

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGES HALL**  
**THURSDAY 14<sup>TH</sup> JULY 2011**

Present Mr R Hood – Chairman, Mr P Ashman, Mrs B Bluck, Mr J Henry, Mr J Marriage, Mr D Masters, Mr D Wortley, Mr C Stone, Ms S Stones, Mrs M Truss, Mrs M Wortley

Mr M Peake – Borough Councillor

8 members of the public

*Prior to the start of the meeting Shaun Dean and Andy Michalak from Norfolk County Council Highways Department spoke regarding the maintenance work due to be undertaken to Severalls Bridge at Methwold Hythe. The bridge was built by the Great Ouse River Board in the 1970's and it is now owned by Norfolk County Council. Norfolk County Council has assessed the bridge and it is below standard load capacity. It needs to have a 40 tonne capacity. The modular construction of the bridge is not a design favoured today and quite substantial maintenance work is needed on the bridge. The bridge needs to be strengthened with parapets to be replaced and re-waterproofing undertaken. It is envisaged repair work will begin on the bridge in November 2011 lasting for around sixteen weeks. The bridge will be kept open but will be down to a single lane of traffic controlled by traffic lights.*

**OPEN FORUM**

- Thanks were expressed to Mr J Marriage for repair of the seat at Brookville.
- Concern was raised that people are placing dog waste in the litter bin in Brookville. It was suggested a notice should be placed in the Methwold Times reminding people that dog waste can be placed in the household waste bin and that dog waste bins are provided as a convenience for dog owners when walking their animals. A notice will also be placed on the litter bin stating the location of the nearest dog waste bin.

**1. Apologies for Absence:**

Mr C Neville, Mrs B Horton

**2 Declarations of Interest made:**

Mr C Stone declared an interest in items 6.1 and 9.1. Other members of Methwold Action Group, Mrs M Truss, Mr J Marriage and Mr P Ashman also declared an interest in item 9.1.

**3. The Minutes of the meeting held on 09/06/11 were agreed as a true record of the meeting.**

**4. Matters arising from past minutes:**

4.1 A request has been received from a newly formed football team for use of Methwold Recreation Ground. The Open spaces Working Party has considered this request and the following recommendations were agreed:

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1. Permission was granted for the Football Team to train and use the football pitch at the Recreation Ground up to and during the 2011/12 football season free of charge.
2. Permission was granted for goal areas at the Rec. to be renovated by the Football Team.
3. The Football Team will be informed of the whereabouts of the key to the gate at the Rec. in case of emergencies.

4.2 A request has been made to the Parish Council that the gate of St. George's Hall car park should be locked at night. There have been reports of youths in cars congregating on the car park and broken glass has been found recently both at St. George's Hall car park and at the Recreation Ground. These concerns will be passed to the Safer Neighbourhood Team. The hall car park gate has been locked in the past but the Parish Council has relied on volunteers to undertake this job. The Hall and General Purposes Working Group was tasked with investigating how the Parish Council could best arrange regular closure of the gate.

4.3 It was agreed Mrs M Truss should be the Parish Council representative on the High School Community Focus Group.

4.4 A further letter has been received regarding the memorial in Methwold Cemetery which has been positioned in the pathway at the New Cemetery. The family concerned have requested points for consideration by the Council. Much discussion took place and it was finally agreed that the Cemetery rules must be followed. It was agreed that if the family wish to erect new headstones then applications for the new headstones will need to be submitted to the Council in the usual way. Without prejudice the Parish Council agreed to waive fees for the erection of two new memorials to replace the present single headstone. It is the Parish Council's intention to arrange removal of the headstone currently positioned in the pathway.

#### 4.5 Cemetery Rules

Councilors had all been presented with copies of the current rules relating to Methwold Cemetery. The rules which include regulations relating to headstones/memorials were adopted.

- Nothing further has been heard regarding the wayleave agreement for the village sub-station. The Parish Council has submitted a request for a payment of £400pa for rent of the land on which the sub-station is located.

## 5. **Reports:**

### 5.1 Chairman's Report:

- The Chairman has received a letter from the owner of Brookville nurseries who is looking to develop the site. Mrs Brown has suggested a meeting with interested parties to discuss the type of development which might be suitable for the location. The site has been submitted for possible development as part of the emerging Local Development Framework. Consultation regarding the allocation of development sites in the Local Development Framework will be taking place in the autumn and the Parish Council will consider its response to any submissions then.
- The Chairman has received correspondence concerning the suggested wording of the proposed Council Training Policy. The wording of the policy has been amended accordingly, omitting the wording "non-threatening

atmosphere” which was felt to wrongly indicate there was a threatening atmosphere at Parish Council meetings.

## 5.2 Clerk's Report:

- Following a report in the Eastern Daily Press, which outlined the Borough Council of Kings Lynn and West Norfolk's proposals in the emerging Local Development Framework, some residents have raised concerns with the implications that could arise with Methwold classed as a Key Regional Centre linked to Northwold.

A list of land owners who have submitted land for possible future development is available on the Borough Council's website. Land was called for to be considered in the Strategic Housing Land Availability Assessment for the borough and areas of land in the parish have been submitted.

However, the sites submitted may not be suitable for development and will therefore not be accepted in the Local Development Framework. The LDF Site Specific Document is expected to be published in the autumn when comments will be invited.

The meeting was briefly suspended to allow Borough Councillor Mr M Peake to provide further information. It is expected plans for development in Methwold and Northwold until 2026 may include around twenty six new properties in the village.

- Royal Mail has still not repositioned the post box in Crown Street to outside the Fenton Room as requested. This will be undertaken but it is not a priority for Royal Mail.
- Training for Councillors has been arranged through the Norfolk Association of Local Councils to be held in the Fenton Room on July 26<sup>th</sup>. Pear Technoby will be invited to give a presentation of their mapping software at 6.30pm before the start of the training session. Councillors from other Parish Councils will be invited to attend the training but will be charged a fee £5.00.
- Norfolk County Council Highway Engineer Paul Groom is to give a presentation regarding the delegation of Highway Services on September 22<sup>nd</sup> at Weeting Village Hall.
- The Clerk will attend the next Southern Area Road Safety meeting to be held at Downham Market Town Council Offices on Monday 18<sup>th</sup> July 2011. Anyone interested is invited.
- British Sugar has held a number of exhibitions locally as part of a feasibility study required before submission of a planning application for a proposed Bioenergy Facility at its Wislington factory. The Bioenergy Facility will generate renewable energy from sugar beet pulp and syrup through a process of anaerobic digestion to create biogas.
- Councillors were presented with notes from the Larger Councils Meeting attended by the Clerk. A copy of the notes is filed.
- Norfolk Minerals and Waste Local Development Framework: Minerals Site Specific Allocations and Waste Site Specific Allocations Development Plan Documents: Consultation on Revised Further Issues and Options. The consultation is open until August 15<sup>th</sup> 2011 and can be found online at [www.norfolk.gov.uk/nmwdf](http://www.norfolk.gov.uk/nmwdf)

- A member of the public has raised concern that the hedge is overgrown and obstructing the footpath on the boundary of Methwold towards the Hythe to the left of the village sign.

### 5.3 Reports from Working Party meetings:

- Terms of Reference were considered for both the Open Spaces Working Group and the Hall and General Purposes Working Group. The draft Terms of Reference for the Open Spaces Working Group were considered acceptable. The Terms of Reference for the Hall and General Purpose Working Group will be altered slightly to match the wording of the Open Spaces Terms of Reference. Terms of Reference for the Working Groups will be agreed at the August meeting of the Parish Council.
- There has been concern voiced that members of the public may not know what has been discussed at Working Group meetings as there is no requirement for them to be open to the public. It was noted that reports of the meetings are readily available and will be presented at monthly Parish Council meetings. The Working Groups will also promote the dates for their meetings which will be open to the public should anyone wish to attend. The Open Spaces Working Group will meet the fourth Thursday of each month at 7.30pm in the Fenton Room.
- Councillors were presented with notes from the Hall and General Purposes Working Party meeting held on June 16<sup>th</sup> 2011 and the Open Spaces meeting held on June 23<sup>rd</sup> 2011. Copies of the notes are filed.
- A report is to be compiled by the Hall and General Purposes Working Party regarding what work may be needed to refurbish the kitchen at the Fenton Room.
- It was agreed to investigate provision of a frost stat together with a temperature sensor for the pipework for St. George's Hall.
- A revised specification for decoration of the Fenton Room has been compiled and quotes for the work will be sought.
- Repair to guttering at St. George's Hall, lowering of the hatch in the Fenton Room and the purchase of profile keys and locks for St. George's Hall were suggested.

## **6. Accounts for June were approved for payment.**

### **Expenditure**

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
E.on Energy	71.98	3.60	75.58
Staff remuneration			896.00
MHB- Lighting maintenance	100.24	20.05	120.29
E.on Energy - Hall			362.18
Toilet rolls			14.40
J Henry			211.00
Ioeni Pest Control	25.00	5.00	30.00
Inland Revenue - PAYE			374.39
CGM	119.73	23.95	143.68
Vridor	30.00	6.00	36.00
Anglian Water - Cem	21.59		21.59

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Anglian Water - Hall	26.22		26.22
Skip	216.62	43.32	259.94
MHB - Replacement Street Light	155.00	31.00	186.00

## Income

Post Office	£51.00
Doctors	£60.00
Other hall lettings	£375.00

### 6.1 Provision of Footpath Boards.

The Open Spaces Working Party continues to investigate and establish the correct routes of the footpaths in the Parish. Once analysis has been completed a decision as to what information should be published on the footpath boards can be decided. The Parish Council has previously agreed to grant £300 to the provision of footpath boards.

6.2 It was agreed to purchase a copy of the new edition of the "Parish Councillors Guide".

## 7. Adoption of a Training Policy

Councillors had previously been presented with a copy of the suggested Training Policy. It was agreed to adopt the Training Policy as presented.

## 8. Planning:

### **Applications:**

Ref. No: 11/01105/LB

Details: Listed Building Consent: Removal of single storey link and formation of opening and extension at Lancaster Park, 33 Stoke Road, Methwold

**Permission recommended**

Ref. No: 11/01102/F

Details: Proposed extension at Lancaster Park, 33 Stoke Road, Methwold

**Permission recommended**

Ref. No. 11/01127/F

Details: Extensions and alterations to bungalow at 4 Lancaster Close, Methwold.

**Permission recommended**

### **Notice of Decisions**

Ref. No. 10/1152/NMA\_1

Details: Non-material amendment to planning consent 10/1152/: Construction of two storey extension following demolition of existing single storey conservatory at Hythe Court, Hythe Road, Methwold.

**Permission granted**

## **9. Correspondence :**

In Folder to be passed to Councillors

1. WNVCA In Touch Magazine.
2. Invitation for the Council to propose a representative for the Internal Drainage Board. It was noted Mr. D Wortley is already a member of the Internal Drainage Board.
3. Norfolk RCC Signpost magazine
4. Green Community Challenge event at UEA
5. Norfolk Association of Local Councils - notification of AGM.

9.1 A letter has been received from Methwold Action Group requesting use of St. George's Hall complex for Christmas celebrations on December 21<sup>st</sup> 2011 and for the Queens Jubilee on June 2<sup>nd</sup> 2012. It was agreed the complex and car park could be used by Methwold Action Group for these events free of charge.

## **10. Further reports/items for the next agenda:**

10.1 Methwold Parish website is to come under the umbrella of Methwold Action Group who will fund the new site for the first year. The Parish Council will be asked to contribute £7.50pa for information to be posted on the website.

*A resolution was passed to exclude the public to consider quotes for the repair of the broken window at St. George's Hall.*

*Two quotes have been received to install PVC windows to match the existing at the front of St. George's Hall. It was agreed to put this matter on the agenda for the August meeting again when further quotes will have been obtained.*