

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGE'S HALL**  
**THURSDAY 10<sup>th</sup> JANUARY 2013**

Present: Mr R Hood – Chairman, Mr P Ashman, Mr C Stone, Ms S Stones, Mr D Wortley, Mr C Williams, Mr J Marriage, Mrs M Wortley, Mr C Neville.

3 members of the public

**OPEN FORUM**

- Query was raised regarding the Highway Departments response to the request for an extension of the 40mph speed limit through Brookville. The Clerk will pass a copy of correspondence from the Highway Engineer to the member of the public who raised the query.
- Dog fouling is becoming an increasing problem along the footpath across Storey's Meadow. It was reported that the area has been cleared by the Borough Council but it is unsure if this job would be undertaken again by the cleanup team. It was also noted dog training has been seen taking place on the Rec.

**1. Apologies for Absence:**

Mrs B Horton, Mr J Henry, Mrs B Bluck, Mr D Masters.

It was noted Mr J Henry has submitted a letter of resignation to the Chairman.

**2. No Declarations of Interest made.**

**3. The Minutes of the meeting held on 13.12.12 were agreed as a true record of the meeting.**

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

- Stoppers for the curtain tracks in the Fenton Room are proving difficult to purchase so Mr Wortley has offered to investigate an alternative means of "stopping" the curtains.

**5. Reports:**

5.1 Chairman's Report:

- A cheque has been received for £640.00 from UK Power Networks for past occupation of the sub-station area in Crown Street. A further payment of £320.00 has been received from Power Networks and it will be investigated what this amount is for and what electrical posts are sited on Parish Council land.
- It has been reported that a stop-end outlet is needed for the guttering at St. George's Hall which also needs to be cleaned out.
- Storage space needs to be found at St. George's Hall for Council papers that are presently held at the Clerk's home.

- The Chairman has attended a recent burial at the Cemetery as a representative of the Parish Council, which is the Burial Authority, should be present at any interment to receive the “green slip”. This form to register the burial must be completed and sent to the Registrar of Births, Marriages and Deaths.
- It was reported the Badminton Club had complained that the heat had not been on at St. George’s Hall on January 3<sup>rd</sup>.

## 5.2 Clerk’s Report:

- The “blue box” containing Parish Council deeds and conveyances which was previously held in safe storage at Barclays Bank has been passed to solicitor Nick Hancox who is preparing the land registration of areas in the parish owned by the Parish Council.
- Various highway issues have been passed to the Highway Technician.
- Three applications have been received for the post of Clerk to the Council. Mr. J Marriage and Mr C Williams both offered to attend interviews for the Clerk if any of the agreed interview panel were unavailable.

## 5.3 Open Spaces Working Party (notes of meeting of 20/12/12 accepted as part of the Full Council minutes). The following updates were noted:

- A recycling bank has been sited at the Fire Station and it is hoped further banks can be located in the village with perhaps proceeds to be shared between the Parish Council and the Fire Brigade. Details of recycling companies will be passed to Mr C Stone for further investigation.
- New goal posts can be purchased at a cost of £835 plus VAT and postage and packing. A grant for £350 has been applied for and it is hoped £175 can be added to this from money already received from the Red House Charity. This would leave possibly another £350 to find. The Parish Council agreed (with one abstention) to contribute a total of £350 but the cost of postage and packing will need to be checked to ensure the cost falls inside the budgeted figure.
- The pavilion project continues to progress with detailed drawings now being undertaken. It was agreed an application will be made for the second round of funding available from Norfolk County Council and public consultation regarding the project will be made at a later date when it is known if funding will be forthcoming.

5.3.1 The playground project is now progressing at speed and to allow this to continue without hold-up it was agreed that in the current position with the likely absence of a Proper Officer that Mr R Hood, Mr C Stone and Mr J Marriage would take decisions relating to the project which may need a fast response. It was understood that care must be taken if decisions are to be made outside a Parish Council meeting as delegation should be to the Proper Officer or via a Committee. It was agreed Mr R Hood and Mr C Stone will act as signatories as needed for the project and all significant matters relating to the project will be relayed to the Full Council as soon as possible.

5.4 Hall & Working Party. There was no meeting in January.

## **Accounts**

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Initial Washrooms	33.01	6.60	39.61
Staff remuneration	806.50		806.50
K & M - Lighting maintenance	99.04	19.81	118.85
Anglian Water			53.16
CGM	119.73	23.95	143.68
FCC Environment			1267.35
P Ashman	30.00		30.00
E.on	73.36	3.67	77.03
Post Office PAYE	273.99		273.99
Viking	38.23	7.65	45.88
NorfolkALC	35.00		35.00
Pace Fuelcare	684.81		684.81
Broker Networks - insurance	1975.84		1975.84
CNM Online	100.09	20.02	120.11
Anglianwater	14.08		14.08

## **Income**

Post Office	£51.00
Doctors	£60.00
Other Hall income	£340.00

A spreadsheet of Parish Council accounts was provided to Parish Councillors.

### **7. Planning:**

Notice of Decision – grant of planning permission

Raised eaves loft conversion to existing bungalow, hence forming ‘chalet’ bungalow.

Pitched roof to existing flat roofed detached double garage at 5A Main Road, Brookville 12/01824/F.

### **8. Correspondence**

8.1 Norfolk County Council (NCC) - Delivering Local Highway Improvements in Partnership with Town and Parish Councils. £100,000 was made available in 2012/13 for this scheme and due to the success of the initiative the County Council has made a £100,000 fund available again for 2013/14.

8.2 Suffolk West Citizens Advice Bureau Trustees needed.

8.3 NorfolkALC Norfolk Link, FiT Roadshow Report.

8.4 No Smoking in Bus Shelters – signs received from NCC (to be erected in Methwold Hythe bus shelter).

### **9. Procedure for management of Cemetery if Clerk is unavailable**

The procedure to adopt should the Proper Officer of the Council be unavailable was agreed as presented.

It was also agreed that the 'green form' to record burial would be accepted at the interment by whichever Councillor could be present.

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

10.1 Mr P Ashman has been in contact with the Highway Department regarding pot holes at the junction of High Street and Crown Street, Methwold. This area should be repaired imminently.

10.2 Moles have been caught both on the Rec. and in the Cemetery.

10.3 Mr C Stone presented a proposed grant application programme to show applications which could be made during the year to support projects for the Recreation Ground and Village Hall.

10.4 Future consideration will be given to the purchase of a safe to store Parish Council documents. Documents could also be passed to the Norfolk Records Office if it is felt they do not need to be held in the parish.

10.5 There are three spare rope tiles from around the Memorial at the Cemetery to be kept for possible future use.

10.6 It is hoped the on-line diary for booking of St. George's Hall will evolve once a new Clerk is in post. At present a booking form which can be downloaded and then completed is available on-line.

10.7 Mr Marriage is to look at the possible drainage problems at St. George's Hall in the next week.

10.8 It was reported that an outside light at St. George's Hall is not working.

There is a vacancy for co-option onto the Parish Council. Please apply to the Parish Clerk.