

**SOUTHERY PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Monday 2 March 2020 at 7.02 pm**  
**Southery Methodist Church, Ferry Bank Road, Southery**

**Present:**

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: 6

**21/20 To consider apologies for absence** - Cllr Alison Youngs (Chair) (Illness).

**22/20 To receive Declarations of Interest on Agenda Items and Dispensation Requests** - There were none.

**23/20 Public Comments / Questions on Parish Issues**

- North Lawns dykes were flooding, the water was being discharged from the Dyke into the main sewers and was causing problems further up the road as there was too much service water. It was hoped that the owners responsible would take action to resolve. They appreciated that there had been a huge amount of water of late in terms of rainfall. The tarmac road into North Lawns went down that road into a drain which was blocked. Cllr Martin Storey responded to the comments from the residents and advised that land owners should be clearing their own dykes. The Clerk agreed to contact Norfolk County Council regarding North Lawns and ask them to write to residents as they needed more data on the issue to substantiate the gravity of the issue. There was also drainage and sewage issues and the Clerk agreed to find out more about what had occurred with Anglian Water and Norfolk County Council as the responsible authority. The Clerk agreed to add the flood team contact details on the Parish Council website and in the village voice.
- A resident came to thank for Cllr Javey Osler and Cllr Crispin Copsey for all they have done in the village.
- It was agreed for Councillors to meet with Swish representatives to discuss the lighting in the football hut and external flood lighting before the next meeting at 6pm on 6th April. The Clerk agreed to arrange for the Methodist Hall to be free.

## **24/20 County Councillor and Borough Councillor Update**

- Cllr Martin Storey shared apologies for the lack of action on the installation of the bollard on Ferry Bank as it still hadn't been replaced. He had reported to Senior Managers at Highways and he had not received a response but would be chasing.
- Cllr Martin Storey wished to share regarding the climate change issues that the Norfolk Fire Service concerned with 300 incidents across Norfolk of flooding in recent weeks.
- The Boundary Commission now extended the deadline to the 24th March for consultation period for County Council for how many residents per ward there might be. They had wished to make each Councillor have an equal number of people in their wards as possible.
- He advised that he had abstained from voting on the County Council budget for the following financial year due to feelings that cuts to social services were not appropriate. He was unable again to abstain for this aspect along and had to therefore do this for the whole budget.
- He felt that all utility firms and Norfolk County Council needed to communicate together better for the smooth running of road works that takes place.
- More information was available on the Norfolk County Council website regarding their budget including the breakdown which will appear on the back of the council tax bills when residents receive them.

**25/20 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 4 February 2020** - All agreed the minutes were a true and correct record. Cllr Crispin Copsey proposed the approval, seconded by Cllr Roger Whitehead, all were in favour.

## **26/20 Matters Arising (Clerks Report)**

- British Sugar road had swept the roads on 20th December as the manager who ordered the works had confirmed and was present, they asked that the paths be done too. The Clerk emailed them to check on 9th February and they advised that they had booked road sweeping 12 Feb, 28 Feb and 27 March. The Clerk also asked about the footpaths being included and also reported them via the Norfolk County Council defects online on 9th February.
- Quarter 3 Cashbook reconciled was emailed to Councillors for information as promised after the February meeting.
- Speed sign was collected mid February by Westcotec for repair.
- Hall Close streetlight -there was an issue with a connection that UK Power Networks needed to resolve.
- The Clerk reported to the contractor lights out outside the hairdressers and 103 Campsey Road on 9th February.
- The Clerk reported the footpath outside 2 Feltwell Road regarding subsidence issues via the Norfolk County Council defect portal on 9th February.
- The Clerk sent a notice to the Village Voice regarding the Handyman role for expressions of interest. To be discuss at the April meeting to give enough time for response.
- Road Closure on Lynn Road - Clerk requested to Anglian Water that they notify residents of work due to take place. The whole road was to be closed so there was no need for traffic lights. The Clerk requested that Anglian Water/Norfolk County Council ensure that residents were informed of work at the end of February on Lynn Road, they advised that they leaflet two weeks before and put signs up as a standard procedure. The Clerk asked that they consider the traffic light positioning as it can cause issues for the nearby houses, and asked that they are removed as soon as work is complete.
- The Clerk emailed on 9th February the Manager at Norfolk County Council regarding attitude of workman who threw a Swish sign into a hedge from the village gates and was rude to a resident. The Manager acknowledged the incident.
- The Clerk reported the Giveway sign on Feltwell Road and the sign underneath which needed bushes cutting back on 9th February.
- Clerk emailed on 9th February the Norfolk County Council Flood team to advise them of the Anglian Water issue at Campsey Road to confirm they were aware. Norfolk County Council were not aware, the Clerk sent them the address on 11 Feb for them to take forward.
- Thanks to Cllr Chris Edwards who on 10th February inspected the cemetery and playing field following high winds of up to 70 mph the day before. There were no issues for resolve.

The Clerk reported fallen trees on A10 southern entrance but they advised they have noted but no further works will be undertaken.

- Dog waste notice added to the village voice and already on the website, Clerk noted to add extra signs in the area of the playing field. And a dog fouling report made on 25 February to the BCKLWN which was pending a response on the issue. Dogs were not allowed on the playing field.

- Highways issues had been sent to the new senior highways manager in the form of a report and the Clerk awaits a response. First sent on 9th January, updated on 9th February and resent and again at the end of February. The subsidence near Golden Meadow and Sandway Cottage had been added and the location was updated in the report. The A10 southern entrance was added as an issue for response.

- Highways have begun work to pathways on Orchard Way.

- The Clerk inspected for fly tipping on the playing field and there didn't appear to be any, so they would monitor and send letters if needed.

- Letters to residents regarding compost bins on the playing field had been sent 25th February.

- Gate on pathway off Feltwell Road had been reported as broken The Norfolk County Council advised that in the past the Parish Council had confirmed they would take on repairs to it and therefore they would not repair. The Clerk has added to her action sheet as a Handyman repair later in the year.

- Highways Bridge Team advised in the middle of February on email and the Clerk will update with them later in the year: *With reference to your recent enquiry regarding the bridge at Southery; at the moment only pedestrians can use the bridge. Notices are on site to let people know that equestrian use is still restricted until a suitable replacement can be installed. It remains our intention to replace the bridleway bridge. It is one of a number of footbridge/bridleway bridge replacement schemes that we will be preparing in the next financial year. Delivery will be dependent on the availability of funding and so we will need to look at our priorities carefully. We will be in touch with the Parish as part of the development of the scheme.*

- Highways rangers advised on email on 14th February that items reported had been resolved:

*The items we have been able to carry out are as follows: The parish will be contacted again three weeks before our next scheduled visit. Please list any further appropriate items which require our attention.*

- 17 signs cleaned on the Southey Junction to Feltwell Road junction.
- Two village gates have been washed
- Feltwell Road – path swept 53metres
- Lynn Road B1160 – 15 signs washed
- Lynn Road B1160 - 4 gates washed
- A 10 from Money Bridge junction to Sedge Fen Road junction - 28 signs washed.

## Planning Decisions Received

20/00024/F	Towlers Farm Southery Road Feltwell Norfolk IP26 4ER - <b>VARIATION OF CONDITION 2 OF PLANNING PERMISSION 19/01516/F: Demolition of agricultural building and construction of replacement agricultural building</b>	Application Permitted 17 February 2020 Delegated Decision
20/00122/A G	Further Fen Farm Lynn Road Southery Downham Market Norfolk PE38 0HS - <b>Agricultural Prior Notification: Proposed bulk potato store</b>	AG Prior Notification - NOT REQD 20 February 2020 Delegated Decision

## 27/20 To Confirm Approval of the Grounds Maintenance Contract Document for 2020/21

The contract was proposed for approval by Cllr Cllr Javey Osler, seconded by Cllr Chris Edwards, all were in favour.

### **28/20 To Approve of Repair/Work to Cemetery Wall**

The resident had advised that they did not feel it was appropriate for various reasons to place a hedge in place of the previous wall and therefore it had come back to the Council for decision. Cllr Crispin Copsey proposed that a 6ft fence with concrete posts and concrete boards be installed from the current front fence on the Old Bell Pub Boundary to the start of the newer wall in the area and the Clerk contract for the best quote of a budget up to £900, seconded by Cllr Javey Osler all were in favour.

### **29/20 To Discuss and Approve Any Costs In Relation to the Annual Play Area Inspection Report**

The annual play area report was circulated there were very few items for resolve, there was one item quoted in terms of repair to the play area floor edging that unresolved could resolve in the tiles becoming loose. Cllr Tina proposed that the work contained in the report be actioned with Wickstead for the cost of £250 including VAT, seconded by Cllr Chris Edwards, all were in favour.

### **30/20 To Discuss Parish Owned Land at Recreation Drive and Playing Field**

It was agreed to defer in the Chair's absence.

### **31/20 To Approve Appeal of Registration of Land Registration of land at Lynn Road/Orchard Way**

It was agreed to defer in the Chair's absence.

### **32/20 To Discuss Works to the Public Toilet on the Playing Field**

Cllr Chris Edwards agreed to write a specification for works to the toilet to be agreed in April.

### **33/20 To Approve Costs Relating to the Christmas Event**

Cllr Annette Osler proposed payment for the event for the Hilgay Silver band but to come out of the fundraising from the bingo event. The Councillors had organised a fundraising bingo event for 17th April.

### **34/20 To Discuss the Speed Sign Data, if any**

There was only one watch in February by the Speedwatch due to being rained off. There were 8 vehicles in February that were caught speeding and then this week in March in 6 March. There was one on Lynn Road which we weren't moving currently until the other. There was no data available due to the sign being in for repair with the contractor. The Clerk and resident were going to test it with the contractor on site.

**35/20 Planning Application for Consultation - 20/00197/F** Construction of single storey conservatory on side of house at 15 Feltwell Road Southery Downham Market Norfolk PE38 0NR. The Parish Council had no comments.

### **36/20 To Approve payments for February 2020**

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Clerks - wages and expenses - February	353.77	0.00	353.77
PAYE HMRC - February	74.20	0.00	74.20
Wave (Anglian Water) Playing Field	12.07	0.00	12.07
BCKLWN Dog Waste Bin Collection	568.32	113.66	681.98
Legal Expenses	500.00	100.00	600.00
Playground and skate ramp Inspection	90.00	18.00	108.00
NPFA Annual Membership	25.00	0.00	25.00
K&M Lighting - Feb 2020 Streetlights	56.08	11.21	67.29
K&M Lighting - Campsey Road Streetlight - Difference from incorrect invoice last month <b>(53.79 to pay only)</b>	325.00	65.00	390.00
EON - Streetlights - January	250.49	50.10	300.59
<b>Total</b>	<b>2254.93</b>	<b>357.97</b>	<b>2612.90</b>

The payments were proposed for approval by Cllr Javey Osler and seconded by Cllr Crispin Copsey, all agreed. The meeting was adjourned whilst cheques were signed. The meeting was Reconvened once the cheques were signed.

### **37/20 To Approve Third Authorised Signatory**

It was proposed by Cllr Roger Whitehead that Cllr Javey Osler be approved as a third authorised signatory, seconded by Cllr Christine Feltwell, four were in favour and Cllr Javey Osler and Cllr Annette Osler abstained.

### **38/20 To Approve Exemption from External Audit 2019/20 Accounts as a Smaller Authority**

The income was above £25k and therefore it was not possible to approve an exception.

**39/20 To Adopt Financial Regulations - Model Template NALC**

The Council agreed to adopt the Financial Regulations, Cllr Chris Edwards, seconded Cllr Christine Feltwell, all in were favour.

**40/20 To Adopt the Risk Management Scheme**

The Risk Management Scheme was approved for adoption all were in favour.

**41/20 To Approve Change to November 2020 Meeting Date**

The Council agreed to change the date of the November meeting to 9th, all were in favour.

**42/20 To Approve Revised Standing Orders**

The Revised Standing Orders were approved, all were in favour.

**43/20 Councillors concerns and agenda items for next meeting**

- Sedge Fen - There was no sides to the Bridge and a resident had been in touch with the drainage board and the Norfolk County Council as they were blaming each other. The Clerk agreed to discuss with Norfolk County Council.
- Cllr Javey Osler proposed purchase of a ride on lawn mower that was available for sale. The Clerk agreed to add to the April.
- The Recreation Drive streetlight was out again as reported before. The Clerk again how to report.
- The Clerk agreed to chase up a drain on recreation drive that had been reported to NCC.
- There was a 'New Surface' sign on Lynn Road and Cllr Crispin Copley commented on the time it had been in place.

**44/20 Forward Work Programme** - was noted.

**45/20 Date of next meeting – Monday 6 April 2020** - was noted.

**46/20 EXCLUSION OF PRESS AND PUBLIC** The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing ). Opportunity for to discuss any HR issues, Contracts or Legal Proceedings. To Discuss HR Issue and Parish Land. - Resolved

**Meeting Closed 9.40 pm**