

**SOUTHERY PARISH COUNCIL**  
**Draft (Until approved at the next meeting)**  
**Annual Meeting of the Parish Council**  
**Thursday 6th May 2021 at 7.00 pm**  
**Virtual Meeting Held via 'Zoom'**

**Present:**

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

**In attendance:**

Members of the Public: 0  
Cllr Martin Storey, BCKLWN and NCC

**54/21 Election of Chairperson and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.**

**RESOLVED:** That Cllr Alison Youngs continue as Chair and Cllr Annette Osler continue as Vice Chair for the next year. (Cllr Chris Edwards proposed, Cllr Crispin Copsey seconded, all were in favour). The acceptance of office forms would be signed after the meeting due to Covid restrictions.

**55/21 To consider apologies for absence**

There was no apologies.

**56/21 To receive Declarations of Interest on Agenda Items and Dispensation Requests.**

There were none.

**57/21 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 6 April 2021**

**RESOLVED:** That the minutes of the ordinary meeting held on 6 April 2021 be approved. (Cllr Alison Youngs proposed, Cllr Chris Edwards seconded, all were in favour).

**58/21 Matters Arising (Clerks Report)**

**Electrical Works** - The Council awaits payment for Swish for electrical work. The Clerk will continue to update with them.

**Lions Court Drainage Ditch** - It was believed that one property had reinstated the dyke and the other one was still to do so, and the Clerk agreed to notify NCC.

**Fencing in Cemetery** - The contractor confirmed they will be able to install mid-may.

**Cemetery gate latch** - The Clerk asked the Handyman to repair wind damage.

**Internal Auditor** - Concluded their work with nothing to note.

**Remote Meetings** - The Government had not extended the online meeting regulations beyond 7th May, and a challenge to the decision by Hertfordshire County Council, SLCC and NALC taking the Government to court had failed. The Clerk had responded to the call for evidence from the Government and it was envisaged results from that should be available in the coming months.

**Planning Decision Received** - 20/02130/F Southery The Old Rectory 3 Churchgate Street Southery Downham Market Norfolk PE38 0ND - Erection of 4 bedroom dwelling including new access drive, garage, landscaping and retaining wall Application Permitted 13 April 2021 Committee Decision

**59/21 To Note Any Councillors Concerns or items for next meeting and note forward work programme**

- College Road resurfacing by NCC was due to take place from 22 May until mid-June, information would be added to the website.

- The Clerk agreed to find out about a bridge that was being built off Feltwell Road, which ran parallel with woodhall estate.
- The Parish Council had received information regarding procedures relating to Temporary Event Licences that the BCKLWN approved and agreed that it would support any review of the procedure to accommodate consultation with Parish Councils, though it was noted they did not legally have to. The Clerk agreed to share this view with the BCKLWN.
- Highways had been informed by the County Councillor in regard to a stay pole in the middle of the footpath on Lynn Road, that they had confirmed they would inspect and that the matter would be in hand.
- Residents had expressed feelings in regard to the Bridge that had been removed at the end of the sandway which meant that they had to walk around the common and up along Feltwell Road beyond the speed limit sign where there was no footpath. The Clerk had queried a line on the definitive map with highways after the April meeting and agreed to follow up for a response, and also inform them about lack of footpath where residents were walking.

#### **60/21 To Note Annual Review of Declaration of Interest (Pecuniary and Non-Pecuniary)**

The Council noted this review.

#### **61/21 To Review and Approve Meeting Dates**

The Clerk agreed to contact the Village Hall to see what days of the week might be available at 7 pm.

#### **62/21 To Approve Standing Orders**

**RESOLVED:** That the Standing Orders be approved as presented, there were no amendments. (Cllr Crispin Copsey proposed, Cllr Annette Osler seconded, all were in favour).

#### **63/21 To Approve Financial Regulations**

**RESOLVED:** That the Financial Regulations be approved as presented, there were no amendments. (Cllr Crispin Copsey proposed, Cllr Annette Osler seconded, all were in favour).

#### **64/21 To Approve Assets Register**

**RESOLVED:** That the Assets Register be approved as presented. (Cllr Alison Youngs proposed, Cllr Chris Edwards seconded, all were in favour).

#### **65/21 To Approve Insurance Renewal**

The premium for insurance from 1st June 2021 to 31 May 2022 was £1281 which was less than the previous year of £1442. The Clerk agreed to ask the insurance company what they mean by competent person to weekly inspect the skate park and check the signage currently on it compared to suggested wording in the most recent play area report and amend if required.

**RESOLVED:** That the Insurance Renewal premium of £1281 be approved from 1st June 2021 to 31st May 2022. (Cllr Javey Osler proposed, Cllr Crispin Copsey seconded, all were in favour).

#### **66/21 To Approve Statement of Accounts 202021 - Bank Reconciliation YE 31.03.21**

Southery Parish Council		2020-21 Financial Year Bank Reconciliation	
Month ending 31 March 2021			
Prepared by Helen Richardson Clerk & RFO		Date 15 April 2021	
Balance per bank statement as at 31 March 2021:			
Business Account		£ 30,686.46	
Treasurer Account		£ 2,896.02	
			<b>£ 33,582.48</b>
Less: unrepresented cheques :		£ -	
Net balances as at 31 March 2021			<b>£ 33,582.48</b>
<b>CASH BOOK</b>			
Opening Balance 1 April 2020		£ 23,880.79	
Add: Receipts in the year		£ 32,491.96	
Less: Payments in the year		£ 22,790.27	
Unpaid payments		£ -	
Closing balance per cash book as at 31 March 2021			<b>£ 33,582.48</b>

**RESOLVED:** That the Statement of Accounts 2020/21 - Bank Reconciliation YE 31.03.21 be approved as presented. (Cllr Alison Youngs proposed, Cllr Javey Osler seconded, all were in favour).

**67/21 To Approve Annual Governance and Accountability Return (AGAR) 2020/21**

The Internal Audit section of the report had been positively completed and signed off, section 1 was read and approved by the Council with nothing to note and section 2 was noted. It would be provided to the External Auditor after the Chair signed the document and placed on the website. Signing would take place after the meeting due to covid restrictions.

**RESOLVED:** That section 1 and 2 of the AGAR 2020/21 be approved. (Cllr Alison Youngs proposed, Cllr Crispin Copsey seconded, all were in favour).

**68/21 To Consider Approval of Southery Village Hall Grant Application**

The Council had replied to the original request received at the end of 2020 to advise that it would consider this at the start of a new financial year in 2020/21. In considering this again it was agreed to defer to a later date in the year.

**69/21 To Consider and Approval Any Response in Regard to Planning Application Received for Consultation: 21/00542/F Demolition of Single Storey Bedroom. Erection of a double storey extension at 73A Feltwell Road, Southery, PE38 0NS**

The Council had no comments.

**70/21 To Approve Any Handyman Work for May and June 2021 and note work completed in April 2021**

**Completed Works in April List: 5 Hours work done, and £72 materials**

Painted 75% of cemetery metal fence green, about 12 panels. A repair is required to continue the work and the Clerk needs to contact the neighbouring property in order to carry out.

**May and June 2021 proposed works:**

Rub down and paint the bus shelter on Westgate Street. Continue to paint the green metal cemetery fencing and repair it once contact made with resident. Weed the cremation interment area. Install the new cemetery bench to the ground. Weed and tidy traps gate path from Mill Lane to Hall Close. Stain the at the cemetery pub end. Attend to the brambles in the cemetery to cut any new growth.

**RESOLVED:** That the Handyman work as listed be approved up to 30 hours over May and June. (Cllr Alison Youngs proposed; Cllr Annette Osler seconded, all were in favour).

**71/21 To Approve Annual Zoom Licence should it be required prior to expiry in August 2021**

**RESOLVED:** That Zoom licence be approved for a further 12 months after it expires if required for £95 plus VAT. (Cllr Annette Osler proposed, Cllr Crispin Copsey seconded, all were in favour).

**72/21 To Approve Purchase of Speed Management Sign Data Cable**

**RESOLVED:** That a speed management sign data cable costing £50 be approved if required following inspection by Westcotec. (Cllr Roger Whitehead proposed, Cllr Chris Edwards seconded, all were in favour).

**73/21 To Approve Tree Management Survey Quote**

**RESOLVED:** That the 18 month tree management survey be approved at £285. (Cllr Crispin Copsey proposed, Cllr Chris Edwards seconded, all were in favour).

**74/21 To Consider Approval of Request to Use Playing Use**

An exercise provider from the village had approached the Council to query use of the playing field to run exercise classes over the summer months. It was agreed that the user would need to adhere to the following:

- Have public liability insurance
- Sign the Parish Council's agreement to use the field and abide by the terms and conditions set.
- The activity would need to be cancelled after heavy rain.
- Any music would need to be at a reasonable volume.
- It would have to be held at the furthest end of the field away from houses.

- If electric was required the hut was available, but a wireless battery option was preferable.
- They would need to check if they required any licences in regard to the music and apply for them.
- They would have to carry out their own risk assessment.
- The provider would be advised to contact the Clerk if they wished to go ahead.

**RESOLVED:** That the Parish Council approve an application by an exercise class provider to use the Playing Field for an exercise class for a two month period, after which time use would be reviewed if an extension was required and at a cost of £10 a month and if electric used to be recharged. (Cllr Christine Feltwell proposed, Cllr Crispin Copsey seconded, six were in favour and one abstained).

**75/21 To Annual Review Payments for Parish Council Leased Land (2022)**

The land leased owned by the Parish Council required review annually, six months before any payment was due the following year.

**RESOLVED;** That prices for land leased from the Parish Council remain unchanged in the next financial year. (Cllr Roger Whitehead proposed; Cllr Chris Edwards seconded, all were in favour).

**76/21 To Approve payments for April 2021 - to be tabled**

Payee	Net	VAT	Gross
Clerks - wages and expenses (£272.81 Paid by SO. BACS payment to be paid for remainder £18.79)	291.60	0.00	291.60
PAYE HMRC	66.00	0.00	66.00
Internal Auditor 2020/21 Accounts	50.00	0.00	50.00
BHIB Ltd - Annual Insurance Premium from 1st June 2021 to 31st May 2022 (pending decision to be ratified)	1281.40	0.00	1,281.40
K&M Lighting Maintenance Fee April 2021	56.08	11.21	67.29
CGM Ltd - April 2021	624.10	124.82	748.92
Handyman	122.00	0.00	122.00
Shaws and Son - Condolence Book (Operation London Bridge)	112.50	22.50	135.00
Eon Streelighting Direct Debit April 2021 2020	250.10	50.02	300.12
<b>Total</b>	<b>2853.78</b>	<b>208.55</b>	<b>3062.33</b>

As at 28 April 2021 Business Account 41,962.56

As at 28 April 2021 Treasurers Account 5,440.93

**RESOLVED:** That the payments for April 2021 as presented be approved. (Cllr Alison Youngs proposed; Cllr Chris Edwards seconded, all were in favour).

**77/21 Date of next meeting – It is proposed to cancel the June meeting and tentatively hold the next meeting on Monday 5 July 2021 at 7 pm due to the online meeting regulations expiring on 7 May 2021.**

It was agreed to make a decision nearer the time of each meeting.

Meeting close 9.35 pm