

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD AT ST. GEORGE'S HALL
THURSDAY 11TH OCTOBER 2012

Present: Mr C Neville – Vice-Chairman, Mr P Ashman, Mrs B Bluck, Mr J Marriage, Mr D Masters, Mr C Stone, Ms S Stones, Mr J Henry, Mr D Wortley, Mrs B Horton, Mr C Williams, Mrs M Wortley.

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

OPEN FORUM

- It was reported that the Mother and Toddler Group “Scamps” has purchased small tables which were offered for use when the Village Hall is hired by other users. Scamps is also looking to obtain small chairs and a request was made for any such donations. The group is successful with up to 50 children attending. A suggestion was made by the acting Chairman that the Church may have small chairs they would be willing to pass on.
- Mr Jon Winn, as Chair of the “Community Liaison Focus Group” at Hockwold and Methwold Community School, was in attendance at the meeting both to ask for a representative from Methwold Parish Council to sit on the Focus Group and to offer assistance from pupils of the school to compile a ground map of the graves in Methwold Cemetery.
Mr Winn informed the meeting that the school is to become an Academy which will result in less emphasis on sport. The schools past sports college status no longer exists and therefore the Community Fitness Club is closed.
Mr C Williams offered his assistance to map the Cemetery.
- It was reported by a member of the public that the milestone in Brookville has been wrongly painted with gloss paint. The Clerk has also received an e-mail from Nigel Ford of the Milestone Society requesting that no further action be taken on this or the two other milestones in the parish. The gloss paint will need to be removed and repainted with the correct coating.
- A resident of the Avenue, Brookville was at the meeting to raise concern regarding the poor condition of the Avenue. The resident has been informed that the Avenue is a restricted byway which should only be used by residents and service vehicles. The Avenue is reportedly used as a cut through to Northwold and by people who drive to the end to walk their dogs.
Highways have fitted small signs that state that the track is a restricted byway. Land Registry shows no owner for the land.
It was noted that the Highway Department is the right body to know if anything can be done to improve the condition of the Avenue but Mr M Storey did offer to seek information through the Borough Council.
- Mr M Peake asked for information regarding the plans for a new pavilion at the Recreation Ground as he had been passed a letter from a parishioner concerned with the sustainability of the project.
The Parish Council has received two letters in the same vein following a request published in the Methwold Times asking for comments as to whether or not a pavilion should be re-instated on the Recreation Ground.
Feasibility of this project is still under consideration. Planning permission has been granted and Building Regulations will now be considered prior to quotes to build a pavilion being sought. Public consultation was made at this stage as a grant application was being considered which would need to have been submitted by October 19th. Any submission to the Norfolk County Council Community Construction Fund will now be made at a later date rather than rushed to be included in the first round of applications. By the time of the second round of applications for

funding from this pot is due it is envisaged costs of the proposed pavilion will be known and it will be ascertained whether there is demand for the project.

This matter will be an agenda item again at the November meeting of the Parish Council.

1. Apologies for Absence:

Mr R Hood

Safer Neighbourhood Team.

2. No Declarations of Interest made

3. The Minutes of the meeting held on 13/09/12 were agreed as a true record of the meeting.

4. Matters arising from past minutes:

- The water leak in the Doctors room has been repaired and an element has been replaced in the cooker in the Fenton Room Kitchen.
- The agreed contractor engaged to replace further windows at St. George's Hall has been notified but paperwork needs to be completed before the job will be undertaken.
- All matters previously raised relating to Highway maintenance have been forwarded to the Highway Engineer. It was noted the former Highway Technician for the area, Martin Edmunds, has returned to the area and matters are to be passed to him.
- BCR Global Textiles has been approached regarding provision of a clothing recycling bank to be located at St. George's Hall car park. A response is awaited. Other companies so far approached do not service the Methwold area.

5. Reports:

5.1 Chairman's Report:

- As agreed at the September meeting of the Parish Council bases are being installed in preparation for purchased seats to be placed in locations around the village. Some concern was voiced that the concrete pads being fitted are not very large. The agreed quote for the work did stipulate the size of the pads and it was agreed by ten votes (one abstention) that this is acceptable and that no further quote for larger pads was needed.
- Concern was raised again regarding the repair undertaken to the chalk wall of the market place which is inside the village conservation area. The wall has been repaired with red bricks which are thought by some not to be in keeping with conservation area status. It is felt this repair has set a precedent for future work in the village conservation area. The conservation team from the Borough Council of Kings Lynn and West Norfolk will be asked to attend a future Parish Council meeting to explain their acceptance of this repair.
- Gravel has been laid along the Cemetery footpath but a second load of gravel is awaited to complete the job.
- Training in the use of the defibrillator located at Methwold Fire Station has taken place.

5.2 Clerk's Report:

- Rather than an officer attending individual parish council meetings the Borough Council has organised a series of information meetings in November to respond to any enquiries regarding the changes to the waste collection service from April 2013. Dates will be passed to Councillors. All householders will shortly receive a letter from the Borough Council regarding the changes. Mr Storey was asked to comment on the proposed changes. He said the Borough Council hopes the changes will save money and raise recycling rates in West Norfolk.
- The West Norfolk Youth Advisory Board has asked about the location of recreational areas in the parish that could be used as venues for activities for young people.

- Concern has been voiced regarding the grass cutting schedule for Lower Green, Globe Street. The Parish Council contractors cut all the areas in the village at the same time but may not cut places that appear to have been mown by volunteers.
- Councillors historically have contributed to purchase a poppy wreath to be laid on behalf of parishioners at the Remembrance Day service. Donations were thus requested.
- The Parish Council has made an application for a licence to use Ordnance Survey maps. The PSMA membership application is in the process of being verified.
- The Borough Council is prepared to grant a Licence Agreement for a tree to be planted by the village sign on the condition that the tree is properly maintained and that the Borough Council is indemnified against any claims resulting from the tree being on site.
- A new urn for St. George's Hall has been obtained.
- Following request Methwold will be tasked for a Monday visit by the West Norfolk Parking Operations Team. The team have visited Methwold on Mondays previously with varying success.
- St. George's Hall has been booked for a 16th birthday party on October 26th and for a New Year's Eve party. Councillors raised concerns regarding policing of these events.
- The solicitor engaged by the Parish Council to finalise the renewal of the lease for the electrical sub-station in Crown Street has informed the Council that the electricity company want the Parish Council to justify the claim that the Parish Council owns the site. A Statutory Declaration is needed. The Clerk will compile a draft Statutory Declaration to forward to the solicitor. The solicitor has also been engaged to begin the process of registering land which belongs to Methwold Parish Council.
- Mr C Williams is booked to attend Initial Councillor Training.

5.3 The Report from the Hall and General Working Party meeting held on October 4th 2012 was considered and accepted as part of the minutes of the Parish Council meeting. The report is attached as appendix A.

5.3a) An inventory of items currently stored in the container at St. George's Hall will be compiled to be presented at the November meeting of the Parish Council. Decisions regarding disposal of items will then be made.

5.3b) It was agreed by ten votes in favour (one abstention) that the future protocol for bookings St. George's Hall should be that one off bookings should be made through the caretaker but that regular bookings would be considered by a group of three members of the Hall and General Purposes Working Party.

A query was raised regarding the entertainment licence for St. George's Hall as there have been changes in the law recently relating to licencing for music.

Mr C Stone offered to compile a grant application to be submitted to Norfolk Foundation Grant Aid for the provision of storage at St. George's Hall.

5.4 The Report from the Open Spaces Working Party meeting held on September 27th 2012 was considered and accepted as part of the minutes of the Parish Council meeting. The report is attached as appendix B.

5.4a) The meeting held on September 5th was attended by members of the Football Club and concerns were raised regarding use of the Rec. There had been good discussion which resulted in the agreement that the football pitch will be turned again. New goal posts will be purchased hopefully with some grant funding and possible help of £300 from Methwold Parish Council. It was agreed with ten in favour to proceed with the grant application to purchase new goal posts.

However, due to problems with the pitch being destroyed by chafer bugs the Football Club may not be using the Recreation Ground for the present time. A quote has been received to treat the chafer bugs and more will be sought. Some debate took place regarding when treatment should take place and regarding future use of the Rec. if the problem is not addressed. If the pitch at the Rec. cannot be used and no Football Team would be playing on it there may be no demand for the proposed pavilion. All were in favour of the following action regarding the pavilion project:

- To proceed with building regulations to complete feasibility study
- To try to eradicate chafer bugs from the Rec.
- To undertake a public opinion exercise in the spring before deciding a sensible way to proceed further

5.4b) The Rec. has been nominated as a Queen Elizabeth II Field and the next stage is for two members of the Council to be appointed signatories of the deed which will recognise the Rec. as a Field In Trust. Two signatories are needed as the Council does not have a Common Seal. It was felt the Chairman and Vice-Chairman should be signatories. A decision will need to be made regarding whether or not the deed should be charitable or non-charitable. This matter will be an agenda item at the November meeting of the Parish Council.

5.4c) Some discussion took place regarding the proposed work which has been identified following the tree survey report completed in March 2012. It was agreed those trees identified which may present possible hazards should be dealt with as suggested on the survey. The company which undertook the survey will be approached to undertake this work which will be capped at a cost of £3000 for the current year. Further work identified will be undertaken in subsequent years.

5.5 WREN grant application update

- The Parish Council has been presented with £500 from the Red House Charity to be put towards the play area fund. Those involved in this application were thanked and a letter of appreciation will be sent to Glenn Bunting who submitted the application. The money will go towards the provision of a bench and a litter bin to be located at the Rec. by the skate board ramp.
- A meeting will be held to consider the layout of the planned new equipment for the Recreation Ground. It will not be known until December how successful the grant application to WREN has been.

Other matters raised from the minutes of the Open Spaces Working Party:

- The grass cutting contractors will be approached regarding cutting the environmental area at the Rec.
- Some discussion took place regarding whether cleaning and re-lettering of the war memorial should be undertaken by a volunteer. There are grants available from the War Memorial Trust for restoration of war memorials but work must be undertaken by a master stonemason. The Parish Council has approached Bretts of Watton about this. The War Memorial will be an agenda item for the November meeting of the Parish Council. The Open Spaces Working Party was tasked with making a recommendation to the Parish Council regarding possible re-laying of the stone edging which surrounds the memorial.

It was agreed to suspend Standing Orders to permit the meeting to continue past 9.30pm.

6. Accounts for September were approved for payment.

Expenditure

Payee	Net	VAT	Gross
Staff remuneration			990.45

Lighting maintenance	99.04	19.81	118.85
CGM	119.73	23.95	143.68
Viridor	15.00		15.00
Initial Washrooms	31.47	6.29	37.76
E.on	70.99	3.55	74.54
Anglianwater			17.17
ESPO	70.00	14.00	84.00
Cooker repair	87.54	17.51	105.05
P Ashman			30.00
Mazars	285.00	57.00	342.00
Pace Oil	828.45	41.42	869.87
Branch Joinery			350.00

Income

Post Office	£51.00
Doctors	£60.00
Hall lettings	£442.50

Councillors were presented with an up to date expenditure spreadsheet.

6.1 Quotes for investigative work regarding subsidence at St George's Hall

Two quotes having been received to investigate the subsidence at St. George's Hall it was agreed to accept the quote of £190 to dig a hole at the end of the Fenton Room. Work will be supervised by Mr J Marriage who will compile a report of the findings.

7. Planning:

Notice of withdrawal of a certificate of lawfulness application for the placement of two transportable living units at the property while constructing the authorised buildings and polytunnels along with various engineering work at the unit T & S Nurseries, Severalls Road, Methwold Hythe.

8. Correspondence

8.1 WNVCA In Touch newsletter.

8.2 Works are scheduled to start to recycle and resurface the existing carriageway on Severalls Road, Methwold on November 12th 2012 for a period of 10 days. A 24 hour diversion route will be in place.

8.3 Norfolk Playing Fields Association newsletter.

8.4 Norfolk Village Games Golf Tournament - Bawburgh Golf Centre 4th November 12-2pm.

8.5 Norfolk County Council - information regarding looking after Norfolk's footpaths.

8.6 Norfolk Association of Local Councils AGM is to be held 8th November 2012 and the Autumn Seminar at Sandringham November 7th (3 Councillors expressed interest in attending). A "café cluster" event is also to be held on November 13th at Denver Windmill 2-4pm to which all Councillors were invited.

9. Maintenance of the grass path from the corner of Fair Hill to the Cemetery path.

To be considered at the November meeting of the Parish Council due to lack of time.

10. Further Reports /items for the next agenda:

10.1 A Christmas event is planned to be held at St. George's Hall once again.

10.2 It was suggested the grass cutting contract should be reviewed in light of concerns raised.

10.3 Man hole covers may need replacing in St. George's Hall car park. One is missing. This will be an agenda item for the November meeting of the Parish Council.

10.4 A request was made for a grit box to be placed at the cross roads at Methwold Hythe. This will be an agenda item for the November meeting of the Parish Council.

10.5 White Plot Road name sign has not been re-positioned as was agreed by Highway Engineer Andy Wallace.

10.6 It was reported that three moles have been caught in the Cemetery and four at the Rec.

10.7 Query was raised regarding the condition of the litter bin in Brookville.

10.8 A request was made that BT should be approached regarding removal of the phone box at Herbert Drive as it is an eyesore.

10.9 Maintenance of the Parish Council notice boards has been undertaken by Mr C Williams.

10.10 It was reported that the signage along the Brookville cycle path may be incorrect. Highways will be asked about this.

10.11 Pot holes at the Rec. car park were reported again.

10.11 It was noted that plans are being made nationally to remember the First World War as it will be the 100 year anniversary of the start of the war in 2014.

10.12 It was reported that there is a residential caravan in a garden along the Mundford Road.