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STOKE FERRY ORDINARY PARISH COUNCIL MEETING

Minutes of the Ordinary Parish Council meeting held

On **Wednesday 19th June 2024, at 7.00pm in the**

Village Hall, Lynn Road, Stoke Ferry

86/24 To record the names of those present

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

Cllr M Storey – County Councillor.

3 members of the public

G Robinson - Clerk

87/24 To receive and consider acceptance for apologies of absence

It was **resolved** to accept apologies from Cllr S Collins and Cllr S Lintern - Chair

88/24 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.

Councillors and the public were reminded of the above statement.

89/24 To receive declarations of interest from members or to note dispensations were applicable

Cllr Robinson and Cllr Stocking declared an interest on item 95/24

90/24 To approve the minutes of the Ordinary meeting held on 22nd May 2024 and to note matters arising (Clerk's Report)

Cllr Juniper-Solley proposed that the minutes should be accepted as a true and accurate record of the meeting. This was seconded by Cllr Hayward and all agreed, with the exception of Cllr Stocking.

Matters arising

- AED training – the Clerk was asked to contract East Anglian Air Ambulance for this training.
- Footpaths – T Hunt noted that route 3 path FP4 from Furlong Drove to Oxborough Road does not have a path across the field. Clerk to write a letter to the owner.
- Wig Wag PP – Clerk confirmed this had been requested. Clerk to chase this matter with Highways.
- Footpath surfacing between Border Road and Fairfield Road – Clerk to chase this matter.
- S38 Furlong Road, Stoke Ferry - Freebridge (9/2/23/1475 - Letter C2 – Clerk to request that Freebridge should pay for these lights.

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- Dog bins – Cllr J Taylor noted that it is going to cost no more than £250 (per quote received) to have the height changed to meet the requirements of BCKLWN. Cllr Mann proposed that the Parish Council goes ahead with this work asap, this was seconded by Cllr Juniper-Solley. Cllr Stocking and Cllr Taylor abstained, and all other councillors agreed.
- Other bin emptying - Councillors considered the costs available to empty the bins in the village, and how often they should be emptied and the locations. Cllr Mann to put details into a contract. Cllr Mann proposed that the PC use A Stannard for this purpose. This was seconded by Cllr Hayward and all agreed.

91/24 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 parishioner noted that a hedge at an empty property owned by Freebridge is damaging her fence. Clerk to report again.

92/24 Cllr Sue Lintern (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance

Cllr Storey noted that because of election, conversation has to be limited.

93/24 To consider for approval any action in relation to the land transfer of Limehouse Common

The Clerk noted that the solicitor had been instructed to go ahead with the transfer of land to the Parish Council, with the knowledge that the track between the land is not likely to be included, as ownership could not be fully established.

94/24 To consider planning applications that require Parish Council comment

- 24/00989/F - installation of 2 new windows on the ground-floor rear elevation at 1 Lime Kiln Lane Stoke Ferry King's Lynn Norfolk PE33 9UA – deadline 2nd July 2024
It was **resolved** to have no objection to this application.
- 24/00635/F - Retention and completion of two-bedroom private dwelling at Holly Cottage Oxborough Road Stoke Ferry King's Lynn Norfolk PE33 9SY – deadline 26th June 2024

Cllrs Lintern and Mann having visited and inspected the area discussed the application. Cllr Juniper-Solley provided some pictures of the plot. Cllr Taylor reported on details provided by the owner, explaining that they were not able to make the meeting this evening. Planning permission was granted to convert it but there were no foundations for two of the walls, there is planning permission for the rest of the building. So, it is just the two walls that need permission and the reason for application. Cllr Mann noted that planning is currently looking at the details of this application to investigate the accuracy of the application details, and the enforcement officer is considering it too. Cllr Juniper-Solley discussed water disposal and if this was sufficient. There is no additional provision for sewage waste. In conclusion:

The building is a lot higher than what the diagrams show on the portal, there are no measurements on the portal pictures. Councillors want to make sure there is sufficient sewage provision with the current tank and the soakaway needs to be further away from boundary to meet regulations. Upstairs windows require obscure glass and be none opening as they overlook an adjacent property. There needs to

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be TPO on the large beech tree. Cllr Taylor abstained from voting, but all other councillors voted to object to the application.

It was **resolved** to objection to the application and Councillors would like this to be called in by Cllr Lintern.

- 24/00564/F- Formation of a Pond or Lake to support flora and fauna, including fish and amphibians. This undertaking was made on the site of a tennis court which was constructed 30 years ago and was recently no longer in use at Boughton Farm Boughton Road North Stoke Ferry KINGS LYNN Norfolk PE33 9BF – deadline 9th July.

It was **resolved** to have no objection to this application.

- Lawful certificate on moorings - 24/00860/LDP – already considered.

95/24 To consider financial items

- Bank account balance as at:
19th June 2024 £29,129.80

- Income
None

- To approve payments

The Clerk presented the following details for payment:

Payee	Regards	Payment method	Net	VAT	Gross
G Robinson	Wage June	BACS	655.20	0	655.20
HMRC	PAYE/NIC	BACS	172.22	0	172.22
HHA Grounds Maint	Grounds maint	BACS	292.00	58.40	350.40
NorfolkALC	Payroll services	BACS	96.00	19.20	115.20
G Robinson	Cabinet	BACS	193.75	38.75	232.50
TT Jones	Lighting maint 3 months	BACS	40.27	8.05	43.32

N Power – paid 19th June DD £166.74

The Clerk noted that the wage and PAYE/NIC amounts are incorrect, and this has been reported to the Payroll contractor for correction. Cllr Mann proposed that all payments with the exception of wage/PAYE should be paid. This was seconded by Cllr Juniper-Solley and all agreed. It was agreed that the Wage and PAYE/NIC would be paid once the correction was made and the amount was in line with previous payments.

- Audit check – approval of payments

Cllr Hayward reported that when conducting a sample audit check of the accounting records several payments were not found to be recorded in the minutes. It was therefore decided to check all payments made through the year to ensure they were all recorded in the minutes. The following items were not recorded in the minutes:

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Npower Direct Debit

Voucher number	Amount	Date paid
12	£55.48	25/5/23
29	£114.60	19/6/23
93	£209.90	18/1/24
97	£225.91	19/2/24
106	£193.03	19/3/24

Bank charges Direct Debit

Voucher number	Amount	Date paid
39	£18.00	30/6/23
66	£18.00	30/9/23
114	£18.00	31/3/24

August payments – no meeting

Voucher number	Amount	Date paid	Payee
48	£15.00	16/8/23	Village Hall
49	£25.00	16/18/23	A Stannard
50	£318.83	16/8/23	CGM
51	£100.00	16/8/23	D Limbert
52	£52.60	16/8/23	HMRC
53	£330.90	16/8/23	G Robinson
54	£104.65	17/8/23	N Power

December payments – no meeting

Voucher number	Amount	Date paid	Payee
88	£202.46	19/12/23	N Power
89	£52.60	29/12/23	HMRC
90	£330.90	29/12/23	G Robinson
91	£15.00	29/12/23	A Stannard
92	£18.00	31/12/23	Bank Charge

Other payments

Voucher number	Amount	Date paid	Payee
41	£50.00	24/7/23	Expenses claim- Bunting
42	£18.27	24/7/23	Anglian Water
68	£648.00	25/10/23	PK Training – First Aid course
69	£19.29	25/10/23	Anglian Water

Cllr Hayward proposed that all the payments be ratified. Cllr Mann seconded, and all councillors agreed with the exception of Cllr Stocking and Cllr Robinson. Councillors were pleased that the internal control audit checks were able to pick up errors and the procedure was followed through and reported to them.

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96/24 To approve the register of decisions made on email/phone to be ratified at the next council meeting

None.

97/24 To consider using .gov email address as recommended and website

Cllr Hayward outlined all the charges in relation to the change of email address and website. The costs were duly discussed. Cllr Hayward proposed that the Parish Council takes up the offer, the cost up to £250, this was seconded by Cllr Mann and all agreed.

98/24 To consider correspondence and any items that require an action. All correspondence circulated by email prior to the meeting

Special expenses – After reviewing the information about Special Expenses it was agreed that at the moment the Parish Council does not want to take on the responsibility. Maybe this could be a project for the future.

A complaint about the cemetery grass cutting was received. The Parish Council needs a grass cutting schedule so that the area can be checked. The grass between the graves is long. Councillors are happy with the playing field grass cutting.

There is fake grass on a grave that needs to be removed as it does not look good.

99/24 To consider items of concern & matters from the Chair or Councillors that need to be considered before the next meeting that were received after the publication of the agenda

- Asset list items are going to be checked as soon as possible.
- A grass verge discussed
- It was noted that perhaps other signs in the village could be black and gold to go with the new ones and perhaps that other signs could be done at the same time, as this could improve the look of the village.
- Cllr Stocking discussed the new hedge at the cemetery and noted she had checked it is growing. She is going to go and weed that, some of the hedge has survived. Furlong Road bit of wall has fallen onto a verge.
- Lynn Road 3 pipes that are sticking up from the pavement and they are very sharp and look dangerous. Cllr Stocking is going to report this.
- Volunteer caretaker would like to know where there is high amount of rubbish in the village so that area can be prioritised. Cllr Stocking will let the caretaker know.
- Up to Furlong Road, the hedge has been cut and the 30mph signpost is now showing, but the sign is missing. Cllr Stocking to send a picture to clerk for reporting to highways.
- Cllrs Lintern and Mann met with the air quality officer and discussed where the monitors need to be sited to be most effective to monitor air quality. The officer is going to check the best place to position the monitors and also to look into the area affected by particles and where they are deposited due to the mushroom effect.
- A134 – Cllr Taylor noted that there is a lot of rubbish on the side of the road – Clerk to report to highways for this to be cleared.
- A member of the public reported that the privately owned church on the Hill is not looking very good at the moment. Cllr Stocking was able to discuss this area and suggested that 'Private' signs are put up and locks are put up to make sure the

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property is secure and prevent people from entering.

- Cllr Juniper-Solley discussed the plans for Christmas and asked for dates that would work with other events in the village. Agenda item for July.

100/24 To approve next meeting will be the Ordinary Parish Meeting on Wednesday 17th July 2024 at 7.00 pm in the Stoke Ferry Village Hall

Councillors noted the date and time of the next meeting.

101/24 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)

- To consider quotes received – There were no quotes to consider.