

SOUTHERY PARISH COUNCIL
Draft (Until approved at the next Parish Council meeting)
Ordinary Meeting of the Parish Council
Wednesday 8 December 2021 at 7.10 pm
in the Southery Village Hall

Present:

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

132/21 To consider apologies for absence and To Approve Any Special Leave of Absence

RESOLVED: That Cllr Christine Feltwell be proposed to Chair the meeting in absence of the Chair and Vice Chair. (Cllr Javey Osler proposed, Cllr Crispin Copsey seconded, all were in favour).

Apologies were noted and accepted from Cllr Alison Youngs (due to personal reasons), Cllr Annette Osler (due to personal reasons) and Cllr Chris Edwards (due to health reasons).

133/21 To receive Declarations of Interest on Agenda Items and Dispensation Requests

Cllr Crispin Copsey declared an interest in regard to payments.

133/21 To confirm as a correct record the Minutes of the Ordinary Meeting held on 11 November 2021 and to Note Matters Arising (Clerks Report)

RESOLVED: That the minutes of the Ordinary Meeting on 11 November 2021 be approved and accepted as a true record. (All were in favour).

Parish Clerk report as follows (matters arising):

Football Hut Roof Refurbishment – This work was now complete.

Allotments – The Clerk was awaiting a response from the Feltwell PC clerk.

Hand dyer – This was now fitted and working.

Reinforced Door Toilet Block – This was pending.

Church Ruins – This was pending response from the Diocese.

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".

Speed Watch – The Clerk forwarded to the Council statistics from the Speed Watch team which was added to the website. The Council were appreciative to continue to receive the stats.

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 0NL.

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.

134/21 To Note Any Councillors Concerns or items for next meeting and note forward work programme.

- On Feltwell Road there was a triangular hump in the road outside Golden meadow, the Clerk agreed to report to Highways.
- On 'no mans land' between the two bridges on the A10, there was a lot of the road that had deep sunken parts that needed to be looked at. The Clerk agreed to speak to Highways about section of road. The area in question were 30 yards and about 80 cm.
- The Christmas Tree and Lights were ready to go up on the Werehen this week.
- The Clerk agreed to add to a future agenda Cemetery Fencing at the Mill Lane end.
- Various contractors were doing various work in the village believed to be Anglian Water Bexwell pipeline extension.

135/21 To Note Works Completed in November 2021 and to Approve Any Handyman Work for December 2021/January 2022

The Clerk agreed to ask the Handyman to tidy up the gravel path at the cemetery entrance and weed.

136/21 To Discuss and Approve Any Costs or Action in Relation to Charging for Hire of Playing Field

RESOLVED: That the Feltwell Youth FC be requested to pay £10 a week from January 2022, Cllr Christine Feltwell proposed, seconded by Cllr Crispin Copsey, all were in favour).

137/21 To Adopt a New Southery Cemetery Regulation Document

It was agreed to defer to February.

138/21 To Note Latest Action Sheet

The Council noted the action sheet, most projects in the year had been completed such as repair of the playing field flood light; football hut roof refurbishment and toilet block refurbishment.

139/21 To Approve Replacement of Kissing Gate at Path from Ringmore Road to Feltwell Road

It was agreed to remove the broken wood of the old gate as it was no longer required. Cllr Crispin Copsey and Cllr Javey Osler agreed to action.

140/21 To Approve Payroll Services 2022/23

RESOLVED: That the current provider of Payroll Services continue for another financial year at a cost of £270 plus VAT). (Cllr Crispin Copsey proposed, Cllr Christine Feltwell seconded, all in favour).

141/21 To Approve Grounds Maintenance Contract from March 2022

RESOLVED: that CGM Ltd be approved for a one year contract, and should the Council resolve satisfactory performance in year one it be approved for a second year. (Cllr Javey Osler proposed, Cllr Roger Whitehead seconded, all were in favour).

142/21 To Approve Scribe Accounts from 1 February 2022

RESOLVED: That the annual renewal of the accounts Scribe software be approved at a cost of £288 plus VAT. (Cllr Crispin Copsey proposed, seconded Cllr Javey Osler, all were in favour).

143/21 To Approve Precept and Budget 2022/23

The precept would be spent on the trod outside Feltwell Road as part of the Parish Partnership Fund.

RESOLVED That a Precept for 2022/23 of £23,500 be approved. (Cllr Christine Feltwell proposed, Cllr Crispin Copsey seconded, all were in favour).

RESOLVED: That the budget as presented be approved for 2022/23. (Cllr Christine Feltwell proposed, Cllr Crispin Copey seconded, all in favour).

144/21 To Approve payments

| Payee | Net | VAT | Gross |
|--|----------------|--------------|----------------|
| Clerks - wages and expenses – Dec | 326.38 | 0.00 | 326.38 |
| PAYE HMRC - Dec | 69.00 | 0.00 | 69.00 |
| Royal Images - Condolence Photo | 37.00 | 7.40 | 44.40 |
| JBT Electrical - supply and install stainless steel hand dryer with infrared no touch control. Works include installing containment from high level isolator to hand dryer | 235.00 | 0.00 | 235.00 |
| Cllr Chris Edwards - Wood worm treatment for roof of football hut refund of costs | 20.00 | 0.00 | 20.00 |
| Scribe Financial Accounts Software Annual Renewal | 288.00 | 57.60 | 345.60 |
| Payroll Services Ending 5 Jan 2021 - delayed invoice | 50.00 | 10.00 | 60.00 |
| Wave - cemetery water supply aug - nov 2021 | 22.52 | 0.00 | 22.52 |
| CGM - invoice extra cut of all grass areas | 25.00 | 5.00 | 30.00 |
| K&M Streetlighting - December 2021 | 56.08 | 11.21 | 67.59 |
| Black Armbands (Operation London Bridge) | 23.13 | 0.00 | 23.13 |
| Total | 1152.11 | 91.21 | 1243.62 |

RESOLVED: That payments as presented be approved. (Cllr Christine Feltwell proposed, Cllr Javey Osler seconded, three were in favour and one abstained due to a declaration).

145/21 End of Year Thanks

The Council agreed to communicate thanks to a resident who had been making sure the cemetery dustbin was put out for collection every week including other jobs undertaken assisting the parish during the year.

The Council agreed to communicate thanks to Mr Satchwell for being on call during the year for anything the Parish Council may need.

146/21 Date of next meeting – Wednesday 9 February 2022 at 7 pm in the Southery Village Hall

It was noted.

147/21 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 Land Issues.

RESOLVED: The Clerk agreed to get a copy of the cemetery land registry plan and circulate to the Councillors.

RESOLVED: That Anglian Water be contacted in regard to the cemetery.

RESOLVED: That the Clerk instruct a Solicitor to write a letter to a lease of land leased from the Council up to a total cost of £300 and seek quotes for necessary legal paperwork required.

RESOLVED: That Highways be notified of land registered believed to be in their ownership.

Closed 8.30 pm