

SOUTHERY PARISH COUNCIL
Minutes Subject to the Approval at the next Meeting
Ordinary Meeting of the Parish Council
Monday 4 February 2019 at 7.00 pm
Southery Methodist Church, Ferry Bank Road, Southery

Attendance:

Cllr Alison Youngs (Vice Chair)

Cllr Crispin Copsey

Cllr Annette Osler

Cllr Javey Osler

Cllr Roger Whitehead

(Two Vacancies)

Helen Richardson, Parish Clerk & Financial Responsible Person

Also in attendance:

Members of the Public: 4

Cllr Martin Storey, Norfolk County Councillor and Borough Councillor

01/19 To Consider Apologies for Absence

Apologies of absence were received and accepted from Cllr Kay Hipsey (illness), Cllr Neil Richards (work commitments), Cllr Terry Hipsey (illness) and Cllr Christine Feltwell (personal reasons).

02/19 To receive Declarations of Interest on Agenda Items and Dispensation Requests

There were none.

03/19 Parish Council Co-option and Application Received

Cllr Alison Youngs proposed that based on the previous thoughts that the elections coming up and that there were issues pending, to not co-opt at this time and signpost any applicant to the nomination process for the 2 May 2019 Parish Council Elections. This approach was agreed by all.

04/19 To confirm as a correct record the Minutes of the Extraordinary Meeting of the Parish Council held on 28 November 2018 and the Ordinary Meeting of the Parish Council held on 3 December 2018.

There was no comments and Cllr Alison Youngs proposed their approval, seconded by Cllr Annette Osler, all agreed.

05/19 Matters Arising (Clerks Report)

Moles: The current mole contractor in the village was still in operation and agreed to continue with the work. The Parish Council were charged £15 per mole caught.

Village Work: Work was arranged to have the piece of decking removed from the play area, removal of weeds in the cemetery path, placing of soil on high edges of the cemetery path. The cemetery water butt was inspected and was advised as needed replacement. Metal poles dumped on the playing field had gone when inspected. Play area was inspected for holes and none could be found other than moles.

Post Office Van - Reported of Vans leaving early from the village to Royal Mail but advised the Post Office was now separate to the Royal Mail. The Post Office advised that they would need specific days and times to take issues forward and Councillors agreed to forward should this information be received.

Play area inspection work: The contractor was advised to go ahead with the work on 15 January 2019, they had sent the January 2018 report to the Council instead of the November 2018 which was discussed in December. The difference in cost was £168 and the only work additional was wet pour in gaps to play area tiles to be added. The Clerk approved the extra work as part of her authority for health and safety matters and the smooth running of the Parish Council.

Borough Council Road Sweeping Query - The sweeper does come through Southery and only sweep curbed roads in the area. Southery comes under week 5 of our 12-14 week schedule for southern areas. They are currently on week four so the sweeper should be back in the area next couple of weeks, weather and machinery permitting.

TPO Trees on the Werehen - The Tree Officer Richard Fisher at the Borough Council advised that TPO's would not be allowable or appropriate for the trees on the Werehen as they were too young and also did not provide amenity benefit to the surrounding area.

Trees on Playing Field - Cut and Resolved.

Community Payback Project - Date provided for work is May 7th, 21st, June 4th, 18th, July 16th, 30th. They will be in touch with the Clerk again around a month before to confirm details of the project on what required. They advised the budget of £500 should be more than adequate for materials.

Mill Drove Signage - Reported to NCC Highways, they advised that they have resolved the issue.

Parish Partnership Funding Application - Submitted and result due around March.

Insurance - Clerk advised the Insurance Company that the Parish Council had been dissatisfied with the service they had received. Quotes for alternative providers would be sought in the lead up to renewal. This had been due to renewal being reviewed under normal process and then the insurance company levying an additional premium at a later date which should have been included at renewal. The Clerk agreed to chase them for a response as the Parish Council had been dissatisfied with the service they provided in not adjusting the renewal for extra items needed.

Planning Received But No Comments Returned

18/02091/F Erection of detached garage, Somnium , 33F Feltwell Road
 Southery , Norfolk , PE38 0NR

18/02247/F Extension and alterations to dwelling.
 Derelict Dwelling NW of Smith Farm & Oakdene And W of Spencer Farm ,
 Feltwell Road , Southery , Norfolk

To Note Planning Decisions Received:

18/01997/F	Jolly Farmer 60 Feltwell Road Southery Norfolk PE38 ONS - <i>Change of Use from a mixed use (A4/C3) Public House to use solely as a dwelling-house (C3)</i>	Application Permitted 12 December 2018 Delegated Decision
18/00093/TPO	20 Westgate Street Southery Downham Market Norfolk PE38 0PA - <i>Oak Reduce large branches by up to 4m and thin remaining canopy by up to 20%, brace tree using invasive bracing methods to attain a static brace.</i>	TPO Work Approved 10 December 2018 Delegated Decision

Sweeping of Roads - Cllr Crispin Copsey had spoke to a new Manager at the Sugar Beet Factory. They used to sweep the roads and paths every four weeks but didn't seem to do this anymore, the lorries were also coming through the village, and should be stopping at 2 pm on a Sunday. It was believed this was the first season they had started working until 5 pm. The Clerk agreed to contact them and follow this up.

06/19 Cllr Martin Storey Update - County Councillor and Borough Councillor

- He recalled that it was correct that the deadline within a meeting between the Southery Parish Council and the British Sugar Factory had been set at 2 pm for lorries to stop coming through Southery on a Sunday, and it was disappointing that the village hadn't been notified if this had since changed.
- Glad to say that funds were more available for road repairs, and there had been some within Southery carried out already. It was good to see that roads were being maintained as they should be.
- Regarding gritting on 29 January over a 24 hour period, there were three gritting actions, one at 7pm, 1 am and 5 am, covering 2.2 k miles. There had been 37 runs since October. 12.5 tons of salt had been used and replenished as used by Norfolk County Council Highways.
- NCC were holding a budget meeting on 11 February, there had been much consultation with the public. All the information regarding this was on the website. He would be ensuring to do the best for his area in relation to any proposed cuts in the budget.
- Wished the Southery Parish Council well in their Parish Council elections, and always good to see a well run Parish Council.
- There were some rattling man hole covers along Feltwell Road and Cllr Martin Storey agreed to follow up.
- Cllr Martin Storey agreed to follow up work needed to the kerbs and roads where you join the A10 at the northern end, as well as the top of Feltwell Road which was bad. The Clerk agreed to report too.
- Grit bin at Churchgate Street; the Clerk agreed that she would continue the filling of it with salt with NCC Highways Manager.
- Cllr Martin Storey noted the collapsed path outside approximately 20 Lynn Road, and the PC believed that it was in place before the housing development and presumed it would be reinstated. He agreed to follow up as well as the Clerk agreed to follow up the issue also.

07/19 To Approve the Street lighting Contract

Cllr Alison Youngs advised that a three year contract was available with a 5% discount, and the current contractor had been reviewed as part of quotes received in 2018 and it had been agreed their service was satisfactory and the Parish Council wished to stay with them. Cllr Alison Youngs shared that the price would be fixed for three years, all agreed to sign the contract.

08/19 Grounds Maintenance Contract 12 Feb 2019 - 12 Feb 2020

Cllr Alison Youngs advised that in December the comparative pricing had been completed and the current contractor's work had been satisfactorily done, they had responded to urgent matters when required through the year. Cllr Alison Youngs proposed signing off the contract, seconded by Cllr Annette Osler, all agreed.

09/19 Purchase of New Cemetery Water Butt

The current water butt in the cemetery was dripping from the tap and couldn't be repaired. The Clerk agreed to investigate the piped water tap that was paid for by the Parish Council and add to the next agenda for discussion. The Clerk agreed to look into an IBC, Cllr Alison Youngs proposed cost of up to £50 for the purchase of an IBC, seconded by Cllr Crispin Copsey, all agreed. Cllr Crispin Copsey agreed to sort out removal of the current one.

10/19 Extra Soil Placement Around Cemetery Path

The new path was laid on top of the old path, and this had meant it was higher and edges seemed to be crumbling slightly in places. The Clerk agreed to ask the Grounds maintenance to spray the path again for weeds. Cllr Alison advised it was a big spend and it needed to be looked after. It was agreed to sort securing the edges where required amongst themselves. It was agreed that once this remedial work was done the Councillors would monitor it through their inspections.

11/19 Litter Bins in the Village and Play Area Bin

Cllr Alison Youngs advised that there was a bin on the play area that didn't have a bin lid and rubbish that could blow away. The Borough Council advised that they wouldn't empty the bin as too far away from the road even with access through the gate. The Clerk had carried out a report on the litter bins in the village. The Councillors agreed over the next month review the litter in the bins to ascertain their level of use to consider the emptying frequency, and discuss again in March. It was agreed to transfer the waste to the large bin on the playing field which the Borough Council did empty. Cllr Alison Youngs proposed purchase of the 'Bear' shaped litter bin from Glasdon for £206.64 excluding VAT for the play area, seconded by Cllr Annette Osler, all agreed.

12/19 Discuss/Approve: Grant Application from the Village Hall

Cllr Alison Youngs advised as there was only three Councillors in December, and one had a declaration of interest in relation to a grant application from the village hall for a sound system. It had been agreed to defer to February for decision. The Clerk agreed to contact the Village Hall and advise the current constraints and the Parish Council were keen to support but they would need to review the budget, and if possible will look to help them retrospectively. There was things within the budget that were already committed to.

13/19 Christmas Event Arrangements 2019

Cllr Annette Osler shared that the Village Hall would host two bingos to assist with costs for the event 26th April and another one pending. Cllr Annette Osler was gathering bingo prizes. The Hilgay Band was pencilled in for 30 November 2019. The cost of the band was £200 but there was confidence that these costs could be covered by fundraising. Unfortunately there had been some vandalising this year of the Christmas tree lights which was disappointing, the event was received well and the Parish Council looked forward to it growing. It was agreed to contact the Primary School to see if the school children could sing at the event. Cllr Alison Youngs shared that she had seen a seller of decorative sweets and it was agreed to research and bring to the next meeting. It was felt that the road closure had been hard to run at the last event, and it was agreed to consider if it was needed and bring back for discussion.

14/19 Resurfacing B1160 Feltwell Road Southery

It was felt that this proposal for road works from Norfolk County Council Highways was all for the good of the village and benefited everyone and the Parish Council were in support of it. The Clerk agreed to contact them and ask when it is likely to go ahead and keep the public informed.

15/19 To Discuss SAM2 Data

The village volunteer for the SAM2 system advised that there was an increase in traffic volume. There had been vehicles about 6 or 7 am in the morning speeding of around 16 vehicles that seemed to hit around 40mph most mornings and were vibrating the buildings. It was believed the vehicles were mainly lorries. The Clerk agreed to write to companies believed to be speeding. The Clerk thanked Ann for her assistance in getting the SAM2 fixed for repair.

16/19 Parish Council Management and Finance

The Parish Council approved the use of the Internal Auditor for the accounts 18/19 that was used the previous year at a cost of £50, all agreed.

17/19 Renewal of National Playing Field Association Membership

It was felt that the membership offered opportunities for grant funding up to £2k which was a good thing at a small annual cost, all agreed to renew at £25 annual cost.

18/19 Draft Southery Statement of Community Involvement

It was agreed to defer to when Cllr Neil Richards was back in a meeting to explain the proposed policy.

19/19 To Approve Authorised Bank Signatories

Cllr Alison Youngs proposed that Cllr Annette Osler to be added to the authorised signatories list, three were in favour and two abstained. The Clerk agreed to arrange.

20/19 Parish Council Laptop Virus Protection

The Clerk advised that she thought it would be good to have the laptop reviewed to ensure the security it had was sufficient. The Clerk agreed to contact the bank regarding free virus software should it be needed. There was free software online also.

21/19 Parish Council Election Awareness

The Clerk advised that there would be the Parish Council Elections on 2 May 2019 which she would add information for in the Village Voice, Website and Notice Board. Nomination packs would be available from the Borough Council's election page at the end of March 2019 and needed to be taken in person between 18 March and 3 April 4 pm to the elections team for verification. The Clerk would assist with any queries in the first instance.

22/19 To Approve payments for December 2018 and January 2019 and Receive Statement of Accounts

The Parish Council had received payments for approval for December 2018 and January 2019, they had also received the latest statement of accounts versus budget spend to date. The Clerk agreed to email this out to the Councillors for information. The sheet showed that there was 73% of the budget spent as of the end of December.

Payee	Net	VAT	Gross
Clerks - wages and expenses- Dec 18 and Jan 19	524.70	0.00	524.70
PAYE HMRC - Dec 18 and Jan 19	109.80	0.00	109.80
Anglian Water - Burial Ground (Mid Oct 18 - Mid Jan 19)	8.42	0.00	8.42
Hodson Office Supplies - 2 Black and 2 Colour Ink for Printer	59.98	12.00	71.98
Payroll - Year End 2018/19	30.00	6.00	36.00
Payroll - Fee Service Third Quarter	45.00	9.00	54.00
Streetlighting Maintenance - January 2019	59.04	11.80	70.84
Clerk Training -NALC - Elections	10.00	2.00	12.00
Urgent Village Maintenance (Health and Safety) - Mr Sparkle	100.00	0.00	100.00
Golden Tree Surgeons - Playing Field Tree Cut	2720.00	544.00	3,264.00
Glasdon - Grit Bin (Churchgate Street)	99.45	19.89	119.34
ICO - Data Protection Annual Fee (Approval of Fee and Direct Debit Instruction)	40.00	0.00	40.00
Wickstead - Playing Area and Skate Ramp Annual Inspection	90.00	19.00	108.00
EON - Streetlight Electric (01.12.18)DD	195.25	39.05	234.30
EON - Streetlight Electric (01.01.19) DD	201.77	40.35	242.12

Southery Methodist Church Hire	20.00	0.00	20.00
Total	4313.41	703.09	5016.50

Cllr Alison Youngs felt that the payroll year end costs was a lot even for two employees. The Clerk advised that the Parish Council could review costs against other providers if they wished, but this was the agreed price as per ongoing contract.

Cllr Alison Youngs proposed approval of payments, seconded by Cllr Crispin Copsey, all agreed.

23/19 Planning Application - For Consideration: 19/00018/F Extension to rear of dwelling and construction of garage following removal of existing extension and garage at 62 Feltwell Road, Southery, Downham Market Norfolk PE38 0NS. There were no comments.

24/19 Councillors concerns, agenda items and forward work programme - to note below

- Moles - the Clerk agreed to contact the mole contractor about the play area.
- It was noted that there was deep tyre marks on the playing field possibly from the Bowls Club.
- The Clerk agreed to write a letter to the residents regarding the tiles again, and concern for children's safety.
- The Clerk agreed to purchase two new flags for the pole.
- The Clerk agreed to remind people about walking dogs on the playing field and not keeping them restrained. There was concern for children's safety, and if they are running loose any mess made will not be visible.
- Cllr Crispin Copsey agreed to remove the wooden railing outside the old bell pub path.

25/19 Public Comments / Questions on Parish Issues.

An opportunity for public comments and questions. Items relevant to the agenda will be incorporated into later discussions. All new items will be noted for the next meeting.

- Member of public was pleased to see the land registry had managed to register the Werehen.
- Member of public advised if you add grass seed to the soil on the cemetery path it might hold it.
- Member of public advised that guttering on the toilet was broken and making the building green, they and offered repair it. They shared that they would be prepared to help and get volunteers to refurbish the whole block. Cllr Alison Youngs shared that there was an amount for spend in the Parish Council budget and it was agreed for the Clerk to look at the NPFA application grant. Cllr Roger Whitehead advised that it was closed up before due to vandalism. Cllr Alison Youngs shared that if you show a place to be well looked after it self-manifests.

26/19 Date of next meeting – Monday 4 March 2019 at 7 pm

Meeting closed at 9.30 pm

27/19 EXCLUSION OF PRESS AND PUBLIC The Council 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. To discuss any HR issues, Contracts or Legal Proceedings.

To discuss legal proceedings.