

**SOUTHERY PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Monday 2 September 2019 at 7.00 pm**  
**Southery Methodist Church, Ferry Bank Road, Southery**

**Present:**

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

**In attendance:**

Members of the Public: 5

**150/19 To consider apologies for absence** - None.

**151/19 To receive Declarations of Interest on Agenda Items and Dispensation Requests-** Cllr Annette and Cllr Alison Youngs declared an interest under item 157/19 to approve training costs as it was for them and Cllr Chris Edwards for payments for approval as he was being reimbursed.

**152/19 Public Comments / Questions on Parish Issues.**

- A member of public wished to meet the Councillors to hear the Parish Council's discussion on the Church Ruins.
- A representative from the Church advised that the public meeting on 20 August had been well attended and a follow up article would be placed in the next Village Voice as a report of the meeting.
- The Clerk agreed to chase the contractor as the light at Campsey Road still wasn't in place.
- A member of the public shared pictures of flooding on Campsey Road and agreed for the Parish Council to share with NCC.
- A member of public asked that the Parish Council consider a hard standing space on Feltwell Road for school children as part of the Parish Partnership Scheme 2020/21.
- The Clerk agreed to report a drain cover near the Jolly Farmers and the Chair agreed to take pictures.
- A member of public suggested putting on a future agenda planting trees when babies were born in the village, like in Wales.
- Parish Councillors agreed to consider if there were servicemen since the second world war that needed commemorating specifically and let the Clerk know.
- The Clerk agreed to report a sunken piece in the road outside the school to Highways.
- Swish were gifting half of the costs for the electrical work recently carried out to the football hut. The Council agreed to add to the October agenda quotes to fit two lights in the football hut. The Council agreed to make sure that the term gifted for money from Swish was in the minutes.

**152/19 County Councillor and Borough Councillor Update**

Cllr Martin Storey had sent apologies.

**153/19 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 1 July 2019**

The minutes of 1 July 2019 were agreed as a true record. Cllr Alison Youngs proposed, seconded by Cllr Chris Edwards, all agreed.

**154/19 Matters Arising (Clerks Report)**

- The school sports day had reportedly gone well in using the playing field and the children had liked the new bear bin. The school were very grateful for the cleanliness of the park and thanked the Parish Council.
- The permission for the helicopter landing for Phil's Ride was confirmed verbally on 7th August and there was nothing else required from the Parish Council.
- The middle section of the cemetery path was re-laid by the contractor due to weed growth from the original laying. This was done on 25th July, the Clerk visited on 7th August and it appeared to

having been laid satisfactorily but required extra soil at the edge. The Councillors were informed on email.

- NCC Flooding team had advised that owners of land next to ditches were responsible for clearing them where there was a highway on the other side. If there were ditches next to a field and a resident on the other side, it is the field owners responsibility. If there were instances of flooding in the home then the NCC Flooding Team could be contacted direct who will enforce clearance.

- A resident who lives near the location of the new dog waste bin on Black Bank Drove called wishing to express their thanks to the Parish Council for agreeing to purchase and place a new dog bin in this location. The Clerk ordered the bin on 7th August, the agreed budget was without the fixing posts, £103 was approved, but the final cost was £126 before VAT. The Clerk believed that in terms of smooth running of the Council that she should proceed with the over spend of £13 rather than wait for further approval in September. The Councillors were notified on email of this fact. The bin had since been delivered.

- Cllr Chris Edwards had been authorised by the Clerk to spend £30 on a part to repair the toilet system on the playing field following an Anglian Water inspection. There was a need to use it for the Phil's Ride Event at the end of August and therefore it was felt important to carry the work out before the deadline set of 21 September. . However the plumbing parts were supplied by Rob Hackett all free of charge including the repair so thanks to him for volunteering this time and materials. It was confirmed that Rob had given consent to be thanked within these minutes by Cllr Chris Edwards. Once finalised the Clerk will advise Anglian Water that the repair had been carried out. The Clerk agreed to send a letter to him as a way of thanks.

- The Clerk had asked the owner of the football kit in the hut if they are intending to store items in the hut longer term.

- Following a report the Clerk reported to Highways that a repair to the A10 turning to kerb stones needed review as some were already pulling away. The Parish Council felt the slip road needed to be made larger as the turning was too tight.

- The Clerk paid the Councils electrician's invoice for urgent health and safety work to the football hut on 20 August, this had been agreed by all Councillors on email prior and in order to make the payment before the 2 September, whilst there was no meeting in August. It was identified that should we wish to use their services in future we should take this step. A certificate for the work was issued to the Clerk prior to payment being made.

- The football hut had been broken into yet again on 16th August, Cllr Edwards and Cllr Osler attended to secure the building and check it over. They also reported it to the Police.

- Communication from NCC re trees - 'We are in the process of carrying out inspections of roadside trees and we may be surveying in your parish on smaller, rural roads known as class 4A2. The primary focus of the inspections is to identify ash trees that are in decline due to ash dieback disease (ADB) and assess whether they are now posing a risk to highway users. We may also pick up other trees that are in a dead or dangerous condition. For further information on ADB please visit our webpage: [www.norfolk.gov.uk/ashdieback](http://www.norfolk.gov.uk/ashdieback). This summer, our approach is to remind landowners that 'their trees are their responsibility' and to raise awareness of ash dieback disease. If trees are found in poor condition but not considered imminently dangerous we are fixing notices to the trunks of trees and marking the trees with yellow paint to inform the owner that they may need to take action. We may contact you in future if we find any particular areas of concern or have a query regarding ownership of an individual tree or tree group. Should you need any further information or have any queries concerning the above, please visit our webpage or contact us at [ashdieback@norfolk.gov.uk](mailto:ashdieback@norfolk.gov.uk)'

- Garage Site Planning Application - The Planning department advised that an update should be available around mid-September..

- July Communication from Highways Rangers - The rangers recently visited and advised that weed spraying was in progress and the following were complete:

- Hall Close – Sided out footway cut hedge and swept footway
- Feltwell Road – Strimmed, swept footway and sided out footway.

## Planning Applications - no consultation needed

16/00658/NMAM\_1 Non-material amendment to planning permission 16/00658/FM:  
Proposed residential development Land North of Lions Close  
Southery Norfolk

### Decisions Received

19/00061/TPO	4 Feltwell Road Southery Norfolk - <b>2/TPO/00206: T1 Ash Tree - Overall 4m reduction to ensure deadwood limbs are removed and old cavities dealt with</b>	Tree Application - No objection 11 July 2019
19/01084/F	8 Lynn Road Southery Downham Market Norfolk PE38 0HU - <b>Siting of a mobile home on rear garden</b>	Application Permitted 12 August 2019 Delegated Decision
19/01142/PACU3	Land Adjoining Little Ouse Farm Farthing Drove Brandon Creek Southery Norfolk PE38 0PR - <b>Prior approval for a proposed change of use from agricultural building to dwelling (Schedule 2, Part 3, Class Q)</b>	Prior Approval - Refused 20 August 2019 Delegated Decision
19/01210/F	4 Campsey Road Southery Downham Market Norfolk PE38 0NG - <b>Single storey rear extension to dwelling</b>	Application Permitted 22 August 2019 Delegated Decision

### 155/19 To Approve Extra Public Liability Insurance Cover

The Council all agreed to raise the liability to £15m and pay the sum of £560 to the Council's current insurance company.

### 156/19 To Review Data Protection Audit

The Parish Council noted the document.

### 157/19 To Approve Councillor Training Costs Chair and Vice Chair

It was agreed to pay the cost of £35 both for the Chair and Vice Chair to attend the training. The Chair and Vice Chair didn't discuss.

### 158/19 To Approve SLCC Membership for the Clerk

Cllr Tina Feltwell proposed payment of SLCC Membership for the Clerk of £52, Cllr Crispin Copey seconded, all agreed. This was a budgeted membership which required renewal.

### 159/19 To Adopt and Approve the Equality Policy

The Chair shared it had been circulated for adoption and a statement that all would be treated fairly. The Council agreed to adopt the policy.

### 160/19 To Adopt and Approve Financial Risk Assessment

The Clerk shared that this was a document the Internal Auditor suggested to put in place this financial year. The Chair shared that the document covered what we might do to mitigate certain risks relating to finance. The Parish Council agreed to adopt the document.

### 161/19 To Discuss and Approve Parish Partnership Fund 2020/21 Bid

Cllr Christine Feltwell suggested a pavement from Feltwell Road to Golden Meadow where there was a footpath missing, from approx 101 Feltwell Road to Golden Meadow to walk around the common. The Chair suggested flashing lights outside the school which only operate during school times. The Council agreed to consider the ideas and make a decision at next month's meeting. The Chair asked that any further ideas for Councillors to email around in advance of the meeting so they could be considered fully.

### **162/19 To Approve Commission of Grounds Maintenance Contract**

The Clerk agreed to tighten up wording in the quotation request specifically in regard to the cemetery, weed spraying and the inclusion that a contractor must removing arisings from site themselves. The Clerk agreed to include wording around common sense and due care and attention whilst a contractor carries out their duties. The paperwork would be finally agreed in October and quotes received for the November meeting.

### **163/19 To Approve Recreation Area Tree Survey Quotes**

This was deferred to October whilst a third quote was sort.

### **164/19 To Approve Replacement Bus Shelter at Westgate Street (Parish Partnership Funding Received 201920)**

The Chair shared that the Parish Council had received three quotes for a new bus shelter on Westgate Street. The Chair summarised the councillors feelings that it was a lot of money and it was generally expressed that the money should be spent elsewhere, also the Parish Council felt that the existing shelter could be refurbished allowing a new shelter to be erected where there currently isn't one. The Clerk agreed to find out if the money could be used elsewhere and further discuss at the October meeting.

### **165/19 To Discuss and Approve Playing Field Toilet Refurbishment**

The Parish Council felt that it was being used and was appreciated. There was £1k in the budget for the toilets, but the Council needed to decide if it wanted to pursue it and how wanted to achieve it. Cllr Christine Feltwell shared that the football league were unable to use the field as there was no facilities. Cllr Chris Edwards said that the school shared they would like to use the field more but needed better facilities. The Chair shared that there was a balance to be considered between the benefit it could provide versus the potential risk of vandalism. The Parish Councillors agreed to attend the toilet block to assess what exactly needed to be done. The Clerk agreed to formally thank the resident who cleaned the toilets.

### **166/19 To Approve Commission Quotes for Extension of Interment Area**

The Council approved for the Clerk to get a quote on finalising the extension of the interment area in the cemetery.

### **167/19 Discuss Further Community Payback Funding and Projects**

It was agreed to budget for a further £50 for paint to finish the items off. They are still to do the war memorial and graffiti on the skate which the Clerk was following up. It was agreed to enquire about further grounds maintenance days to do the following:

- Brambles in the cemetery;
- Cemetery path from the bell;
- Weeding around the village;
- Washing the gates and signs;
- Clean Westgate St bus shelter-if not replaced as above

The Clerk agreed to ask if they could make it a regular annual visit.

### **167/19 To Discuss Church Ruins**

A representative shared a note which the Council circulated which would be displayed in the village voice. The Council discussed the following:

- There had been one idea of putting sheep on it but would need someone to manage it.
- A representative from the Diocese said that she could tap into the region of £250 k funding at a minimum as long as there was some form of community benefit.
- There was some concern at the meeting that the area could become a gathering area for youths should benches be added.

The Chair hoped that lots of people in the village will respond to the consultation as it gives everyone an idea of what is needed and desired by the village. It was felt until the results from the consultation were known the Parish Council could discuss no further, once the Parish Council could understand what the public wished for they could make a decision on support they could offer.

**168/19 To Discuss and Approve Christmas Event Costs (Including Event and Music Licences and Road Closures, if needed).**

- The Chair would be following a lead on a butchers for the event and would email around details.
- The Chair agreed to follow up a local fudge producer.
- There was a lead from the school on advertising to schools and the play group. It was hoped that some of the children may come and sing carols.
- There was the Hilgay Silver Band.
- There was a Father Christmas.
- There was another bingo arranged on 15th November to raise money for the event for improved presents for the children.
- The Christmas Event would be on Saturday 30 November with a lights switch on at 5 pm. The Hilgay Band would be playing from 4-6 pm. It was agreed to link the songs the school needed to practice with the band. It was agreed food could be started before that.
- It was agreed to purchase the event licence from the Borough Council and the PRL Music Licence to pay music up to £100 and if there were funds from money raised it would cover it alternatively.
- The Clerk agreed to send the Chair an event management checklist to be completed and filed.
- It was felt not to have a road closure this year but the Clerk agreed to request barriers to go along the edge of the Werehen from Highways.
- The Clerk agreed to inform the Police if they are able attend.
- The lights that would be arranged would be battery.

**169/19 To Discuss and Approve Grant Application from Village Voice**

The Parish Council had received a request from funding towards the Village Voice. The Parish Council understood it had donated £150 in November 2016 towards the purchasing costs of a new printer. The Parish Council agreed that it needed to understand how the funds had been spent. The Parish Council wished to understand the request that had been made and would like to meet with the new editor to hear what his ideas were for the Village Voice.

**170/19 To Discuss the Speed Sign Data, if any**

The August data would be circulated soon.

*Cllr Roger Whitehead left at this point.*

**171/19 To Discuss Planning Consultation Received** - Two storey side extension and new porch at 6 Church Lane, Southery, Downham Market, PE38 0NE. The Chair abstained as they owned boundary land. The Parish Council had no comments.

**172/19 Finance - To approve payments for July and August 2019**

Payee	Net	VAT	Gross
Clerks - wages and expenses - July	317.42	0.00	317.42
Clerks - wages and expenses - August	301.32	0.00	301.32
PAYE HMRC - July and August	130.00	0.00	130.00
Grounds Maintenance Contract and SAM2 movement- July 19	1072.00	0.00	1,072.00
Grounds Maintenance Contract and SAM2 movement- August 19	578.00	0.00	578.00
K&M Lighting - Streetlight Maintenance- August 19	56.08	11.21	67.29
EON - Portacabin	37.71	1.89	39.60
EON - Streetlights	250.49	50.10	300.59
D Kew Electrical - Paid as per Council agreement on email - Electrical Work to the Hut	680.00	0.00	680.00

Business Bank Account  
As at 09.08.19  
  
£36,929.72  
Treasury Account  
As at 01.09.19  
£600.59

BCKLWN Election Fee	49.17	0.00	49.17
Cllr C Edwards - Lock for Hut Reimbursement	23.30	4.66	27.96
NALC Clerk Training	50.00	10.00	60.00
Payroll Services First Quarter 2019/20	50.00	10.00	60.00
Southery Methodist Church -Sept	20.00	0.00	20.00
<b>Total</b>	<b>3615.49</b>	<b>87.84</b>	<b>3703.35</b>

					£ 39,145.16
As at 1 June 2019		Treasurers Account			£ 5,180.40
		Business Account			£ 35,641.53
					£ 40,821.93
		Payments			£ 1,958.40
		Receipts			£ 281.63
					£ 39,145.16
		<b>Total Carried Forward</b>			<b>£ 39,145.16</b>

Cllr Chris Edwards abstained. Cllr Alison Youngs proposed approval of the payments, seconded Cllr Javey Osler, five were in favour, and one abstained.

**173/19 Councillors concerns and agenda items for next meeting**

- Cllr Crispin Copsey agreed to remove the old wreaths at the memorial.
- It was felt the mounds of soil at the end of the playing field needed flattening off and it was agreed to add to the next agenda.
- There was an odd branch to be removed from the trees on the field.
- Streetlight out on Lynn Road no. 11 and the Clerk agreed to report.
- The Clerk agreed to discuss with the Contractor the cemetery path at the far corner near Mill Lane end which needed further work.
- Cllr Annette Osler agreed to attend an event run by the Police to meet the new inspector.

**174/19 Forward Work Programme** - It was noted.

**175/19 Date of next meeting** – It was agreed to hold the next meeting on Tuesday 8th October 2019 at 7 pm, as the venue was unavailable the evening before.

**176/19 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. To Discuss Parish Council Land and Rent of Parish Council Land. This was discussed.