

**SOUTHERY PARISH COUNCIL**  
**Ordinary Meeting of the Parish Council**  
**Wednesday 8 September 2021 at 7.00 pm**  
**in the Southery Village Hall**

**Present:**

Cllr Alison Youngs (Chair)  
Cllr Annette Osler (Vice Chair) (From Minute number 102/21 - 113/21)  
Cllr Javey Osler (From Minute number 96/21 to 103/21)  
Cllr Chris Edwards  
Cllr Crispin Copsey  
Helen Richardson, Parish Clerk & Financial Responsible Person

**In attendance:**

Members of the Public: 0  
Cllr Martin Storey, Norfolk County Council

**96/21 To consider apologies for absence**

Apologies were noted and accepted from Cllr Roger Whitehead (due to personal reasons).

**97/21 To receive Declarations of Interest on Agenda Items and Dispensation Requests**

Cllr Chris Edwards and Cllr Alison Youngs declared an interest in regard to payments. Cllr Annette Osler and Cllr Javey Osler declared an interest during the meeting in regard to the Local Plan.

**98/21 To confirm as a correct record the Minutes of the Extraordinary Meeting held on 6th May 2021 and the Ordinary Meeting held on 14 July 2021 and to Note Matters Arising (Clerks Report)**

**RESOLVED:** That the minutes of the Extraordinary meeting on 6th May 2021 and the Ordinary Meeting on 14 July 2021 be approved and accepted as a true record. (Cllr Alison proposed, Cllr Crispin Copsey seconded, all were in favour).

**Parish Clerk Report (Matters Arising)**

**Parish Council Land Queries**

**Weeds in Cemetery** - This was completed at the end of July and it is proposed to have a spraying programme in place going forward.

**Use of Field - Keep Fit Classes** - This is now on hold until further notice.

**Handryer for Toilet** - This is due to be fitted 4th September by the chosen contractor.

**Football Hut Roof** - The Clerk confirmed with the contractor on 3rd August the work to go ahead and advised they would email a proposal for the work. The Clerk has applied to the BCKLWN small grants fund to cover the cost.

**Water Leak (Feltwell Road with Lynn Road)** - Clerk reported to Highways to repair again early August.

**Parish Council Accounts and Admin**

**Annual Accountability and Governance Return (AGAR) 2020/21** - The External Auditor confirmed on 16th August their conclusion of review with no comments, and confirmation that all accounts were completed in accordance with proper practices and legislation. Section 3 of the AGAR and the notice of conclusion of the audit has been published online and on the notice board.

**Norfolk County Council Related Queries**

**Lions Close Drainage Ditch** - After numerous contact with the Water Management Team, Cllr Martin Storey agreed to take the query forward at the July meeting.

**Land Next to Cemetery** - The Clerk has been trying to make contact with the owner in June to discuss ownership and whether they would consider selling it to the Parish Council as a first investigation. No phone call has yet been received. As of 4th August the owner had not made contact, the lease agreed to pass message on to call the Clerk mid July.

### Other

**QE Hospital Building Campaign** - The Clerk sent a letter mid August on behalf of the Parish in support of the campaign for a new building to Cllr Jo Rust who is leading on it. The Clerk advised that the Government had advised of the discussion following a petition, and the hospital would need to bid for funding for the Spring 2022 round. The Borough was on top of the issue in contact with the Government.

### Planning Application Decisions

21/00953/F Southery Flint House Ferry Bank Brandon Creek Southery Norfolk PE38 0PW - 2 storey side extension and new detached garage including removal of existing outbuildings Application Withdrawn 26 July 2021 Withdrawn Application

### Planning Applications Received for Consultation Between Meetings

21/01319/F Proposed construction of 3 conjoined light industrial units and sitting of 20 shipping containers for rental as storage units. at Bowles Vehicle Repairs 56 Campsey Road Southery Norfolk PE38 0N. No comments returned.

21/01509/O Outline Application: Construction of two 2 storey dwellings following demolition of existing substandard bungalow. at 6 Common Lane Southery Downham Market Norfolk PE38 0PB

### **99/21 To Note Any Councillors Concerns or items for next meeting and note forward work programme.**

#### **Cllr Martin Storey**

- Reminder in regard to NCC Parish Partnership Fund
- Will consider applications from this Highways allowance in 2022/23. The Clerk agreed to get the criteria and circulate for discussion at the October meeting.
- He had received lots of queries in regard to traffic lights in place where no road works were occurring. He would be interested to hear from anyone that experiences this.
- There was a Road Safety Community Fund, and there was a fund of £1m for small safety schemes that Highways were utilising.
- There were new grants available via the BCKLWN.
- Major meetings at the Norfolk County Council were taking place and were at County Hall.
- He would follow up with the Council in regard to Lions Close ditch that had been filled in.
- The barn on Churchgate Street and tiles continued to be a concern, and he agreed to follow up on the issue.

#### **Councillors**

- Bench in the Children's area had been graffiti on and it was agreed to include on the Handyman's to do list. And any brushes and wood paint to be placed in the container after.
- The Clerk agreed to make a key list for the container, toilet block and football hut.
- The Clerk agreed to add the Play Area Flooring to a future meeting agenda.
- The Clerk agreed to seek further advice on vehicles being driven across the playing field though a letter quoting insurance reasons the PC did not permit this at any time. The Clerk agreed to check if the letter issued had been enough to protect the liability of the Council.

### **100/21 To Discuss and Approve Parish Partnership Fund Application 2022/23**

The Clerk agreed to seek costs from Highways for submission in regard to the provision of a trod at the end of Feltwell Road. The Clerk agreed to discuss the corner near the school and what could be done to improve the road safety in that location, whether it be markings, railings, signage and then come back to the October meeting for further discussion.

#### **101/21 To Discuss and Approve Any Action and Costs in Relation to the Tree Management Survey**

The Clerk agreed to email the tree management list to Cllr Javey Osler for minor works. The Clerk agreed to seek more details regarding the Walnut tree.

#### **102/21 To Discuss and Approve Response to Planning Consultation: 21/01580/FM Proposed hybrid for the proposed Bexwell to Bury St Edmunds Pipeline Scheme with full planning consent sought for a proposed 70 kilometre pipeline and associated above ground infrastructure at Gazeley, Isleham and Woodditton; and outline consent for above ground infrastructure at Bexwell, Kentford Ladys Green and Rede with all matters reserved except access at Drain From Bexwell To Bury St Edmunds**

The Parish Council had no comments on the proposals but it noted that landowners had been contacted directly, and if it changed significantly they would wish to be kept informed. The Clerk agreed return the response to Planning.

#### **103/21 To Discuss and Approve Action in Relation to Seeking Quotes for Grounds Maintenance Contract 2022/23**

The Clerk agreed to contact CGM in regard to the grounds maintenance work within the cemetery as there had been damage to items on graves again. The Council had received positive comments about the operatives for the current contractor on the whole. The Clerk agreed to seek quotes for up to three years costs for approval at the November meeting.

#### **104/21 To Discuss Allotment Land**

There had previously been an idea of linking in with a neighbouring parish for use of allotments to see what their thoughts were and any proposal of Southery residents being able to use the allotments if vacant and to understand what would be required. The Clerk agreed to contact Jo Martin the Clerk at Feltwell Parish Council to query and if needed pass through to Cllr Martin Storey.

#### **105/21 To Discuss Cemetery Land**

The Clerk advised that Anglian Water were surveying the land soon and it would be deferred to the next meeting.

#### **106/21 To Discuss Definitive Map Footpath Review**

The Chair had been walking routes and the Parish Council were pleased to have had an offer from the local WI Walking Group who had offered to walk the routes regularly and flag up any issues within the parish to the Clerk or Councillors.

#### **107/21 To Discuss and Approve Response to BCKLWN Local Plan Consultation**

The information was quite comprehensive and not very user friendly for the public. Cllr Martin Storey shared that the Planning Policy Manager at the BCKLWN could ask any questions. The Clerk agreed to contact the BCKLWN for information specific to Southery prior to the deadline for comments 27 September and circulate to Councillors on email.

#### **108/21 To Discuss and Approve Any Action in Relation to Christmas Event 2021**

The Council agreed to purchase a Christmas tree to go on the Werehen but there would be no event this year. Some funds for the tree would be from a recent yard sale.

**RESOLVED:** That a spend of up to £150 be approved for a Christmas Tree.

#### **109/21 To Note Works Completed in July and August 2021 and to Approve Any Handyman Work for September 2021**

The Council had received a report of the work carried out by the Handyman and work to be completed. The Council wished to complete the green fencing in the cemetery and the Clerk agreed to ask the Handyman to resolve. The Clerk agreed to add a tidy of the cemetery footpath near Mill Lane on the Handyman's routine list.

The Council agreed to meet in the cemetery about the excess soil and unused BMX Track on the Playing Field as soon as possible.

**110/21 To Approve Renewal of the SLCC Annual Membership for the Clerk**

**RESOLVED:** That payment for the renewal of the Clerks membership to SLCC for £55 be approved.

**111/21 To Approve the Register of Decisions Made on Email to be Ratified at the Next Council Meeting**

- a) To Approve Contractor Cost of £200 to Clear Weeds and Generally Tidy the Cemetery
- b) Payments - July 2021
- c) To Approve Weed Spraying Costs of £100 pa plus VAT on Old Cemetery Graves and Interment Area

**RESOLVED:** That the register of decisions made on email to be ratified as listed in this minute be approved. (Cllr Annette Osler proposed, Cllr Crispin Copsey seconded, all were in favour).

**112/21 To Approve payments for July and August 2021**

Payee	Net	VAT	Gross
Clerks - wages and expenses - July and August 2021	552.27	0.00	552.27
PAYE HMRC - July and August 2021	119.60	0.00	119.60
K&M Lighting - Streetlight Maintenance-September 2021	56.08	11.21	67.29
PKF Littlejohn - External Audit	200.00	40.00	240.00
Refund Cllr Chris Edwards	12.00	0.00	12.00
Grounds Maintenance Contract August 2021	624.10	124.82	748.92
Handyman - July 2021 - Put new toilet seat and repair cistern; remove 2x bushes from cemetery; paint cemetery fence inside three days to paint; move the sam2 twice - total hours 15 hours	170.00	0.00	170.00
Handyman - August 2021 paint fence in cemetery on left side wooden fence 15 hours worked doing it	150.00	0.00	150.00
Wave - Recreation Drive Water Toilet	15.03	0.00	15.03
EON - Portacabin - 19.05-19.08 2021	47.32	2.37	49.69
EON - Streetlights - August 2021	249.71	49.94	299.65
<b>Total</b>	<b>2196.11</b>	<b>228.34</b>	<b>2424.45</b>

**RESOLVED:** That the payments as presented be approved. (Cllr Crispin Copsey proposed, Cllr Annette Osler seconded, three were in favour and one abstained).

**113/21 Date of next meeting**

That the next meeting is noted as Wednesday 13 October 2021 at 7 pm in the Southery Village Hall.