

SOUTHERY PARISH COUNCIL
Minutes Subject to the Approval at the next Meeting
Annual Meeting of the Parish Council
Monday 13 May 2019 at 7.30 pm
Southery Methodist Church, Ferry Bank Road, Southery

Present:

Cllr Alison Youngs (Vice Chair)
Cllr Crispin Copsey
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: 8

Cllr Martin Storey, Norfolk County Councillor and Borough Councillor

72/19 Election of Chairperson and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.

Cllr Crispin Copsey proposed that Cllr Alison Youngs be Chair, seconded by Cllr Annette Osler, all were in favour. Cllr Alison Youngs accepted the proposal to be Chair of the Parish Council.

It was agreed to defer Vice Chair to the next meeting when all Councillors should be present.

73/19 To consider and accept apologies for absence

Accepted for Cllr Christine Feltwell (work commitments).

74/19 To receive Declarations of Interest on Agenda Items and Dispensation Requests.

Cllr Javey Osler and Cllr Annette Osler gave a declaration of interest in regard to land they owned in relation to the item to discuss the draft Local plan on the agenda.

75/19 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 1 April 2019

Five were in favour of approving the minutes as a true record of the meeting held on 1 April 2019, one abstained.

76/19 Matters Arising (Clerks Report)

- Insurance documents had been received from the Bowls Club and they were advising of when machinery was to be used in connection with needing to access the field.
- The Village Hall Proposal item had been deferred when the local business person would be able to attend.
- The Clerk was awaiting confirmation from the Babcock aviation authority for final permissions in relation to the charity landing of the air ambulance for Phil's Ride on 25 August 2019.
- A local resident would be working with the Public Right of Way Officer in regard to make a claim on a local route raised as a query by local equestrian users.
- The Draft Southery Statement of Community Involvement document would be added to the June agenda.
- Various streetlights had been reported and the grounds maintenance contractor had been asked to spray the cemetery path.

77/19 Co-option of Parish Council Vacancies, if any

There were four vacancies and no applications had been received.

78/19 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.

- A member of public shared that it was their view that there was no public right of way for horses in the area discussed at the April meeting, and the only right of way was on foot to Modney Bridge. The Parish Council would update with the resident taking the claim forward when more information was available.
- A member of public advised that the trees cut on the playing field by the Parish Council had been done well and as a result they had more daylight coming into their property and garden.
- A member of public shared that they felt there needed to be more rubbish bins around the village, perhaps outside the shop. The Chair shared that the Parish Council reviewed litter outside the shop in recent months and at the time it appeared to be clear of litter. The Councillors agreed to keep on review and add to a future meeting agenda.
- The Church representatives shared with the Council that trees were overhanging from the St Marys Church and they had written to the Borough Council and they hadn't heard anything back though they said that they would come out. The Parish Clerk agreed to email the Borough Council on behalf of the Church to advise them that they needed to make contact with them direct about the trees.
- The Clerk agreed to follow up a dog fouling issue at Black Drove. It was felt that there could be a dog bin in place and at the other end of Ringmore Road. It was felt that people visiting cars in the area were not clearing their mess up.
- The Clerk agreed to investigate the path at Traps Gate as it was reported as being cracked. The Chair shared it could be a potential Parish Partnership Funding depending upon ownership investigation.

79/19 Draft Consultation Local Plan (Southery) - Presentation by the Borough Council Planning Team

It was agreed to bring this item forward in the meeting. Alex Fradley, Principal Planner, from the Borough Council Team attended to provide a presentation to the Parish Council in regard to the Draft Local Plan Review and Southery. The Local Plan had been out to public consultation for 8 weeks up until 29 April 2019, all the background documents were made available to the public for them to share their views. The consultation closed on 29th April and the Borough Planners have met with lots of Parish Councils about the process in that time. The Clerk had uploaded the presentation onto the Parish Council's website for reference. The Local Plan document for Southery was also available on the Southery Parish Council website as well as the Borough Council's website. The local plan was a review of what was already there with a focus on the railway line area in West Norfolk. Alex advised that though the consultation had formally closed they were happy to receive comments from the public or Councillors any time. There was now interactive policy maps on their website for public use. The draft plan proposed 1900 homes across West Norfolk. A red line was the built form/the development line on the plans shared with the public; the pink area was the allocation in 2016 which in Southery's case was Lions Close and which was being built out today. The light green areas of plans showed what was proposed to be allocated within this drafting process. Beyond the main towns of Kings Lynn, Downham Market and Hunstanton, there were Key Rural Service areas which don't rely on other settlements but serve them. Southery had been boosted up as a Key Rural Service Centre due to its rural location and facilities. The Borough Council were looking to make an allocation for a further 10 homes.

In answer to public questions Alex advised the following:

- There were areas designated in the Borough that can't be built on due to climate change and/or a limited level of occupancy. The Borough Council had reviewed the strategic flood levels of all sources. Emissions and transport were also due to be reviewed and were on the Borough Councils radar.
- A member of public shared that there was concern about infrastructure in the village upholding delivery of extra homes and also the nearby roads such as the A10 which was dangerous. They added that along the main route there were numerous right turns from the A10 into villages and Southery, there were no road markings to allow for this need to make it safe. Alex advised that was why the Borough Council wished to hear from members of public to understand the local issues and views that there were. Alex advised that there was funding for main big roads and lower level of roads.

The Parish Councils queried the following:

- The Chair advised that some members of public found it difficult to comment on such consultations as they didn't have access to the internet. Alex advised that they tried their best with the roadshows, the Government had wished to do more of the process online with more maps etc, but acknowledged that there were many people without computers. Alex added that Local plans were also sent to Local Libraries for public to review. Alex advised that if a resident wasn't confident with online forms or emails, then a written letter would be acceptable. The Clerk agreed to add into the Village Voice a summary of how they can get in touch with the Borough Council. Alex advised that the email address for comments was: lpr@west-norfolk.gov.uk or posted letters to the Kings Lynn Borough Council Office, Kings Court, Kings Lynn, Norfolk, PE30 1EX.
- The Chair shared that nationally the public were aware of the need to build houses, but needed it reaffirmed that the Borough Council was open to consultation. Alex advised that there had been open consultations held during the consultation period.
- Following a query Alex shared that the Borough Council could help on the phone should there be questions that needed answers to from the public.

80/19 To Approve Standing Orders

The Clerk advised that the Standing Orders had been adopted last year as a new template, Cllr Alison Youngs proposed the adoption of the Standing Orders, all were in favour.

81/19 To Approve Financial Regulations

There had been no amendments to the Financial Regulations, Cllr Alison Youngs proposed their adoption, all were in favour.

82/19 To Approve Assets Register

Cllr Alison Youngs reviewed and the Clerk agreed to one minor amendment to add £3 to the Strimmer. The Clerk advised that the new play area figures and Speed sign figures were costs should the Council replace the equipment at today's value, she advised that revised costs had been sought from Wickstead Play areas and Westcotec Ltd who supplied speed signs. The Clerk had undertaken a in-depth review this year. The Assets List as presented was proposed for approval by Cllr Crispin, seconded by Cllr Chris Edwards, all were in favour.

83/19 To Approve Insurance Renewal

After discuss the Clerk agreed to clarify the following with the new insurance provider BHIB Ltd:

- Insurance cover for the Parish Council for events on the field such as Swish's on 20th July for discussion in June
- Include £12m for Public Liability;
- Request Guidance Notes for Christmas Lights and circulate
- The Clerk agreed to find out insurance re events on the policy and add to June for further discussion.

The Clerk advised that following review of the Assets Register and sending it off to the current insurance provider Zurich the premium for the annual insurance had doubled to approximately £1300. The Parish Council had received the proposed new insurers documents online and they wished to use them for one year first before committed to three years and as this only saved around £40 per year. A new quote from an alternative provider BHIB Ltd, had taken it to the current level of £784.24, this cost was proposed for approval by Cllr Crispin Copey, Seconded Cllr Javey Osler, all were in favour.

84/19 To Approve Statement of Accounts 2018/19

The Clerk had circulated the Bank reconciliation for 2018/19 and this had been checked by the Chair who had signed the document to confirm the figures reconciled. The Parish Council all were in favour of approving the statement of accounts for 2018/19.

85/19 To Approve Annual Governance and Accountability Return 2018/19

It was agreed to defer to June.

86/19 To Discuss: The Use of the Old Football Hut and Community Access

The Chair shared that the Football Hut had been vandalised a few times over the past month and the Parish Council had actioned emergency repairs to it. The Chair advised about items that were in the football hut by Swish were not insured by the Council as they were not its assets and there at their own risk. Representatives from Swish were present at the meeting. The Chair advised that the Police had been informed and they were visiting at weekends during evening time.

Cllr Chris Edwards shared that deeper bolts were a consideration.

The Chair summarised that if Swish wished to use the football hut and do the building up it wouldn't come under the Parish Council insurance. The Chair suggested that the Parish Council could rent it to Swish.

Cllr Chris Edwards shared that the toilet refurbishment could be a community project if there were tradesmen with the right skills. Swish representative advised that there were tradesmen that would be willing to help but there was some funding that would be required. Swish advised that they could get the labour together but it would be funding for the project that they would need help with. The Chair acknowledged that by Swish using the building it did benefit the whole village in the events that were arranged by them. Swish's storage issues was discussed and it was agreed the Councillors would consider options and discuss further in June.

The Chair shared that it was a long term project, but the immediate security was the short term issue.

Cllr Crispin Copsey proposed spend up to £500 for repair of the door if needed, all were in favour. It was noted that as much donated material and time would be sourced primarily and if not the funds would be utilised.

87/19 To Approve: Permission to Camp in Playing Field - 20th July

The Chair presented the item, and shared that there may be insurance issues and any mess would need to be cleared away. Swish confirmed that they would do a sweep around afterwards. There would be toilets available. There was concern that the confirmation of camping on the field could set a precedent. It was agreed to follow up with the insurance company and discuss further in June.

88/19 To Discuss: Speed Sign Data, if any

The information received was noted.

89/19 County Councillor and Borough Councillor Update

This was deferred to the June meeting.

90/19 Planning

To Discuss **19/00502/CU** Change of use from a dwelling (Use Class C3) to a children's home for 4 resident children (Use Class C2) Peartree House 35 Ferry Bank Southery Downham Market Norfolk PE38 0PN

The Parish Council wished to object to the application on the grounds of:

- Highway Issues of the traffic generation and highway safety close to the A10 in that there are more than usual traffic and increased vehicular movement for a dwelling.
- Disturbance of the increased vehicular movement to the neighbouring properties.
- Concern for highway safety on foot from the site to the centre of the village.

All were in favour of making the above return.

91/19 Finance - To approve payments for April 2019 - to be tabled

Payee	Net	VAT	Gross
Clerks - wages and expenses	362.42	0.00	362.42
PAYE HMRC	78.20	0.00	78.20
Southery Village Hall - Grant	500.00	0.00	500.00
Grounds Maintenance Contract and SAM2 movement- April 18	574.00	0.00	574.00
Glasdon - Bear Bin	206.64	41.33	247.97
Norfolk Association of Local Councils Annual Membership	282.82	0.00	282.82
Westcotec	80.00	16.00	96.00
Cemetery Water - Anglian Water	6.70	0.00	6.70
K&M Lighting - Streetlight Maintenance - April and May	112.16	22.42	134.58
Eon Streetlight Electricity - March	247.61	49.52	297.13
Eon Streetlight Electricity - April	242.41	48.48	290.89
BCKLWN - Litter Bin Empty Annual Fee	261.80	0.00	261.80
Southery Methodist Church - 13.05.19	20.00	0.00	20.00
Internal Audit Fee	50.00	0.00	50.00
Total	2974.76	177.75	3152.51

As at 15 April 2019	Business Account	39,947.48
As at 12 April 2019	Treasurers Account	3,881.71

The payments were approved, all were in favour.

92/19 Councillors concerns and agenda items for next meeting

- Lynn Road Development - There was concern over the path as it had just been gravelled following it being broken up. The Clerk advised that it was on her action list to follow up.
- The bin at Campsey Road had fell off the post and needed a new post. The Councillors agreed to sort.
- It was agreed to bring ideas and thoughts to the June meeting in regard to the Church Ruins proposals. The Parish Council noted that it had no responsibility with the ruins or the grounds, but it was important to share its views.
- The Parish Council wished to thank the three residents, Brenda, Val and Beryl for their assistance with the fundraising Bingo event on 26 April for the Christmas Event 2019.
- Dog - playing field - the lid was broken but it was acknowledged this would mean purchasing a new bin and not to action at this time.
- The Clerk agreed to ask the Mole man to check out for rats on the playing field.

93/19 Forward Work Programme

This was noted.

94/19 Date of next meeting

Confirmed as Monday 3 June 2019 at 7 pm

95/19 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 HR Issue.

Resolved.

Closed 10.55 pm