

SOUTHERY PARISH COUNCIL
Ordinary Meeting of the Parish Council
Monday 1 March 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 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
Chair of the Village Hall Management Committee, Southery (From Items 21/21-xx/21)

21/21 Public Participation

There were no members of public present.

22/21 To consider apologies for absence

There were none.

23/21 To receive Declarations of Interest on Agenda Items.

There were none.

24/21 To Approve the Minutes of the Ordinary Meeting of the Parish Council held on 1 February 2021 and To Note Matters Arising issued in advance in the Clerks Report

RESOLVED: That the minutes of the Ordinary Meeting held on 1 February 2021 and be approved as an accurate record. (Cllr Alison Youngs proposed; Cllr Chris Edwards seconded, six were in favour and one abstained due to not being at the meeting).

The Chair advised that in February she had received the invoice folder from the Parish Clerk in order to check over payments and receipts against bank statements, and wished to report to the Council that all was correct and thanked the Clerk. The Chair shared that she had viewed Scribe online which was currently being set up for the Council to process their financial statements and other paperwork, and it would be an asset to the Council going forward. She added that all Councillors would have access to create their own financial reports as they wished when it was available for use from 1st April.

Rats - The contractor inspected in the last week and put a bait box down at the playing field where a report of rats had been received by the Council. But upon inspection the contractor advised there had been fly tipped garden waste in the area that may have attracted them but they were no longer on site. The Council agreed to monitor.

Clerks Report (March)

Electrical Works - The Clerk contacted Swish on 9th February in regard to the agreed half gifting payment for the costs of electrical works in the football hut which totalled £585 in July 2019, on the subsequent condition by Swish that interior lighting was installed that had now been actioned. The Swish representative confirmed they would pass the message on and come back to the Council.

Lions Court Drainage Ditch - The Water Management Team at Norfolk County Council emailed the Council on 11th February to advise that they were in contact with two properties, one of which

advised they were going to reinstate the ditch. The Clerk agreed to update with the water management team for an update and to advise that the ditches had yet to be reinstated.

Annual Data Protection Fee to Information Commissioner Office - This was confirmed via a Direct Debit payment in February.

NCC Highways reported works - Blocked Drains/Noise Drain Covers on Feltwell Road and Lynn Road were programmed for repair by NCC as well as repair to the road on Feltwell Road junction with Lynn Road.

Census 2021 - The Clerk will be adding something to the website on information about the public getting involved with this in March.

Bury to Bexwell Pipeline - The Clerk has added information on the website in regard to consultation by Anglian Water about the laying of this pipeline that passes by Southery. The Clerk agreed to find out the exactly where the pipeline was running to understand what effect it would have on the village.

Cemetery Metal Fencing - High winds meant that the Clerk needed to action the Handyman to assist with urgent repairs to make it safe early February, the Clerk also requested after initial repairs that the furthest part of the fence opposite end to the Shed be inspected for potential repair after on but this was not required so will be monitored.

Parish Council Leased Land - The Parish Clerk has requested annual payments from leased land and will monitor until received for the coming year.

Emergency Planning Template - The template had been received for the Clerk to progress.

25/21 To Receive an Update from Councillor Martin Storey (NCC and BCKLWN)

Cllr Martin Storey provided the following updates:

- NCC had their budget meeting on 22 February and agreed Council tax at 3.99% increase. More information on the costs agreed could be found on their website.
- Cllr Martin Storey agreed for money to be allocated to Southery from his annual Highways Allowance of £6k budget to have round order signs for 2021/22. If there was anything for his remit to cover let him know in future. He shared that because of the amount of traffic and infrastructure, and the type of land that Southery sits on, as well as flooding issues at the forefront of his mind when allocating Highways funds.

The Chair advised that she had emailed Cllr Martin Storey regarding an electric stay pole on Lynn Road path, and he advised that he had raised it with Highways. The Chair shared that it was dangerous as it was causing pedestrians to leave the path and walk in the highway.

Following a query from the Chair in regard to Campsey Road flooding, Cllr Martin Storey advised that he had discussed the issue with the Senior Manager of Highways who would be discussing it with the NCC Flood Risk Management Team.

26/21 To Receive Any Councillor Concerns or Items for the Next Meeting/Work Programme

- Concerns about flooding Campsey Road had been shared by many residents.
- It was noted that the Architect for the planning application at Churchgate Street considered at the February meeting, had commented regarding the Parish Council's view in the past. The Council agreed for the Clerk to contact Planning to advised that the application was different to what had been submitted in the past, but in any case all planning applications were considered by the Parish Council on their own merits and any views expressed in the past would have been a previous Council. Including the fact that when there is change over time in the village the Parish Council will respond accordingly.
- The Clerk advised that the Tree Management Survey would include the walnut tree on the playing field.
- The laurel hedge needed cutting on the entrance to the field and Cllr Javey Osler agreed to undertake the work. [Subsequent to the meeting to Clerk advised that the hedge should be

inspected as the bird nesting season was soon to begin and if there was any sign then the work could not go ahead].

- The Clerk had emailed Elizabeth Truss MP to convey thoughts that the online meetings regulations for the Parish Council should be extended past 7 May 2021 as the vaccine programme was being rolled out still. The Chair shared that it was a good tool for the Council should there be a Councillor that did not wish to attend in person but could connect remotely.

27/21 To Receive Update from the Village Hall Management Committee Chair

The Chair of the Village Hall attended the meeting to provide an update regarding maintenance issues as follows:

- A structural engineer had provided a report from a visit on 8th February which included an inspection under floors, the roof and external parts of the building in general.
- The report breaks down all the issues that need to be repaired and the costing and it outlined that in the next three to five years there was £300k cost plus VAT to keep the hall open, between the floor issues, the back wall opposite the entrance, heating system being inefficient and the electrical report was close to failing.
- The structural engineer suggested a new hall especially if sports were needed would be a consideration.
- The Charity Commission would require a public consultation with 75% in favour of any sale of land in considering whether to build a new hall elsewhere.
- They had sought quotes on repairing the floor and it could cost in the region of £100k.
- The Village Hall Committee felt the Parish Council's support would be important should the option of building a new hall on land such as the playing field be something they wish to explore further.
- The Committee were concerned the current site might not be viable to build a new hall as they would have to do so alongside the current hall whilst it stayed open as a condition of the charity commission. The Committee felt that skate ramp would be a good location.
- The Village Hall Committee shared that they would consider taking on the playing field under trusteeship if this was something the Parish Council wished to do.
- The inspector in his report had estimated that the existing land at net cost between £750k to £800k allowing for a further contribution from the development in the form of a section 106 agreement initially assumed to be £100k.
- The Committee would need to bolster with their own fundraising of around 100k and they would look at community loans and grant funding.
- The Village Hall were currently receiving advise from ACRE.
- They will carry out public consultation.
- The Committee currently had nine members and a few others that had shared they would help if required.

Following a query the Village Hall Chair advised that the Committee were unable to have the land valued at this time as they needed Parish Council approval to use the land to build the village hall on. He shared that in getting pre-application planning in place they would be able to get a value on the land to know how many houses can be built on the current land.

The Chair advised that the Parish Council would need time to consider and possible legal advice on such a transaction in land. The Chair of the Village Hall Committee agreed to find out if the structural engineer was happy to share their report with the Parish Council. The Chair of the Village Hall shared that the Covid grants were keeping them going at this time but he would come back to the April meeting with a further update.

Cllr Christine Feltwell left the meeting at this point due to health reasons. The Chair of the Village Hall left the meeting at this point.

The Clerk agreed to add an item to the April meeting to further discuss the findings of the Village Hall structural survey.

28/21 To Approve Purchase of Bench to go in Cemetery

The Parish Council received examples of benches for the cemetery with different costs from three different retailers. It was agreed to add to the Handyman list of items to fix to the ground for approval.

RESOLVED: That it be approved to purchase the Cambridge teak bench for £399 online for the cemetery. That in the event no account is possible that the Clerk be reimbursed an online payment prior to the next meeting and upon presentation of the receipt to the Council for decision on email to be ratified at the next meeting. (Cllr Chris Edwards proposed, Cllr Crispin Copsey seconded, all were in favour).

29/21 To Discuss the Gate and Fence Access into the Cemetery at the Pub End

It was agreed to defer the item to April meeting.

30/21 To Receive the Annual Play Area and Skate Ramp Inspection Report and Approve Any Work If Required

The Council had received their annual inspection report from Wickstead which included replacement of two cradle swings and one flat swing, as well as weeding within the park. The Clerk agreed to add weeding to the Handyman list for approval. The Council felt that this was a serious health and safety matter and that Wickstead were best placed in having carried out the report and have the correct measures for liability in place to fit the swing seats and no other quotes be required. Cllr Edwards agreed to check the contact signs were still in place on the play area and skate park

RESOLVED: That Wickstead be approved to carry out the work identified within their annual report to place two cradle swings and one flat swing to include parts and labour at a total cost of £530 excluding VAT. (Cllr Alison Youngs proposed, Cllr Chris Edwards seconded, all were in favour).

31/21 To Approve Purchase of Replacement Speed Management Sign Data Cable

It was agreed to defer to May after Westcotec had the opportunity to inspect the speed sign, delayed due to Covid.

32/21 To Approve Handyperson Work to be Carried out in March and Note Work Carried out in February

The Handyman had carried out in February for a total of 10 hours:

- Placement of light covers on toilet block lights.
- Replaced water container in the cemetery and tap..
- Fixed latch on gate into cemetery at the pub end.
- Repaired metal green fence in cemetery and inspected another section.
- Extended path on the playing field to join the toilet block with edgings and road plantings.

The following work for March was considered by the Council and approved:

- Fix the new bench in the cemetery to the ground with bolts and brackets when arrived.
- Rub down and paint the bus shelter, in green and replace the plastic sheeting with clear Perspex. Area to be cordoned off when wet appropriately and signs put up. Preferably in the school Easter break.
- Paint the cemetery metal fence same green colour as the bus shelter. Area to be cordoned off when wet appropriately and signs put up.
- Weed older graves in the cemetery where it is visible that no family likely attending.

The Clerk agreed to email CGM about starting grass cutting in all areas of the village as soon as possible.

RESOLVED: That 15 hours of work be approved for the Handyman to carry out work and reasonable costs to cover any materials required to complete the work as listed for March in this minute. (Cllr Alison Youngs proposed, Cllr Crispin Copsey seconded, all were in favour).

33/21 To Review Annual Risk Management Scheme

The Clerk had circulated the document to the Council with no amendments suggested. The Council had no further comments.

RESOLVED: That the Annual Risk Management Scheme be approved. (Cllr Chris Edwards proposed, Cllr Annette Osler seconded, all were in favour)

34/21 To Approve Adoption of the Grant Awarding Policy

The Grant Awarding Policy was circulated to Councillors for adoption. The Council had no further comments.

RESOLVED: That the Grant Awarding Policy be approved. (Cllr Alison Youngs proposed, Cllr Crispin Copsey seconded, all were in favour).

35/21 To Approve Adoption of Audit and Payroll Procedures

The Clerk circulated the Audit Procedure and Payroll Procedure to be held on internal files for adoption. The Council had no further comments.

RESOLVED: That the Audit Procedure and Payroll Procedure be approved. (Cllr Crispin Copsey proposed, Cllr Chris Edwards seconded, all were in favour).

36/21 To Approve Payments February 2021

The following payments were presented for approval:

Payee	Item for Payment	Net	VAT	Gross
Clerk	Wages and expenses - February	287.60	0.00	287.60
HMRC	PAYE - February	61.40	0.00	61.40
Handyman	February work	192.00	0.00	192.00
Anglian Water (Wave)	Playing Field Water	16.15	0.00	16.15
Payroll Contractor	Last Quarter Fees	50.00	10.00	60.00
ICO - Direct Debit	Annual Data Protection Fee	35.00	0.00	35.00
K&M Lighting	Streetlighting Maintenance	56.08	11.21	67.29
Wickstead	Playground and skate ramp Inspection	120.00	24.00	144.00
NALC	Clerk Training EROB	10.00	2.00	12.00
EON - Direct Debit	Football Hut - Quarter Bill	52.07	2.60	54.67
EON - Direct Debit	Streetlights - February	250.10	50.02	300.12
	Total	1130.40	99.83	1230.23

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

37/21 Date of next meeting

It was agreed to change the dates of the meeting to be held in April and May, to be Tuesday 6th April and Thursday 6th May instead due to bank holidays falling on the first Monday of both months, both would be held at 7 pm and virtually. It was noted that the regulations to hold meetings virtually was under review by main government as it was due to end on 7th May 2021 and the Parish Council had forwarded its concerns in the need to extend these regulations beyond this date to local MP Elizabeth Truss.

Closed 9.30 pm