

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD AT ST. GEORGE'S HALL
THURSDAY 8TH SEPTEMBER 2011

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

Mr M Peake – Borough Councillor
Mr M Storey – Borough Councillor
7 members of the public

OPEN FORUM

- Mrs J Oliver has been researching the possibility of establishing a community composting scheme. This has been mentioned to the Open Spaces Working Party. The Parish Council has also been contacted by Rachel Stewart, Norfolk County Council Waste Reduction Officer, who is offering to visit parish councils to discuss waste reduction and recycling options. A date will be set for Rachel to visit the parish.
- It was noted that meetings of the Hall and General Purposes Working Party are to be held on the third Monday of each month and the Open Spaces Working Party will be held every fourth Thursday of the month. The public are invited to attend these meetings and notes from the meetings are available at the monthly Parish Council meeting and to anyone who requests a copy.
- Bushes are still hanging over the footpath at 28 Hythe Road, Methwold. A letter has been sent to the occupiers asking that the bushes be cut back.
- It was noted that there have been numerous complaints regarding new residents of New Road, Methwold Hythe. The Police and Freebridge Housing Association are aware of issues.

1. Apologies for Absence:

Mr J Henry, Mrs M Truss

2. No Declarations of Interest made.

3. The Minutes of the meeting held on 11/08/11 were agreed as a true record of the meeting with the following amendment:

- The wording of item 4, paragraph 2, first sentence was altered to read 'it was proposed and agreed by a majority.....'.

4. Matters arising from past minutes:

- It was noted that the area by 1 Globe Street is included on the Parish Council's grass cutting contract and that it has now been mowed.

5. Reports:

5.1 Chairman's Report:

- Councillors were presented with minutes from the Finance Committee meeting held on 31/08/11, income and expenditure sheets and a copy of the 2011 budget. A general discussion had taken place at the finance meeting regarding the 2012 budget and the allocation of reserve money. It was suggested the working parties should consider what expenditure might be incurred by projects in the next financial year. The Full Council will decide on the precept request at a future meeting when it has been further considered what is to be undertaken by the Parish Council in 2012. A decision regarding the 2012 precept request will need to be made at the December meeting of the Parish Council.
- Planning application 11/01302/F, single storey side/rear extension at 7 Ventura Close, was considered at the Finance Committee meeting as a response was requested before 30 August 2011. It was agreed that the Parish Council would support the application.
- A memorial to Mr and Mrs Depledge which was positioned in the pathway between graves at Methwold Cemetery has been removed by the Parish Council. The family has been advised of this and a letter has been received from Mr. M Depledge in response. The Chairman, Mrs M Wortley and the Clerk will draft a reply to answer points raised in the letter.
- Mr J Marriage was thanked for installing a new water pipe at Methwold Cemetery. As the work was completed under the estimated budget Mr. Marriage suggested hooks should be provided at each tap to hang water containers. This matter will be an agenda item for the October Parish Council meeting.

5.2 Clerk's Report:

- It was noted that four girls had been seen on the roof of the Fenton Room before the Parish Council meeting. Consideration will be given to how this problem can be addressed.
- Highway Engineer, Andy Wallace, met the Clerk and Mr Ashman to consider the erection of signs by the Green Man warning of children playing. Two signs will be put up each side of the Green Man. Mr Wallace also looked at overgrown hedges along Thornham Road and Highways will approach owners regarding trimming of the hedges.
- The Clerk is to attend the Society of Local Council Clerks Regional Conference to be held at Dunston Hall, Norwich on September 14th 2011.
- The Annual Play Equipment inspection has taken place and the overall comment was that the risk assessment of the equipment was recorded as very low risk.

5.3 Reports from Working Party meetings:

a) Recommendations made by the Open Spaces Working Party regarding facilities at Methwold Recreation Ground

Councillors had previously been presented with copies of the notes from the Working Party meeting held on 25th August 2011 and of the initial report regarding changing facilities at the Recreation Ground.

Councillors are to consult with parents and students at the village schools to gauge the demand for further play equipment to be provided at the Rec. Play equipment

suppliers will be approached for quotes for new equipment and advice regarding sourcing grant funding. It is planned to invite three companies to a meeting of the Open Spaces Working Party so it can be seen what equipment they have to offer. Parents in Methwold Hythe have requested a play area for the Hythe. However, a play area cannot be provided in Methwold Hythe on the land originally considered for this purpose as the land is presently part of an agricultural set aside scheme. A further possible location is being researched.

Discussion has also taken place regarding provision of changing facilities at the Rec. and it was decided to accept the following recommendations made by the Open Spaces Working Party

1. That the Group should ask for a Pre-Planning Consultation from the Borough Council and if the results of this are satisfactory then-
2. Draw up detailed plans and submit a formal planning application for a steel-framed building on the existing site (or one slightly larger if footings have to be put around the existing slab). If this is passed then –
3. Apply for the first phase of Building Regulations – which will indicate exactly what work will be needed so accurate estimates can be obtained.
4. At this stage a more precise estimation of cost for the project can be provided and public consultation can be undertaken
5. Following public consultation the Council can decide if the project should be continued

It was agreed by nine votes in favour (1 abstention) to accept these recommendations to undertake a feasibility study at a cost of £1400.

b) Purchase of seats

It was agreed by all that three wooden seats will be purchased to be located in the parish; one at Brookville, one outside the Post Office and one at the Recreation Ground. The total cost to be £1250 (seats £350 each plus fixing in place and the cost of preparing the ground at Brookville).

Other items discussed by the Working Party included the possible provision of a footpath display board and matters relating to the Churchyard.

The Church will be asked to confirm that maintenance of the memorial garden in the Churchyard is the responsibility of the Parish Council.

A request will be published in Methwold Times for householders to trim back greenery that is overhanging the footpath.

c) Draft questionnaire regarding refurbishment of the Fenton Room kitchen
Councillors were presented with a suggested questionnaire relating to possible refurbishment work at St. George's Hall. Following suggested amendments being accepted the questionnaire will be distributed through the Methwold Times.

The General Purposes Working Party is researching the cost of gravel for the Cemetery and re-lining of St. George's Hall car park. Re-lining of the car park will be an agenda item for the October Parish Council meeting.

Arrangements have been made for volunteers to sweep the Village Hall car park. Thanks were expressed to Councillors who have lowered the kitchen hatch at the Fenton Room.

5.4 The post box in Crown Street has still not been re-located to outside the Post Office as requested. Royal Mail will be contacted again.

6. Accounts for August were approved for payment.

Expenditure

Payee	Net	VAT	Gross
E.on Energy	71.98	3.60	75.58
Staff remuneration			789.10
MHB- Lighting maintenance	100.24	20.05	120.29
Phil Ashman			25.09
CGM	119.73	23.95	143.68
Initial Washrooms	30.00	6.00	36.00
Norfolk Training Partnership			150.00
SLCC - Cem. CD			29.00
J Marriage	446.09	93.19	539.28

Income

Post Office	£51.00
Doctors	£60.00
Other Hall lettings	£510.00
Northwold PC	£25.00

6.1 Wayleave for Village sub-station

It was decided not to engage a land agent to research the possibility of receiving additional back rent for the location of the sub-station adjacent to the Churchyard as advice has been received that the Parish Council would not receive any back payment.

UK Power Networks Wayleave Surveyor, Paul Hurst, will be asked to visit the site to meet with Councillors regarding the future lease of the area for the sub-station. He will be asked to provide a copy of a standard lease for a sub-station. It is possible the size of the area rented may be larger than stated by Power Networks and enquiries will be made as to whether the access area is included in the wayleave agreement.

6.2 Purchase of dog waste bins for Methwold Hythe

It was agreed to purchase two dog waste bins and posts at a cost of £124.85 each. Mr. P Ashman offered to install the bins at the previously agreed locations in Methwold Hythe.

6.3 Mapping software

Following a presentation given to the Parish Council at the training evening held on July 26th consideration was given to purchasing mapping software for the parish. However, as only two councillors felt they would make use of the software it was decided not to consider purchase at this time.

7. Planning:

Applications:

Ref. No: 11/01398/F

Details: Variation of condition 2 of planning permission 10/01155/F at the Workshop, Brandon Road, Methwold

Permission recommended

A planning application has been submitted by British Sugar for the construction and operation of a Bioenergy Facility comprising Feedstock Storage and Handling, Anaerobic Digestion with lagoon, Digestate Handling, Wastewater Treatment, Biogas Cleansing and operational plant and pipework. Associated enabling works including creation of a Borrow Pit for clay extraction and its subsequent restoration to agricultural use, landscaping and temporary contractor compound at Wissington Sugar Factory, College Road, Stoke Ferry.

Notice of Decisions

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 IP26 4PE

Permission granted

Ref. No. 11/01102/F

Details: Proposed extension at Lancaster Park, 33 Stoke Road, Methwold IP26 4PE

Permission granted

Tree Preservation Order 2/TPO/0049 (Whispers, 11 Main Road, Brookville) confirmed.

6. Rules for Methwold Cemetery

The Parish Council is considering adopting rules for the Cemetery based on those published by the Borough Council of King's Lynn and West Norfolk. The Chairman Mrs. Wortley and the Clerk will consider the rules and recommendations will be made to the Full Council.

7. Review of Standing Orders and Financial Regulations

The Parish Council reviewed Standing Orders in February 2009 but Model Standing Orders have been revised by the National Association of Local Councils and the Parish Council has not yet adopted the 2011 Model. The 2011 Model Standing Orders will be looked at in conjunction with Financial Regulations and any changes will be agreed at a future Parish Council meeting.

10. Correspondence:

In Folder to be passed to Councillors

1. Local Development Framework Core Strategy.
2. WNVCA In Touch
3. Norfolk Link etc.
4. Funding for Olympic Initiatives
5. RHS Britain in Bloom

6. CPRE – ‘From the Local Plan to Localism?’ -19/10/11 West Norfolk PDC
6.30pm.

11. Further reports/items for the next agenda:

11.1 Mr P Ashman is to meet parents of children in Methwold Hythe regarding the possible provision of a play area in the Hythe. Land has been suggested which could be used as a play area but, as noted in item 5, it appears unlikely at present that the Parish Council would be offered a lease on the land.

11.2 The Scouts are attempting to raise money to renovate the Scout Hut at Brookville. It was asked if the Parish Council would make a donation to the renovation. Grant policy will be considered at the October meeting of the Parish Council.

11.3 It was noted that the Recreation Ground car park would benefit from resurfacing and white lining. Tree roots are causing damage to the tarmac and this would need to be addressed if resurfacing were to be undertaken.

11.4 The Post Office security gate needs maintenance.

11.5 It was agreed Mr Colin Marsland should be thanked for providing the Methwold web page for so many years.

11.6 Consideration will be given to planting a tree to celebrate the Queen’s Jubilee. This will be an agenda item for the October Parish Council meeting and Councillors were asked to suggest possible locations for a tree.

11.7 It was noted that the times of the Doctors surgery are not displayed at St. George’s Hall. Dates and times will be obtained and posted on the Fenton Room door.

11.8 The cooker in the Fenton Room has not been cleaned recently by the hirers. Hirers will be reminded that it is their responsibility to clean the kitchen after use.

11.9 Road markings at the end of Venture Close need repainting.

11.10 Youngsters have reported that the zip wire at the Rec. needs tightening. Mr. P Ashman offered to investigate this.

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

- 1. Three quotes have been received for redecoration of the Fenton Room, including plastering of the partitioning wall and ceiling. The quote submitted by Mr Geoff Roberts was accepted.*
- 2. It was agreed to research the cost of engaging a structural surveyor to assess the condition of the Fenton Room. There is concern that cracks in the walls may indicate a structural problem.*