

SOUTHERY PARISH COUNCIL
Ordinary Meeting of the Parish Council
Monday 1 February 2021 at 7.00 pm
Virtual Meeting Held via 'Zoom'

Present:

Cllr Alison Youngs (Chair)
Cllr Annette Osler (Vice Chair)
Cllr Crispin Copsey
Cllr Chris Edwards
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
Chair of the Village Hall Management Committee, Southery (From Items 01/21-07/21)

01/21 Public Participation

There were no members of public present.

02/21 To consider apologies for absence

Cllr Christine Feltwell sent apologies to the meeting which were accepted due to illness.

03/21 To receive Declarations of Interest on Agenda Items.

There were none. The Chair advised that she would not be involved in the activities re payroll and internal audit due to the company she worked for providing those services.

04/21 To Approve the Minutes of the Ordinary Meeting of the Parish Council held on 7 December 2020 and To Note Matters Arising issued in advance in the Clerks Report

RESOLVED: That the minutes of the Ordinary Meeting held on 7 December 2020 and be approved as an accurate record. (Cllr Alison Youngs proposed; Cllr Chris Edwards seconded, all were in favour).

Clerks Report (February - Matters Arising.

Precept - BCKLWN Confirmed receipt of Precept request by email on 9th December 2020.

Holes on Lynn Road towards Northern A10 exit programmed by NCC for repair.

Lights in Football Hut - The lights and additional light and socket was auctioned by the electrician first week in December. The Clerk agreed to follow up with SWISH with the half payment for the works.

Playing Field Entrance - Under Health and Safety the Handyman was instructed to lay down a gravel edged path as you go into the playing field to avoid slipping from heavy public use.

Fence in Cemetery - The contractor advised on 13 January that the Parish Council were at the top of their list they were just waiting for materials to come in.

Land Registry Issues - The Clerk chased the solicitor for an update in regard to a piece of land near the village green and also quotes for other land registry issues that had come up for possible resolution by email on 5 January 2021 and awaits a response.

Unsafe Memorials - Cllr Chris Edwards agreed to place markers in the cemetery where there were unsafe memorials for family to get in touch and will do as soon as possible. A family member contacted the Clerk regarding the memorial that had to be laid down and will be sourcing a stone mason to repair as per regulations over the next few months.

Scribe Accounts - The login has been received so the Clerk will set it up ready to be used from 1st April 2021.

Barn Roof - Churchgate Street - The Clerk forwarded contact details for Cllr Martin Storey to take forward lack of service from CNC in relation to this issue first reported in February 2019.

Cemetery - The Clerk approved a health and safety matter in the cemetery in relation to payment to a grave digger £320 following a grave that was not possible for use. The costs were recovered from a funeral director.

Information Commissioner Office (ICO) - confirmed that the direct debit payment for annual fee will be processed mid February for the compulsory annual fee.

Playing Field - There had been rats on the playing field which the contractor would be asked to investigate and treat as necessary.

Planning Decisions Received

20/01533/F Southery Land Adjacent 14 Churchgate Street Southery Downham Market Norfolk PE38 0ND - APPLICATION FOR REMOVAL OR VARIATION OF CONDITION 2 OF PLANNING PERMISSION 20/00380/F: Demolition of Existing Garage to allow for Erection of Proposed Dwelling. Existing Access to be Utilised with Parking for Existing Dwelling. New Access with visibility for Proposed Dwelling, Associated Turning & Site Works Application Permitted 4 December 2020 Delegated Decision

20/01648/F Southery Peartree House 22 Upgate Street Southery Downham Market Norfolk PE38 0NA - Two storey and single storey extension to dwelling Application Permitted 16 December 2020 Delegated Decision

05/21 To Receive an Update from Councillor Martin Storey (NCC and BCKLWN)

Cllr Martin Storey provided the following updates:

- King's Lynn Corn Exchange was opening today as the second largest vaccination centre in Norfolk. There was free car parking for those who have appointments, and only those with appointments should attend the centre. He envisaged that local GPs and a centre in Downham may be possible in the coming weeks. He shared that the NHS would notify people of their appointment. The vaccinations in Norfolk was going well.
- There was support for individuals and businesses as a result of covid restrictions were available via the BCKLWN or NCC's on their websites.
- The County Council were setting their budgets on 22 February, consultations from the public received was around 500 an increase on the year before. The meeting would be live on Youtube. Some other Council meetings had been cancelled due to stretched services and relocation temporarily of some jobs to support covid actions.
- He was due to attend a meeting with the Police to also discuss their budget.
- County Council elections were due to take place on 6 May 2021, and with restrictions in place he would agree personally that this was not the best time. There would be no leaflets going out to people's homes.
- Cllr Martin Storey shared that any flooding needed to be reported directly to the Norfolk County Council Flood Risk Team in the first instance when it occurs, and he was expecting a joined up approach would be developed over the year between NCC (Norfolk County Council) and the IDB (Internal Drainage Board). The Chair shared that there was a general concern about flooding and people's homes in the village. The Chair shared that it needs to be taken into account before additional homes are added to the village so that the systems currently in place can cope. Cllr Martin Storey shared that he would visit Campsey Road next time there were issues. It was believed that the roadway had flooded two weeks ago.
- Cllr Martin Storey shared that he had asked that street lights on Orchard Way be considered. The Clerk advised that she believed due to the roadway being completed that it was currently within the 12 month period of waiting up until when Norfolk County Council officially adopts the road and takes on the maintenance at public expense to also include footpaths and drains. The Clerk agreed to ask County Council for the projected date for official adoption.

Cllr Martin Storey agreed to report from IDB's meeting regularly.

06/21 To Receive Any Councillor Concerns or Items for the Next Meeting/Work Programme

- The Clerk agreed to the ask the Handyman to look at a repair for the gate latch at the pub end.
- A resident had filled in a ditch near Lions Close, the Clerk agreed to chase up the NCC flood team following a recent report of the issue.

- The security door procurement for the toilet block was on hold due to covid.
- It was noted that a lot of the village had expressed upset in relation to the amount of dog waste not collected by owners around the village. It was noted that anyone who sees anyone not collecting dog waste can report it to the Borough Council, as well as there being numerous bins around the village and the option to take waste home. The Council would consider any suggestions for what more it could do but all residents walking dogs should collect their waste without fail.
- The Clerk agreed to contact Norfolk County Council in regard to a missing milestone.

07/21 To Receive Update from the Village Hall Management Committee Chair

The Chair of the Village Hall Management Committee attended to provide the Parish Council with an update in regard to recent issues with the floor of the Village Hall which had been severely damaged by water ingress and photos had been shared. The damage to the floor had been discovered around Christmas time. Their insurance company advised that they were not covered for a claim because it was a ground water issue. A structural engineer was due to inspect on Monday 8th February and provide a full report by 22 February, were after the Committee will conduct an option appraisal.

Following a query the Chair of the Village Hall Management Committee advised that the initial Covid grant of £10k had helped with works in the building such as replacement of the fire doors/security doors; to replace rotten kitchen cupboards with new ones; plumbing repairs and general maintenance issues that would have been done should money from events had been possible. The Committee were considering other grant funding available but approximate costs for the floor may be up to £35k.

The Chair shared that the options were unknown at this stage and the costs involved, but asked that the Parish Council be kept up to date and thanked the Chair of the Village Hall for the update. The Chair advised that he would attend the Parish Council meeting in March to provide a further update as a result of the report and options appraisal.

08/21 To Consider a Planning Application received for Parish Council Consultation: 20/02130/F Erection of 4 bedroom dwelling including new access drive, garage, landscaping and retaining wall at The Old Rectory 3 Churchgate Street Southery Downham Market Norfolk PE38 0ND

The Council considered the application in the meeting. The Council wished to object to the planning application for material planning reasons relating to the following:

- Highway Safety;
- Traffic Generation;
- Loss of Trees;
- Road Access
- Nature Conservation.

The Council feel that objection is necessary and redesign is needed on the new access route proposed into the property as it emerges from a blind corner/bend onto a well used and high traffic route, as well as children and families walking on their way to and from the Primary School on the same side of the access from most estates situated at the far end of the village over the back via a right of way footpath at Mill Lane. The Council believe that the road in this location is not a traditionally sized road and not wide enough for additional traffic in this area particularly on this blind bend. The Council feel that therefore this is a 'Highway Safety' and 'Traffic Generation' and 'road access' material planning objection consideration. As described in the Design and Access Statement the proposed application is 'within a built up residential area of Southery' and 'direct access to the main road layout', so this is an area that is already densely populated with amenities nearby and therefore with high volumes of traffic as a result.

The Council also wishes to highlight that in the proposed new access area often has cars parked for the school run as well as attendances to Church events, funerals and weddings, and any additional

traffic emerging from this bend in the proposed access would pose a danger to many residents and people attending this area for these reasons.

The Council felt that it would be safer for the access to be via the existing access of The Old Rectory, 3 Churchgate Street. This is away from any other access routes and the blind bend, where users of the path on its approach have clear visibility of the route ahead.

The Council also wish to highlight in the application that it finds it not acceptable to cut any trees down and in particular those have Tree Preservation Orders and this is another material objection 'Loss of Trees' and 'Nature Conservation'. This area is at the heart of the village and all trees are important to be kept and therefore any planning application in the village should not include loss of trees and the design should allow for this tree to be kept as detailed in the Borough Council's Local Plan for the district. There is also drainage concerns in the village so it is important that the environment is protected whereas trees provide protection and mitigation against such issues, as well as being important to nature conservation.

RESOLVED: That an objection be raised due to the reasons laid out in minute number 08/21. (All were unanimously in favour).

09/21 To Discuss and Approve Any Costs in Relation to the following Cemetery Related Issues:

a) Purchase of Bench to go in Cemetery

The Clerk agreed to get prices for three or four similar benches to the one currently in the cemetery. and present to the March meeting.

b) Purchase of New Water Butt

The Clerk agreed to ask the Handyman to purchase a new water container with a tap and install it within his hours for February.

RESOLVED: That purchase of a water container and tap up to £60 including installing time of the Handyman be approved. (Cllr Alison Youngs proposed, Cllr Crispin Copsey seconded, all were in favour).

c) Gate and Fence into the Cemetery at the Pub End

The Clerk agreed to contact the pub owner and investigate any other implications of creating vehicle access.

d) Metal Fence in the Cemetery

The Clerk agreed to contact both parties in respect of the fence that there was concern for the Children grave memorials and public safety. It was agreed that a budget of up to £300 would cover the cost of repairing the fencing and that the two adjoining owners be asked to contribute to the costs being a rear adjoining boundary for their property.

RESOLVED: That up to £300 be approved to spend on repairs required to the fencing in the cemetery near the Children's graves and that neighbouring properties be asked to contribute to the costs. (Cllr Javey Osler proposed, Cllr Crispin Copsey seconded, all were in favour)

10/21 To Approve Purchase of Dog Bin at Feltwell Road

The Council agreed to monitor dog mess along Feltwell Road and report back if there was an issue to be discussed again.

11/21 To Note Latest Speedwatch Data Received

The Council had received the latest information and thanked the volunteers for their continued hard work to keep the village safe. The Council noted the situation that appeared to be the same with continued amounts of speeding vehicles. The Council noted that should any speed sign need to be replaced at any point they would consider through the Parish Partnership Fund for 2022/23 fund, due to open for applications in the summer.

12/21 To Approve Handyman Work to be Carried out in February and Note Work Carried out in December and January

The Chair expressed that she was really pleased to see that the brambles had been cut back within the cemetery and a huge amount of land reclaimed in the cemetery. The Chair shared that the brambles were still on the horse field side and asked that the Clerk contact the owner to ask that they consider also removal to look to resolve the for all. The Clerk had shared a report in regard to the work that the Handyman had carried out in December and January and the following was proposed for February;

- Extension of footpath on Playing Field to the toilet block from new path section.
- Weed older graves on the left in the cemetery.
- Place metal covers on lights outside toilet block
- Mulch trees in cemetery.
- Install water container in the cemetery when purchased.
- Repair latch on cemetery gate at the pub end.

RESOLVED: That up to £300 be approved as a spend toward the jobs listed in the minute and should any other minor works come to light in the month of February. (Cllr Alison Youngs proposed, Cllr Annette Osler seconded, all were in favour).

13/21 To Approve Norfolk Association of Local Councils Representation

The Council felt that representation be considered at a later date and should they have any specific concerns they would share where required.

14/21 To Approve Internal Auditor for 2020/21 Accounts

RESOLVED: That Internal Auditor Services be approved for 2021/22 for £50. (Cllr Crispin Copsey proposed, Cllr Roger Whitehead seconded, five were in favour and one abstained due to a declaration of interest).

15/21 To approve Payroll Services

The costs from the current contractor were provided to be £18 per month for monthly payroll and £25 for end of year work for the following financial year.

RESOLVED: That Payroll Services be approved for 2021/22 as per quote provided. (Cllr Crispin Copsey proposed, Cllr Javey Osler seconded, five were in favour and one abstained due to a declaration of interest).

16/21 To Approve the GDPR Policy, Audit and Model Scheme of Publication.

The Chair advised that these were documents that the Council needed and reminded all of the important of protecting personal data in all mediums and specifically email. She added that for this reason it was important to direct any enquiries from the public to the Parish Clerk. The Council noted the GDPR Audit.

RESOLVED: That the GDPR Policy and Model Scheme of Publication be approved. (Cllr Crispin Copsey proposed, Cllr Chris Edwards seconded, all were in favour).

17/21 To Approve the Health and Safety Policy

The Clerk confirmed that future electrical checks were noted and confirmed following a query from the Chair that she would let the Council know if she had any needs as far as being a lone worker in future.

RESOLVED: That the Health and Safety Policy be approved. (Cllr Chris Edwards proposed, Cllr Crispin Copsey seconded, all were in favour).

18/21 To Approve Clerk Training - Norfolk ALC Exclusive Right of Burials

RESOLVED: That training for the Clerk in regard to Norfolk ALC's Exclusive Right of Burials for £10 plus VAT be approved. (Cllr Alison Youngs proposed, Cllr Roger Whitehead seconded, all were in favour).

19/21 To Approve Payments December 2020 and January 2021 and Quarterly Reconciliation

The following payments were presented for approval:

Payee		Net	VAT	Gross
Clerks	Wages/expenses - Dec and Jan	575.40	0.00	575.40
PAYE HMRC	Dec and Jan	122.60	0.00	122.60
Handyman hours and expenses	Dec and Jan	192.13	0.00	192.13
K&M Streetlighting Maintenance	Jan-20	56.08	11.21	67.29
Scribe Accounts	Annual fee	288.00	57.60	345.60
JBT Electrical	Football hut - led lights and socket	420.00	0.00	420.00
Anglian Water	Cemetery Water	9.65	0.00	9.65
Smith of Derby	Church clock service (S137)	254.00	50.80	304.80
W R Patrick Contracting	Cemetery (paid H&S delegation to clerk and costs recovered via Funeral Director)	320.00	0.00	320.00
EON	Streetlights Nov 20	242.03	48.41	290.44
EON	Streetlights Dec 20	250.10	50.02	300.12
Total		2729.99	218.04	2948.03

The Clerk would be passing the Chair the accounts when possible to check over.

RESOLVED: That the payments as presented be approved. (Cllr Alison Youngs proposed; Cllr Annette Osler seconded, all were in favour).

20/21 Date of next meeting – Monday 1 March 2021 at 7.00 pm Virtually Via Zoom

The date of the meeting was noted.

Closed 9.15 pm