

SOUTHERY PARISH COUNCIL
Ordinary Meeting of the Parish Council
Wednesday 14th July 2021 at 7.00 pm
in the Southery Village Hall

Present:

Cllr Alison Youngs (Chair)
Cllr Annette Osler (Vice Chair)
Cllr Javey Osler
Cllr Chris Edwards
Cllr Crispin Copsey
Helen Richardson, Parish Clerk & Financial Responsible Person

In attendance:

Members of the Public: 0
Cllr Martin Storey, Norfolk County Council

78/21 To consider apologies for absence

Apologies were received and accepted for Cllr Roger Whitehead (health reasons) and Cllr Christine Feltwell (work commitments).

80/21 To Receive Declarations of Interest on Agenda Items and Dispensation Requests.

Cllr Chris Edwards declared an interest in regard to payments for approval.

81/21 To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council held on 6 May 2021 and to Note Matters Arising (Clerks Report)

RESOLVED: That the minutes of the Annual Meeting of the Parish Council held on 6th May 2021 be approved. (Cllr Alison Youngs proposed, Cllr Annette Osler seconded, all were in favour).

Fencing in Cemetery - Fencing was installed in the cemetery mid-May where the wall had fell down.

Contractor List - was reviewed by the Clerk mid-May and emailed to the Council for information. It is reviewed every six months and the forward programme is updated accordingly.

Use of Field - Keep Fit Classes - The enquiring person returned the agreement and other items mentioned at the May meeting. They are hoping to start sometime after 21 June and will be in touch with Clerk nearer the time.

AGAR 2020/21 - The Clerk made the return to the External Auditor on 28.05.21. A response from the Auditor will be by 30 September 2021 so nothing will be heard until later in the year. And was added to the website alongside with the Notice of Publication for public inspection rights.

VAT Reclaim 2020/21 - This was received into the PC's accounts on 28 May for £2133.32.

Electrical Works - Swish made payment towards electrical work.

Southery PC Action List - The Clerk emailed the new action list to the Council to monitor projects that were ongoing on 29.06.21. It would be discussed in a meeting towards the end of the year.

Land Next to Cemetery - The Clerk has been trying to make contact with the owner in June to discuss ownership and whether they would consider selling it to the Parish Council as a first investigation. No phone call has yet been received. Legal and public consultation work would need to take place as a further step if agreed.

Bridleway 15 (Definitive Map) - The Bridge on the Bridleway was confirmed as now repaired and open for use in this area by Norfolk County Council Mid June. This has been placed on the website for info, the local horse group is aware and the grass will be cut by NCC's contractor as soon as they reach this position on their schedule.

Footpaths and Bridleways - The Clerk has created a document which includes extracts from the Definitive Maps on the NCC website showing these locations in the Parish. The Clerk has asked the NCC Right of Way officer to add whether NCC or Private land owner responsibility to upkeep to make it easier to know how to report when issues. There is a need before 2026 to walk all of these routes and make sure they are open and accessible to the public. This is something the Council needs to consider how and when to do it. The Clerk has added to the website for public information for now. The Council are due to discuss in September.

Temporary Event Licences - The clerk emailed the BCKLWN from May meeting on 11 May.

Speed Watch - Latest reports had been circulated to the Council and added to the website. They reported that: April, three watches and 55 reported; May, three watches and 35 reported and June, four watches and 60 reported.

Planning Application Decisions

21/00542/F Southery 73A Feltwell Road Southery Downham Market Norfolk PE38 0NS - Demolition of single story bedroom. Erection of a double story extension. Application Permitted 25 May 2021 Delegated Decision. No comments returned.

21/00756/F Southery Old School Hall Upgate Street Southery Downham Market Norfolk PE38 0NA - Single storey rear/side wrap around extension Application Permitted 22 June 2021 Delegated Decision. No comment returned..

21/00842/O Southery 13 Mill Lane Southery Downham Market Norfolk PE38 0NF - OUTLINE APPLICATION ALL MATTERS RESERVED: Proposed dwelling Application Permitted 25 June 2021 Delegated Decision . No comments returned.

21/00797/F Southery Tall Trees 3 Campsey Road Southery Downham Market Norfolk PE38 0NG - Single storey rear extension to dwelling Application Permitted 1 July 2021 Delegated Decision. No comment returned.

82/21 Note Any Councillors Concerns or items for next meeting and note forward work programme.

Cllr Martin Storey agreed to follow up with Norfolk County Council in regard to the electric stay on Lynn Road Footpath and a ditch that had been filled in by a resident off Lions Court.

Update from Cllr Martin Storey

- Nice to see everyone again of what has been a difficult time.
- The NCC have Council meetings at the Norfolk Showground.
- A lot going on at County and he is on four committees, a lot of officers were working from home. Over the past year officers and everyone has worked very well in trying circumstances.
- The Budget meeting was held at NCC in February and they decided to increase the Highways allowance that each County Councillor could grant within their own ward totalling £10k. And if there was anything it could be spent on highways related to let him know.
- The NCC Parish Partnership Fund 2022/23 was now live for applications with a deadline of 10 December 2021.
- A major issue for Highways is responses back to Parish Councils and he is aware of the issues.
- There was various information on the NCC website.
- The Borough Council's Local Plan was up to 2026 due for public consultation until the end of September 2021. The Parish Council was due to discuss at their meeting in September.
- The Borough Council had a new Leader called Cllr Stuart Dark.
- There was the issue regarding Queen Elizabeth Hospital and there were petitions that the public could sign. The Chair shared that residents had asked what the Borough Council were doing to get behind the campaign. The Parish Council agreed to write to Cllr Jo Rust in support of the campaign.
- He was also aware of the issue with the barn on Churchgate Street, and he discussed this at the Planning Meeting. The Planning Enforcers noted it and it was hoped that it could be tied into the planning.
- There were manhole covers out of Common Lane that he had reported to Highways.
- The manhole at the t-junction on Feltwell Road and Lynn Road had been reported again.
- Loose chippings on the A10 had been reported to him but this was common practice to avoid road closures on a major road.

83/21 Councillor Concerns

- The Chair was going to walk the various right of ways in the parish.
- Cllr Crispin asked Cllr Martin Storey what the cost of the bridge on BR15.
- The Chair explained that the bridge placed over the dyke near the Sandway had been removed and it was not possible to put another in as there was no legal right with not enough evidence to show 20 years use. The residents were walking the main route into the village but there was no path in this location. The Chair shared with Cllr Martin Storey that there needed to be common sense in regard to the resolution. The Clerk agreed to contact Highways to cost up a footpath in this area under the Parish Partnership Fund and Cllr Martin Storey's fund.

- The Clerk agreed to get a quote from the contractor who undertook ground maintenance for weed spraying older graves in the cemetery and the interment area.
- The Clerk had contacted the Diocese in June about the heras fencing and the state of the ruins. The heras fencing was falling over. The Clerk agreed to continue to chase to understand what they could do to improve the situation
- The Council agreed to discuss Allotment land at the next meeting.

84/21 To Approve Any Handyman Work for July and August 2021 and note work completed in May and June 2021

The Clerk had circulated a report of work completed and works proposed for July and August 2021.

RESOLVED: That works within the report be approved up to 30 hours in July and August. (Cllr Alison Youngs proposed, Cllr Crispin Copsey seconded, all were in favour).

85/21 To Approve Costs to Repair Roof of Football Hut, Playing Field

The Clerk had received four quotes the lowest was is £3500. The roof is been lifted through antisocial behaviour which had bent it, they were thin sheets of metal that had been there for years and since investment of new electrics it was felt important to keep maintaining the building. The Clerk agreed to look into grants before going ahead.

RESOLVED: That a quote of £3500 to replace the football hut roof, guttering and fascia be approved. (Cllr Chris Edwards proposed, Cllr Crispin Copsey seconded, all were in favour).

86/21 To Approve Costs to Supply and Install Toilet Reinforced Door on the Playing Field

The cost to make, supply a reinforced door for the toilet block was £250 and by those who made one for the football hut. It was envisaged that the reinforced door would go over the top of a UVPC door. The Council had invested grant funds and Council funds into the toilet and it was felt that this needed to be secured.

RESOLVED: That £250 be approved to purchase and have fitted a reinforced door for the toilet block. (Cllr Crispin Copsey proposed, Cllr Chris Edwards seconded, all were in favour).

87/21 To Approve Costs to Supply and Fit a Hand Dryer in the Toilet

Electric had been placed in the hut previously for installation of a hand dryer, it was agreed that due to waste and cleanliness that an electric handdryer would be needed. This would be the final piece of the toilet project.

RESOLVED: That £235 be approved to purchase and have fitted a hand dryer in the toilet block. (Cllr Javey Osler proposed, Cllr Alison Youngs seconded, all were in favour).

88/21 To Approve How to Inspect Skate Ramp and Any Other Action Required

The Council's insurance company had highlighted considerations in regard to the skate ramp in it requiring regular inspection. The Clerk followed up with insurers and they said that a weekly check would be sufficient to fulfil the requirements. Cllr Chris Edwards agreed to do a weekly check and email the clerk confirmation, when Cllr Chris Edwards was away the Clerk would make other arrangements. A new sign had been put on the skate ramp. The Clerk agreed to investigate play area flooring coverage on current flooring for discussion at the October meeting.

89/21 To Re-Approve Cost to Repair Playing Field Flood Lights

RESOLVED: That costs up to £320 be approved to replace a flood light on the playing field if it was not repairable and to be actioned by the current Street lighting Contractor. (Cllr Crispin Copsey proposed, Cllr Javey Osler seconded, all were in favour).

90/21 To Approve Goal Keeping Academy Use of Playing Field From September 2021 for 12 months

RESOLVED: That an agreement to use the field by the Goal Keeping Academy be approved for a further 12 months from September 2021.

91/21 To Approve Feltwell Youth FC Use of Playing Field from September 2021 for 12 months

RESOLVED: That an agreement to use the field by the Feltwell Youth FC be approved for a further 12 months from September 2021.

92/21 To Approve the Register of Decisions Made on Email to be Ratified at the Next Council Meeting a) Payments - May 2021

RESOLVED: That the register of decisions made on email to be ratified at the meeting be approved for a) payments - May 2021. (Cllr Alison Youngs proposed, Cllr Annette Osler seconded, all were in favour).

93/21 To Approve payments for May and June 2021 and to Note Quarter 1 Bank Reconciliation

Payee	Net	VAT	Gross
Eon - Street lighting - May 2021	249.71	49.94	299.65
Clerks - wages and expenses - May and June 2021	611.47	0.00	611.47
PAYE HMRC - May and June 2021	134.80	0.00	134.80
T&A Tree Logic - Tree Hazard Survey	285.00	0.00	285.00
Handyman - June (2x move speed sign; check and fill water tank; pick up and secure bench in cemetery; cut bramble down and remove from site; fill water tank; spray footpath down to road; remove branches from bottom of cemetery and take away) and July 2021 (supply green paint and rub down and paint bus shelter) Hours and Expenses	250.00	0.00	250.00
Refund to Cllr Chris Edwards - Purchased stain and brush for fencing in cemetery on behalf of Handyman. Screw fix purchase.	41.80	8.35	50.15
Refund to Cllr Chris Edwards - Purchased a Fluid Master Flush Value for Public Toilet on Playing field under a health and safety delegation to the Clerk	16.66	3.33	19.99
K&M Lighting Street Lighting Maintain - June 2021	56.08	11.21	67.29
K&M Lighting Street Lighting Maintain - July 2021	56.08	11.21	67.29
CGM Grounds Maintenance - May 2021	624.10	124.82	748.92
CGM Grounds Maintenance - June 2021	624.10	124.82	748.92
JD Signs- New sign for Skate Ramp. Health and Safety delegation to Clerk.	15.00	3.00	18.00
Denver Building and Landscaping Ltd - Fencing in the Cemetery	789.00	0.00	789.00
EON - Street lighting - June 2021	241.65	48.33	289.98
Hire of Village hall	13.00	0.00	13.00
Total	4008.45	398.01	4393.46

RESOLVED: That payments for May and June 2021 as presented be approved and that the Quarter 1 Reconciliation be noted. (Cllr Crispin Copsey proposed, Cllr Alison Youngs seconded, all were in favour).

94/21 To Approve Meeting Dates next 12 months (All second Wednesday of each month at 7 pm, except for August and January where there will be no meeting). Alternative date for November to be confirmed with Village Hall.

The dates were agreed.

95/21 Date of next meeting – Wednesday 8 September 2021 at 7 pm in the Southery Village Hall

The date was noted.

Close 8.55 pm