

DRAFT UNTIL SIGNED AT NEXT MEETING
STOKE FERRY ORDINARY PARISH COUNCIL MEETING
Minutes of the Ordinary Parish Council meeting held
On Wednesday 17th January 2024, at 6.30pm in the
Village Hall, Lynn Road, Stoke Ferry

1/24 To record the names of those present

Cllr S Lintern – Chair, Cllr J Juniper-Solley, Cllr D Robinson, Cllr A Hayward, Cllr G Reeve, Cllr J Taylor, and Cllr S Collins.

Cllr M Storey

13 members of the public

G Robinson – Clerk and RFO

2/24 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 Chair reminded those present of the above statement.

3/24 To receive and consider acceptance for apologies of absence

It was **resolved** to accept apologies from Cllr D Stocking and Cllr T Mann.

4/24 To receive declarations of interest from members or to note dispensations where applicable

Cllr Taylor declared an interest on item 10/24.

Cllr Reeve declared an interest on Village Hall discussions.

Cllr Robinson declared an interest on item 10/24, point 7.

Cllr Juniper-Solley declared an interest on Parish Partnership handrail discussions.

In a slight alteration to the agenda running order item 6/24 was considered at this point.

6/24 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) Mike Hastings regarding Meadow View, Bridge Road, Stoke Ferry

Mr Hastings on behalf of the property owner addressed the Parish Council and those present, noting the following points:

- He is looking to engage with the community at an early stage to see if the Parish Council would support a development at the site.
- The site is outside the development area, as is a neighbouring property.
- It is partly in 3 flood risk zones.
- Currently the Local Plan policy has no provision to develop outside this area. However, under the new emerging policy, a development outside the area could be allowed.

The public was given the opportunity to ask questions.

DRAFT UNTIL SIGNED AT NEXT MEETING

Cllr Hayward noted that the village has a Neighbourhood Plan and that prior to the NP being adopted houses were allowed outside of the development boundary, which in his opinion should not have been allowed. The NP has provision for houses within the boundary and is intended to be used for the next 20 years.

The developer noted that this site is a 'windfall site'. It was noted that the Parish Council would not allow any further development beyond the development boundary as per the NP. The NP is the plan as voted by parishioners and will be followed.

Mr Hastings asked if, when the Local Plan is adopted, would this windfall site be considered by the Parish Council. There were some agreements from Councillors and it was felt that the design of the properties would be a major factor. Mr Hastings asked if a replacement property would be supported - again there was some support for this.

Councillors and Mr Hastings took the opportunity to discuss the recent shed applications and the concerns the Parish Council had expressed in their planning response.

Mr Hastings and the owners were thanked and duly left the meeting.

- b) Parisher comments – a parishioner expressed support for the good work the Parish Council is doing. The members welcomed this and thanked the parishioner.

5/24 To approve the minutes of the Ordinary meeting held on 15th November 2023 and to note matters arising (Clerk's Report)

It was proposed by Cllr Reeve that the minutes should be accepted as a true and accurate record of the meeting. This was seconded by Cllr Juniper-Solley. A further 4 councillors also agreed and 1 councillor abstained as they were absent from the meeting. It was therefore **resolved** the minutes should be signed.

Matters arising

- Councillors were very pleased how the Christmas event went, and it was enjoyed by a lot of people. Thanks were given to Cllr Juniper-Solley for organising the event. Thanks, were also given to Cllr Taylor and Bonnetts for the lights and the Christmas tree.
- Mr Hunt (footpath warden) intends to start the spring program of village walks in the next couple of weeks.

7/24 Cllr Sue Lintern (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance

Cllr Storey reported:

- Currently going through members fund which is £11,000. £6500 has already been allocated, if Parish Council has anything for him to consider, can they let him know.
- Cllr Lintern and the Parish Council wanted to thank Cllr Storey for assisting with the 2 recent planning applications. It was noted he has listened to villagers and supported their opposition to the Furlong Drove application as well as supporting the land next to the village hall development. Hopefully we will now finally get a car park for the village hall. Cllr Lintern discussed the recent comments on Facebook and noted that

DRAFT UNTIL SIGNED AT NEXT MEETING

she sat in the public area and followed the correct procedure. She did not take part in the debate or vote on the application talked about. Cllr Lintern noted the person writing the FB comments had either not watched the You Tube recording or they did not understand what was taking place. Cllr Storey explained that he will say what he feels at planning meetings.

- Cllr Juniper-Soley discussed the local school admission numbers and in particular the capacity that is being offered by the local senior schools, she noted that this can be challenging for many local families. Cllr Storey will take on board these comments.
- Cllr Storey further outlined the issues discussed recently at NCC meetings, full details can be found on the NCC website [NCC meeting agenda and minutes](#) and watched on YouTube [Cabinet full meeting of 100124](#).

Cllr Lintern reported:

- There are still a large number of grants available for green and home energy.
- The Borough Council active travel enhancement scheme is looking increase key hubs for cycling and walking. This is part of the countywide local cycling and walking infrastructure plan looking to connect rural communities with key services. SF has expressed an interest in taking part.
- CIL grants are open again, with deadlines of 1st February and 1st August.

8/24 To consider for approval any action in relation to the land transfer of Limehouse Common

The Clerk reported that this is still in the hands of solicitor.

9/24 To consider planning applications that require Parish Council comment

- 24/00034/F - Application for the installation of CCTV, an alternative underground cable route and an associated new kiosk in connection with previously approved solar array and Stoke Ferry Water Treatment Works at Water Treatment Works School Lane Stoke Ferry Norfolk – deadline 2.2.24.
It was **resolved** to support this application.

10/24 To consider financial items

- Bank account balance
Bank balance as at 31.12.23 £20,185.81
- Income
Cemetery fees £420
- To approve payments

Payee	Regards	Payment method	Net	VAT	Gross
G Robinson	Wage	BACS	£331.10	0	£331.10
HMRC	PAYE/NIC	BACS	£52.40	0	£52.40
D Limbert	November work	BACS	£100.00	0	£100

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

- To receive bank Reconciliation
No outstanding payments or unbanked income, the balance remains as £20,185.81.

DRAFT UNTIL SIGNED AT NEXT MEETING

- To note completion of the limited assurance review for the year ended 31 March 2023, including:
 - Notice of conclusion of audit
 - S3 – External auditor’s report and certificate 2022/23
 - Final external auditor report and certificate 2022/23 in respect of SFPCThe Clerk reported that all documents are displayed on the Parish Council website.
- To consider CIL funding application requirement – deadlines 1.2.24 and 1.8.24
This information was noted. It was agreed that no application would be made for the first round and CIL funding would be added as an agenda for the June meeting for this to be considered.
- To consider donation request from Stoke Ferry Playing Field Trust for Public Liability insurance in May in the region of £1479.00.
Cllr Lintern proposed that the Parish Council pay for this insurance. This was seconded by Cllr Taylor, all agreed apart from Cllr Robinson who abstained as he had previously declared an interest. It was therefore **resolved** to pay for the Stoke Ferry Playing Field Public Liability insurance, should it be in the region of £1479.00. Cllr Lintern noted that she is not a member of the Playing Field committee.
- To consider the purchase of a PA system to be used at future village events
Cllr Taylor noted that she had purchased a PA system to be used at the Remembrance Service and would like to keep it so that it can be hired to the Parish Council for future events, when it is needed at a charge of £20 per occasion. Cllr Juniper-Solley proposed that that Parish Council agree to this arrangement. Cllr Robinson seconded, and all agreed to this offer.
- To consider and agree 2024/25 budget and precept requirement
Councillors considered the 2024/25 budget presented by the Clerk. Following discussion, amounts were adjusted on various cost codes where it was felt necessary. Cllr Lintern proposed that a precept of £28,494 would be requested, this was seconded by Cllr Taylor, and all agreed.

11/24 To consider the BCKLWN active travel enhancements and cycle storage, and consider making the expression of interest to receive a grant for these items

It was agreed this application of interest should formally be made having been considered during the month and agreed.

12/24 To approve the register of decisions made on email to be ratified at the next council meeting

There were no decisions made on email during the month.

13/24 To receive an update regarding Village Hall planning

Approved along with the car park. This will be handed over before the last 6 houses are occupied. S.106 is still being worked on and there are many conditions being attached. Thanks was given to Cllr Taylor and Cllr Mann for their representations at the planning committee. Freebridge will now go to homes England and building work will start between the beginning to the end of the summer. It is hoped this will open the village hall for other activities. Freebridge will keep the Village Hall committee updated with progress.

14/24 To approve the Grants and Donations Policy

Policy is to support the Parish Council to make grants and donations to support local groups. Cllr Lintern proposed that the policy be adopted with the removal of point 2 from the draft circulated policy. This was seconded by Cllr Reeve, and all agreed.

DRAFT UNTIL SIGNED AT NEXT MEETING

15/24 To approve the Biodiversity Policy

It was agreed that a working group needs to consider this policy, as it needs to be specific to the needs of Stoke Ferry. It was agreed that Cllr Lintern, Cllr Juniper-Solley, Cllr Robinson, and Cllr Stocking would form the working group.

16/24 To receive urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items

- Waste down on the common land, bin emptied but some waste left.
- Sign on School Lane has rotted off and needs replacing – Cllr Collins to send picture and What3words to Clerk, so this can be reported.
- Cllr Taylor noted that she has designed a sign for the cemetery and sought quotes for this. Currently has one quote for £55, which will be considered at the next meeting.
- Rubbish at Furlong Drove end of footpath – and along the hedge rows have a lot of rubbish in them. At next 2Ag meeting could this be raised. Yellow no littering signs to be requested from Highways.
- Cllr Lintern asked if a storage cabinet could be put in the village hall. It was agreed to look for a filing cabinet to consider at next meeting.
- A parishioner asked about 2AG plans for both sites. Cllr Lintern noted the detailed plans will probably come to February or March meeting planning committee meeting.

Cllr Lintern on behalf of the Parish Council wished to offer condolences to Mr Sampson on the recent loss of his wife.

17/24 To approve next meeting will be the Ordinary Parish Meeting on Wednesday 21st February 2024 at 7.00 pm in the Stoke Ferry Village Hall

Councillors noted the date of the next meeting.

18/24 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 close the meeting to consider these items.

- a) Cemetery land registry legal fees – It was **resolved** to use Fraser Dawbarns for this matter.
- b) To consider the ground maintenance quotes for the 2024 season
It was resolved the Clerk would seek more information from contractors ready for the next meeting.