

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGE'S HALL**  
**THURSDAY 10<sup>TH</sup> NOVEMBER 2011**

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

Mr M Storey – Borough Councillor  
Mr M Peake – Borough Council  
14 members of the public

**OPEN FORUM**

- Weeds have been cleared from the footpath between Ventura Close and Trent VC Close.
- Concern was voiced regarding a planning application which has been submitted to convert the Methodist Chapel and Schoolroom in the village into dwellings. Part of the development includes an area of consecrated ground.

**1. Apologies for Absence:**

Mrs B Horton, Mr P Ashman  
Safer Neighbourhood Team

**2. Declarations of Interest made:**

As users of St. George's Hall, Mr C Stone and Mrs B Bluck declared a personal interest in item 5.3a

**3. The Minutes of the meeting held on 13/10/11 were agreed as a true record of the meeting.**

**4. No Matters arising from past minutes.**

**5. Reports:**

5.1 Chairman's Report:

- The Chairman has attended meetings of the Working Parties and he looks around the village regularly. He commented that chalk walls around the parish seem to be deteriorating and it was suggested this should be reported to the Conservation Area Team at the Borough Council.
- Yellow lines need repainting in the parish as the Police cannot prosecute those parking on yellow lines if the lines are not visible. Highways will be approached regarding this.

5.2 Clerk's Report:

- Substation Way leave agreement  
In order for a new lease to be drafted with Eastern Powers Networks for a rent of £320 per annum for lease of the land adjacent to St. George's Churchyard on which the substation is located the Parish Council has been advised to register the land. It was agreed the Clerk should investigate the cost of engaging a solicitor to register the land and if the cost is to be less than £200 registration will be undertaken.
- A meeting of the Parish Council was held on 25 October 2011 to discuss matters relating to Methwold Cemetery. Councillors were presented with copies of the minutes of the meeting and further discussion about issues raised will take place following a resolution to exclude the public following item 13.
- Councillors were informed of forthcoming training to be offered by the Norfolk Association of Parish Councils (NALC). An Autumn Seminar is to be held at Sandringham on November 17<sup>th</sup> and it was agreed the Clerk and Mr C Stone will attend.

- The Parish Council has been invited to provide and decorate a Christmas Tree at St. George's Church. Mrs M Wortley will organise this as in previous years.

### 5.3 Reports from Working Party meetings:

*Copies of the notes from the meetings had previously been presented to Councillors and are filed.*

5.3a A proposal had been put forward for the appointment of a single volunteer key holder to hold a key to St. George's Hall which could be collected by regular hirers of the Hall. This would mean the caretaker would not need to unlock/lock for regular hirers. The Parish Council has previously discussed the options regarding how hirers should gain entry to the Hall which will not breach security of the premises.

The Parish Council Hall and General Working Party had proposed a single key holder but opposition has been voiced to this (including two letters received by the Parish Council) and an amendment was suggested to the original proposal. The amendment presented to Councillors, and agreed, was that keys should be distributed as follows:

Chairman	1
Clerk	1
Doctors	1
Caretaker	2
Bowls Club	1
History Group	1
Badminton Club	1
Busy Bees Club	1
2 <sup>nd</sup> Key Holder	1

Checks will be made regarding insurance issues relating to the Hall as there are several key holders.

5.3b It was agreed a specification will be compiled so quotes can be sought to excavate a trial hole adjacent to the south west corner of the Fenton Room building to determine possible damage to the drains.

Mr J Marriage provided a verbal update on the notes presented from the Hall and General Purposes Working Party meeting held on 17/10/11:

- It was noted only four responses have been received from the survey concerning St. George's Hall which was recently published in the Methwold Times.
- Replacement windows are to be fitted at St. George's Hall on 11 November 2011.
- The Hall and General Working Party has suggested £4500 should be included in the 2012 budget toward maintenance of St. George's Hall.
- The Clerk will contact the builder who has been given the contract to decorate St. George's Hall to enquire when work may be undertaken.

Mr C Stone provided a verbal update on the notes presented from the Open Spaces Working Party held on 27/10/11:

- The Parochial Church Council has acknowledged that the Parish Council is responsible for the Churchyard and there is no objection to grounds work being undertaken to improve the garden area in St. George's Churchyard. Mrs Sue Marsland is to donate two trees in memory of her husband and it was suggested that these should be planted in place of overgrown conifers which will be removed.

- Pear Technology has been contacted with regard to providing a map of the village footpaths. A quote for a map will be obtained.

### 5.3c Play Area for Methwold Hythe

A letter has been received from the solicitors of the land owner approached regarding the possibility of leasing an area of land in Methwold Hythe that could be used as a play area.

Discussion took place regarding the terms suggested for a Licence and what cost might be involved should this project go ahead. The Open Spaces Working Group was asked to consider points raised and it was suggested a proposal should be made to the Full Council which would include an estimated cost for the project.

## **6. Accounts for October 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			788.50
MHB- Lighting maintenance	100.24	20.05	120.29
Phil Ashman	8.70	1.74	10.44
CGM	119.73	23.95	143.68
Initial Washrooms	30.00	6.00	36.00
Inland Revenue - PAYE	183.77		183.77
SLCC	13.00	2.60	15.60
E.on - Hall	138.46		138.46
DTKM	7.50		7.50
Anglian Water - Hall	170.25		170.25
Anglian Water - Cem	17.18		17.18
Abacus	167.52		167.52
Glasdon	259.68	51.93	311.61
Viridor	75.00	15.00	90.00
Viking	75.74	15.15	90.89
BCKLWN – play equip. inspection	70.02		70.02
Mazars	285.00	57.00	342.00

### **Income**

Post Office	£51.00
Doctors	£60.00
Other Hall lettings	£255.00

## **7. Planning:**

### **Planning applications received for consultation:**

Conversion of Chapel and Sunday School to dwellings at Methwold Methodist Church, High Street, Methwold 11/01703/F and 11/01704/CU

The meeting was briefly suspended to allow members of the community to voice concerns with plans to develop over a graveyard. It is felt the drawings submitted do not fit with local knowledge of the site.

The plans need to be revised and the Parish Council does not feel the site should be developed as shown on the current plans. However the Parish Council does not wish to see derelict buildings in the village.

### **Local Development Framework**

A Planning Committee meeting was held on November 2<sup>nd</sup> 2011. Minutes from the meeting were distributed to Councillors and it was agreed to submit the following proposal to King's Lynn and West Norfolk Borough Council:

Methwold can support more houses than has been suggested in the Local Development Framework, but development should be evenly distributed throughout the Parish including Brookville and Methwold Hythe.

### **8. Rules for Methwold Cemetery**

It was agreed to consider rules relating to Methwold Cemetery after a resolution to exclude the public at the end of the meeting.

### **9. Review of Financial Regulations**

It was suggested Financial Regulations should be personalised to Methwold Parish Council and adopted as presented. To be confirmed at the December meeting of the Parish Council.

### **10. Adoption of a grants policy**

It was agreed (with one abstention) to establish a Committee comprising of the Chairman. Mr J Marriage and Mr C Stone to investigate any possible grant funding for projects that may arise. The Committee will apply for grants of less than £1000 but larger grant applications will need the agreement of the full Council before an application is made.

Consideration will also be given to drafting a grants policy.

### **11. Methwold.net**

The meeting was suspended at 8.50pm to allow the web master of Methwold.net to address the meeting. Web master Mr Thomas asked the Council what it would like to see posted on the site. At present the minutes of Parish Council meetings, as published in Methwold Times, are available on the site.

It was suggested a list of Councillors and how to contact them should be added together with such things as membership of Committees, hall letting fees and copies of policies. Standing orders and Financial Regulations could also be added to the site.

### **12. Correspondence**

12.1 Notice that strengthening and maintenance works are to be undertaken on the C40 Severalls Road, Methwold Hythe.

12.2 Notice that an invoice for £1124.48 will be sent to the Parish Council on 1 April 2011 – the charge for elections held in the Parish on 5 May 2011.

12.3 Invitation to Methwold High School Annual Presentation Evening on 15 December 2011.

In folder to be passed to Councillors:

- Norfolk Link etc.
- NRCC Signpost magazine
- WNVCA In Touch magazine
- Active Norfolk

**13. Further reports/items for the next agenda:**

13.1 Pot holes along the Thornham Road will be reported to Highways again.

13.2 Mr J Marriage and Mr P Ashman have attended a Play Inspection Course and arrangements will be made for regular inspections of the play equipment at the Recreation Ground to be continued.

13.3 Four seats have been purchased and permission will be sought to site the seats. A decision needs to be made as to whereabouts in the Cemetery to place a fifth donated seat.

13.4 Concern was raised regarding chalk walls which are crumbling at Petch Corner, in the High Street by the auction site and towards Eldens Lane.

13.5 Some discussion took place regarding parking issues in the village. It was reported that parking offences are to become a civil rather than a criminal matter. Parking outside the Primary School and along the Old Feltwell Road is a problem and the Highway Engineer will be asked to visit the area to see if anything can be done to alleviate concerns.

*A resolution was passed to exclude the public*