

**STOKE FERRY PARISH COUNCIL**  
**Minutes of the Annual Parish Council meeting**  
**held On Wednesday 22nd May 2024,**  
**In the Village Hall, Lynn Road, Stoke Ferry**

**67/24 Election of Chair and Vice Chair (Chair to sign the Declaration of Acceptance of Office)**

Cllr T Mann proposed Cllr S Lintern to be Chair, this was seconded by Cllr J Taylor, and all agreed.

**Election of Vice Chair** – Cllr A Hayward proposed Cllr T Mann to be Vice Chair, this was seconded by Cllr L Juniper-Solley and all agreed.

**68/24 To record the names of those present**

Chair – Cllr Lintern, Vice – Chair Cllr Mann, Cllr Taylor, Cllr Hayward, Cllr Juniper-Solley, Cllr Robinson and Cllr Reeve.

9 members of the public.

Cllr M Storey – Norfolk County Councillor

G Robinson – Clerk and RFO

**69/24 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.**

Those attending were reminded of the above.

**70/24 To receive and consider acceptance for apologies of absence**

It was resolved to accept apologies from Cllr Stocking and Cllr Collins.

**71/24 To receive declarations of Interest from members or to note dispensations where applicable**

Cllr Taylor, Cllr Reeve and Cllr Robinson declared an interest in item 13.

**72/24 To approve the minutes of the Ordinary meeting held on 17th April 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 Lintern and all agreed, with the exception of Cllr Robinson who abstained as he was not present at the meeting.

**Matters arising**

. **Parish Partnership** Wig wag – request has been given to Kevin Towley as instructed by A Wallace.

• **Finger post signs**

The Clerk provided information about black and gold fingerposts, to be funded by the PP. The 2 multi fingerposts are to be black and gold, while the 2 single direction fingerposts are to be wooden brown.

• **Resurface of footpath between Border Road and Fairfield Road**

The Clerk reported that Bennett homes, the owner of the footpath had been contacted via their

website details and by letter. Clerk to send letters to Borough Council and County Council.

- **Insurance for volunteer caretaker**

Clarification had been sought as to the insurance cover for volunteers undertaking work for the Parish Council. This information is to be provided to the new Caretaker, instructing them to keep within these limitations. Clerk to find out if the insurance can be upgraded to cover the use of power tools.

. **AED training** The Clerk provided quotes for AED training for consideration. Clerk to contact East Anglian Air Ambulance as they provide this training for free.

- **Lime House Common**

Councillors reviewed correspondence received. Clerk to respond that the Parish Council believes the track belongs to Highways.

- **Planning decision**

23/01375/F Stoke Ferry Land S of 4A To 7A Furlong Road Stoke Ferry Norfolk - VARIATION OF CONDITIONS 7, 9, 11, 14, 15, 16, 18, 19 AND 21 OF PLANNING PERMISSION 21/01226/F: Proposed two-storey new dwelling with garage. Application Permitted 9 May 2024 Delegated Decision. Cllr Lintern noted that conditions were tightened up.

. **Footpaths** No further reports – complete update last month.

. **Asset inspection** - On going by Cllr Lintern and Cllr Mann.

- **Waste bin collection**

Councillors consider cost figures from a local contractor, noting how often each bin would need to be emptied. Clerk to provide a total figure to councillors before acknowledging this offer.

- **Filing cabinet**

The Clerk reviewed the location of the filing cabinet and can place an order for a suitable cabinet. Cllr Lintern will receive the delivery and the Clerk can be repaid as soon as soon payment has been made.

- **CIL**

Councillors noted the current CIL balance of £453.67 and resolved to carry it forward to a future year, but not beyond October 2027.

- Land at Rear of Buckenham Drive— no further update.

**73/24 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).**

There were no questions taken from the public.

**74/24 To undertake Council administration**

i. To note: Annual Review of Declaration of Interest (Pecuniary and Non-Pecuniary)

Councillors considered their declaration of interest forms and updated where it was felt necessary.

ii. To note the Annual Review of Dispensation Requests Councillors considered their dispensations requests and updated where felt necessary.

iii. To approve adoption of the Model Code of Conduct

Councillors were reminded of the Code of Conduct and duly readopted it.

iv. To approve meeting dates up to May 2025: 19 June, 17 July, no meeting August, 18 Sept, 16 Oct, 20 Nov, 18 Dec, 22 Jan, 19 Feb, 19 March, 16 April and 21 May—including Annual Parish Meeting and Annual Parish Council Meeting.

It was **resolved** to hold meetings on the above dates up to May 2025.

v. To review and approve Standing Orders

It was **resolved** to approve the Standing Orders unchanged.

vi. To review and approve Financial Regulations (From updated model document April 2024)

It was **resolved** to approve the updated April 2024 Financial Regulations.

vii. To review and approve Asset Register

It was resolved to approve the Asset Register.

viii. To approve annual Insurance quote 2024/25

Cllr Lintern proposed that the quote of £701.81 should be accepted, this was seconded by Cllr Hayward and all agreed. It was **resolved** to approve the Insurance quote for 2024/25.

ix. To review authorised bank signatories/online banking authorisation

Councillors noted that Cllr Lintern, Cllr Reeve, Cllr Hayward and Cllr Mann are currently provide online banking authorisation and are cheque signatories.

It was resolved that no changes need to make to this arrangement.

x. To approve bank accounts/reconciliation Year ended 31.3.24

Councillors **resolved** to approve the bank accounts/reconciliation year ended 31.3.24.

xi. To approve the Annual Accountability Governance Return (AGAR) Audit 2023/24 in order defined within the document and accompanying information due to return to the External Auditor

. It was **resolved** to receive and note the Internal Audit

- It was **resolved** to approve Section 1 – Annual Governance Statement 2023/24
- It was **resolved** to approve Section 2 – Accounting Statements 2023/24
- Following these approvals, the Chair and Clerk signed the Annual Governance Statement, and the Chair signed the Accounting Statements.
- The Clerk set the commencement date for the exercise of public rights.

#### **75/24 To restate General Power of Competence**

It was **resolved** to restate the General Power of Competence as all councillors are elected and the Clerk is CILCA qualified.

#### **76/24 Cllr Sue Lintern (BCKLWN) and Cllr Martin Storey, (NCC), if in attendance**

Cllr Storey reminded the Clerk that he would like copies of the agenda and previous minutes prior the meeting.

Cllr Storey reported on NCC items, all of which are on NCC website.

<https://www.norfolk.gov.uk/article/38708/Full-County-Council-meetings> Cllr Storey welcomed people to attend meetings to see the meeting or watch it on YouTube.

Cllr Juniper-Solley talked about the fostering workshops that have been offered in the county recently. However, Cllr Juniper-Solley felt that having some of these more locally may encourage more people within in the surrounding area. Cllr Storey and Cllr Lintern will both make a request to Cllr M Dewsbury.

Cllr Lintern reported on Borough Council items, noting that it has now been a year since election. Cllr Mann thanked the Cllr Lintern for all her support during the year.

#### **77/24 To consider for approval any action in relation to the land transfer of Limehouse Common**

Discussed during matters arising.

**78/24 To consider planning applications that require Parish Council comment**

- 24/00747/F Extension to rear of Cottages at Station Cottages Bridge Road Stoke Ferry King's Lynn Norfolk PE33 9TB – deadline 23.5.24. It was **resolved** to support this application.

**79/24 To consider financial items**

- Bank account balance as at 170524 £35,330.55
- Income – no income to be noted during the month,
- To approve payments

Payee	Regards	Payment method	Net	VAT	Gross
G Robinson	Wage April & May	BACS	£655.20	0	£655.20
HMRC	PAYE/NIC	BACS	£172.22	0	£172.22
Bequality Marketing	Website hosting	BACS	£125.00	0	£125.00
HHA Grounds Maint	Grounds maint	BACS	£446.50	£89.30	£535.80
Clear councils	Ins	BACS	£701.81	0	£701.81
Bonnetts	Footpath marker	BACS	£60.00	£12.00	£72.00
Hodson Office	Ink	BACS	£16.90	£3.38	£20.28
Minutesman	Printing	BACS	£1944.00	0	£1944.00
A Stannard	Litter bins	BACS	£18.00	0	£18.00
RBL	Donation	BACS	£10.00	0	£10.00
SFVH	Hall Hire	BACS	£50.00	0	£50.00

It was proposed by Cllr Hayward that the payments should be made, this was seconded by Cllr Reeve. 4 councillors agreed, while 3 abstained as they had declared an interest.

- Receive bank Reconciliation £35,330.55 as at 170524.

**80/24 To approve the register of decisions made on email/phone to be ratified at the next council meeting**

Funding alert – Letter sent noting that only 2 councillors hold details for this application.

**81/24 To consider using .gov email address as recommended**

It was resolved to use the .gov email address.

**82/24 To consider correspondence and any items that require an action. All correspondence circulated by email prior to the meeting.**

- S38 Furlong Road, Stoke Ferry - Freebridge street lighting requirements.

Cllr Lintern to contact Tom McCabe to ask why the Parish Council should pay for this. It was felt that 1 light should be at the entrance to the car park. Councillors feel that 3 lights are needed and

Freebridge should be asked to pay for them.

- Land at Rear of Buckenham Drive

Councillors consider correspondence from C Wilson. It was resolved that the Parish Council would not pursue a piece of land marked with hatching on a map, and that 2Ag would retain the hatched piece. Cllr Stocking would ask to put TPOs on trees behind Buckenham Drive.

- Dog waste bin changes to height – Bonnetts have inspected the bins and noted the changes that need to be made to them to meet the Borough Councils requirements.

It was agreed that Bonnetts would give a quote for this work, for consideration via email.

- The village map has been treated with sealant.

Cllr Taylor was thanked.

- Holly Cottage, Oxborough Road – Cllr Lintern to ask Planning Department for further information.
- . Historic Towns and Villages Forum - The Parish Council would like to be involved with this initiative.

**83/24 To receive urgent items of concern & matters to be included on the next agenda from the Parish Council and note forward items**

**84/24 To approve next meeting will be the Ordinary Parish Meeting on Wednesday 19th June 2024 at 7.00 pm in the Stoke Ferry Village Hall**

Councillors noted the date and time of the next meeting.

**85/24 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 – none to consider at this time.