

SOUTHERY PARISH COUNCIL

Ordinary Meeting of the Parish Council Thursday 11 November 2021 at 7.00 pm in the Southery Village Hall

Present:

Cllr Chris Edwards
Cllr Crispin Copsey
Cllr Christine Feltwell
Cllr Javey Osler
Cllr Roger Whitehead
Helen Richardson, Parish Clerk & Financial Responsible Person

In attendance:

Members of the Public: 0

114/21 To consider apologies for absence and To Approve Any Special Leave of Absence

Apologies were noted and accepted from Cllr Alison Youngs (due to personal reasons) and Cllr Annette Osler (due to personal reasons). It was agreed to approve a six month special leave of absence for Cllr Annette Osler and Cllr Roger Whitehead due to illness that had been approved over the previous six months (Proposed Cllr Crispin Copsey, seconded Cllr Chris Edwards, four were in favour and one abstained due to it being one of the Councillors). Apologies had been received from Cllr Martin Storey.

It was noted that the Chair and Vice Chair were absent from the meeting and therefore the Council voted in a Councillor to Chair the September meeting. (Cllr Chris Edwards was proposed by Cllr Christine Feltwell, seconded by Cllr Crispin Copsey, all were in favour).

115/21 To receive Declarations of Interest on Agenda Items and Dispensation Requests

Cllr Chris Edwards in regard to payments and register of decisions.

116/21 To confirm as a correct record the Minutes of the Ordinary Meeting held on 8 September 2021 and to Note Matters Arising (Clerks Report)

RESOLVED: That the minutes of the Ordinary Meeting on 8 September 2021 be approved and accepted as a true record. (All were in favour).

Parish Clerk report as follows:

Parish Council Land Queries

Football Hut Roof Refurbishment – The contractor hopes to do by end of year.

Allotments - The Clerk emailed the Feltwell Clerk on 21 September and who responded to confirm they were checking with the Committee and would respond back when possible

Hand dryer - was fitted into the Toilet Block.

Cars Driving on Playing Field – Insurers confirmed that it would be no liability to the Council if a person driving on the field with no permission injured someone with their vehicle.

Key Holder List – This has been created.

Reinforced Door Toilet Block - The Goal Keeping Academy made, supplied and fitted a reinforced door to the refurbished toilet block and had enough metal for the other side which is pending.

Church Ruins - Investigation of the safety and responsibility has been passed to the Ely of Diocese who confirmed on email they believed this to be the BCKLWN and would take actions required forward. They inspected the ruins, Heras fencing and trees and agreed for any residents to get in

touch directly if they had concerns (being neighbouring properties for tree management). The Clerk would be keeping in touch to get updates on progress.

Cemetery - The Clerk asked the grounds maintenance company to ensure the interment area is weed sprayed well as there was some weeds appearing, though they may grow in between but unclear. The Clerk also requested that the Manager speak to the operatives about the importance of ensuring they take complete care when cutting the grass in the cemetery to avoid damage to an memorial items that there maybe due to a recent incident.

Local Plan - The Clerk emailed the Council a response from BCKLWN on the consultation and asked for any amendments or corrections to the section in regard to Southery. They advised that it "the Local Plan review largely consists of merging the 2011 Core Strategy and 2016 Site Allocations and Development Management Policies (SADMP) into a single Plan. There is sufficient land already committed in the 2016 SADMP to meet the Local Plan requirements to 2036, so I am fairly confident that there are no significant changes to the Plan regarding Southrey. The extant housing allocation from the SADMP (G85.1) has been rolled forward into the Local Plan review".

Tree Management Survey – The Clerk has requested a quote from the contractor for this work and will feedback to the Council when received hopefully for approval at the November meeting.

Used Electric Costs Football Hut – The Clerk recharged for electric used from 21 February to 1st October 2021 from GKAcademy to the total of £15.57, in the summer months lights and due to the pandemic the hut was used less. This amount was paid.

Contractor List – The Clerk reviewed it on 2 November and adjusted any work programme or actions on her list for review of any contracts needed.

Planning Applications Received Between Meetings for Consultation

21/01919/F Proposed replacement dwelling North of Blackbank Farm, Black Bank Drove, Southery, Norfolk PE38 ONL.

Planning Application Decisions Since Last Meeting

21/01509/O 6 Common Lane, Southery, PE38 0PB. Outline application: construction of two 2 storey dwellings following demolition of existing substandard bungalow. Application refused. 1 October 2021. Delegated Decision.

117/21 To Note Any Councillors Concerns or items for next meeting and note forward work programme.

- The Clerk agreed to arrange a visit with NCC Drainage team regarding Lions Court.
- The Clerk agreed to report a manhole on Lynn Road.[this was subsequently done].
- The Clerk agreed ask a grave digger about some that had not settled
- The Clerk agreed to add Playing Field Charging to the next agenda.
- The Clerk agreed to ask the contractor to cut the usual grass areas as a health and safety matter.
- The Clerk agreed to report a street light out between halls close and the old jolly farmers pub. [this was subsequently done]
- A person had been very pleased that Highways had cut the hedges on both sides on the footpath between Mill Lane.

118/21 To Review First Draft Precept and Budget 2022/23

The Council noted information circulated on email and agreed to discuss at the December meeting.

119/21 To Discuss and Approve Parish Partnership Fund Application 2022/23

RESOLVED: That the application for a trod at the end of Feltwell Road be approved as a Parish Partnership Fund 2022/23 pending costs from Highways. (Proposed Cllr Crispin Copsey, Cllr Chris Edwards, all agreed).

120/21 To Discuss and Approve Any Response in Regard to a Planning Application Consultation: 21/02089/F Brick and Block Build Double Garage 7 Feltwell Road, Southery, PE38 0NW

RESOLVED: No comments to be returned.(Proposed Cllr Christine Feltwell, seconded Cllr Javey Osler, all were in favour).

121/21 To Note Works Completed in September/October 2021 and to Approve Any Handyman Work for November 2021

No further work identified other than the routine jobs.

122/21 To Discuss and Approve Request to Store Mobile Goal Posts on the Playing Field by Goal Keeping Academy

The Clerk agreed to seek further information. [subsequently the group advised they were no longer pursuing).

123/21 To Discuss How to Receive a Memorial Plaque to Commemorate the Communities Response to the Pandemic from the HM Lord Lieutenant Lady Dannett MBE

The Clerk agreed to talk to the WI about receiving it at their pandemic and contact the volunteer group lead, swish – and if the hall was free to look at 11th December at 2 pm. [the hall was not available so deferred until new year].

124/21 To Approve Cost to Create a PO Box Address for the Parish Council

RESOLVED: That the purchase of a PO Box for the Council be approved at £120 per annum shared with two other Councils. (Proposed Cllr Crispin Copsey, seconded Cllr Roger Whitehead, all were in favour).

125/21 To Review the Complaints Policy and Approve Amendments if Required

All approved with no amendments.

126/21 To Approve the Adoption of a Communications Protocol

The document was approved for adoption.

127/21 To Adopt a New Southery Cemetery Regulation Document

It was agreed to defer to December meeting.

128/21 To Approve the Register of Decisions Made on Email to be Ratified at the Next Council Meeting

- a) To Approve Clerk Training with SLLC In November at a cost of £90 plus VAT
- b) To Approve Additional Cost for Contractor Costs to Replace the Football Hut Roof, Guttering and Fascia of £480 plus VAT
- c) Payments for October 2021

Payee	Net	VAT	Gross
Clerks - wages and expenses - Sept	281.54	0.00	281.54
PAYE HMRC - September	59.80	0.00	59.80
K&M Lighting - Streetlight Maintenance- Sept	56.08	0.00	56.08
Handyman - Painting of Container 3 hours	30.00	0.00	30.00
Grounds Maintenance Contract Sept	624.10	124.82	748.92
Refund to Cllr Chris Edwards for Toilet			
Block Keys	25.00	0.00	25.00
SLLC Annual Membership	55.33	0.00	55.33
EON - Football Hut	22.95	1.15	24.10
EON - Streetlights - Sept Invoice	275.51	55.30	331.81
Total	1430.31	181.27	1612.58

- d) Handyman Hours from Mid-October to November meeting – 10 hours

RESOLVED: That the register as laid out on the agenda for a,b,c and d be approved. (Proposed Cllr Crispin Copsey, Cllr Javey Osler seconded, four were in favour, once abstained due to declaration).

129/21 To Approve payments

As presented:

Payee	Net	VAT	Gross
Clerks - wages and expenses - Oct	281.54	0.00	281.54
PAYE HMRC - October	59.80	0.00	59.80

Handyman - Oct (2 hrs £20 fill water tank and cut and remove brambles in cemetery near horsefield; 1 hr £10 clear footpath of leaves from cemetery mill lane and trim branches; take sam2s down and then put back up to charge 1hr £10)	50.00	0.00	50.00
Anglian Water - Cemetery (May to Oct)	7.03	0.00	7.03
Refund of Cllr Chris Edwards - keys	20.00	0.00	20.00
Payroll Quarterly (missed quarterly payment October 2019 - Chased for payment and Clerk confirmed invoice not received at time)	50.00	10.00	60.00
Payroll Quarterly (to October 2021)	50.00	10.00	60.00
Streetlighting Maintenance Nov	56.08	11.21	67.29
Southery Village Hall - Nov Hire	13.00	0.00	13.00
EON - Streetlights - Oct Invoice	285.74	57.15	342.89
RBL - Poppy Wreath	34.00	0.00	34.00
Total	907.19	88.36	995.55

RESOLVED: That payments as presented be approved. (Proposed Cllr Christine Feltwell, seconded Cllr Crispin Copsey, four were in favour and one abstained due to a declaration).

130/21 Date of next meeting – Wednesday 8 December 2021 at 7 pm in the Southery Village Hall
It was noted.

131/21 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 – Annual Appraisal and to Discuss a Land Issue.

An update was provided in regard to a land issue no decisions made. The Council provided an appraisal to the Parish Clerk.

Closed 8.30 pm