, Cllr S Lintern – Chair (arrived at 7.26pm and took over chairing the meeting from this point), Cllr J Taylor, Cllr S Collins, Cllr L Juniper-Solley, Cllr A Hayward, Cllr D Robinson and Cllr D Stocking (arrived at 7.08pm).

G Robinson – Clerk and RFO
2 members of the public

107/23 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.

108/23 To receive and consider acceptance for apologies of absence

It was **resolved** to accept apologies from Cllr G Reeve.

109/23 All Councillors ask to sign the Declaration of Acceptance of Office (First meeting after an election)

This item is not necessary at this meeting and was included in error by the Clerk.
Cllr Stocking arrived at 7.08pm

110/23 To receive declarations of interest from members or to note dispensations where applicable

The following declarations were made:
Cllr Hayward regarding the Stoke Ferry walkers guide.
Cllr Stocking regarding the expenses claim for the bunting purchase.

111/23 To approve the Minutes of the Ordinary Meeting held on 17th May 2023 and to note matters arising (Clerk's Report)

It was **resolved** to amend the minutes to include Cllr G Reeve in attendance. Once this amendment was made it was **resolved** to approve the minutes as a true and accurate record of the meeting and they were duly signed by Cllr G Reeve. 4 approved and 2 abstained as not present.

Cllr Lintern arrived at 7.26pm and continued to chair the meeting.

Matters Arising

It was **resolved** to book a day first aid course for 11th October, for representatives of village organisations to attend.

Cemetery quotes – Cllr Lintern has met with businesses and is waiting to

receive quotes.

BT box – Cllr Robinson noted that there is a new light in the box and it was repainted 13th July, but other improvement work had not been done. Clerk to follow this up again.

New signatory for the UTB – The Clerk was reminded to action this task as it had not yet been completed.

Need an update on application 23/00605/O – Cllr Mann discussed the application and felt the Parish Council needed an update. Cllr Lintern noted correspondence from the BC Planning department this application has referred queries to the legal services, so waiting to hear back further. Cllr Mann feels that information needs to be put on social media so that parishioners are aware of how terrible this situation is. Cllr Taylor proposed that the application should be called in, this was seconded by Cllr Hayward and all agreed. It was **resolved** that this should be called in. Cllr Mann discussed the many issues as to why this application should be objected to.

Cllr Taylor presented a draft ‘Welcome to the village’ pack for members to consider. It was agreed that the pack would be sponsored by the Parish Council and would be an agenda item for the July meeting.

The Clerk asked Councillors if it was necessary for the Parish Council to renew a waste licence. It was agreed that it was not necessary.

The Clerk presented an update regarding Former Landfills, Lynn Road, Stoke Ferry, Norfolk – Part 2A Environmental Protection Act 1990, noting the recent investigation had been concluded.

The Clerk presented an update regarding the flooding on Wretton Road, noting highways are waiting for a start date for the contractor to repair the damaged pipe. And highways are looking at other long-term alternatives to remove the burden from the AW system.

The Clerk noted that a survey was completed on the land at the rear of Buckingham Drive. A Councillor noted that the legal department are working to establish the correct boundaries.

Councillors discussed the grounds maintenance contractor and possible ways forward.

Defibrillator – Price confirmation has been received and the grant application has been submitted. The amount the Parish Council would need to pay towards the defibrillator and cabinet would be £225 plus the electrical installation charge.

NorfolkALC training has been arranged for 10th October.

The local primary school responded to the Parish Councils request for information about admissions, discussing the challenges that have been encountered.

Notification of planning items

Applications withdrawn:

Retrospective Application: Change of use from Agricultural Offices to Commercial Offices 24th September 2014, no new construction at Stoke Ferry Timber Ltd Boughton Road North Stoke Ferry Norfolk

Application considered by the Planning committee on 5th June
10/2(h) 23/00092/F Stoke Ferry Timber Ltd Boughton Road North Stoke Ferry PE33 9BF The siting of 30 '20 foot' containers for local storage (Part-retrospective) - Recommendation - STOKE FERRY APPROVE, page 219

10/2(i) 23/00125/CU

Stoke Ferry Timber Ltd, Boughton Road
North, Stoke Ferry, PE33 9BF

A change of use from an agricultural lorry park and outside storage area to a commercial outside storage area for construction materials and items connected with Stoke Ferry Timber Ltd. Lorry parking is not applied for (Retrospective) - Recommendation - STOKE FERRY APPROVE, page 229

Notification of a New Property Addresses:

- (Avalon, Greatmans Way) and (Avalon Water Lodge, River Walk), Stoke Ferry.
- Rivers Cottage, Oxborough Road, Stoke Ferry.

112/23 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 asked for support regarding foliage coming into his garden, a Councillor agreed to help with this.

A parishioner reported that there is a house that is empty and needs reporting to the BCKLWN. Cllr Lintern noted that the BCKLWN is currently attempting to sort this kind of problem over the entire borough.

A parishioner reported that footpath 4 is over grown, Clerk to report this again.

A parishioner noted that the grassed areas look terrible after they have been cut, Clerk to inform the BCKLWN.

A parishioner noted the grassed areas in front of the Chinese has not been cut. Clerk to report.

A parishioner noted that the hedge beside the playing field is too overgrown. Clerk to report this again to Freebridge.

113/23 Cllr Sue Lintern (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance

Cllr Lintern noted that there has not been a full council meeting yet, this has been scheduled for July.

Cllr Storey was absent from the meeting.

114/23 To consider and appoint Parish Council representative for NorfolkALC

Cllr Robinson would like to be the new NorfolkALC representative for the Parish Council. Cllr Lintern would like to continue as representative until August as she has some outstanding issues to settle first. It was **resolved** Cllr Robinson would be the new Parish Council representative from September.

115/23 To receive an update from the Bluebell campaign group

The last update was received at the May meeting. It was **resolved** that this would be added to the September agenda for the next update.

116/23 To receive an update from the Neighbourhood Plan Working Group

Considering item 124/23 at the same time.

Neighbourhood plan working group report 21st June 2023

Cllr Hayward reported:

As we near the conclusion of this round of the Stoke Ferry Neighbourhood Plan, it is a good time to look back at the progress made.

The neighbourhood area of Stoke Ferry was designated on 24th of October 2018. The neighbourhood area corresponds with the parish boundaries of Stoke Ferry Parish Council. The Stoke Ferry neighbourhood plan has been prepared by the Stoke Ferry Parish Council, the qualifying body. Work on the production of the plan has been undertaken by members of the parish council and the local community since 2018.

The first draft plan was published by the parish Council for regulation 14 consultation in March 2022. The regulation 14 consultation took place from the 17th of March through to the 9th of May 2022, inclusive. Further details are set out in the consultation statement which can be seen on the West Norfolk.gov.uk website.

The Plan was submitted to the Borough Council King's Lynn and West Norfolk in August 2022, with the regulation 15 legal checks signed off on the 5th of September 2022. A consultation under regulation 16 took place over six weeks, between 30th of September 2022 to the 11th of November 2022, inviting comments from the public stakeholders.

In January 2023, an independent examiner Mr Andrew Mathieson was appointed by the borough council, with the consent of the qualifying body, to undertake the examination of the Stoke Ferry neighbourhood plan. The examination took place from January through to May 2023, reviewing whether the plan met the basic conditions required by legislation and should be

proceeded to referendum. This culminated in the examiner's report being issued on the 15th of May 2023.

The Examiners report concludes its subject to making the modifications recommended the plan meets the basic conditions as set out in legislation and should proceed to Neighbourhood Planning referendum. The Borough Council and Stoke Ferry Parish Council accepted all the proposed modifications, except for a minor editorial change recommended by the examiner to Stoke Ferry design codes June 2022 document that is not considered to materially affect the content. The Parish Council confirmed acceptance on the 2nd of June 2023.

The Borough Council is required to consider the recommendations made by the independent examiner. Modifications proposed by the examiner are set out in appendix one alongside the council's decision in response to each recommendation and the reason for them.

On the 14th of June 2023, it was recommended that the Stoke Ferry neighbourhood plan progresses to referendum.

The Borough Council of King's Lynn and West Norfolk have scheduled the referendum to take place on Thursday, the 24th of August.

Last year's (2021 – 2022) unspent grant money was returned to "Groundworks" as agreed with "Locality" when the grant was initially applied for. £2,770.00 was returned from the original offer of £5,180.00. The reason for the underspend is mainly due to delays in each stage of the approval and the knock-on effect of Covid-19.

As yet, Locality has not announced a further round of Funding for 2023 – 2024. Therefore, the Neighbourhood Plan Working Group request approval from the Parish Council to purchase Leaflets and flyers, banners and supporting material to distribute throughout the village in August 2023. To ensure all Parishioners have enough knowledge to make an informed decision when they make their vote on the 24th August.

Cllr Hayward discussed the hours that were agreed to be used by the consultants and how much has already been used. Cllr Hayward discussed banners and leaflet printing cost to make the public aware of referendum and that they should take up their vote. Cllr Lintern proposed that £500 should be allocated for advertising, this was seconded by Cllr Taylor and all were in favour.

117/23 To consider for approval any action in relation to the land transfer of Limehouse Common

The working group met with neighbouring land owners on 13th June to look at the farmland boundaries and to discuss how to mark them. Anglian Water will update their boundary fence. A valuation is being completed on the land.

118/23 To consider additional traffic controls in the village, including, zebra

crossing and additional speed limit reminder signs

A parishioner asked for this to be considered. From Furlong Drove to Sandy path, crossing to Lynn Road at that junction. Members considered the necessity for this and other ways to slow traffic down in the village including parked vehicles. It was felt a chicane in the road would help slow traffic. The Clerk to find out if highways can do a feasibility study through the village for lower speed signs and for a zebra crossing. Perhaps this would come under the parish partnership or a CIL grant. Also ask if there are other traffic calming measures that could be applied to slow traffic down, particularly chicanes. Cllr Juniper Solley suggested that children design a poster for putting up on lamp posts, could this be done in conjunction with the school. It was agreed the community police would be asked to come out at drop off and pick up time because parents do not park correctly and speed in the village.

119/23 To consider relocation of notice board that is currently near the church

It was noted that 5 Councillors have responded positively during the month to the suggestion of moving the notice board from the Church wall to the playing field. It was proposed by Cllr Lintern that the notice board be relocated to the playing field as a better use of a resource. This was seconded by Cllr Hayward and all agreed it should be moved. It was agreed it should now be removed from the Parish Council asset list and be the playing field committee responsibility.

120/23 To consider checking Parish Council lighting stock – working group

Cllr Lintern noted that a working group needs to be formed to check the lighting stock in the village to list accurately the location and record which ones belong to the Parish Council, Borough Council, Norfolk County Council, and other private holders. It was agreed the working group would consist of Cllr Collins, Cllr Mann and Cllr Stocking.

121/23 To consider adding names to the war memorial

It was noted by Cllr Juniper Solley, that after investigations there were no outstanding names to be added to the war memorial. But, if further information comes to light, this will be considered again.

122/23 To consider planning applications that require Parish Council comment

There were no planning applications that require the Parish Council to comment upon.

123/23 To consider financial items

Balance at bank as at 19th June 2023

UTB - £37,196.70

To consider income

Booklet update cost 50%	£535.50
NCF Coronation grant	£200.00

To consider amounts for payment

Payee	Regards	Net	VAT	Gross
G Robinson	Clerk to 31.5.23	312.70	0	312.70
HRMC	PAYE/NIC	70.80	0	70.80
Blue Bell	Room hire	15.00	0	15.00
J Raby	Internal audit	50.00	0	50.00
Mr Sparkle	Grass cutting – playing field	50.00	0	50.00
D Limbert	Maintenance - May	100.00	0	100.00
A Stannard	Bin bags	26.99	0	26.99
Flower Nursery Ltd	Hedging	80.00	0	80.00 Already paid
Compass point – A Long	NP referendum	620.00	0	620.00
CGM	Grounds maintenance 31.5.23	310.07	62.02	372.09

Councillors considered the quotes for grounds maintenance presented by the Clerk. Councillors discussed paying the CGM invoices and bring the contract to an end. Clerk to send current CGM contract to Councillors for them to check. It was agreed the Parish Council would like to pay CGM per occasion visit rather than per month. It was proposed by Cllr Juniper-Solley that the Parish Council gives notice to end the contract. This was seconded by Cllr Taylor and 7 Councillors agreed. It was agreed that April and May invoices would be paid.

124/23 To consider NP referendum costs

Councillors considered the email from Neighbourhood Plan consultant discussing the use of hours and charges for recent stages of the plan and outstanding amounts to fund any publicity that may be needed.

125/23 To consider replacement laptop for Clerk

Having considered the age and capability of the laptop provided to the Clerk, it was proposed by Cllr Robinson that a new laptop be purchased for the Clerk to use. This was seconded by Cllr Lintern and all agreed. It was agreed the laptop should have the following specification: 16GB RAM, solid state drive, 256 GB or 500 GB and cost a maximum of £800. It was agreed that once the laptop was up and running the Clerk would take the old laptop to be cleared of all Parish Council data to an IT specialist.

It was agreed the old laptop would be sold for £20.00.

126/23 To consider Internal Audit report

It was noted that the Internal Audit had been conducted by J Raby and the report received.

127/23 To consider and approve Equal Opportunities Policy

Agenda next meeting

128/23 To consider and approve Grievance Policy

Agenda next meeting

129/23 To receive urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items

- Confidential HR item at end of meeting to consider Clerks end of probation period
- To consider event planning for Christmas
- To consider cemetery path weed killing and soil heap (Cllr Taylor)
- To consider someone to take over the role of Village Market support

130/23 To approve next meeting will be the Ordinary Parish Meeting on Wednesday 19th July 2023 at 7.00 pm in the Stoke Ferry Village Hall
Councillors noted the date and time of the next scheduled meeting.