

**SOUTHERY PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Monday 4 November 2019 at 7.00 pm**  
**Southery Methodist Church, Ferry Bank Road, Southery**

**Present:**

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

**In attendance:**

Members of the Public: 0

**199/19 To consider apologies for absence** - Were received and accepted for Cllr Crispin Copsey (personal reasons).

**200/19 To receive Declarations of Interest on Agenda Items and Dispensation Requests.** - Cllr Annette Osler declared an interest under payments for approval.

**201/19 Public Comments / Questions on Parish Issues** - There were none present.

**202/19 County Councillor and Borough Councillor Update** - Cllr Martin Storey sent apologies to the meeting.

**203/19 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 8 October 2019.** The minutes were agreed as a true record, proposed by Cllr Alison Youngs and seconded by Cllr Annette Osler, all were in favour.

**204/19 Matters Arising (Clerks Report)**

- Parish Partnership Funding - Funding Manager suggested site visit for improvements to the bus stop area that high school children use on Feltwell Road. The Clerk is awaiting a date to meet with Andy Wallace, NCC Highways Manager to discuss options and also meet with him about the suggested scheme for 2020/21 footbridge repair.
- Flooding on Campsey Road - Following request for a meeting with the Council the Water Management Team have shared the following response; *Unfortunately at this time we do not feel there is anything further the Flood and Water Management Team can do in Southery. Our threshold for a flood investigation is for a property to be internally flooded and currently there are no internally flooded properties along Campsey Road. We have communicated to residents their riparian responsibilities and have been out with a resident of Campsey Road who has had their ditches cleared following our letter. I think it would be beneficial to have the ditch cleared on the West of Campsey Road and I have communicated this to the land owner. Currently the ditch has not been cleared but at this stage it does not meet our threshold for enforcement.*

- NCC Highways confirmed that a manhole cover on Feltwell Road had been repaired.

- Numerous streetlights had been reported, and the quote for the light at Campsey Road chased up with the Council's contractor.

- The Clerk was awaiting a response in regard to concerns raised by the Parish Council on the A10 southern turning communication to Highways.
- Due to the Clerks annual leave tree surveying costs had been deferred to December.
- Clock servicing contractor had confirmed to take it forward directly with the Church.
- Planning response in regard to the development on the garage site Westgate Street was sent shortly after the October meeting and determination was awaited.
- Dog bin emptying was chased up with BCKLWN for the new bin at Black Bank Drove and resolved.

**205/19 To Discuss Anaerobic Digester (Feltwell)** - Information had been circulated to the Parish Council and it didn't appear to effect Southery as the movements of traffic were between the site and beet factory outside the village. The Council agreed that it had no comments.

**206/19 To Discuss Southery Village Caretaker or Handyman Role** - The Parish Council discussed the need for the role within the village, all agreed that the role was needed. The Parish Council

discussed the terms of engagement and all agreed that it should be a self employed position rather than a paid employee. The Clerk agreed to pull a specification together for comments and presentation to a future meeting.

**207/19 To Discuss Playing Field Toilet Refurbishment** - The Parish Council had successfully been awarded £750 from the Borough Council to spend on the toilet block refurbishment. It was agreed that Parish Councillors would arrange to meet on site to agree the works.

**208/19 To Approve Commissioning of Annual Play Area Report** - The Parish Council agreed to commission the annual play area report, proposed by Cllr Alison Youngs, and seconded by Cllr Chris Edwards, all were in favour.

**209/19 To Discuss and Approve Christmas Event Costs and Arrangements, if any** - The Clerk agreed to source cones for the event. The gifts for children were being devised for the event and which would be funded by the money raised from Bingo. The Parish Council agreed to spend the winnings on the Christmas lights, gifts for the children and anything else that was needed for the event. The licence from the Borough Council and Music licence was within the budget which the Clerk was actioning. The Village Hall would be asked for availability should there be high winds or rain forecast on the night.

**210/19 To Discuss the Speed Sign Data, if any** - There was no data available to view.

**211/19 To Approve payments for October 2019 -**

Payee	Net	VAT	Gross
Clerks - wages and expenses - Oct	382.01	0.00	382.01
PAYE HMRC - October	81.20	0.00	81.20
Grounds Maintenance SAM2 movement- Oct 19	548.00	0.00	548.00
Anglian Water - Cemetery	10.56	0.00	10.56
Society of Local Council Clerks	52.00	0.00	52.00
Hodson Office Supplies Ink x2	59.98	12.00	71.98
Village Voice Magazine Grant	150.00	0.00	150.00
EON - Streetlights - Oct Invoice	242.41	48.48	290.89
Southery Methodist Church -Oct	20.00	0.00	20.00
RBL Poppy Wreaths	50.00	0.00	50.00
Cllr A Osler Refund Large Poppies	50.00	0.00	50.00
Hilgay Silver Band	200.00	0.00	200.00
<b>Total</b>	<b>1846.16</b>	<b>60.48</b>	<b>1906.64</b>

Cllr Chris Edwards proposed the payments for approval, seconded by Cllr Annette Osler, all were in favour

**212/19 To Discuss Draft Precept and Budget 202021** - The draft was circulated and presented by the Clerk. The final budget and precept would be agreed at the December meeting. The Parish Councillors agreed to review the information before the next meeting and bring comments or amendments to the proposed document for approval in December.

**213/19 To Discuss and Approve Change of Banking Provider** - A report was presented to the Council on changing banking provider to improve banking arranging for making payments. It was agreed to discuss further in December after Councillors review the report provided further.

**214/19 Councillors concerns and agenda items for next meeting**

- Halls Close light out near traps gate and the Clerk agreed to report.
- Golden Meadow and corner of Feltwell Road is subsiding and the Clerk agreed to report to Norfolk County Council.
- The Clerk agreed to add the cleaning the gates to the rangers next visit.
- The Cemetery path had been re-tarmaced and appeared to now be okay and going forward the Parish Council would need to spray it going forward, perhaps by the Handyman role.
- Football Hut - The Football hut had been broken into again mid-October and they had destroyed the plasterboard and they had made a mess. The Clerk had advised the local Policeman. Cllr Javey Osler and Cllr Chris Edwards agreed to secure the building again and will continue to inspect it.
- Burials - The Clerk advised that memorial applications needed to be made to the Parish Council and that was up to individuals what they wished to apply for. Generally side by side burials needed to have at least a stone plinth underneath any headstone to show the burial area. Memorials could only be laid 12 months after burial.

- The Clerk agreed to write to the property on Campsey Road about tall trees that were of concern.

**215/19 Forward Work Programme** - The work programme was noted.

**216/19 Date of next meeting – Monday 2 December 2019**

**217/19 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. Discussed Parish Council land.

Closed Meeting: 10.20 pm