

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD AT ST. GEORGES HALL
THURSDAY 12TH JANUARY 2012

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

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

OPEN FORUM

- Much discussion took place regarding parking outside the village Primary School. Parents were present at the meeting to voice concerns regarding both inconsiderate parking and vehicles speeding through the village. The fact that large vehicles traverse Old Feltwell Road and the road is not wide enough if cars park along it was also raised. Large vehicles were blamed for damaging Old Feltwell Road.

With no lollipop person at the Primary School it is difficult to safely cross the road by the school. There are volunteers willing to undertake school crossing patrol duties but they would need to be trained to perform the role. The Parish Council offered to consider sponsorship of volunteers willing to undertake the training if more information is given to the Parish Council regarding the cost of the course. This matter will be an agenda item for the February Parish Council meeting.

It was noted both the Police and the Highway Department are aware of the problems with parking and the Primary School corresponds with parents/carers outlining the dangers of inconsiderate parking in the area of the school. There is a car park at the Recreation Ground and at St. George's Hall that can be used when children are dropped off or collected from school. At one time a walking bus was trialled from St. George's Hall car park to the Primary School but this was unsuccessful as not enough volunteers came forward to assist.

Possible traffic calming measures were discussed and this will be also be further considered at the February Parish Council meeting.

- It was suggested the Millennium Tree on Fair Hill needs a branch removed to improve its future appearance.

1. Apologies for Absence:

Mr D Wortley, Mrs B Horton Mrs M Truss

2. No Declarations of Interest made.

3. The Minutes of the meeting held on 09/12/11 were agreed as a true record of the meeting.

4. Matters arising from past minutes:

- It was suggested the Council should go ahead with plans to post council information on Methwold.net. Minutes of Parish Council meetings are posted on the website and it was felt contact details for Councillors, Standing Orders and other rules and policies, once agreed, should also be made available electronically.
- Mr J Marriage has compiled a specification of work so quotes can be obtained to investigate the possible subsidence of St. George's Hall.
- Consideration was given to using anti-vandal paint at St. George's Hall to deter youngsters from climbing on to the roof. As tiles on the roof appear to be being interfered with it was agreed to go

ahead immediately and purchase a tub of anti-vandal paint for £32.99 and three A5 size warning signs at a cost of £1.62 each. It was suggested a note should be put in Methwold Times informing readers that anti-vandal paint is to be used at St. George's Hall.

5. Reports:

5.1 Chairman's Report:

- The Chairman has met with the Clerk and the Caretaker of St. George's Hall to discuss matters relating to management of the hall to discuss ways to improve the booking system for St. George's Hall. The Clerk is researching the possible use of triplicate booking/invoice slips and sequentially numbered invoices. It is also intended to establish an electronic booking calendar so that booking information can possibly be displayed on Methwold.net. There is limited storage space at the village hall both for the Caretaker to use and for long term users of the hall to keep equipment. Mr Marriage and Mrs Bluck have compiled a report regarding the lack of storage space and it is hoped points raised can be satisfactorily addressed.
- It was noted that a beacon used at a former official celebration is available should the village wish to celebrate the Queen's Jubilee in this way. The Open Spaces Committee was asked to consider whether a beacon should be lit to celebrate the Queens Diamond Jubilee in June 2012.

5.2 Clerk's Report:

- The Highways Rangers should be visiting Methwold on February 6th and suggested minor maintenance tasks have been passed to them.
- Highway Engineer Andrew Wallace visited the parish on December 12th and met with the Clerk to discuss parking concerns around Cross Hill. A Traffic Regulation Order (TRO) would need to be obtained if double yellow lines were to be introduced along Old Feltwell Road. As this would cost over £3000 it is unlikely the Highway Department would consider this request a priority and therefore would not agree to apply for a TRO in the present financial climate. Any imposed restrictions would also need to be policed.
- The Building Control Department of the Borough Council of King's Lynn and West Norfolk is aware of crumbling chalk walls in the High Street.
- It was noted that septic tanks for new developments should be positioned at least 7m from any building.
- A key for St. George's Hall has been passed to Methwold High School as the Hall is listed as an emergency evacuation centre for the school.
- The light outside the Fenton Room Post Office has been repaired.

5.3 Reports from Working Party meetings:

Copies of the notes from the Open Spaces meeting held on 19/12/11 had previously been presented to Councillors and are filed.

5.3a) Fields in Trust Scheme

It was agreed by all that the Open Spaces Working Party should begin the process for registering Methwold Recreation Ground with the Fields in Trust Scheme.

5.3b) Provision of a footpath map

It was agreed by a majority of seven Councillors, with one abstention, that Mr C Stone should continue to investigate the provision of a footpath map to be displayed on a board outside St. George's Hall. There continues to be debate regarding the location of footpaths in the village and thus any map produced will be for information only and a disclaimer will be printed on the map together

with a statement saying that Norfolk County Council should be approached regarding any legal aspects concerning Rights of Way.

It had been agreed some time ago that the Parish Council would contribute £300.00 to the provision of a footpath map.

5.3c) Maintenance of St. George's Churchyard

Two proposals were made regarding grounds maintenance of the garden area to the left of the Church entrance. The first proposal was to remove all but the three main trees in the garden area and then re-set new trees and bulbs and the second proposal recommended complete removal of all trees and shrubs. A vote was taken with six in favour of the first proposal and two in favour of the second.

Matters Considered by the Hall and General Purposes Working Party:

- It was suggested four further keys for St. George's Hall should be purchased; one to replace the Chairman's Key which has been passed to Methwold High School, one for Mr. J Marriage as Chairman of the Hall and General Purposes Working Party and two spares to be held by the Clerk.
- Paint colour charts have been passed to Councillors to choose the colour for the Fenton Room following re-plastering and Mr. Marriage is to liaise with the contractors who have been engaged to undertake the re-plastering and decoration of the Fenton Room to discuss when the work can be done to fit in with use of the hall.
- It was requested that storage space at St. George's Hall should be considered at the February meeting of the Parish Council.
- The caretaker has informed the Council that some of the down lights in the Fenton Room are not working.
- Quotes are being sought for refurbishment of the Fenton Room kitchen.

6. Accounts for December were approved for payment.

Expenditure

Payee	Net	VAT	Gross
E.on Energy	143.96	7.20	151.16
Staff remuneration			719.30
MHB- Lighting maintenance	105.12	21.02	126.14
J Gooch – frost stat	205.84	41.17	247.01
CGM	119.73	23.95	143.68
Initial Washrooms	31.47	6.29	37.76
M Reeve	70.00		70.00
Anglianwater- Hall	62.31		62.31
Anglianwater - Cemetery	14.34		14.34
The Home Improvement Specialists	1969.00	393.60	2362.80
Viking	140.90	28.18	169.08

Income

Post Office	£51.00
Doctors	£60.00
Other Hall lettings	£217.00

6.1 Appointment of contractor to undertake a survey of the trees in the Churchyard, the Recreation Ground and the Cemetery.

The Open Spaces Working Party has considered the quotes received for a tree survey and recommended that County Grounds Maintenance should be asked to compile the survey at a cost of £385.00 plus VAT. It was agreed by eight in favour, with one abstention, to accept this recommendation.

6.2 Maintenance of the Churchyard wall

The Open Spaces Working Party was asked to compile a specification of work needed for basic repair of the Churchyard wall. The intention being that the maintenance work requested would be emergency work only to stop the wall deteriorating further.

7. Planning:

Application for consideration

Erection of two single-storey timber buildings for use as a boarding cattery (including change of use) at Torridon, Severalls Road, Methwold Hythe 11/02132/F

Permission recommended

Notification application to be considered by the Borough Council Planning Committee

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

The meeting was briefly suspended to allow Mr. M Peake to inform the meeting that this application was granted planning permission by the Planning Committee.

8. It was agreed to adopt the Rules for Methwold Cemetery as presented following completion of 12.1 and minor amendments to 6.5 and 6.7.

It was also agreed that no adornments other than a flower receptacle as stated in 12.2 should be permitted on new graves as from this date.

9. Review of Standing Orders and Financial Regulations

It was previously agreed to accept Standing Orders as presented but to further consider Standing Order No. 30 in conjunction with a Complaints Policy. Thus a Grievance and Disciplinary Policy together with a Complaint Procedure has been compiled. Eight voted in favour (one abstention) of accepting Standing Orders, Financial Regulations, the Grievance and Disciplinary Policy and Complaints Procedure as presented once slight suggested amendments had been made.

Some discussion took place regarding whether it was necessary to name a panel of Councillors who would deal with any complaints, grievances or disciplinary issues. It was agreed that any such panel would be called from members of the Council at random if the need to do so arose. The Chairman would be expected to stand on the panel and to allow the Vice-Chairman to be a member of any appeals panel should it be needed he/she would not be chosen for the initial panel.

10. Correspondence

10.1 CPRE - Planning Explained booklet

10.2 Notification of Open Meeting to discuss the Police Budget for 2012/13 - Jan. 19th 2012 @ 6.30pm, Jubilee House, Wymondham.

10.3 Norfolk Link Extra

10.4 West Norfolk Mind - donation request

4616/02/2012

- 10.5 Norfolk Rural Community Council Signpost magazine
- 10.6 Better Broadband for Norfolk Information Sheet 3
- 10.7 Invitation for Councillors to visit Norfolk Environmental Waste Services Ltd Recycling Facility at Costessey
- 10.8 Parish Council Update – planning training event for Parish Councils to be held by the Borough Council
- 10.9 Confirmation of changes to be made to bus services in Norfolk

11. Further Reports /items for the next agenda:

- 11.1 The Clerk is to investigate the cost of suggested maintenance work for the play equipment at Methwold Recreation Ground.
- 11.2 It was suggested the Parish Council should produce a yearly report of its achievements (this is usually noted in the Chairman's Report at the Annual Parish Meeting).
- 11.3 It was suggested that there could be a folder passed to Councillors containing all outgoing, as well as incoming, correspondence.
- 11.4 It was suggested letters confirming Parish Council actions should be sent by the Clerk with liaison with contractors delegated to Councillors.
- 11.5 It was suggested the Parish Council should agree information to be posted on Methwold.net on behalf of the Parish Council.
- 11.6 It was suggested a volunteer could act as financial watchdog for the Council in support of the Clerk.
- 11.7 An update is awaited regarding the possible establishment of a play area at Methwold Hythe.
- 11.8 It was suggested Parish Council Committees could be responsible for a budget of their own.
- 11.9 It was noted that the Parish Council Handyman, Mr Brian Nixon, does good work around the parish.
- 11.10 It was commented that there is litter around the fence of Methwold High School and that students are noticed smoking outside the back gate of the school.
- 11.11 The Cemetery is covered in sticks and moles are rampant in the Cemetery at present.
- 11.12 The tarmac covering the parking area at the Recreation Ground is breaking up. A quote to re-tarmac was obtained some years ago and it was deemed too expensive to undertake the work. Consideration will be given as to how to treat the tree roots which are causing the tarmac surface to crack.
- 11.13 Surplus chalk from grave digging at the Cemetery is being placed at the rear of the Cemetery to create a bank rather than being disposed of in the skip. It is planned that the bank will eventually be grassed over.
- 11.4 A pot hole in Hythe Road will be reported to the Highway Department.
- 11.5 Four street lights were reported as not working and this will be passed to the street lighting maintenance contractor.

Resolution to exclude the public to discuss the following:

1. Insulation of St George's Hall

A quote for fitting 270mm insulation in the roof space at St. George's Hall was received but there was concern that this thickness may not be advisable as it could lead to condensation problems.

Therefore a quote to install 200mm thick insulation was also requested and accepted by seven votes in favour with two abstentions. Only one Councillor was in support of 270mm insulation being installed.

There are items stored in the roof space at St. George's Hall which will need to be removed before any insulation can be installed.

2. *Methwold Cemetery*

The agreed joint statement issued by Methwold Parish Council and the Depledge family regarding memorials at Methwold Cemetery will be published in the Methwold Times this month. It was agreed Mr. C Stone, as a representative of Methwold Parish Council, should be present as requested by the Depledge family when new family memorials are erected at the Cemetery.

Mr Depledge will be asked to arrange for a stone mason to collect the memorial to Mr and Mrs Depledge which was removed from the Cemetery by the Parish Council