

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD AT ST. GEORGE'S HALL
THURSDAY 14th MARCH 2013

Present: Mr P Ashman, Ms S Stones, Mr D Wortley, Mr C Williams, Mr J Marriage, Mrs M Wortley, Mr C Stone, Mrs B Horton, Mrs B Bluck, Mr D Masters

4 members of the public

All Councillors welcomed the new Clerk Mrs Maguire

Mr Hood read out the application from Mr D Thomas for the vacancy of Parish Councillor, a vote was taken and all Councillors agreed to co opt Mr Thomas onto the council. Mr Hood asked Mr Thomas to join the Councillors at the table and Mr Thomas complied.

OPEN FORUM

Concern was expressed about comments made by Mr Marriage at a Parish Council meeting and asked that he correct his wording. His use of the word "jerry built" and his suggestion that building inspectors could have been got round was not acceptable. The member of public stated that the character of the building inspector at that time was exemplary. Mr Marriage fully retracted the comments he had made.

There were no minutes and agenda's, clerk to supply extra copies at the next meeting.

It was asked if an item could be put in the newsletter about the bottle bank at the Social club, people were not only filling it with bottles but with bags and boxes. When it was emptied by the contractors the boxes were removed from the bank and left on the floor. There was some confusion over who owned the bottle bank and it was agreed that it belonged to Kings Lynn Borough Council and that it was their responsibility. Mr Stone discussed that the Council had tried to get the money from recycling to go to the Parish Council, however it was not possible because it contains trade waste. It was recognised that it would be useful for the Council to have their own bin. It was referred to the Open Spaces working group to be looked into.

1. **Apologies for Absence:**

Colin Neville

2. **Declarations of Interest made.**

Mr Stone declared an interest as he reported the collapse of the Church wall adjacent to his property.

3. **The Minutes of the meeting held on 14.2.13 were agreed as a true record of the meeting with one addendum.**

At the last meeting the appointment of the clerk was certified and recorded, however no minutes were available for the whole of this session. Proposed by Mrs Horton, seconded by Mrs Wortley, all agreed

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

5. **Reports:**

5.1 Chairman's Report

- Mr Hood had attended several meetings.

- He had received a telephone call to report a light out at Methwold Hythe which had no number and reported it to the clerk. When the parish walk takes place the numbers on the lights will be checked, which will make it clearer.
- A member of the public was asked to check the Brookville light and will contact Mr Hood tomorrow.

5.2 Clerk's Report:

- The clerk had attended 2 handover meetings.
- Had changed contact details for the Borough Council
- Had reported two streetlights one at Feltwell Road, Methwold Hythe and one at Methwold Road.
- Was looking through files to familiarise herself with Methwold Parish Council.

5.3 The notes from the meeting of the Open Spaces Working Party held on 28/02/2013 were accepted as part of the Full Council minutes.

- Playdale arrived today, the new equipment was part of a photo shoot which went well. Mr Stone thanked everyone for attending.
- Mr Stone went through 3 quotes that he had received to repair the railings and supply new gates to stop children from running onto the car park at St George's Hall. The Wren grant will pay for the work to be undertaken. The quotes, prices and work to be undertaken were discussed in depth, alternatives were also discussed such as using farm gates or repairing existing. The finishes for the gate were discussed and it was agreed to ask the contractor to supply a galvanised gate which would have a much longer lifespan. After much discussion and deliberation it was decided to use Bonnetts who had been used in the past and were efficient and effective. All Councillors agreed. A suggestion was made to re use the gates, although slightly bent, they may be able to be used elsewhere.
- Mr Stone expressed thanks to the school for sending texts out.
- Mr Hood suspended the meeting to allow a member of the public to comment, he asked about disabled access. Mr Stone stated that this had been discussed at the open spaces meeting and was being investigated. There is a £2000 contingency which could possibly be used for this work.
- The meeting was reconvened.
- Three quotes had been obtained for the grass cutting contract, a discussion took place on the prices and the work to be undertaken. It was noted that CGM had held their prices for the last two years and would do so for a third year, they were amenable to requests and changes and always asked for feedback. The Council decided to accept CGM's proposal, proposed by Mrs Horton, seconded by Mr Stone, all Councillors in agreement.
- Mr Marriage had received lots of information on the Pavilion which he will present at the next open spaces meeting.
- The clerk asked to see if any quotes had been received to remove the chafer bugs.

5.4 The notes from the meeting of the Hall and General Purposes Working Party held on 07/03/2013 were accepted as part of the Full Council minutes.

- It was proposed to get quotes for a company to inspect and test the heating to establish faults. When these quotes were received they would be presented to the Parish Council.
- The clerk was asked to check the insurance policy with regards to the oil tank to see whether the cost of protection is greater than the cost of replacement.
- All Councillors agreed for the clerk to purchase three fire exit notices from ESPO.
- The boiler was discussed as the pressure had been dropping, there was a suspected leak. Mr Marriage to produce a specification to ask for quotes from three contractors.

15/03/2013

6.1 It was agreed the 2013 total parish funding will be made up of a precept request of £30890.60 plus a Council Tax Support Grant of £2438.00 making a gross figure of £33328.60.

7.To discuss and consider signing the Fields In Trust Document

7.1 This had been discussed on a number of occasions and would need the Chair, Vice Chair and a witness to sign the deed. Mr Stone reminded Councillors of their responsibility if this document was to be signed. They would undertake not to use the recreation ground for any other purpose than a playing field and would need to maintain and manage it. It is protected and the Council would need permission to do anything structurally. Fields in Trust would support the Parish Council if there was a move to put houses on it so no houses could be put on it.. It will be called the Queen Elizabeth 2nd Playing Field. All agreed to sign the deed, proposed by Mrs Horton, seconded by Mr Ashman all agreed. The deed was signed by the Chair and the member of public as a witness. The Vice Chair would need to sign it. Signage will be put up once the work is completed.

7a. Dog Waste Bin

The bin at Cock corner had been ripped off of the post the clerk was instructed to ask Mr Nixon to look at the bin to see if it can be put back on the post.

8. Accounts

Payee	Net	VAT	Gross
Initial Washrooms (direct debit)	33.01	6.60	39.61
Staff remuneration	309.30		309.30
Cable and Aldous	3,768.80	753.76	4,522.56
Viridor Waste Management	208.94		208.94
CGM Landscapes	119.73	23.95	143.68
P. Ashman	30.00		30.00
E.on			936.68
Nicholas Hancox	242.00	42.00	284.00
A & J Edwards	410.00		410.00
A & J Edwards	167.50		167.50
NAVH Village Hall Association Subs	15.00		15.00
Economy Windows	2175.00	435.00	2610.00
Playdale	10522.66	1043.37	11546.03

All Cheques were agreed

9. Cemetery Fees Review

The fees had last been reviewed approximately two years ago and were in line with other parishes. Mr Hood suggested that a smaller group of Councillors get together to review cemetery fees and the cemetery policy. The clerk was asked to compare the fees with Northwold.

10. Planning:

Application for consideration:

The siting of two portacabins at the back of the plate shop at Wissington Sugar factory College Road, Wereham, Kings Lynn. Support

15/03/2013

Notice received of an extension of time for the implementation of planning at 37 Whiteplot Road Methwold Hythe, Thetford Norfolk.

11. Correspondence

- Best in West Norfolk
- Forest Commission-to put on next month's agenda
- Parish Matters
- Fields in trust news sheets-given to Mr Stone
- Email re dog bin
- Norfolk Link
- NALC update
- Electoral Register- councillors agreed to receive updates by email and download them
- Rural Opportunities Bulletin
- Norfolk County Council's Local flood risk management Strategy
- Questions from Parish/Town council sessions
- CPRE Norfolk Litter Warden Report 2012
- HM Revenue & Customs-PAYE changes
- Events management training opportunity
- West Norfolk VCA
- Introduction of PAF Public sector Licence
- Update from Nicholas Hancox- The clerk to contact Mr Hancox and notify him that the Council are looking for the deed, could he go ahead with arranging the Alpha David document. If Councillors find any corroborating evidence then they will advise Mr Hancox.

12. Further Reports /items for the next agenda:

12.1. Milestone in Brookville, will be repaired when weather improves, contractor is asking for a contribution from the Council and the History Society

12.2. It was suggested to change the date of Council meetings from the 2nd Thursday to the 4th Thursday to enable time for working groups to meet and bring reports to the full Council meeting. To be put on the agenda of next month's meeting.

12.3. It was suggested to hold a finance meeting in the hour prior to the full Council meeting on a quarterly basis. To be put on the agenda for next month's meeting.

12.4. Councillors were asked to think about which working parties they would like to be on so that the workload is shared between Councillors. The general organisation of working parties is to be an item for the next agenda.

12.5. 1 mole has been caught at the Cemetery and numerous moles have been caught at the Recreation Ground.

12.6 An article on the precept was circulated explaining to parishioners why the precept had been raised by 8%. The Councillors agreed that it should be put in the Methwold Times, proposed by Mr Stone, seconded by Mrs Bluck, all agreed.

12.7. PCFO attendance was queried. It was explained that the PCFO was very busy and had not been able to attend.

12.8. It was noted that there were three expressions of interest to refurbish the War Memorial, none of them had been local contractors.

12.9. It was noted that the benches would be put in after the end of March.

12.10. The clerk to report that the road has sunk around the grate at the entrance to the bottom of Road.

12.11. It was noted that the pot holes at the allotments at Mundford Road had been reported.

15/03/2013

12.12. The clerk was asked to report to highways the overhanging laurel bushes outside number 17 and 18 Ventura Close.

12.13 The clerk to take the bank mandate for the change of signatories and details form, complete her part and then forward to Mr Marriage who will then pass it on to Mrs Horton and Mr Hood to sign.

Resolution to exclude the Public to discuss the appointment of the new Parish Clerk/RFO

It was clarified that the Clerk's appointment was agreed at last month's meeting. Mr Marriage was concerned that the agreement of the Clerks terms and conditions had not been taken to the full Council meeting by Mr Hood. At last month's meeting an hourly rate of £8.74-£8.92 was agreed and a draft contract was drawn up from the NALC contract and other contracts, which was to be typed up and presented at this meeting. There was some confusion as to where the draft contract was, Mrs Bluck thought that Mr Hood had taken it as the clerk was not present at the last meeting. At an initial meeting with Mr Ashman, Mr Hood and the new Clerk, the hourly rate had been increased to £10. Concern was expressed at that meeting to Mr Hood by Mr Ashman that the correct procedures should be followed. It was suggested that a small group of Councillors would have a meeting to discuss the clerk's terms and conditions and draw up a contract which is to be put to the full council to agree. Mr Marriage, Mr Ashman, Mrs Bluck and Mr Hood to attend the meeting on Friday 22nd March at 2pm in the Fenton Room.