

**SOUTHERY PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Monday 7 September 2020 at 7.30 pm**  
**Virtual Meeting Held via 'Zoom'**

**Present:**

Cllr Alison Youngs (Chair)  
Cllr Annette Osler (Vice Chair) (Minute number 69/20-83/20)  
Cllr Crispin Copsey  
Cllr Chris Edwards (Minute numbers 69/20-83/20)  
Cllr Christine Feltwell  
Cllr Javey Osler (Minute numbers 69/20-83/20)  
Cllr Roger Whitehead  
Helen Richardson, Parish Clerk & Financial Responsible Person

**In attendance:**

Members of the Public: 0  
Representative from Goal Keeping Club (Minute number 75/20)  
Cllr Martin Storey, Norfolk County Council and BCKLWN (Minute numbers 69/20-75/20)

**69/20 Public Participation**

There were none.

**70/20 To consider apologies for absence**

There were none.

**71/20 To receive Declarations of Interest on Agenda Items.**

Cllr Alison Youngs, Cllr Annette Osler and Cllr Javey Osler at minute number 72/20.

**72/20 Register of Decisions Made on Email to be Ratified.**

- a) Zoom Licence for 12 Months Refunded Through Clerks Expenses.
- b) Apologies Received from Cllr Alison Youngs and Cllr Annette Osler approved due to exceptional circumstances.
- c) Purchase of Guttering, Tiles and Fascias for Toilet Block from BCKLWN Funding

**RESOLVED:** That the decisions made on email to be ratified be approved in items a) Zoom Licence b) Apologies and c) Toilet Block Refurbishments. (Cllr Chris Edwards proposed, Cllr Crispin Copsey seconded, four were in favour and three abstained due to a declaration of interest on the item).

**73/20 To Approve the Minutes of the Ordinary Meeting of the Parish Council held on 6 July 2020 and To Note Matters Arising issued in advance in the Clerks Report**

**RESOLVED:** That the minutes of the Ordinary meeting of the Parish Council held on 6 July 2020 be approved. (Cllr Crispin Copsey proposed, Cllr Chris Edwards seconded, four were in favour and three abstained as they had been absent from the meeting).

**Bank Reconciliation - April to June 2020** - Was emailed to the Council on 7th July 2020 by the Clerk. Next reconciliation will be at the October meeting as part of the half year review of accounts combined with the budgeting/precept for 2021/22 drafting process.

**Sedge Fen Road Bridge** - The Parish Council were aware mid-August that there had been an incident where this bridge was damaged and that Anglian Water, NCC Highways and Cllr Martin Storey were all aware and as the correct authorities taking action. The Clerk emailed Cllr Storey to ask that he press the importance that any work that could be done to mitigate the impact on the additional traffic that diversions would cause should be considered, particularly as the Sugar Beet Campaign season was soon to begin. The closure had been extended to 21 September.

Anglian Water sent a letter on 24 August 2020 to the Parish Council to advise of a new strategic pipeline from Bexwell to Bury St Edmunds that enters the Parish of Southery. The Letter and map have been added to the website for information.

**Orchard Way** - NCC Highways recently advised on email: *Orchard Way is currently still a private road owned by the developer and they would need to contact them in this regard (and any other maintenance issues within this site). It is believed on speaking with the developer that they are waiting for the street light connection by Amey's to be actioned which they have paid them to do upholding the adoption process. The road construction and other works around the site were carried out by a contractor on behalf of the developer as part of bringing the road up to NCC required standards. Once the lights are fixed and inspected by NCC street lighting team the maintenance process up to adoption will begin (a 6 month period to ensure no issues arise) and if everything is ok after the road will be adopted.* The Clerk will be contacting the developer to report the drains which need clearing at 1 and 1a Orchard Close.

### **Planning Decision Received**

20/00380/F	14A Churchgate Street Southery Norfolk - <i>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 &amp; Site Works</i>	Application Permitted 2 July 2020 Delegated Decision
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### **Planning Applications Received Between Meetings for Comment**

19/00968/O 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 at Service Station 14 Westgate Street Southery Norfolk PE38 0PA - No comments returned.

### **74/20 To Receive an Update from Councillor Martin Storey (NCC and BCKLWN)**

- All through the Covid-19 outbreak reports and updates from NCC and BCKLWN had been shared on a regular basis with Parish Councils.
- He had reported the Ferry Bank bollard which had been knocked over again and Highways had inspected it for repair.
- He was chasing up Building Control in regard to a property on Churchgate Street which had loose roof tiles.
- A hazardous waste amnesty was live at the local recycling centres and information was on the internet.
- All meetings at the BCKLWN and NCC were being held virtually and would most likely be that way for the rest of the year though they were keen to meet in person again.
- There was funding still available for businesses and those affected by Covid-19, and the BCKLWN should be contacted for further details.

### **75/20 To Discuss and Approve Specific Playing Field Use of the Youth Goal Keeping Club and Any Future Hirers - Conditions of Hire, Costs of Hire if Any and Anything Else Relevant**

The representative of the Goal Keeping club attended the meeting to share with the Council how the interim hire of the playing field had gone over the summer. He had run a goal keeping school over the past 8 years and had been Downham based to date, however they were looking for a new base to grow the club from for youths from 6 - 16 years with mixed gender. They were a community group which reinvested funds and applied for grant funding where available to subsidise and make it affordable for attendees. He shared that the field was the main need but lights during the winter and storage was useful for it to run year long. And in the long term they may look at buying portable goals with storage. He shared that he would be happy to get volunteers to get the football hut pavilion back up and running by refurbishing it and helping each other to make the facility better. They have their own insurance and are first aid trained, they were awaiting for the FA to refresh their safe guarding training and had been delayed due to Covid-19.

**RESOLVED:** It was agreed that if the club were prepared to refurbish the pavilion and cover the costs from additional water or electric they use, the Council would waive any hire fee over the next

12 months and annually review thereafter. (Cllr Christine Feltwell proposed, Cllr Chris Edwards seconded, all were in favour).

The Clerk agreed to draft an agreement to hire the field and contact the Bowls Club to advise them of the new use and advisory message in regard to the parking area and awareness of pedestrians. It was agreed that the Council would consider any further hirers of the playing field on a case by case basis. The Council thanked the representative for attending the meeting and they left.

#### **76/20 To Approve Any Costs in Relation to Additional Football Hut Interior Lighting**

It was agreed that three quotes would be emailed to the Council for ratification at the October meeting as it was urgent in terms of health and safety now the nights were darker. The quotes would be based on what the electrician thought would be enough light to the inside sufficiently. Two quotes were in hand and one further would be strived for.

#### **77/20 To Approve Spend of the Grant Funding for Improvement to the Toilet Block**

The guttering, fascia boards, drain pipes and tiles had cost £350. There was £400 left to spend from the £750 funding gained from the BCKLWN. There were no lights in the toilet and quotes were pending together with a fan heater and hand dryer. It was hoped a steel door could be arranged. The tiles and other items were being installed free of charge by volunteers. It was agreed to get two further estimates to be emailed to the Councillors for decision on email to be reported and ratified at the October meeting. The funding needed to be spent by end of October 2020 which was now urgent.

#### **78/20 To Approve Exterior Field Flood Lighting Repairs**

It was agreed to move this item on the agenda. Two flood lights were not working and one was completely broken needing a new one. It was agreed to get costs on the lights and to look into funding. The Club had enough light currently in terms of health and safety.

#### **79/20 To Approve a Dog Waste Bin for the Playing Field and Annual Collection Fee and Discuss Dog Fouling in General**

The dog bin at the entrance to the field had been pulled off the wall and only had half a lid. It had been suggested that one could be moved to the far side of the field and a new one purchased to go at the entrance of the field. It was hoped by putting one on the far side of the field it would encourage dog walkers to collect their dog waste. Cllr Chris Edwards shared that the playing field was clear of dog waste.

**RESOLVED:** That a dog bin be purchased to go at the entrance of the playing field costing £110 including VAT. (Cllr Chris Edwards proposed, Cllr Alison Youngs seconded, all were in favour).

#### **80/20 To Discuss and Approve Any Works to the Briar Growing in the Cemetery**

Cllr Javey Osler agreed to see if he would be able to trim back to the fence. It was agreed to have an information gathering at the cemetery and then add to the October meeting for further discussion, including memorials that are unsafe.

#### **81/20 To Review Acceptance of Parish Partnership Funding 2020/21 - Foot Bridge off Feltwell Road**

The Parish Council agreed to discuss it again in October after a second look and the Clerk agreed to make some enquiries with Highways and the Drainage Board on whether it was in Highways ownership.

#### **82/20 To Approve Annual Membership for Clerk to Society of Local Council Clerks (SLCC)**

**RESOLVED:** That the Annual Membership for the SLCC at £53.66 a third split with two other Councils be approved. (Cllr Crispin Copey proposed, Cllr Chris Edwards seconded, all were in favour).

**83/20 Discuss and Approve Anything in Relation to the 2020 Christmas Event (Including Event and Music Licences and Road Closures)**

It was agreed to purchase a Christmas tree for the village green again this year but not to have the Christmas event due to Covid-19.

**RESOLVED:** That a Christmas tree be purchased up to £200. (Cllr Christine Feltwell proposed, Cllr Alison Youngs seconded, all were in favour).

**84/20 To Approve Date to Meet with Handyman Contractor's who have Submitted Interest**

The Council agreed a date to meet with the Handyman Contractors which had come forward following advertisement of the role. The Council would discuss further at the October meeting.

**85/20 To Approve Any Works to Forward to NCC Highways Rangers**

The Clerk agreed to ask the Rangers to clear the Feltwell Road footpath from grass which had overgrown over the edges.

**86/20 To Approve Review of the Data Protection Policy; Committee Terms of Reference and Audit; Model Scheme of Publication**

The Clerk agreed to add within information presented that Councillors as well as the Clerk kept their own personal contact details.

**RESOLVED:** That the Data Protection Policy, Committee Terms of Reference and Audit; and the Model Scheme of Publication be approved. (Cllr Alison Youngs proposed, Cllr Crispin Copsey seconded, all were in favour).

**87/20 To Note Latest Speed Sign Data, if any**

The data received for August were noted and that there had been an increase in traffic, the speedwatch team had noted 55 speeders within one hour.

**88/20 To Approve Payments - July and August 2020**

The following payments were presented for approval:

Payee	Net	VAT	Gross	
Clerks - wages and expenses - July and August 2020 (inc Annual Zoom Licence with 20% discount)	720.09	19.18	739.27	
PAYE HMRC - July and August 2020	140.20	0.00	140.20	Business Bank Account
Grounds Maintenance Contract August 2020	624.10	124.82	748.92	As at 28.07.20
SLCC Webinar - Planning	30.00	6.00	36.00	£32,587.03
K&M Lighting - Streetlight Maintenance-July 2020 and August 2020	112.16	11.21	123.37	
Payroll 3 Months Ending 5 July 2020	50.00	10.00	60.00	Treasury Account
EON - Portacabin	42.18	2.11	44.29	As at 03.08.20
EON - Streetlights - July 2020	242.03	48.41	290.44	
EON - Streetlights - August 2020	250.10	50.02	300.12	£11,472.26
<b>Total</b>	<b>2210.86</b>	<b>271.75</b>	<b>2482.61</b>	

**RESOLVED:** That the payments for July and August be approved. (Cllr Alison Youngs proposed, Cllr Crispin Copsey seconded, all were in favour).

### **89/20 Councillors concerns and agenda items for next meeting**

- The Clerk agreed to report a streetlight on Lynn Road (light number 11) that was pointing across rather than down.
- The Clerk agreed to report a 'New Surface Sign' on Lynn Road to Highways for possible removal as the road was resurfaced some time ago.
- A Councillor commented that lots of residents were parking their cars across paths at the junction of Campsey Road and Feltwell Road blocking safe access for push chairs and pedestrians who have to step out in the road to move around them.
- The Clerk agreed to include in the next notice for the village voice in regard to dog waste and dogs which should be kept on leads at all times and not left to roam particularly as local livestock had been killed recently in the village. The Parish Council noted that if the public were concerned or had reports of such issues to report it the Police.

### **90/20 Date of next meeting – Monday 5 October at 7.30 pm, virtually via Zoom**

The date was noted.

**Meeting Closed 10.45 pm**