

SOUTHERY PARISH COUNCIL
Ordinary Meeting of the Parish Council
Monday 5 October 2020 at 7.30 pm
Virtual Meeting Held via 'Zoom'

Present:

Cllr Alison Youngs (Chair)
Cllr Annette Osler (Vice Chair)
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
Chair of the Southery Village Hall Management Committee
Cllr Martin Storey, Norfolk County Council and BCKLWN (Minute numbers up to item 105/20)

94/20 Public Participation

There were none.

95/20 To consider apologies for absence

Apologies were accepted and confirmed for Cllr Chris Edwards (health issues).

96/20 To receive Declarations of Interest on Agenda Items.

Cllr Christine Feltwell declared an interest in regard to the Village Hall's grant request at minute number 100/20 and as a member of the Village Hall Committee and minute numbers 102/20, 103/20 and 104/20 as the contractor in question was a personal supplier, it was agreed that she could take part in discussions but not during the resolution voting. Cllr Crispin Copsey declared an interest in regard to payments for approval as there was a payment refunding him for costs in relation to the Toilet Block Project, he agreed not to vote.

97/20 Minutes of the Ordinary Meeting held on 7 September 2020 and Extraordinary Meeting held on 21 September 2020

RESOLVED: That the minutes of the Ordinary Meeting held on 7 September 2020 be approved as an accurate record. (Cllr Alison Youngs proposed, Cllr Crispin Copsey, seconded all were in favour).

RESOLVED: That the minutes of the Extraordinary Meeting held on 21 September be approved as an accurate record. (Cllr Alison Youngs proposed, Cllr Crispin Copsey, seconded four were in favour, two abstained as they had not been in attendance).

Orchard Way - The Clerk spoke with the developer who attended and cleared the drain outside 1 and 1a Orchard Way mid-September. They are just finalising the lights being put on, and when done so there is a period of 12 months and then Highways will adopt the road.

Bridge Off Feltwell Road - NCC confirmed it is not theirs and will be responsibility of the land owner and the Clerk would be further investigating with Highways.

Planning Decisions Received

20/00411/F Southery 43A & 45 Ferry Bank Southery Downham Market Norfolk PE38 0PN -
Erection of an oak framed dwelling on raised level and detached garage to serve dwelling
Application Refused 11 September 2020

98/20 Cllr Martin Storey Update - BCKLWN and NCC

Cllr Martin Storey advised the following

- The Government wished to amend the Planning application process in the form of a 'White Paper'. The BCKLWN had held a meeting to discuss and it was clear that the Government wanted to build as many houses as they could as quickly they could. The Local Plan focused on growth, renewal and protected areas (conservation) as well as protecting the green belt. Planning Committees and permitted development would be given greater powers by that process and not through the current required process. Covid-19 had brought with it more working from home and that was likely to impact into future design of homes and locations where people could live as a result. There was a public consultation for comments and all were encouraged to feed in views and it was available on the BCKLWN website.
- He had been attending many meetings mainly virtually.
- Updates from BCKLWN and NCC on Covid-19 continued to be shared with the Community.
- Norfolk libraries had various free books and events available for adults online.
- NCC had held a meeting earlier in the day but there had been nothing affecting Southery.

Cllr Martin Storey believed that the Ferry Bank Bollard had been knocked down again and the Clerk agreed to investigate with the Highways Technician. It was agreed to add to the next agenda for further discussion depending on the outcome of enquiries.

99/20 Decision Made on Email to be Ratified.

a) Agreement for Feltwell Under 17s to Use the Playing Field

b) Approval to Spend Grant Funding for Improvement to the Toilet Block - electrics

RESOLVED: That the decisions made on email to be ratified at a) and b) be approved. (Cllr Crispin Copsey proposed, Cllr Christine Feltwell seconded, all were in favour).

100/20 To Discuss and Approve Village Hall Management Committee Grant Funding Request

The Chair asked the Chair of the Southery Village Hall Management Committee to provide an overview of the funding request received by the Parish Council. He advised the following:

- There was various maintenance issues they were looking to resolve.
- A new kitchen had been fitted with a new cooker.
- Due to break ins over lockdown period they were having doors replaced from money received from the BCKLWN Covid-19 Fund.
- The contractor who had changed the last part of the flooring had advised that another part had been rotten.
- Going forward they would like to improve the village hall such as the car park, they would like in the short term matching chairs and bits and pieces going forward.
- In the short term they were looking to make the hall safe and in the long term they needed to review the viability of the current hall and the costs attributed.

He shared that they were having their deeds and other documents reviewed by a Solicitor, and there was a clause in the contributions that any funds used to further the charities purpose they could use to secure funding to build another hall.

They were working on various events to raise money within the village such as remote events that could be done at home. The Parish Council queried whether the hall would be let and opened once the new doors and kitchen were in place as it had been shut since the period of Covid. They advised that they would have been able to let the hall if they have been able to get hand sanitiser etc.. The Parish Council queried whether the Village Hall had a disaster plan and the Chair advised that they had put in place limiting spend should that be required. The Hall was just about to join Community Action Norfolk and they were going to help them with some funding and a general fund they understand the BCKLWN had. The Chair advised that they have around £10K in reserves, half to maintain charity status and half for emergencies.

The Parish Council agreed to add the grant request to the next agenda in November for further discussion and would then be back in touch with the Village Hall Management Committee. The Parish Council wished to thank to the Village Hall Management Committee and its volunteers for keeping the community's building going.

101/20 To Discuss Foot Bridge off Feltwell Road

The Councillors and Clerk had reviewed the bridge. The Clerk was investigating further.

102/20 To Approve Handypersons Contracts - General and Adhoc Project

The Clerk agreed to include amendments in regard to the following:

- That the list of duties detailed “is not exhaustive”;
- That risk assessments should be in place for all work taking place;
- Addition of the monthly village inspection to be done amongst other duties that month to identify areas which need attention and to relieve councillors of this responsibility and as it was important that we keep everything under review.

RESOLVED: That the Handy Persons Contract for both the General and Adhoc Project contract be approved. (Cllr Alison Youngs proposed; Cllr Crispin Copsey seconded, five were in favour, and one abstained due to a declaration of interest).

103/20 To Approve Handyman Work to be Carried out in October

The following jobs were discussed and actions agreed for a total hours of 15 in October and then review in November:

- Brambles in cemetery - in corner near bungalow - cut down and remove waste.
- Brambles in Cemetery - large one near a horse field to be cut back to the fence and dispose of it.
- Remove and dispose of broken pieces of the wooden fence that is next to the cemetery path.
- Weed cemetery path at entrance at the bell pub - within the stones;
- Remove Graffiti in cemetery on a fence near the water container at the Mill Lane end;
- Holmans chase kissing gate was broken and needed fixing;
- Clean and sweep/disinfect both bus shelters (Ugate Street opposite the cemetery) and near the shop;
- The bus shelter near the shop needs painting dark green and a new piece of Perspex added to a bit that is split.

RESOLVED: That the work for the Handyman in October be approved. (Cllr Alison Youngs proposed, Cllr Annette Osler seconded, all were in favour).

The following items were noted for future work:

- BMX track - this was a large job and it was agreed to discuss early next year.
- Tree report - minor works was needed.

Cllr Javey Osler agreed to investigate a latch attached to the smaller cemetery gate and to some trees that were leaning.

The Clerk agreed to contact the owner of a property (Mill Lane end) of the cemetery to discuss the fencing.

104/20 To Approve Improvements and Grounds Maintenance Issues within the Cemetery and any associated costs

The following actions were agreed:

- The Clerk to send a letter to the grave owner where a shrub was growing and ask them to bring it under control.
- The Clerk agreed to ask the Handyman to spray the weeds coming through on the path within the cemetery.
- The Clerk agreed to discuss with the Funeral Directors in regard to soil storage.
- Following concerns about future access to cemetery land, the Clerk agreed to write to the landowner at the rear to invite them to discuss their land.
- The Clerk agreed to contact the pub in regard to access of the cemetery.

105/20 To Discuss and Approve Any Action in Relation to Unsafe Memorials in the Cemetery

The Clerk agreed to gradually contact those responsible for grave spaces to attend to the memorials that had been found to be unsafe. There was one that had to be laid down and the immediate risk had been mitigated and the Clerk agreed to contact the family.

The Clerk agreed to review the signs at both ends of the cemetery to ensure that it was clear that no improper use of the cemetery would be allowable or tolerated.

106/20 To Approve Commissioning of St Mary's Church Clock Servicing

The Chair advised that this was an historical grant that the Parish Council made to provide a public clock via the St Mary's Church Clock and the cost this year would be £254 plus VAT.

RESOLVED: That the cost of £254 plus VAT to service the St Mary's Church Clock be granted. (Cllr Crispin Copsey proposed, Cllr Christine Feltwell seconded, all were in favour).

107/20 To Review Grounds Maintenance Contract with Current Contractor, and whether to extend from February 2021

Though there had been issues with cutting around some of the memorials in the cemetery with minor complaints received but generally a good job was deemed to have been carried out. As per discussions when the contract began the Council agreed to extend by a further one year at the same price as 2019/20.

RESOLVED: That the Grounds Maintenance Contract be extended by one further year for 2020 at the same rate as 2019. (Cllr Roger Whitehead proposed, Cllr Annette Osler seconded, all were in favour).

108/20 To Approve Agreement for Use of the Playing Field

All agreed with minor amends to the agreement.

RESOLVED: That the agreements be approved for use. (Cllr Crispin Copsey proposed, Cllr Alison Youngs seconded, all were in favour).

109/20 To Discuss Remembrance Sunday Arrangements

Two wreaths had been ordered. It was agreed to place the large poppies on the lamp post. The Clerk agreed to contact the British Sugar about arrangements in relation to no lorries attending through the village at this time. Cllr Crispin Copsey agreed to remove old wreaths.

110/20 To Discuss Covid-19 NHS Thanks

The suggestion was noted, and the Parish Council expressed gratitude towards the NHS over the past few months and those months ahead.

111/20 To Note Latest Speed Sign Data, if any

The information had been circulated to Councillors from the Speedwatch Team, if there were any queries it was agreed to feedback direct. The Clerk agreed to pass thanks back who were doing a very good job.

112/20 To Discuss Draft Budget and Precept 2021/22 (includes quarterly statement)

The Chair asked the Councillors to have a look at the budget and circulate thoughts on email. The Clerk would add back on the agenda in December to finalise with the precept council tax band D. There was around £12k funds unallocated currently.

113/20 To Approve Amendments to Financial Regulations

The amendments were approved to increase the lower limit of three estimates to be strived for to be £300 instead of £100 and above. The Chair agreed to discuss the adopted document with the Clerk with queries they had.

114/20 To Approve Payments - September 2020

The following payments were presented for approval:

Payee	Net	VAT	Gross	
Clerks - wages and expenses - Sept	316.92	0.00	316.92	
PAYE HMRC - September	83.40	0.00	83.40	
K&M Lighting - Streetlight Maintenance- Sept 20	56.08	11.21	67.29	Business Bank Account
Sam2 Movement (two month x2)	48.00	0.00	48.00	As at 06.09.19
Grounds Maintenance Contract Sept 2020	621.10	124.82	748.92	£30,929.72
Wave - Water in Playing Field - March to May 2020	6.52	0.00	6.52	Treasury Account
Refund to Cllr Crispin Copsey for purchase of tiles for Toilet Block Refurbishment	90.00	0.00	90.00	As at 06.09.19
Refund to Cllr Chris Edwards for purchase of guttering and fascias for Toilet Block Refurbishment	172.79	34.55	207.34	£5,981.85
SLCC Annual Membership	53.66	0.00	53.66	
JD Signs - Play Area Sign	7.50	1.50	9.00	
EON - Streetlights - Sept Invoice	250.10	50.02	300.12	
Total	1706.07	222.10	1931.17	

RESOLVED: That the payments for September be approved. (Cllr Alison Youngs proposed, Cllr Roger Whitehead seconded, five were in favour and one abstained due to a declaration of interest).

115/20 To Approve Adoption of the Grant Awarding Policy and Application Form

The Clerk agreed to defer to the November agenda and circulate again.

116/20 Councillors concerns and agenda items for next meeting

- The Clerk agreed to report to the Rangers the pavement from the old Jolly Farmers pub to t opposite 91 Feltwell Road, some of it was not wide due to overgrown verges.
- Streetlight - Feltwell Road 9039 would be pending three weeks due to UK Power Network delays.
- There was a concerning of amount of cars parked on the main roads and not in their driveways. This was considered a problem due to the obstruction of paths and visibility at junctions. The Clerk agreed to place a reminder on the website.

117/20 Date of next meeting

Noted as an Extraordinary Meeting on Tuesday 6th October at 7 pm and then one week later than usual the ordinary meeting on Monday 9th November at 7.30 pm both Virtually Via Zoom.

118/20 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. The pay scale of Local Government Employees had been resolved from 1st April 2020 including annual leave. It was resolved that pay and annual leave should be adjusted to this agreed level.
- To Discuss a Land Registry Related Legal Issue - It was resolved that the Clerk would investigate ownership of Footpath 10.

Meeting Closed 10.33 pm