

**SOUTHERY PARISH COUNCIL**  
**Minutes**  
**Ordinary Meeting of the Parish Council**  
**Monday 1 July 2019 at 7.00 pm**  
**Southery Methodist Church, Ferry Bank Road, Southery**

**Present:**

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

**In attendance:**

Members of the Public: 5  
Cllr Martin Storey, Norfolk County Councillor and Borough Councillor

**124/19 To consider apologies for absence** - Cllr Christine Feltwell and Cllr Crispin Copey.

**125/19 To receive Declarations of Interest on Agenda Items and Dispensation Requests.** - Cllr Chris Edwards in relation to payments.

**126/19 Public Comments / Questions on Parish Issues.**

- The Clerk advised following contact with the Street lighting contactor they had arranged for UK Power Networks to place the electricity back on the pole along Campsey Road that had been removed by them some time ago. Once the power was available the Parish Council would discuss approval for the installation of a replacement streetlight.
- Following a query from a member of public in regard to the Campsey Road flooding, Cllr Martin Storey advised there had been several meetings with organisations in the area and without success. Cllr Martin Storey shared that none of the authorities were taking responsibility for the area, and it was unfortunate that members of the public had to keep raising it as an issue. He advised that he would raise the issue again and agreed to visit the member of public in attendance at the meeting. The member of public felt the government should spend on matters such as this as that was important to residents.
- Following a query, Cllr Martin Storey advised there were white lines elsewhere put in place by technicians, and contractors were working across West Norfolk and would do the work within their schedule. Cllr Martin Storey shared that he would follow it up.

**127/19 County Councillor and Borough Councillor Update**

- The media had been reporting on District and County Council's nationally having financial difficulties, and perhaps over a number of years. The adult social care and children's services budget was under great pressure. The Council were corresponding with the Government to press on the point that budget cuts had been made but financially were getting to a point where this was becoming increasingly difficult.
- The Planning Committee were sifting a certain amount applications. The Clerk shared that it was hoped the Borough Council could attend to provide a briefing to the Parish Council. Cllr Martin Storey advised that he made the point that issues such as drainage should be resolved before a planning application is brought for decision and he had made the point to the officers.
- He was due to attend the Police and Crime Panel and would report back to the following meeting. There was to be a new Police and Crime Commissioner in 2020 as Lorne Greene was due to step down.
- All were welcome to contact him with any issues they may have, and even accompany him to a tour of County Hall in Norwich the NCC office.

**128/19 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 3 June and Extraordinary Meeting on 17 June 2019.**

The minutes of both meetings were agreed as a true record. Cllr Alison Youngs proposed, seconded by Cllr Annette Osler, all agreed.

## 129/19 Matters Arising (Clerks Report)

- Traps Gate Path - The Clerk reviewed the path and could see no cracking. The Clerk suggests monitoring . NCC will be responsible for resurfacing at ground level. Right of Way Officer at NCC advised;

*NCC are responsible for the surface but would not as a rule undertake tarmac surfacing on a public right of way, so it remains possible that the PC or others ( Freebridge for example) undertook surfacing without formal consent from NCC. It does not matter a great deal as long as any works do not compromise the legitimate use of the footpath, but it does potentially increase the liability for those that provided the surface to subsequently maintain it. I will take a look when I am next in the area. Some cracking to the surface does not mean the route requires maintenance or repair.*

- Pathway cutting and trimming around the village reported to Highways rangers.
- Youth Club - Swan project would have £6k running costs to run a youth club in the village. There may have been a volunteer to take on the club since found. The Clerk therefore did not contact the school or borough council. The Parish Council agreed to advise the public that the Youth Club required further volunteers to run it though a leader for the group had been found. It was only every other Thursday from 7-8.30 pm.
- Clerk emailed the Parish Councils insurers and is awaiting a response on a quote to raise the public liability cover from £10m to £15m and will add to an agenda when received for approval.
- Emailed contractor regarding solar panel SAM2 option but received no response yet.
- Football hut - electrical inspection arranged with qualified electrician for hut on 20th June and results revealed that the whole electrical installation in the hut needs full replacement, it had been isolated, quote was due to be reviewed at the July meeting. Swish representative had been advised. Thanks to Cllr Chris Edwards for meeting the electrician on site. The door with Nicolson's had been cancelled as Cllr Edwards, Cllr Copsey and Cllr Javey further secured the door and were satisfied that it had been resolved. The Clerk had been made aware and agreed the door order should be cancelled at the time.
- Clerk emailed CNC Building Control regarding the building opposite St Mary's Church with loose roof tiles, to chase up their previous communication which advised they had asked the owner to rectify the issue as enforcement at the end of March. The Clerk emailed on 11.06.19 to chase and was awaiting a response
- Community payback had two more dates in July before painting and clearing work agreed has been resolved. Great work done so far and within budget of £500 set for materials. Thanks to Cllr Chris Edwards for meeting the team on site on each date and holding materials for them. The fence on the playing field was also being painted. The final dates were 16th and 30th July. The work completed so far was the play area and fencing on the field. The fencing on the play area and goal posts were yet to be done. The football hut had been cleaned and painted as well as the gates to the field.
- Dropped drain at Recreation Drive reported to NCC Highways for them to resolve but they advised they could see no issue. The Clerk attended herself and took a picture of the effected drain to report again.
- Path Lynn Road - The Clerk emailed a Senior Highways Manager at NCC about the missing path on 18.02.19 and chased on 11.06.19, they are on annual leave until 1st July so will chase again in July. A member of public agreed to report also as they knew someone who worked at NCC involved with pathways.
- Anglian Water were checking the waste connection of the toilet on 11 July with Cllr Chris Edwards providing them access. This was part of their routine inspections and not at the request of the Parish Council. The PC had to allow them to make this inspection.

- Eon had also contacted the Parish Council to change the electric meter in the football hut, the electrician has advised this should be done after any electric works in the hut.
- Playing Field Association Grant cannot be used for toilet refurbishment, they have sent Clerks email to the Norfolk Community Foundation should there be any assistance. The Clerk had asked if a container with a toilet etc could be funded and awaited response. Norfolk Community Foundation had sent a form to fill in and they could search for funding.
- Scope communicated on email to ask if the Parish had a place for a Scope clothing bin, should this be of interest the Clerk will add to a future agenda. This is a Parish Council wide email. It was believed the school had a clothing bin and therefore not required.
- The Clerk responded to the Garage site planning application as an objection after the extra meeting held on 17th June. The Parish Council awaits further information.
- The Clerk sent the AGAR to the External Auditor who will complete by end of September. The necessary paperwork has been published on the website and notice board.
- The Council met with the contractor regarding the cemetery path on Saturday 29th June and agreed remedial works to be done. The Council would review the remedial works when done and monitor it.
- Planning decisions received:
 

19/00502/CU	Peartree House 35 Ferry Bank Southery Downham Market Norfolk PE38 0PN - <b><i>Change of use from a dwelling (Use Class C3) to a children's home for 4 resident children (Use Class C2)</i></b>	Application Permitted 12 June 2019 Delegated Decision
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**130/19 To Approve Extra Public Liability Insurance Cover** - It was agreed to defer to September.

**131/19 To Discuss and Approve the Draft Southery Statement of Community Involvement** - It was agreed that the Chair and Vice Chair review its adoption once they have completed training later in the year. It was felt the village voice was available to the whole village for those who don't have the internet and this was a good way to communicate with all.

**132/19 To Discuss Village Hall Proposal** - The proposer had advised that there were other projects they were attending to at this time, and therefore time and funds for a Southery project would not be available at this time.

**133/19 To Approve Purchase of Dog Bin and its Collection at Black Bank Drove (pending BC approval, NCC received)** - Cllr Alison Youngs proposed purchase of a dog bin for £103.82 with an annual collection fee for waste from BCKLWN of £75.40 plus VAT, seconded by Cllr Roger Whitehead, all agreed. Cllr Chris Edwards agreed to install the dog bin.

**134/19 To Approve Costs for Football Hut Door and Electric Works** - Repeated break ins brought to the Parish Council attention, and following inspection the electricians needed full remedial work. The Clerk advised that the consumer box and the door to the hut would be open for use by Swish with notice given. The Parish Council felt that it was responsible for the old football hut and needed to ensure that it was safe to use. The Clerk agreed to ask the contractor to add on two further two sockets of each. The cost by the local contractor was £585, no other quotes had been found due to the low level work within the hut and the contractor was local to the village and would be able to provide the work prior to the Carnival on 20th July which made it an urgent piece of work to complete. The Clerk advised there was no budget for the football hut this year, the toilet block was £1000, and the Parish Council needed to keep it safe and perhaps use some of this budget. Swish had advised that they would be happy to grant the Parish Council half of the costs of the electric works. Councillors agreed to assess the roof and tighten if needed. The Clerk agreed to investigate PAT testing and email Swish. The Parish Council agreed that Swish could lift out the goal posts on the field and replace back for the carnival. Swish agreed to email the Clerk their public liability cover to use the field. The Parish Council unanimously agreed to pay half the costs, with Swish granting the other half to the Parish Council. Swish clarified that money in the Swish account had been raised in 2017 for future carnivals or playing field events.

**135/19 To Approve Padlocks on Football Hut** - Cllr Alison Youngs proposed up to £50 be spent to purchase two new locks for the football hut with a rating four or above, seconded by Cllr Annette Osler all agreed. The Chair proposed that the keys be held with the Council and then the responsibility with the Council and notify in advance, seconded by Cllr Annette Osler, all were in favour. Cllr Chris Edwards and Cllr Annette Osler agreed to hold the keys. The Council had reviewed costs from a local shop and would purchase the locks that provided the most value for money.

**136/19 To Discuss Toilet Block Refurbishment** - The Parish Councillors agreed to meet at the toilet block when possible and agree what works and costs were needed for the block.

**137/19 To Approve Extra Weed Spraying in Cemetery** - The Clerk had asked the contractor to clear up the interment area, boundary areas, brambles and weeds cut off and old graves. The Council would monitor it. A new water butt had been installed. Cllr Javey Osler and Cllr Christopher Edwards agreed to clear weeds on the older graves. The Parish Council agreed not to weed spray at this time. It was acknowledged that the graves were the responsibility of families however it was evident these families had since past so the Parish Council would manage it as best they can.

**138/19 To Approve Commission of Tree Hazard Report** - The Clerk agreed to commission a tree hazard report for quotes to be received in September on Parish Council land.

**139/19 To Approve Remembrance Sunday Purchases, if any (Lamp Post Poppies)** - Cllr Roger Whitehead proposed purchase of two wreathes one for Werehen and one for the war memorial. The Council discussed poppies on lampposts and it was agreed to spend £50, proposed by Cllr Annette Osler, seconded by Cllr Roger Whitehead, all agreed. It was felt they could be added to each year.

**140/19 To Approve Parish Owned Bench Refurbishments** - Cllr Chris Edwards agreed to look at the one on Upgate Street to see what work needed to be done to it, unless it was a memorial bench.

**141/19 To Discuss Church Ruins** - A representative from the Church advised that a public meeting would be held with Norfolk Wildlife Trust, English Heritage and the Diocese, and they were thinking of putting it on the endangered buildings list. They advised that it was to be held in the St Marys Church. They were currently researching dates to give plenty of notice to the public. The representative shared they would not use the Victorian Society. The Chair shared that the Parish Council would be happy to attend and it could only put support to a project that the public can be involved in and it was representative of the community. The Parish Council agreed that if they felt the turnout to the meeting was not sufficient to gauge opinion, they would discuss further that aspect.

**142/19 To Approve Purchase of Speed Sign Battery and Discuss Solar Panel Option**- The speedwatch team had requested a third battery as another had degraded which cost £80 from the manufacturer, the current battery was approximately four years old. Cllr Annette Osler proposed £80 to purchase a third battery, seconded by Cllr Roger Whitehead and all agreed.

**143/19 To Discuss the Speed Sign Data** - The Parish Council noted the latest data also available on the website. There had been 31 cars had been caught exceeding 35 mph in June. There was concern that people were still speeding.

**144/19 To Discuss Planning Consultation Received** - Siting of a mobile home on rear garden at 8 Lynn Road Southery Downham Market Norfolk PE38 0HU. The Parish Council agreed to return no comments, three in favour and two abstained due to close connections.

**145/19 Finance - To approve payments for June 2019**

Payee	Net	VAT	Gross
Clerks - wages and expenses	396.16	0.00	396.16
PAYE HMRC	84.00	0.00	84.00
Grounds Maintenance Contract and SAM2 movement- June 19	578.00	0.00	578.00
K&M Lighting - Streetlight Maintenance - June	56.08	11.21	67.29
EON - Portacabin	55.30	2.77	58.07
EON - Streetlights	250.49	50.10	300.59
Southery Methodist Church - June, Extra June and July	60.00	0.00	60.00
Cllr C Edwards Refund - Fence Paint for Community Payback Projects on Playing Field	23.30	4.66	27.96
Hodson Office Supplies -Ink	39.98	8.00	47.98
NALC- Clerk Cemetery Training	20.00	4.00	24.00
<b>Total</b>	<b>1551.66</b>	<b>78.41</b>	<b>1630.07</b>

Business Bank Account

As at 10.06.19 - £35,943.16

Treasury Account

As at 11.06.19 - £3280.27

Cllr Chris Edwards abstained. Cllr Annette Osler proposed payments, seconded Cllr Alison Youngs, four were in favour, and one abstained.

**146/19 Councillors concerns and agenda items for next meeting**

- The Clerk agreed to find out if there were tree preservation orders on land near Feltwell Road.
- Tea wagon not possible for Christmas event, but Cllr Chris Edwards was going to find an alternative one. The sweet cart had put the Christmas Event on their forward list of events. The Christmas event was to be held on the 30th November.
- The Clerk agreed to report Feltwell Road, Ugate Street, Westgate Street (bus stop) had weeds on paths and report to the rangers.
- The Clerk agreed to report vision splay cutting needed at the Campsey Road junction to Highways.
- The Clerk agreed to report pot hole on Ringmore Road Junction to Highways

**147/19 Forward Work Programme** - It was noted.

**148/19 Date of next meeting – Monday 2 September 2019 at 7 pm**

**149/19 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 Parish Council Land and Rent of Parish Council Land.