

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

**Attendance:**

**Cllr Alison Youngs (Vice Chair)**

**Cllr Annette Osler**

**Cllr Javey Osler**

**Cllr Neil Richardson**

**Cllr Roger Whitehead**

*(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

**28/19 To Consider Apologies for Absence**

Apologies of absence were received and accepted from Cllr Kay Hipsey (personal reasons), Cllr Crispin Copsey (personal reasons), Cllr Terry Hipsey (personal reasons) and Cllr Christine Feltwell (personal reasons).

**29/19 To receive Declarations of Interest on Agenda Items and Dispensation Requests**

There were none.

**30/19 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 4 February 2019**

Cllr Alison Youngs proposed that the minutes be approved as a correct record, seconded by Cllr Annette Osler, all agreed.

**31/19 Cllr Martin Storey Update - County Councillor and Borough Councillor**

It was agreed to hold this item earlier in the meeting:

- The Norfolk County Council budget meeting was held in Norwich and there was a protest which caused a delay of four hours to proceedings. The protestors had been acting in regard to the NDR rather than the budget. There had been security but they had been allowed into the building. Negotiations took place and they left the building of their own accord. It had been felt that there may have been a better way. The Norfolk County Council website provided all the details of the agreed budget, which increased by 2.9%. He advised that he had abstained from the vote because he wasn't satisfied with the proposed cuts to disabled people's services. The cuts to services would be gradual, but because he didn't agree with this aspect and therefore had to abstain from voting on the whole budget.
- There had been £12.7 million funds for Norfolk's roads passed from the Government, £2m of which was for ten roads to be utilised over the next 3-4 months.
- He had attended the Southery Primary school area and spoke to residents regarding an incident that happened outside the school in the past few days. The incident was in the hands of the Police and he was sorry to hear that this had happened.
- He had reported some signs at Ten Mile Bank to Highways needing attention.

Cllr Storey agreed to report to Highways a tree near the turning of Ten Mile Bank to Highways. The Clerk also agreed to report it to them. Cllr Martin Storey left the meeting.

**32/19 Matters Arising (Clerks Report)**

- Manhole cover and issues at the A10 junction had been reported.
- Salt bins had been filled.
- A footpath missing on Lynn Road following a housing development had been forwarded to Highways and the Clerk would be chasing for a response.

- B1160 Feltwell Road - work occurring end of March as advised by highway.
- A10 work to kerb stones and new painting at the junction would be actioned by Highways in April and had been assessed by them around a month ago.
- The insurers responded and advised that they had wished the Clerk to confirm the schedule as there had been differences earlier in the year and therefore the schedule hadn't been added into the insurance. The schedule would have been different as that was the point of reviewing it and sending them the new schedule. It was unfortunate that it took them a few attempts to get them to action rather than when first emailed in April. The Clerk will now spend time on reviewing new insurance providers for comparable quotes to the current assets list.
- Work to the play area had been resolved by Wickstead as laid out in the Annual Inspection.
- The 'Bear' shaped bin for the play area was on order and was awaiting delivery.
- The Street lighting contract had been returned signed to the company.
- The Grounds Maintenance Contract had been returned and signed to the company.
- The budget had been emailed to Councillors in order to discuss the Village Hall Grant Application on the March agenda.
- Loose tiles on a property in the village had been reported to the appropriate authority.
- The SAM2 Speed Sign was back from repair but there was potential issues with batteries for discussion on the March agenda.
- The mole contractor agreed to review the play area for mole issues specifically.
- The British Sugar factory confirmed that they had arranged for Southery to be cleaned on Monday 4<sup>th</sup> March. They also advised that all their sugar beet hauliers should know not to go through Southery village laden or unladen after 2pm on any Sunday during the campaign. They advised that their season will draw to a close on 4-5<sup>th</sup> March 2019 and therefore the last Sunday will be 3<sup>rd</sup> March. The Manager at the factory advised that they will ensure the message is reiterated to their hauliers and apologise if some have been coming through. If the Parish Council has any information such as lorry company, registration numbers then the manager can then talk directly to those hauliers.
- Planning Decisions Received:

18/02247/F	Derelict Dwelling NW of Smith Farm & Oakdene And W of Spencer Farm Feltwell Road Southery Norfolk - <i>Extension and alterations to dwelling</i>	Application Permitted 6 February 2019 Delegated Decision
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### **33/19 Cemetery Tap and Butt**

The new water container was in hand, and the Clerk agreed to research access to a spare key for the shed in the cemetery.

### **34/19 Litter Bins in the Village**

Cllr Alison Youngs advised that the Parish Council had agreed to monitor the use of owned bins in Southery. The Councillors noted that a wheelie bin in the cemetery had been vandalised recently and agreed to repair, Cllr Javey Osler agreed to do. There was concern that the through route of the cemetery may be the cause of the anti-social behaviour. Councillor Javey Osler advised that the fence in the cemetery had been mended, the Vice-Chair thanked him. Cllr Neil Richards agreed to check the bins again in one weeks time. All Councillors agreed to continue to monitor the bin usage.

### **35/19 Grant Application from the Southery Village Hall**

Cllr Alison Youngs shared that the Parish Council had discussed at the last meeting the possible constraints within the budget in order to fund the application received from the Village Hall for speaker equipment and particularly as it had been received after the budget setting process. The Parish Council agreed at that meeting that if they were able to support the funding application in some way they would wish to and agreed to review the budget in order to discuss again in March. Cllr Alison Youngs shared that the speaker equipment in the hall had been purchased, and there had been a request to assist in its funding. Cllr Alison Youngs reminded the Parish Council that a bingo event had been held in 2018 and the money raised was for the community as a fundraiser with no specifications. Cllr Alison Youngs proposed to use the money raised from the bingo event in 2018 and make it up to £500, and then in

future if further funds if they were available the Parish Council would assist further. It was important to work together with the village hall. This action was all agreed.

#### **36/19 Disposal of Parish Council Owned Strimmer**

The Parish Council agreed that they did not wish to dispose of the strimmer and noted that it had benefited from a service last time it was in use.

#### **37/19 Fencing of Parish Council Owned Land**

Cllr Alison Youngs shared that the Parish Council was responsible for looking after Southery's assets and that included parcels of land that were Parish Council owned. The Parish Council agreed that it was important to always enclose land where possible using fencing and boundary markers. This would also be to ensure that the public have good access and which is maintained for the entire village. There was a budget for fencing within the parish and the Clerk agreed to investigate what fencing was required for approval at a future meeting. It was agreed to consider any fencing that also wasn't up to standard and have a forward plan. Further planting was discussed within fencing boundaries as an additional or alternative option.

#### **38/19 Access into the Cemetery (maintenance)**

Since the new path had been in place in the cemetery it hadn't been possible to place the skip in the same place. Cllr Javey Osler advised that he would be able to tailor the fencing at the same end but would need to check with the pub if they were okay with this action first. [Subsequent to meeting the skip was located at the far end off Mill Lane and this action was no longer required].

#### **39/19 Temporary Disconnection of Electric to Football Hut**

The Clerk advised that the electrical supplier had wished to place an electric meter in the football hut, but it was unused, if unused the electric could be temporarily disconnected for £64 and the same cost to reconnect when required. The Clerk agreed to check whether anyone in the community used the electric with Cllr Christine Feltwell as well as the school, and if it didn't affect their use and the toilet block to disconnect. All was agreed.

#### **40/19 Purchase of New SAM2 Batteries**

The SAM2 volunteer who was present in the meeting advised that the fixed SAM2 unit went back up in February following repair, however it was no longer holding charge. The Clerk advised that the batteries were £80 each. It was agreed to purchase one battery and the Clerk would negotiate the cost.

#### **41/19 Christmas Event Arrangements 2019**

Cllr Alison Youngs advised that a sweet cart had been found for the event and she thought it would be nice addition to the Christmas Event 2019. She added that they only needed a space to put a gazebo and they had lights and everything they needed. The Parish Council agreed to book the stall and noted that this would be at no cost to the Council. Cllr Alison Youngs agreed to check if they had appropriate insurance before confirming with them. The Parish Council noted that the Christmas Event was confirmed to be held on 30th November. The Hilgay Silver Brass band had been booked. It was noted that there was a bingo fundraiser on 26th April at 7.30 pm in the Village Hall. It was agreed for Cllr Alison Youngs to approach the school to take part in the event in some way.

#### **42/19 Norfolk Police Scrap It Campaign**

The Clerk agreed to place the information on the website .

#### **43/19 SAM2 Data**

The SAM2 volunteer shared that January and February was much the same data wise as previously seen. A new person had been introduced into the speed watch team and had passed their initial training. The team had increased and this would be reported in the village voice. By the end of March they should have more data, most vehicles were doing around 40mph through the village. Most were speeding past the school and possibly people who use the school. The volunteer had been asked about doing a watch near the school and the Police Coordinating team were unsure this was best placed. The speed watch team had requested support from the Parish Council. The Parish Council felt that a change of placement would be good and in light of the recent incident outside the school it would be worthwhile., and in particular as parking outside the school was bad. The Clerk agreed to send an email to the volunteers that would be forwarded to the Police as supporting evidence.

#### **44/19 To Approve: Cemetery Training for Clerk**

The training was agreed at £20 split with two other parishes, the Parish Clerk agreed to feedback should there be anything required.

#### **45/19 Planning Comments Procedure/Policy**

The procedure made a clear point of planning application consultation procedures for between meetings. The procedure was approved by all.

#### **46/19 Draft Southery Statement of Community Involvement**

Cllr Neil Richards advised that there had been no comments regarding the document. He shared that there had been thoughts around asking the public what they wished to have from this policy. The policy explained out how the Southery Parish Council might communicate with the community and consult with them if needed. Cllr Neil Richards agreed to redraft how he thinks it should look for further approval when available.

#### **47/19 To Approve payments for February 2019 and Receive Statement of Accounts**

The following payments for approval for February 2019 had been tabled together with the statement of accounts:

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Clerks - wages and expenses- Feb 19	366.54	0.00	366.54
PAYE HMRC - Feb 19	76.80	0.00	76.80
K & M Lighting - Streetlights March 19	56.08	11.21	67.29
K & M Lighting - Streetlights Feb 19	59.04	11.80	70.84
BCKLWN - Dog Waste Bin Collection 2018/19	527.80	105.56	633.36
Wickstead Playground Maintenance	1101.00	220.20	1,321.20
Wave - Playing Field Water Connection	12.10	0.00	12.10
Mr Sparkle Grounds Maintenance and SAM2 Movement	548.00	0.00	548.00
EON - Election Playing Field Connection DD	40.93	2.05	42.98
EON - Streetlight Electric (11.01.19) DD	218.03	43.61	261.64
Southery Methodist Church Hire	30.00	0.00	30.00
<b>Total</b>	<b>3036.32</b>	<b>394.43</b>	<b>3430.75</b>

#### **Accounts - as at 22.02.19**

Treasurer Account	3709.73
Business Account	22147.46

The Clerk clarified that the dog waste fee was an annual fee for weekly collections for all bins in the village. The Clerk agreed to look at the wording of the dog notice in the village voice to make it more strongly worded. Cllr Alison Youngs advised following a query that the play area maintenance costs had been approved at a previous meeting. She added that this was following the annual inspection by Wickstead that had recommended repairs within the play area. The Parish Council had felt that it was important that the play was safe for those families that use the facilities and approved that works within the report were actioned.

Cllr Neil Richards proposed approval of the payments, seconded by Cllr Roger Whitehead, all agreed.

#### **48/19 Councillors concerns, agenda items and forward work programme**

The Clerk agreed to report to Rangers that on Feltwell Road towards Lions Close the pathway required attention of cutting the grass line back as the path was narrower than it should be.

- It was noted that some of the newer headstones in the cemetery were not straight. The Parish Clerk advised the memorials and headstones were the responsibility of the next of kin responsible and not that of the Parish Council.
- There was a dog bin with no dogs sign on it.
- There was only half a poppy left on the memorial and it was agreed to take it down.
- There was a lot of vehicles parked on the highway. The Clerk agreed to put in the village voice to ask residents to be thoughtful when parking.
- The Clerk agreed to report the Ringmore Road street light again as it was out.

- Cllr Annette Osler thanked a resident present for filling in tyre marks on the field left by machinery. The Clerk agreed to look at the code on the padlock and if not buy a new one on the main gate. It was agreed to put the bowls club use of the playing field on the agenda at the April meeting and invite a representative to the meeting.

The forward work programme was noted.

#### **48/19 Public Comments / Questions on Parish Issues**

- There had been a tele-porter on the playing field and there was concern that this had been done without the Parish Council's permission and a potential danger to members of the public.
- The Bowls club had cut the hedge and left risings on the ground, so the grounds maintenance contractor was unable to cut to the edge of the field. The Clerk agreed to ask the bowls club to clear the conifer hedge arisings away.
- The Clerk agreed to check with NALC if the toilet needed to have disabled access. The resident shared that he would be willing to assist and he was helping to fix the guttering.
- The Clerk agreed to report anti social behaviour on the playing field following a smashed glass bottles in the last week to the Police and ask that they attend this area on their routine beat.
- The Clerk agreed to add information about the SAM2 on the website.
- BT Broadband connection lid was loose and Cllr Neil Richards agreed to send the Clerk details for reporting.
- The Vice Chair advised that the Parish Council had received a letter from the East Anglian Air Ambulance regarding a fundraiser for Phil's ride in August which involved a landing on the Southery Playing Field. It was agreed to discuss in April to make the decision but in principle had no concerns.

#### **49/19 Date of next meeting**

Monday 1 April 2019 at 7 pm in the Southery Methodist Church, Ferry Bank.

**50/19 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 urgent HR issues, Contracts or Legal Proceedings. To Discuss Parish Council Land and also a HR Related Issue.

Resolved.

Meeting closed at 9.40 pm.