

**SOUTHERY PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Monday 7 December 2020 at 7.00 pm**  
**Virtual Meeting Held via 'Zoom'**

**Present:**

Cllr Alison Youngs (Chair)  
Cllr Annette Osler (Vice Chair)  
Cllr Chris Edwards  
Cllr Christine Feltwell  
Cllr Javey Osler  
Cllr Roger Whitehead  
Helen Richardson, Parish Clerk & Financial Responsible Person

**In attendance:**

Members of the Public: 0  
Cllr Martin Storey, BCKLWN and NCC Councillor (From Item 140/20 to 151/20)

**140/20 Public Participation**

There were no members of public present.

**141/20 To consider apologies for absence**

Cllr Crispin Copey sent apologies to the meeting which were accepted.

**142/20 To receive Declarations of Interest on Agenda Items.**

Cllr Chris Edwards declared an interest in regard to Payments for Approval (item 162/20) and the register of decisions made on email at (item 150/20).

**143/20 To Approve the Minutes of the Ordinary Meeting of the Parish Council held on 9 November 2020 and To Note Matters Arising issued in advance in the Clerks Report**

**RESOLVED:** That the minutes of the Ordinary Meeting held on 9 November 2020 and be approved as an accurate record.

The following was circulated as matters arising:

**Village Hall Funding** - The Clerk emailed the Chair of the Village Hall of the resolution after the November meeting. A budget line for general grant funding will be added for grant funding from 2021/22 budget. The Clerk forwarded possible new BCKLWN funding stream pending second lockdown to Chair of the Village Hall Committee at the end of November and they advised that they would follow it up.

**Feltwell Road Cleaning of Roads and Paths** - The Clerk emailed Beet Factory who confirmed the paths and roads are swept the last Thursday each month, however the Clerk is querying November as doesn't appear to have been done. The Clerk will continue to liaise with them.

**Streetlighting** - Hall Close streetlight out named 113 reported to the engineers for resolution. Streetlight 39 on Feltwell Road had been restored by UK Power Networks and working again via our Streetlighting Contractor

**Water Butt in Cemetery** - Asked the Handyman to look at the leaking taps.

**Football Hut** - Internal lights are to be installed on 10th December. The football academy has requested installation of one extra light and socket costing £125 in total and has been put on agenda for consideration. Cllr Chris Edwards notified the Clerk that the car park the other side of the gate in wet weather was getting large puddles. The Clerk has asked that the football clubs do not park here for the time being and park the other side of the gate on the concrete and will monitor.

**NCC Update Nov 2020 Various Maintenance tasks** - The Clerk emailed the Rangers and the Handyman with works identified by the Chair in November circulated on email with the agenda for information only. The Technician noted all issues emailed over for resolution and advised the Rangers were next in January but he would inspect 12th November. The Rangers cannot undertake any further work until January as they clear a backlog.

- Lynn Road - manhole covers are noisy and collapsing. The Clerk reported to the NCC Technician.

**Electrical Stay on Lynn Road** - The NCC Highways Technician has inspected this stay in the path. They have advised that the stay is in the same place however the path was widened by the property

owner which means the stay is now in the middle of the path. This part of the path is not adopted, however for BT to move a stay it would cost the NCC or PC around £7k to do so.

**'New surface Signs** - NCC Technician has programmed to remove three of these in the coming weeks/months.

NCC Technician attended the village and updated the Clerk as follows:

- Footpath at werehen programmed for siding.
- Hydrant cover reported to Anglian water as slightly leaking.
- Footway at no 68 Feltwell Rd mud film noted but no deep mud so added to Rangers list.
- Verge from Hall Close to Mill Lane done recently by last ranger visit but I have programmed to have it done further to expose all the path.
- Weeds on Churchgate Street passed to rangers to try to clear as spray finished until next year, and pictures sent to spray contractor for comment.
- Churchgate Street footway sections cracked and uneven. As the whole length/both sides are damaged I have checked this and it is on for a scheme, I will push it to the top of my list for 2022-23 or try sooner if we get any extra funds next year for reconstruction.
- Churchgate Street carriageway damage and holes programmed for repair.
- I have looked at the path by the stump and spoke to the new resident. They are currently slowly trying to remove the stump at the moment (they were cutting through roots as I visited). (Churchgate Street)
- Stump at property - NCC Tech. asked them to let him know when it is removed and he will revisit and patch the area/remove roots after so we get a nice flat path, rather than repatch over the root now and it gets damaged when the stump is removed and needs repatching later. (Churchgate Street)
- NCC Tech. reported the loose manhole opposite Feltwell Road junction to Anglian Water.
- NCC Tech advised cracking around covers on Upgate street inspected them all and programmed patching there.

**Christmas Items** - Were delivered to FOSA and they thanked the Parish Council for the donation which would go towards helping them raise funds for the Southery Primary School.

**Playing Field Flood Lights** - The Clerk has added to the forward list for spring but added to the budget. Particularly as the field is too wet for the size of vehicle needed to access the lights.

**Development Behind Lions Close** - The Clerk forwarded information to the Water Management team at NCC with photos and plans for their investigation.

#### **Planning Applications Received for Comment Between Meetings**

20/01648/F Two storey and single storey extension to dwelling at Peartree House 22 Upgate Street Southery Downham Market Norfolk PE38 0NA. No comments returned.

#### **144/20 To Receive an Update from Councillor Martin Storey (NCC and BCKLWN)**

- NCC Leader Andrew Proctor announced that a winter support scheme would open for anyone suffering financial hardship.
- Norfolk Museums opened last week.
- Covid Marshalls will continue to being recruited across Norfolk to advise businesses.
- Gritting - first session was on 3rd November and county has 49 gritting lorries including 7 new ones and they had been named by primary school children across Norfolk as part of a competition. They cover a distance of 2400 miles. There were 1900 grit bins in Norfolk.
- Announced today the Covid vaccine in Norfolk will be available tomorrow Tuesday 8th December at the Norfolk and Norwich Hospital and James Paget. More information was available on the website with the most vulnerable, NHS staff and over 80s.
- NCC has several schemes for grants with information on the website for businesses and to help with the pandemic through to March 2021.
- NCC Budget public consultation ends on the 14 December. As representative he will put any comments forward.
- The response on the Planning White paper was ongoing.
- NCC is launching a one million trees project to be planted over the next five years and starts this week. In the spring NCC will share detailed information on how all can get involved during the year to reach the target of being carbon neutral by 2030.

The Chair shared that there was first snow fall last week and Southery hadn't been gritted too well. Cllr Martin Storey shared that the team received regular updates and the weather forecast caught them out as it forecast rain and not snow. The Chair agreed to circulate information about the stay on the Lynn Road to the Clerk and Cllr Martin Storey. The Parish Clerk agreed to forward information to the Cllr Martin Storey regarding the property on Churchgate Street where roof tiles were loose again for him to take forward.

#### **145/20 To Discuss End of Year Thanks**

The Chair shared a gift card had been presented to the retiring volunteer in the village who had worked within the cemetery over the years to say thanks. The Chair asked that anyone who had details of others that they wished to be thanked formally to email to the Clerk.

#### **146/20 To Approve Grounds Maintenance Contract 2021**

The Chair shared that the document was due for approval and confirmed that the pricing will be held as agreed for next year and it was not possible to be able to withhold any payment should there be issues as they would wish to try and resolve in the first instance.

**RESOLVED:** That the Grounds Maintenance Contract be approved. (Cllr Christine Feltwell proposed, Cllr Javey Osler seconded, all were in favour)

#### **147/20 To Approve Use of Scribe Accounting Software**

The Chair shared that the Clerk had circulated software information for accounting which enabled them to pull up reports for the regular reconciliation, AGAR, S137, VAT as well as raise invoices and receipts. It would hopefully save the Clerk time and Councillors could have viewing access.

**RESOLVED:** That the Scribe Accounting Software be approved from 1 April 2021 at a cost of £288 plus VAT (Cllr Alison Youngs proposed, Cllr Annette Osler seconded, all were in favour)

#### **148/20 To Discuss and Agree How to Respond to Anglian (Eastern) Regional Flood and Coastal Committee (RFCC) survey Received via NALC**

The Chair shared that this had come through from Norfolk ALC email. The Council had concerns about flooding, dykes that get filled in and flooding in the village. The Clerk agreed to seek a template and circulate to the Council from the BCKLWN regarding a Recovery Plan for Southey.

#### **149/20 To Approve Costs in Relation to Cemetery Fencing**

The Clerk agreed to chase the contractor and the Councillors agreed to meet on site for preparation when date confirmed. The fence on the other side of the cemetery had been repaired due to health and safety issue though it after it was determined to be private.

#### **150/20 To Approve Register of Decisions Made on Email to be Ratified**

##### **a) Purchase of Toilet Refurbishment Items - Guttering and fittings**

A fire door has been sourced for free and was to be fitted free of charge. There was a kitchen unit and worktop supplied and fitted free of charge for baby changing. Cllr Crispin Copsey made some catches to go over the external toilet lights and the electrician was due to set the timers.

**RESOLVED:** That the register of decisions made on email to be ratified at the meeting to purchase of toilet refurbishment items at a total of £58.34 plus VAT be approved. (Cllr Christine Feltwell proposed, Cllr Annette Osler seconded, five were in favour and one abstained due to declaration of interest)

#### **151/20 To Approve Toilet Door Costs - Fabrication and Installation Costs**

Councillors agreed to seek views from a local blacksmiths before committing to the quote received.

**RESOLVED:** That a security door is approved up to £250 to be actioned as soon as possible. (Cllr Chris Edwards proposed, Cllr Christine Feltwell seconded, all were in favour)

#### **152/20 To Discuss and/ or Approve Installation of Additional Light and Socket in Hut as Requested by Goal Keeping Academy**

**RESOLVED:** That a fifth light and double socket be installed at a cost of £125. (Cllr Christine Feltwell proposed, Cllr Annette Osler seconded, all were in favour)

#### **153/20 To Approve One Extra Grass Cut in Cemetery for Clerk to Action if Required Over Winter**

**RESOLVED:** That an extra grass cut in the cemetery be approved for £120 plus VAT if required over the winter. (Cllr Alison Youngs proposed, Cllr Christine Feltwell seconded, all were in favour).

### **154/20 To Approve the Precept and Budget - 2021/22**

The budget and precept for 2021/22 had been circulated for approval. It was agreed to increase the Handyman budget to £1500. It was agreed to increase the section 137 funding for the Christmas event 2021 by £500. The Parish were due to receive £247 in Council tax support fund.

**RESOLVED:** That the Parish Council budget be approved for 2021/22. (Cllr Alison Youngs proposed, Cllr Chris Edwards seconded, all were in favour)

The Council agreed to keep the Precept cost the same for 2021/22 at £23,386 to ensure that the public payment per annum was approximately the same for next year as this year with the financial difficulties that all had suffered.

**RESOLVED:** That £23,386 be approved to be preceptor for 2021/22. (Cllr Alison Youngs proposed, Cllr Roger Whitehead seconded, all were in favour).

### **155/20 To Approve Mole Treatment on Playing Field**

The current contractor had not attended due to covid-19 and lockdowns. It was agreed to ask him to attend to the playing field.

### **156/20 To Approve Handyperson Work to be Carried out in December and Note Work Carried out in November**

Work for December proposed:

- Shovel gravel that has fallen off cemetery path into the pub car park back on. (Clerk observation).
- Cemetery path from Mill lane end - leaves to clear and tidy
- Minor Tree work from last Tree Management report.
- Weed spray of land rented on Recreation Drive
- Weed the older graves on the left.
- Brambles in Cemetery - large one near a horse field to be cut back to the fence, please cut back to the fence line and remove from the cemetery.

The Council discussed the car park at the playing field before the gate. The Clerk agreed to report to NCC Highways to see if it belonged to them.

**RESOLVED:** That the list of work be approved for December and to cover January (including anything urgent that needs to be added) for up to 30 hours. (Cllr Alison Youngs proposed, Cllr Christine Feltwell seconded, all were in favour).

### **157/20 To Discuss NCC Response Regarding Footbridge Off Feltwell Road**

The Clerk agreed to refer the issue back to the NCC Right of Way Officer for land owner resolution.

### **158/20 To Discuss Southery Norfolk Association of Local Council's (NALC) Representative**

The Clerk agreed to seek more information from Norfolk ALC and add to the February agenda.

### **159/20 To Approve Commissioning of Annual Play Area and Skate Ramp Report**

**RESOLVED:** That the annual report be commissioned at £120 with Wickstead to cover the Play Area and Skate Ramp. (Cllr Alison Youngs proposed, Cllr Chris Edwards seconded, all were in favour)

### **160/20 To Discuss Use of Concrete Pad in Cemetery**

The Council agreed to purchase a new bench and add to the next agenda with costs with a new plaque to reinstate the memorial that previously had been there.

### **161/20 To Approve Clerk Attendance at SLCC End of Year Training Session**

The Council approved the Clerks attendance.

### **162/20 To Approve Payments**

The following payments were presented for approval:

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Clerks - wages and expenses - Nov (Includes £102 refund for gift card purchased for resident at £102)	407.06	0.00	407.06
PAYE HMRC - November	67.40	0.00	67.40
Westcotec Ltd - Additional Battery for SAM2	80.00	16.00	96.00
JBT Electrical - Toilet Work £575 and additional £45.00 to install new earth bonding cable from consider unit in pavilion to income water pipe work in toilet block (health and safety issue)	620.00	0.00	620.00
Cllr Chris Edwards - Refund for Toilet Guttering, Fascia brackets and joints	58.34	11.67	70.01
Cllr Chris Edwards - Refund for Toilet Refurb items toilet seat, tile blade, spacers, grout sponge, tile adhesive and mould stop	50.22	10.01	60.23
HM - Cemetery Fence Repair and materials	124.00	0.00	124.00
K&M Streetlighting - November 20	56.08	11.21	67.29
K&M Streetlighting - December 2020 (Approve in advance for continuity and health and safety over winter period)	56.08	11.21	67.29
Wave - Water at Playing Field 05.05.20 - 05.11.20 (Clerk to check if recharge applicable to football clubs as the toilet has been shut)	40.69	0.00	40.69
EON - Football Hut Electric 19.08.20-19.11.20 (Recharge to be issued to football clubs for dates of use)	61.71	3.09	64.80
EON - Streetlights October 2020	250.10	50.02	300.12
<b>Total</b>	<b>1871.68</b>	<b>113.21</b>	<b>1984.89</b>

**RESOLVED:** That the payments as presented be approved. (Cllr Javey Osler proposed, Cllr Annette Osler seconded, five were in favour and one abstained due to declaration of interest).

#### **163/20 Councillors concerns and agenda items for next meeting**

- The Clerk agreed to report a pot hole near the milestone to Highways as it was very deep.
- The Clerk agreed to add an additional dog bin request at Feltwell Road to the February agenda.
- Thanks to those who had helped to put up the Christmas Tree on the village green, it was a good job.
- The Clerk agreed to add to the February agenda a discussion on the access into the cemetery from the pub end.
- The Clerk agreed to ask Highways for a unsuitable for HGVs sign by Churchgate Street and the top of Campsey Road as lorries were getting stuck.

#### **164/20 Date of next meeting – Monday 1 February 2021 at 7.00 pm Virtually Via Zoom**

Closed 10.15 pm