

**SOUTHERY PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Monday 9 November 2020 at 7.35 pm**  
**Virtual Meeting Held via 'Zoom'**

**Present:**

Cllr Alison Youngs (Chair)  
Cllr Annette Osler (Vice Chair)  
Cllr Crispin Copsey (123/20 - 130/20)  
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

**119/20 Public Participation**

There were no members of public present.

**120/20 To consider apologies for absence**

There were none.

**121/20 To receive Declarations of Interest on Agenda Items.**

Cllr Christine Feltwell was now off the Village Hall Committee officially and therefore no declaration of interest.

**122/20 To Approve the Minutes of the Ordinary Meeting of the Parish Council held on 5 October 2020 and Extraordinary Meeting of the Parish Council held on 6 October 2020 and To Note Matters Arising issued in advance in the Clerks Report**

**RESOLVED:** That the minutes of the Ordinary Meeting held on 5 October 2020 and Extraordinary Minutes on 6 October 2020 both be approved as an accurate record. (Cllr Alison Youngs proposed, Cllr Annette Osler seconded, six were in favour, one abstained due to not being present at the meetings).

**Toilet Block Refurb Funding and Electric-** The Clerk confirmed with the contractor to go ahead with internal electric works in the toilet. The Clerk emailed the funders to advise the money had now been spent. Cllr Chris Edwards confirmed with the volunteer who was fitting guttering and fascias.

**Lynn Road Road Repairs** - The Clerk has been following up an enquiry by a resident on the road with the Highways Technician ensuring that they respond to them on the issue. They advised that the streetworks team had spoken to the resident about this and it is within tolerance but NCC will monitor it.

**Ferry Bank Bollard** - The Clerk contacted the Highways Technician who confirmed there was no further repairs required. The Clerk emailed Andy Wallace to ask that improvements be considered for this area.

**Lynn Road Path** - The Clerk reported to Highways rangers to attend an overgrown path from the Jolly Farms Pub to approx 91 Feltwell Road on their next visit, and this work was completed.

**Lynn Road (towards A10)** - Highways engineer responded to a resident in regard to tight bends on the way to the A10 and agreed to consider arrow signage in the spring. The Clerk linked the resident enquiry.

**Speedwatch update** - Speed watch completed four watches in October and 37 vehicles were recorded. Data circulated for October, any queries from Councillors can be forwarded to the team directly via the Parish Clerk.

**Planning Consultation Received Between Meetings and Response Returned**

20/01533/F APPLICATION FOR REMOVAL OR VARIATION OF CONDITION 2 OF PLANNING PERMISSION 20/00380/F: Demolition of Existing Garage to allow for Erection of Proposed Dwelling. Existing Access to be Utilised with Parking for Existing Dwelling. New Access with visibility for Proposed Dwelling, Associated Turning & Site Works at Land Adjacent 14 Churchgate Street Southery Downham Market Norfolk PE38 0ND. No comments returned.

**Planning Decisions Received**

**20/01543/F** Southery Land At E562338 N293844 Common Lane Southery Norfolk - Open front horse shelter and hay shed Application Withdrawn 8 October 2020

**19/00968/O** Southery Service Station 14 Westgate Street Southery Norfolk PE38 0PA - OUTLINE APPLICATION SOME MATTERS RESERVED: Demolition of existing vehicle repair facility, clearance of the site and erection of 4 no dwelling houses with access road and parking areas Application Permitted 15 October 2020 Delegated Decision

**123/20 Cllr Martin Storey Update - BCKLWN and NCC**

Cllr Martin Storey gave apologies to the meeting but advised the Clerk that should there be any resident queries in regard to the bridge at Feltwell Anchor to contact David Mills Right of Way Officer at Norfolk County Council.

**124/20 To Discuss and Approve Village Hall Management Committee Grant Funding Request**

The Parish Council had received an application for grant funding from the Southery Village Hall in October. It was agreed to discuss again next financial year but in the meantime include in the 2020/21 budget a general grant fund budget.

**125/20 To Approve Handyperson Work to be Carried out in November**

**Completed Works in October List: 8 hours of 15 hours allocated used**

Brambles in cemetery - in corner near bungalow - cut down and remove waste.

Weed cemetery path at entrance at the bell pub - within the stones;

Holmans chase kissing gate was broken and needed fixing; The Chair advised that her partner had secured the metal section of the new gate to ensure that it could not be removed again.

Clean and sweep/disinfect both bus shelters (Uagate Street opposite the cemetery) and near the shop;

Remove and dispose of broken pieces of the wooden fence that is next to the cemetery path (two pieces lying on the ground)

**The Council agreed the following work for November:**

Brambles in Cemetery - large one near a horse field to be cut back to the fence (to be done a bit at a time and dispose of it.

Remove Graffiti in cemetery on a fence near the water container at the Mill Lane end;

Cllr Chris Edwards agreed to contact the family of the person who rented the land near the playing field to ask if the Handyman could spray the weeds;

Repair of the fence in the cemetery on the Feltwell Road side which had recently fallen down.

The Clerk agreed to add planting of the path slope in the cemetery at Mill Lane on the forward list.

It was agreed to allocate up to £150 costs to cover Handyman jobs for the month of November. (Cllr Alison Youngs proposed, seconded Cllr Chris Edwards, all were in favour)

**126/20 To Approve Installation of Interior Lighting in Football Hut**

A quote for £295 for the internal lighting in the football hut with four LED batten lighting fittings. (Cllr Christine Feltwell proposed, Cllr Crispin Copsey, all were in favour).

The Clerk agreed to email swish to update them.

### **127/20 To Approve Repair of Flood Light on Playing Field**

The Clerk agreed to ask the street lighting company regarding the flood lights and vehicles to access them for discussion at the December meeting. Note that this was to provide a further quote in addition to the one already received and address the issue of access at height

### **128/20 To Approve Plumbing Repairs in Playing Field Toilet**

The Adhoc Handyman had attended to do some repairs in the toilet to the cost of £50. The Clerk agreed that the contract of works to be signed by him before any further works approved.

**RESOLVED:** It was agreed that a further spend on last pieces to finalise the toilet block refurbishment be agreed (e.g. tile adhesive, toilet seat, loo roll holder and toilet brush), up to a spend of £60. (Cllr Chris Edwards proposed; Cllr Crispin Copsey seconded; all were in favour).

The Chair shared that they Council were appreciative of the work carried out to refurbish the toilet by Cllr Chris Edwards and the volunteers involved.

The Chair reminded the Parish Council that as per the financial regulations in terms of approval of payments via meetings in advance of contractors being instructed, with the only exception being in urgent health & safety situation.

### **129/20 To Approve Use of Playing Field for Men's Feltwell Football Club**

The Council preferred not to further allow use of the field due to grass wear and tear for the youth organisation's that currently had been granted permission to use. The Clerk agreed to advise the club.

### **130/20 To Approve Purchase of One Speed Sign Battery**

One of the four batteries for the SAM2 needed replacement.

**RESOLVED:** That one new battery be purchased at £80 for the SAM2 (Speed sign). (Cllr Chris Edwards proposed, Cllr Alison Youngs seconded, all were in favour.

### **131/20 To Discuss NCC Response Regarding Footbridge Off Feltwell Road**

The Clerk advised that there was no update as she was due to discuss with the Right of Way Officer at NCC who had agreed to inspect, and would be deferred to the December meeting.

### **132/20 To Approve Cemetery Action Required as follows and any associated costs:**

**a) Cemetery Wall and Pending Fencing** - It was agreed to look at alternative methods as the current contractor was still waiting for materials due to a Covid-19 shortage.

**b) Cemetery Regulations - Shrubs and Trees on Graves** - The Clerk agreed to notify the member of public that action had since been taken.

**c) Repair of Water Butt Taps in Cemetery** - The Chair advised that she had been managing the bins and water butt in the cemetery since the kind volunteer had retired from the role. The water butt tap was leaking on the path. It had been repaired before but required further attention as did the tap within the storage container which is also leaking. The Clerk agreed to ask the Handyman to do the work.

**d) Approach of Contacting Next of Kin Responsible for Memorial Repairs-** It was agreed for the Clerk to add stickers and test suitability before use, to highlight memorials that required repair in the cemetery as a quicker and more sensitive way to make contact with relatives. Signs would be added to both gates to advise people what to do if they find a sticker on the back of their memorial.

### **133/20 Church Ruins Gate and its Extra Latch**

There had been an attachment that had stopped the latch on the gate working properly. It was agreed to remove it as the gate may become damaged.

### 134/20 Thanks for Cemetery Volunteer

The Council discussed a volunteer in the village who had recently announced their retirement from assistance provided to Southery where they had undertook for many years within the cemetery, in particular arranging for the bi-weekly empty of the waste bin used by the public who visit the cemetery and ensuring there was also water provision for those who attend. The Council unanimously agreed as a token of appreciation for the work they had undertaken voluntarily to gift £100 in shopping vouchers to them for undoubtedly saving the Parish funds over the years and keeping these services for others going.

### 135/20 To Approve Payments - October 2020

The following payments were presented for approval:

#### Payments for approval at 9 Nov 2020 meeting

Payee	Net	VAT	Gross	
Clerks - wages and expenses - Oct	496.07	0.00	496.07	Business Bank Account
PAYE HMRC - October	94.40	0.00	94.40	As at 09.10.20
Handyman - Oct (expenses included for Holmans Chase Gate)	102.21	4.44	106.65	£33,188.71
Anglian Water - Cemetery (July to Oct)	22.91	0.00	22.91	Treasury Account
Society of Local Council Clerks - Village Green Webinar	30.00	6.00	36.00	As at 20.10.20
Payroll Quarterly Fee including 3yr pension declaration	60.00	12.00	72.00	£7,203.92
Glasdon Dog Bin (paid proforma invoice) (5.95 delivery no VAT)	96.80	19.36	116.16	
Street lighting Maintenance October	56.08	11.21	67.29	
PKF Littlejohn External Audit Fee	200.00	40.00	240.00	
EON - Streetlights - Oct Invoice	242.03	48.41	290.44	
<b>Total</b>	<b>1400.50</b>	<b>141.42</b>	<b>1541.92</b>	

**RESOLVED:** That the payments for October be approved. (Cllr Annette Osler proposed, Cllr Chris Edwards seconded, all were in favour).

### 136/20 Dates for 2021 (First Monday Each Month except January and August)

These dates were agreed.

### 137/20 Councillors concerns and agenda items for next meeting

- The Clerk agreed to report a streetlight out at Hall Close, number 184.
- The Clerk agreed to report at Lynn Road to NCC that manhole covers were noisy and collapsing.
- Rangers had done a really good job of the path Feltwell Road. The Clerk agreed to feedback thanks to them for their work.
- A ditch had been filled in behind lions close. The Clerk agreed follow up with the Flood Risk Team at Norfolk County Council.
- There had been quite a few Christmas presents left over from last year's Christmas event. It was agreed to see if the FOSA Gift Shop in the village who raise funds for Friends of Southery Academy would like them to sell.
- The Parish Council wished to thank those who had arranged the poppies on the memorial.

**138/20 Date of next meeting – Monday 7 December at 7.00 pm Virtually Via Zoom**

It was agreed to change the meeting time back to 7 pm.

**139/20 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 a HR Related Issue (Clerks Annual Appraisal).

The matter was resolved and the Council were very pleased with the performance of the Clerk and congratulated her on completing the CILCA (Certificate in Local Council Administration) in April 2020.

Meeting Closed: 10.25 PM