

SOUTHERY PARISH COUNCIL
Annual Meeting of the Parish Council
Wednesday 11 May 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

60/22 Election of Chairperson and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.

RESOLVED: That Cllr Alison Youngs be Chair. (Cllr Christine Feltwell proposed, Cllr Crispin Copsey seconded, all were in favour).

RESOLVED: That Cllr Annette Osler be Vice Chair. (Cllr Crispin Copsey proposed, Cllr Chris Edwards seconded, all were in favour).

61/22 To consider apologies for absence and To Approve Any Special Leave of Absence
There were none.

62/22 To receive Declarations of Interest on Agenda Items and Dispensation Requests
Cllr Chris Edwards declared an interest regarding payments.

63/22 To confirm as a correct record the Minutes of the Ordinary Meeting held on 13 April 2022 and to Note Matters Arising (Clerks Report)

RESOLVED: That the minutes of the ordinary meeting held on 13 April 2022 be approved as a correct record. (Cllr Chris Edwards, Cllr Crispin Copsey seconded, all were in favour).

Jubilee Mugs – These had been received.

Various Items from Councillor Concerns April:

- Dyke on Campsey Road – A resident was going to liaise with NCC direct.
- The Handyman reinstated the bin on Campsey Road
- Regarding cars parked on the Campsey Road junction that joins Feltwell Road, the Police Officer replied to say that they would investigate it when next in the area but as they cannot enforce parking issues the BCKLWN enforcement officer may be able to attend. The Clerk agreed to include Recreation Drive in a communication to the BCKLWN and advise that the blood bank had been difficulty in attending the Village Hall.
- Cllr Martin Storey had agreed to discuss with NCC regarding the Lions Court drainage ditch that had been filled in.
- The Clerk agreed to arrange for a 'No Dogs Allowed' sign to be added to the Cemetery gates at either end.

Playing Field Fence – The Handyman installed a second fence.

Play Area – An order had been submitted to Wickstead for replacement of swing chains and the grounds maintenance contractor had been requested to spray the floor tiles regarding mould. The Council agreed to review the play area tiles at a future meeting regarding gaps.

Recreation Drive Land Rent – The Clerk had emailed the relative of the lease to advise that the Parish Council had agreed an extension of use up until 31 May 2022. The Council agreed that they wished to keep the bricks in situ.

Planning Applications Decisions from BCKLWN

21/01919/F North of Blackbank Farm Black bank drove, Southery, PE38 0NL proposed replacement dwelling. Application withdrawn. 08.04.22

22/00259/F 73A Feltwell Road, Southery, erection of single storey extension to the side and rear of the property. Application permitted 12 April 2022 Delegated decision.

64/22 To Note Any Councillors Concerns or items for next meeting and note forward work programme.

Cllr Martin Storey

- Lidl had been approved by the Borough Council in Downham Market.
- Cllr Lesley Bambridge was to be the new Borough Mayor.
- The Government were looking to approve planning permission using neighbouring properties and he was keeping an eye on developments with that.
- Churchgate Street – The Barn tiles had not been repaired on that roof as part of the planning application at that time where it had been agreed. The Clerk agreed to email the Planning Officers too. The Parish Council felt it was dangerous.
- There was a sewer manhole cover down Common Lane sticking up, he had followed up with Highways and they would chase up with Anglian Water.
- NCC had a full council meeting on Monday and had discussed free school meals. The Government had given NCC £6.7m and NCC had put an additional £2m to a fund to help people in need whatever age. All the details were on the website for people to enquire directly. The Clerk agreed to add information on the Norfolk Assistance Scheme on the Parish Council website.
- Norfolk Swift Response provided service and reassurance for someone with an unplanned need such as falls; personal care; welfare checks; shopping; ongoing care needs. The Clerk agreed to add to the Parish Council website.
- The Primary School in Southery would be receiving a commemorative coin from the BCKLWN for the jubilee.
- Cllr Martin Storey agreed to discuss Campsey Road with the Senior Highways Manager at NCC regarding flooding concerns.

Parish Councillors

- The Clerk agreed to ask the grounds maintenance contractor to cut the grass close to the jubilee.
- There was a lot of dog mess on the playing field and play area. The Clerk agreed to ask the Primary School to include in their next newsletter that they are finding dog mess in the play area and not to take dogs into that area.
- The Clerk agreed to thank Nicholson's for the beacon.
- Churchgate Street and Mill Lane – pathway surface had been marked up for work by Highways, but these had now disappeared due to the time lapsed. The Clerk agreed to email the Highways Technician.
- The Clerk agreed to report footpath restoration needed on same side as Hall Close, between Mill Lane and Hall close.

65/22 Parish Council Management

a. To Note Annual Review of Declaration of Interest (Pecuniary and Non-Pecuniary)

The Parish Council noted to check their declaration of interest.

b. To Review and Approve Meeting Dates: Second Wednesday each month except August and January up until May 2023

The Parish Council were all in favour of approving.

c. To Approve Revised Standing Orders

The Parish Council were all in favour of approving.

d. To Approve Revised Financial Regulations

The Parish Council were all in favour of approving.

e. To Approve Assets, Register YE 31.03.22

The Parish Council were all in favour of approving, pending amendment to include the Playing Field Hut roof.

f. To Approve Insurance Renewal 2022/23

The Parish Council were all in favour of approving at a cost of £1478 again with the current provider. It was noted this was an increase of £197 from the previous year.

g. To Approve Statement of Accounts 202122 - Bank Reconciliation YE 31.03.22

The Parish Council were all in favour of approving.

Bank Reconciliation at 31/03/2022			
	Cash in Hand 01/04/2021		33,582.48
	ADD Receipts 01/04/2021 - 31/03/2022		30,193.95
			63,776.43
	SUBTRACT Payments 01/04/2021 - 31/03/2022		29,487.42
A	Cash in Hand 31/03/2022 (per Cash Book)		34,289.01
	Cash in hand per Bank Statements		
	Petty Cash 29/06/2021	0.00	
	Lloyds Business Account 18/03/2022	25,114.09	
	Lloyds Treasurer Account 18/03/2022	9,174.92	
			34,289.01
	Less unrepresented payments		
			34,289.01
	Plus unrepresented receipts		
B	Adjusted Bank Balance		34,289.01
	A = B Checks out OK		

h. To Approve Annual Governance and Accountability Return 202122

This was to be deferred to the next meeting in June 2022.

66/22 To Discuss and Consider Approval of Members Allowances 2022/23

The Parish Council felt that they would not want to receive a member's allowance as it was not what they were about as they care about the village, they live in. The Parish Council felt with how the economy is that this was not good timing for the BCKLWN to suggest this.

67/22 To Approve Adoption of Three Streetlights on Orchard Way and Ongoing Streetlight Electricity Costs

RESOLVED: That the Adoption of the Three Streetlights on Orchard Way be approved. (Cllr Alison Youngs proposed; Cllr Annette Osler seconded; all were in favour).

68/22 To Approve Any Handyman Work for May 2022 and note work completed in April 2022

The Handyman would be asked to do the basic work list as well as tidying of the path from Churchgate Street along to the cemetery gate. The Clerk agreed to ask the Highways team to flatten the verge at the end of Campsey Road on the left as you enter to improve visibility.

69/22 To Approve payments and any Jubilee Costs in the Community

The following was noted for the weekend:

- There had been £55 printing costs for posters by a volunteer group in the village for the jubilee events.
- The Parish Council were working together with SWISH, FOSA, the Village Hall and the WI.
- The Goal Keeping Academy had offered some games for the weekend, and the Clerk agreed to connect him with Cllr Christine Feltwell to take forward.
- A resident had offered to do a BBQ.
- The Clerk agreed to enquire regarding a bagpipe player for the beacon lighting with Hockwold Parish Council.

RESOLVED: That up to £1500 be approved to cover printing costs, WI costs regarding their event first and foremost and if there were further costs that needed to be covered for all other jubilee related

events, and for the Clerk to be delegated to make refunds online as agreed with Councillors for the event. (Cllr Roger Whitehead proposed; Cllr Annette Osler seconded; all were in favour).

**70/22 Payments for approval -
May 2022**

To be Agreed on Email and Ratified at the Next Full Meeting

Payee	Net	VAT	Gross
Clerks - wages and expenses	300.75	0.00	300.75
PAYE HMRC	62.80	0.00	62.80
BHIB Ltd - Annual Insurance Premium from 1st June 2022 to 31st May 2023	1428.94	0.00	1,428.94
K&M Lighting Maintenance Fee April 2022	59.09	11.80	70.83
CGM Ltd - April 2022	670.91	134.18	805.09
Handyman	85.00	0.00	85.00
Southery Village Hall Hire May 2022	12.00	0.00	12.00
Anglian Water - Cemetery water - Jan - April 2022	7.22	0.00	7.22
Norfolk County Council - Parish Partnership Fund Trod on Feltwell Road (minus Cllr Martin Storey's £2k contribution)	10375.00	0.00	10,375.00
Jubilee Mugs (paid on Proforma Invoice)	221.68	44.34	266.02
Cllr Chris Edwards - mastic for playing field toilet	11.38	0.00	11.38
Total	13234.77	190.32	13425.03

RESOLVED: That payments be approved as presented. (Cllr Crispin Copsey proposed; Cllr Javey Osler seconded; all were in favour).

70/22 To Note Date of next meeting – 8 June 2022 at 7 pm in the Southery Village Hall

Noted