

**SOUTHERY PARISH COUNCIL**  
**Minutes Subject to the Approval at the next Meeting**  
**Ordinary Meeting of the Parish Council**  
**Monday 3 December 2018 at 7.00 pm**  
**Southery Methodist Church, Ferry Bank Road, Southery**

**Attendance:**

**Cllr Alison Youngs (Vice Chair)**

**Cllr Christine Feltwell**

**Cllr Annette Osler**

*(Two Vacancies)*

Helen Richardson, Parish Clerk & Financial Responsible Person

**Also in attendance:**

Members of the Public: 2

Cllr Martin Storey, Norfolk County Councillor and Borough Councillor

**170/18 To Consider Apologies for Absence**

Apologies of absence were received and accepted from Cllr Kay Hipsey (personal reasons), Cllr Neil Richards (work commitments), Cllr Roger Whitehead (ill health), Cllr Terry Hipsey (personal reasons), Cllr Crispin Copsy (ill health). Cllr Christine Feltwell advised that she was unsure whether to accept Cllr Terry Hipsey's apologies as he had advised the Parish Council verbally after the last meeting that he wished to resign from the Parish Council, but the Clerk had advised that this would have to be received in writing. The Parish Council noted a resignation from Cllr James Green. The Vice Chair would be Chairing the meeting.

**171/18 To receive Declarations of Interest on Agenda Items and Dispensation Requests.**

Cllr Tina Feltwell advised that she had a declaration in regard to the Village Hall grant request. Dispensation requests had been received Cllr Alison Youngs and Cllr Annette Osler in relation to the budget and precept decision in being a tax payer within the parish. Cllr Alison Youngs wished to congratulate the Clerk for receiving runner up recognition in the Norfolk Association of Local Councils Clerk of the Year awards, the Clerk thanked the Parish Council for their kind words.

**172/18 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 5 November 2018**

Cllr A Youngs proposed the minutes were confirmed as a true record, seconded by Cllr Christine Feltwell, all agreed.

**Matters Arising:**

- Cllr Alison Youngs shared that the Christmas event on 1st December had been well supported from the public with around 80 people in attendance, and it was hoped to hold again in 2019. She added that it was a really nice event and it was good to see the children at the event meeting Father Christmas who made a visit. The Parish Council wished to thank all involved and for any donations that were received which meant it was at minimal cost to the Council, and only payments had been agreed in regard to licences to ensure it was compliant.
- Tree cutting planned for the trees on the playing field near the old football hut was to go ahead hopefully in December.
- The Remembrance Sunday Service was well attended, the Parish Council wished to thank everybody involved for supporting the event. Thank you letters had been sent to those who had created the new memorial on the Werehen and there had been mention within the local newspapers of the new memorial. Cllr Alison Youngs shared that everything that had been achieved was a credit to the village with donations and time given to the service. It was important to prompt a conversation with the younger generations.
- The Clerk had forwarded information to the Parish Council which confirmed legally there did not need matting underneath the monkey bars in the play area due to the height.
- Streetlights and highways related items in the minutes of November where either being actioned by the Clerk or on her action list to arrange.
- The Clerk agreed to follow up Mill Drove sign with Norfolk County Council which was causing an obstruction.

### **173/18 Cllr Martin Storey Update - County Councillor and Borough Councillor Update**

- Approx 7727 people responded to the Fire Service and Police amalgamation public consultation with Lorne Green PCC advising they had 58% of people in favour, but Cllr Martin Storey had made the point that 800 k people in Norfolk had not responded. Nothing was going forward in regard to the results at this time.
- Planning Enforcement notices were available online to the public and there was currently two in Southery.
- NCC was working through issues relating to budgets and would bear in mind any public views.
- Information was available on website in regard to the Christmas period.
- Road repairs in West Norfolk had received a share of £12m from the Government and work seemed to be going well so far. Major repairs would be sorted before minor repairs.
- Feltwell Road from Decoy traffic lights were in place for road repairs. Repairs were imminent on Feltwell Road.

### **174/18 To Approve Parish Partnership Fund 201920**

Cllr Alison Youngs shared that the current bus stop on Westgate Street near the shop appeared untidy and unpleasant which had also been in place for a long time. It was felt that a new one would improve the look of the area and breed pride within the village in making the improvement. The Clerk advised that the bid would be 50% of the total cost of a new bus stop being £3250, which was also the cheapest quote to build, install and take away the old one. The Clerk advised that these costs had been placed into the draft budget. It was agreed to approve the bid but it was recognised that if other Councillors felt strongly or if funds were needed more urgently elsewhere nearer the time to when the result of the bid arrived in the Spring, the Parish Council would not be committed to go ahead but merely securing the potential funding in principal.

### **175/18 To Approve the Streetlighting Contract until 31 March 2020**

It was agreed to approve their service until February 2019, and ask them to provide a three year contract and quote for approval at the February meeting because it was noted that further discount may be available over and above initial quote. It was noted that the current contractor was providing a good service and were quick to respond.

### **176/18 To Approve the Grounds Maintenance Contract 201920**

The Parish Council agreed that the current contractor was doing a good job and in recent months there had been no notifications from the public with any issues. Cllr Alison Youngs proposed approval of a one year contract, seconded by Cllr Annette Osler, all agreed.

### **177/18 To Approve: Grant Application from the Village Hall**

Cllr Alison Youngs explained that the Southery Parish Council had received a grant application from the Southery Village Hall Management Committee for monies towards a new sound system. The Clerk advised that local organisations could present grant applications to the Parish Council within its powers S137. The Clerk advised that the Southery Parish Council, as confirmed by ACRE (Action within Rural Communities in England) and CAN (Community Action Norfolk), using constitutional documents of the Village Hall Management Committee, that the Parish Council were Custodian Trustees which in legal terms meant they were only holding the legal titles on behalf of the Village Hall Management Committee as a Statutory Body, and they did not own the land or the hall that the title refers and which this was held in trust for the residents of southery and by the Village Hall Management Committee. The Clerk added that this was a common arrangement. The Village Hall Management Committee were fully responsible for the day to day running of the Village Hall and not that of the Parish Council. Cllr Alison Youngs shared as the decision would not be quorate with Cllr Christine Feltwell declaration of interest, the decision on the grant would be deferred to the February meeting.

### **178/18 To Approve: Insurance Audit - Additional Premiums**

The Clerk had explored insurance premium for the current assets and the new Tommy and the Werhen memorial. The additional premium for the extra cover and other items were £263. The Clerk agreed to query with insurers why they hadn't instigated this additional premium when provided with the Assets List earlier in the year. It was agreed to pay the additional premium to protect assets. The Clerk agreed to let the Insurers know that the Parish Council were disappointed these items hadn't been recalculated earlier in the year. The Clerk agreed to seek quotes for insurance services for the next financial year and add to

the agenda when appropriate. It was agreed for Councillors to do a review of assets around the village before quotes were sorted in order to review the Assets list.

#### **179/18 To Approve: Minor Village Repairs**

The Clerk read a list of minor repairs in the village from the past few months and asked if the Parish Council wished to resolve. The Clerk advised that the Village Caretaker role had not progressed in its development at this time and there were no plans going forward. The Clerk agreed to write to the resident regarding securing fencing that was within the cemetery. Cllr Alison Youngs proposed a small budget for the clerk to get the minor repairs done and to eliminate any safety risks wherever possible or something to that effect as soon as possible of up to £500 and for anything else in the meantime while there isn't a meeting, seconded by Cllr Christine Feltwell, all agreed.

#### **180/18 To Discuss: NCC Budget Consultation Response, if any**

The Councillors received an email with the deadline of 19th December this was noted. If possible a reminder would be placed within the Village Voice.

#### **181/18 To Discuss SAM2 Data November 2018, if any**

The Vice Chair permitted the Speedwatch team representative to speak. They advised that the data had been received by the Parish Council and there was 78k cars that had travelled past the speed signs in the village on Lynn Road and Feltwell Road. She added that there had only been 19 people caught speeding by the speedwatch team, and 13 had been on one Friday afternoon whilst people were collecting children from school. The Parish Council noted that this was when the most vulnerable people were around. The data had been sent to the Police liaison team but nothing had been received from them since. The daylight hours in the winter meant that it limited the speedwatch team's hours of operation which was from dawn to dusk. The Parish Council were grateful for the volunteers who work on the speedwatch team but it was disappointing that some speeders were potentially residents and the situation hadn't improved. The speedwatch rep advised that the Police would be obliged to come out to the village if 11 or more speeders were caught by the speedwatch team, but if they did come out it may not be necessarily at the right time which was frustrating as it was not re-enforced by the Police. Cllr Alison Youngs shared that if there was any support the speedwatch team needed to let the Parish Council know. The Clerk agreed to write to Stephanie Everitt to say thank her for her service on Speedwatch as she had received retired from service. It was hopefully that more volunteers could be found and if anyone was interested to contact the Clerk which would be passed on.

#### **182/18 Authorised Signatories Review**

Cllr Annette Osler was proposed as being an authorised signatory. [This would subsequently need to be deferred to February for decision].

#### **183/18 Parish Council Co-option (two vacancies)**

Cllr Alison Youngs advised that there were two vacancies on the Parish Council and they had received one application from a Mr Peter Noble. The Parish Council noted that in the six months leading up to an election being next in May 2019 it was not obliged to co-opt, however it was agreed to defer to February when more Councillors were present.

**184/18 Planning For Discussion/Consultation:** 18/02118/F Single storey front extension at 5 Mill Lane Southery Downham Market Norfolk PE38 0NF. The Parish Council agreed to advise Planning that they were concerned for loss of light for neighbouring properties and asked that this be considered specifically.

**185/18 To Note Decisions Received:** 17/01763/NMA\_1 8 Church Lane Southery Downham Market Norfolk PE38 0NE - ***NON MATERIAL AMENDMENT TO PLANNING CONSENT 17/01763/RM: Reserved Matters Application for construction of three dwellings following demolition of one existing building and agricultural shed.*** Application Permitted 22 November 2018 Delegated Decision. This was noted.

#### **186/18 To Discuss: Annual Playground Inspection Report**

The Parish Council had received the annual playground inspection report from Wickstead. Cllr Christine Feltwell proposed the works proposed in the report be carried out by Wickstead on the play area to the total cost of £933 including VAT, seconded by Cllr Annette Osler, all agreed

### 187/18 To approve payments for November 2018 - to be tabled

The payments overpage were received for approval for November 2018 including statement of accounts.

Payee	Net	VAT	Gross
Clerks - wages and expenses- November 18 - includes reimbursement for Temporary Event Licence £21 payment made	455.08	0.00	455.08
PAYE HMRC - November 18	86.40	0.00	86.40
Poppy Wreath - reimbursement to member of public who paid on collection of the wreath to Royal British Legion Receipts Received	25.00	0.00	25.00
EON - Portacabin Electricity	49.89	2.49	52.38
Anglian Water - Playing Field	12.10	0.00	12.10
Streetlighting Maintenance - November and December 18	118.08	23.60	141.68
Smith of Derby - Church Clock Service	240.00	48.00	288.00
EON - Streetlight Electric - November 18	201.77	40.35	242.12
SAM2 Movement	20.00	0.00	20.00
Zurich Additional Insurance Premium	253.90	0.00	253.90
PPL PRS Music Licence - Christmas Event	43.98	8.80	52.78
Southery Methodist Church Hire	50.00	0.00	50.00
<b>Total</b>	<b>1556.20</b>	<b>123.24</b>	<b>1679.44</b>

#### Accounts - as at 30.11.18

Treasurer Account	5256.19
Business Account	26912.27

The Clerk advise that she was going to investigate the year end costs from the payroll contractor. Cllr Alison Youngs proposed to approve the payments, seconded by Cllr Christine Feltwell, all agreed.

### 188/18 Approve the Budget and Precept for 201920

Paperwork had been circulated to the Parish Council as a second draft of the budget for precepting for 201920. The Parish Council noted that it was clear that there still needed to be funds potentially for fees in earmarked reserves and funding for community organisations. It was agreed to calculate the football hut to £0 for the next financial year and move to earmarked reserves. The Parish Council noted that it had been managing to get more things done within the village than what had been possible in previous years. The Parish Council noted that the Council Tax Base for a Band D Property was £55.80 per year, and an increase the precept by 2% would take that to £56.58 which was less than £1 per year. The Parish Council noted that there was lots of potential improvements in the village that could be done and it was important consider an increase to the precept to assist with this. It was agreed to request the Precept for 201920 as £22,542.30. The Budget was also agreed. This was proposed by Cllr Alison Youngs, seconded by Cllr Christine Feltwell all agreed.

### 189/18 Councillors concerns and agenda items for next meeting

- It was agreed to place Christmas Event 2019 on the February meeting agenda to plan ahead. The Clerk advised that provisional bookings could be made if any at no cost in advance for approval in February.
- The Parish Council wished to thank Mapus, Smith and Lemon who had donated the Christmas Event printing of posters for the village.
- The Clerk agreed to contact Royal Mail about the post van which reportedly had left early on some occasions meaning people struggled to access the service.
- The Clerk agreed to research if TPO's were needed for trees on the Werehen.

### 190/18 Forward Work Programme

This was noted.

### 191/18 Public Comments / Questions on Parish Issues.

- The Parish Council wished to thank the resident volunteer who had been emptying the small bin on the play area and it was agreed to add provision of this facility to the February

agenda.

- There was no availability within the village hall for an Extraordinary Meeting in December.
- The Clerk agreed to find out about the current Mole Contractor for the playing field and play area.

**192/18 Date of next meeting – Monday 4 February 2018 at 7 pm**

Meeting closed at 10.08 pm