

**SOUTHERY PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Wednesday 8 June 2022 at 7.10 pm**  
**in the Southery Village Hall**

**Present:**

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

**In attendance:**

Members of the Public: 0  
Cllr Martin Storey, NCC and BCKLWN Councillor

**71/22 To consider and approve apologies for absence**

There were none.

**72/22 To receive Declarations of Interest on Agenda Items and Dispensation Requests.**

Cllr Annette Osler, Cllr Javey Osler, Cllr Chris Edwards and Cllr Christine Feltwell all declared interest in payments due to refunds regarding the Jubilee.

**73/22 To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council held on 10 May 2022**

**RESOLVED:** That the minutes of the Annual meeting of the parish council held on 10 May 2022 be approved following minimal minor amends. (Cllr Alison Youngs proposed, Cllr Annette Osler seconded, all were in favour)

**Matters Arising June 2022**

**Electric Recharge** – this was actioned and paid for the hut between January and March by the goal keeping academy.

**Grass cutting Jubilee** – The grounds maintenance contractor did cuts for the jubilee.

**No Dogs Signs in Cemetery** – The Clerk ordered these signs and will be installed asap by handyman.

**Dog Fouling in Play Area** – The Clerk contacted the School as requested to ask they add a note in their newsletter asking that parents at the school that use the play area not to take dogs within the fenced area as this is not permitted, due to instances of dog mess being left.

**Footpaths** – The Clerk chased up the NCC Highways technician in regard to the footpath between churchgate street and mill lane (previously marked) and reported the footpath between mill lane and halls close for repair on email on 18<sup>th</sup> May. They were programmed, and they were going to add the Feltwell Road section near mill lane junction. The Clerk also had asked the Handyman to tidy.

**Letter of thanks** – Was sent to Nicholsons in regard to the beacon.

**Norfolk Swift Response and Norfolk Assistance Scheme** – The Clerk added to the website.

**Parking Enforcement** – The Clerk emailed Cllr Martin Storey for contact details of the BCKLWN team as nothing could be found on their website. The Clerk also emailed the Borough Council parking team on 24 May to find out if there was someone that could assist with issues at Campsey Road and Recreation Drive but they confirmed they were not able to assist either. The Chair was planning to attend the next SNAP meeting with the Police and raise the issue with them. She was

also going to raise asb issues in the village with broken glass and youths reportedly on social media stealing a cat.

**Uppate Street Streetlight** – The Clerk paid UK Power networks ahead of the contractor then installing the new column and light fitting.

**Orchard Way** – The Clerk left a message for the Engineer (streetlighting) in the Community and Environmental Services Team at NCC in response to their mentioning of legal contracts and designs for the three lights in recent emails. The Clerk asked them to consider it a special case and find a way to expedite the parish council taking on the streetlighting quickly without designs and minimal legal work (that would be paid for by the developer in any case) due to the fact that it had been in a deadlock position for 12 years. The Clerk awaits to hear from them with a proposal w/c 6<sup>th</sup> June. The Clerk is keeping the developer and PCs streetlighting contractor up to date. Cllr Martin Storey agreed to take it forward internally and the Clerk agreed to send details.

**VAT Return 2021/22** – The Clerk will send this off for £3280.32 and monitor its return.

### **Planning Consultations Received Between Meetings**

22/00432/F Replacement of existing asbestos double garage with a double car port/carriage house. The building only to be used for the storage of two vehicles at Riverside house, Creek Lane, Brandon Creek, PE38 0PR. No comment returned on 24.05.22

### **74/22 To Note Any Councillors Concerns or items for next meeting and note forward work programme.**

#### **Cllr Martin Storey**

- **Parking Issues** – There had been a meeting at Hockwold in recent weeks about the same issue, and the Police, NCC Senior Manager, Chair of the PC had discussed with him the issues regarding parking on site near the school, and there was nothing that could be enforced legally.
- The Jubilee had been a wonderful event for all the communities in all local villages across Norfolk.
- The new round of CIL funding was going live between 1<sup>st</sup> July and 31<sup>st</sup> July from BCKLWN.
- **Flytipping** – The BCKLWN were very efficient in coming out to resolve issues that he had reported recently.
- **Footpaths** – If there were any issues with the right of ways he could assist with to let him know.
- Any grants that were available he would assist.
- **Common Lane** – There was a manhole sewage cover on Common Lane that had lifted, the Clerk agreed to contact the Highways Technician.
- **Churchgate Street Barn** – The Clerk agreed to email the Borough Council and copy in Cllr Martin Storey about the issue.

#### **Councillors Concerns**

- **Village Voice** – It was understood that the Village Voice was missed in the village. There had been a digital copy available and a lot of older residents would like an hard copy. The Clerk agreed to write to the editor and ask that it was possible.
- **Christmas Event** – Following the jubilee it was felt that an event at Christmas could be arranged with the other organisations in the village and keep the contact forged at the Jubilee continued. It was agreed to add to the July agenda, Cllr Alison Youngs and Cllr Annette Osler agreed to lead on it.
- **Letter of Thanks** - The Clerk agreed to write to a resident who cleaned the toilet facility on the field during the jubilee event.
- **Letter of Thanks** for the resident that provided the door.
- **Letter of Thanks** for assistance provided to installing the beacon.
- **Letter of Thanks** to Nathan at Goal Keeping Academy for the games provided at the jubilee.
- **Letter of Thanks to FOSA, Village Hall and SWISH** – in regard to the jubilee.
- **Thank you** – to Cllr Annette Osler for the beautiful flower arrangement for the jubilee.
- **Mugs** – With the surplus left over to arrange those who didn't receive them collected from the school. The Clerk agreed to contact the school secretary if they would be able to arrange it. It

was agreed to sell the mugs to those who wished to have them for the Christmas event and discuss with the organisations on how to do.

- **Keepsake Box** – It was suggested to have this box and keep in the archive to say that this event happened including photos.
- **Beacon** - Cllr Crispin Copsey agreed to ask in regard to a plaque for the beacon. The Clerk agreed to add on the July to approve its permanent fixture on the village green and the plaque. The Clerk would add to the Assets register for £1 and it was likely insured.
- **Footpath** - outside the Old Rectory path needed tidying but was on the Handyman's list.
- **Toilet** - It was agreed to purchase a handle for the toilet that could be locked from the inside. £30 in total as a health and safety matter. It was suggested to include a modesty screen, and Cllr Chris Edwards agreed to investigate.
- The Clerk agreed to chase up the handyman to level off and trim the verge near Campsey Road.
- The Campsey Road Dyke was dry and would be a prime time to dig them out if NCC wished to do so.
- There continued to be a dog fouling issue with Campsey Road.
- The Werehen fencing needed either replacing and was concerned to be a health and safety issue. The Clerk agreed to get three quotes.
- It was agreed that a resident can paint the Tommy.
- It was agreed to snip off a wire fence on the playing field due to a health and safety issue.

The Chair wished to thank everyone involved and hard work into the jubilee celebrations

The Parish Council wished to thank Cllr Christine Feltwell for her time on the Parish Council and behalf of the village, of the difficult decision that she had made to resign on the Parish Council from 11 June 2022.

#### **75/22 Parish Council Management: To Approve Annual Governance and Accountability Return 2021/22**

**RESOLVED:** That the Annual Governance and Accountability Return 2021/22 be approved within section 1 followed by section 2. The Chair had looked over the financial information for year end and agreed the bank statement against the reconciliation. (Cllr Chris Edwards proposed, seconded Cllr Annette Osler, all were in favour).

#### **76/22 To Discuss Play Area Tiles**

The Council following on from Wickstead's annual play area inspection the tiles were lifting and mouldy. There was a potential for CIL funding available for the play area. There was discussion that the Lottery and Sport England may be able to assist with a grant. The Clerk agreed to contact the Feltwell PC to find out what they had applied for.

It was agreed to put an application into the CIL for the play area for the following:

- Floor covering replacement.
- Zip Line within the play area.
- Bird Nest Swing.

#### **77/22 To Approve Any Response to the "The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond to our consultation"**

It was understood that this was to do with minerals and waste which Southery wasn't impacted. The Parish Council noted it.

#### **78/22 To Approve Any Handyman Work**

The following was agreed for action:

- Cemetery path to sweep and tidy.
- Interment area to tidy.
- The footpath along Mill Lane to Churchgate street weeds to tidy.
- Fencing to stain in cemetery and playing field.
- Woodworm treatment needed to be done in the football hut.
- The Clerk agreed to ask the payback team to paint all the fencing in the village in autumn.

- The Clerk agreed to ask the Handyman if he still has capacity that this is due to some work being outstanding for some time.

**79/22 To Approve the Annual Review of GDPR Policy, Audit and Model Scheme of Publication**

**RESOLVED:** That the Annual Review of the GDPR Policy be approved, as well as the Audit noted and the Model Scheme of Publication approved. (Cllr Crispin Copsey proposed, Cllr Chris Edwards seconded, all were in favour)

**80/22 To Approve the Electrical Inspection in August of the Football Hut and Toilet Block (Every Three Years)**

**RESOLVED:** That the three year electrical inspection for the football hut and toilet block be approved at £160. (Cllr Chris Edwards proposed; seconded Cllr Alison Youngs, all were in favour).

**81/22 To Approve Working Party an Unveiling Event for the NALC Covid Memorial Plaque**

It was agreed to invite them to the Summer event in July if available. The Clerk agreed to contact them.

**82/22 To Approve Payments**

**Payments for Approval - June 2022**

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Parish Clerk Wages and Expenses	351.40	0.00	351.40
HMRC	77.40	0.00	77.40
Handyman	40.00	0.00	40.00
CGM - Grounds Maintenance - May and June 2022	1341.82	268.36	1,610.18
Wickstead - Annual Inspection Play Area Maintenance Work	413.40	82.68	496.08
Village Hall Hire - June 2022	12.00	0.00	12.00
K&M Streetlighting - Playing Field Light and one months maintenance	379.03	75.80	454.83
Internal Audit Fee	50.00	0.00	50.00
NPFA Membership Fee	25.00	0.00	25.00
Stephenson Smart Payroll Fee (3 Months)	80.00	16.00	96.00
JD Signs - two no dogs signs	12.00	0.00	12.00
Npower - April Streetlight electricity	226.87	11.34	238.21
BBQ Jubilee Event Refund to Cllr Christine Feltwell	500.00	0.00	500.00
Jubilee Event Volunteer Refunds (six volunteers including Cllr Annette Osler and Cllr Javey Osler)	572.95	0.00	572.95
FOSA	100.00	0.00	100.00
Southery Village Hall	100.00	0.00	100.00
SWISH	100.00	0.00	100.00

**Included in the above payments are £100 grant each for the organisations in the village that contributed to the Jubilee event being FOSA, Village hall and SWISH.**

**RESOLVED:** That payments as presented be approved. (Cllr Alison Youngs proposed, seconder Cllr Crispin Copsey, three were in favour and four abstained due to declarations of interests)

**83/22 To Note Date of next meeting – Wednesday 13 July 2022 at 7 pm in the Southery Village Hall**

Noted.

