

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGE'S HALL**  
**THURSDAY 11<sup>th</sup> APRIL 2013**

Present: Mr R Hood-Chairman, Mr P Ashman, Ms S Stones, Mr D Wortley, Mr C Neville – Vice-Chairman Mr C Williams, Mr J Marriage, Mrs M Wortley, Mr C Stone, Mrs B Horton-Deputy Vice Chairman, Mr D Masters, Mr D Thomas

Mr M Storey Borough Councillor  
Mr M Peak Borough Councillor

3 members of the public

Mr Hood re ordered the agenda to allow PCSO C.Law and a colleague who attended with her, to report on the crime statistics from January 2013 to date:

Methwold and Brookville

- 1 account of burglary dwelling
- 4 accounts of burglary non dwelling
- 2 instances of criminal damage
- 3 lots of drug offences includes 1 cannabis cultivation
- 1 theft from a motor vehicle
- 4 thefts, others includes from Academy

PCSO C. Law asked everybody for help and to be vigilant with vehicles in the Village, their numbers can be reported through the 101 number and put through the computer. It is important to work together, 2 young males were reported, they had no licence to sell goods and were summoned to court which proves the system works. Vandalism between Buntings Lane and Ventura Close was reported.

**OPEN FORUM**

Mr Stone clarified that he had received a reply about the seat and it would be put out at the earliest convenience.

1. **Apologies**

Mrs B. Bluck

2. **Declarations of Interest made.**

Mr Wortley declared an interest in item 10, a planning application (13/00383/F)

3. **The Minutes of the meeting held on 14.3.13 were agreed as a true record of the meeting with some addendums:** Item 5.2 It was clarified that the light out at Feltwell was Methwold Hythe. Item 5.3 Mr Marriage clarified that the information about the Pavilion was to be presented at the next Open Spaces meeting. Item 7.1, clarification that Fields in Trust would support with making sure that no houses could ever be put on the recreation ground. Item 8 Invoice and Income List, Mr Ashman had received 2 cheques for £30 and had destroyed one of them, one cheque to be removed from the income and invoice list. Item 8 a cheque had been written for £39.61 for Initial Washroom, it was noted that this was paid by direct debit and the cheque was scrapped. Item 8, Mr Stone clarified that although it looked like the Parish Council paid Playdale a lot of money, £10,341 of this would be

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received from Wren into the Parish Council's account. 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 quite a few meetings.
- Mr Hood had attended the playground
- Mr Hood commented that it was unfortunate that there were not more people on the Village walk on Sunday.
- The cemetery situation seems to be ok, hasn't heard anything and there have been no burials for ages.

##### 5.2 Clerk's Report:

- Street light 180 reported, the road sinking around the grate had been reported
- Overhanging laurel bushes were reported
- CGM notified that their quote for grounds maintenance was successful, contract to be signed.
- Quote for Chafer bugs received from CGM, quote from Collier Turf Care chased by Clerk.
- Bank mandate passed to Mr Marriage to complete change of signatories part and then forward to Mrs Horton and Mr Hood.
- Fire exit notices, asked to purchase 3, on investigation with Mrs Scarrott, was advised that we had ordered them from Mr Gilson and they would be brought to tonight's meeting by Mr Peak
- Mr Brian Nixon was asked to check the dog bin to see if it could be reattached, waiting to be advised.
- The cemetery fees at Northwold , I have asked for the information.
- £65,000 has been added to insurance policy for play equipment, cost £250, queried oil tank, insurance needs to know the replacement cost of the tank to be able to calculate the additional premium. If cover for the oil is required we need to let them know.
- I Met with Jim today to go through minutes to see if we can find documentation on ownership of St George's Hall.
- Problems accessing emails, have a new email address [methwoldpc@methwold.net](mailto:methwoldpc@methwold.net). Thanks to Mr Thomas for setting up the email and getting me access to the calendar.

5.3 The notes from the meeting of the Open Spaces Working Party held on 28/03/2013 were accepted as part of the Full Council minutes.

- Over a hundred people attended the playground, heartened by the number of parents and children, thanks to the public and Councillors.
- Sent the grant claim form for second part, claim will pay £30,875.99 into the Parish Council's (PC) account and the PC will have to pay approximately £600. Approximately £6,000 left of the grant for seats.
- 2 x 8 ft tables need to be purchased from Elliot's at a cost of £360, as it is a local firm Mr Stone asked if the Parish Council could pay Elliot's straight away and then claim it back. Mr Stone has an invoice and money will come back from Wren. All agreed.
- The fence is causing a lot of concern with regards to safety, decided not to implement the decision from last meeting and to look at getting quotes for 2 options and bring back to Council.

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- K Barriers not replied, provide entrances to play parks and buggies but not motorbikes.
- Good use of contingency fund, emailed Wren to see if any restrictions, £2,000, playground needs to be ok first then think about a new entrance.
- Gate wide open, fence, children were going through it.
- Chafer bug treatment, waiting for other quote. Mr Symonds can be asked to make a quote that will be 3.
- Street lighting, 5 cans of spray paint has been brought, requesting payment even though the paint has not worked particularly well. Numbers on pole high up, prevents them being seen, to take back to Open Spaces group.
- Cemetery policy, 4 or 5 things to decide, 3 or 4 people needed to look at it on 17<sup>th</sup> April at Mr Stone's house.
- Dog bins, need a new bin for Cock's Corner, put on next month's agenda.
- Church wall behind Mr Stone's house, there has been a further collapse, something should be done. Mr Stone took no part in the discussion. A specification and quotes are needed. Mr Marriage and Mr Ashman to produce a specification then pass a copy to Councillors and put on next month's agenda.
- Turning point to be put on next month's agenda.
- Fields in Trust Deed to be signed after the meeting.

5.4 The notes from the meeting of the Hall and General Purposes Working Party held on 04/04/2013 were accepted as part of the Full Council minutes.

- Caretaker reported that 3 strip lights are out and a light outside the Fenton Room. The clerk to get Fire Exit notice.
- Prepare to purchase 2 notice boards, total cost not exceeding £40, proposed Mr Stone, seconded Mr Ashman, all agreed.
- Mr Marriage had come across old risk assessments that could be used as a template.
- Mrs Horton was concerned about the manhole cover and the drain from the car park to the Fenton Room and said that it should be a priority.

## **6. Parish Council Meeting Dates**

A discussion took place on changing the dates for the Parish Council meetings to enable there to be sufficient time between the working group meetings and the full Council meeting:

- It is tidier to have all meetings within the month, working groups at the beginning and PC meeting at the end.
- If it wasn't decided now it could not be brought up for another 6 months
- PC meetings should not be moved to accommodate working group meetings
- Everyone knows that PC meetings take place on a Thursday
- If it stays the same the timings will fit

It was proposed to leave the Parish Council meetings and working group meetings as they are, proposed Mrs Wortley, seconded Mrs Horton.

## **7. Working Parties and Finance meeting**

It was discussed that the finance meeting is very important, only 2 have taken place during the last year. It is essential to review finances and ensure checking procedures are in place:

- A comment was made that the Clerk works for other Parish Councils and it was felt that an opportunity was missed if the Parish Council did not work with other Parish Council's.
- The finance committee comprised of the Chair, Vice Chair, Deputy Vice Chair, Chair Open Spaces working Party and one other.

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- It was suggested that for the convenience of the Clerk the finance meeting should take place prior to the PC meeting. An agenda should be prepared prior to the meeting so everybody knows what is to be discussed. A briefing paper should be prepared with a budget for discussion.
- It was proposed to have a quarterly finance meeting before the Parish Council meeting, proposed Mr Marriage, seconded by Mr Wortley, all agreed. The meetings would take place in May, August, November and February. It was clarified that Finance Committee meeting are open to the public.

It was agreed that working parties should be left as they are and attendance of them could be discussed in May. Councillors were asked to think about which groups they wanted to be a part of and inform the Clerk of their interest. Mr Thomas has an interest in the Hall and Open Spaces working group.

## **8. Accounts**

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Inland Revenue</b>
Came & Company	250		250	
Playdale	31597.99	6319.6	37917.59	
Kings Lyn/West Norfolk	60	12	72	
K & M lighting	99.04	19.81	118.85	
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Nicholas Hancox	242	42	284	
NALC	219.94		219.94	
CGM	119.73	23.95	143.68	
EON	66.26	3.31	69.57	
Anglian Water	14.46		14.46	
Anglian Water	54.89		54.89	
Fuelcare	815.16	40.76	855.92	
Staff Remuneration	385.28			95.52
<b>Total</b>	<b>34023.79</b>	<b>6481.24</b>	<b>40119.75</b>	<b>95.52</b>

Income £683

8.1 NALC membership agreed

8.2 CGM Contract-Clerk to sign

It was discussed that:

Staff remuneration should be one figure, combined for all of the staff.

Mr Ashman queried that his cheque is not on the list for pest control

A1 Engraving should be paid £115,20 for the Signs, which had been approved previously, but the amount of the payment had not been confirmed.

To agree payments, proposed by Mr Marriage, seconded by Mr Ashman, all agreed.

9. Clerk's Contract, sickness policy, SLCC and CiLCA, to come under further reports after the public leave.

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## **10. Planning:**

Applications for consideration:

- Proposed extension at Lime Kiln Farm, Whiteplot Road, Methwold Hythe, Thetford 13/00383/F  
Mr Wortley left the room - Support
- Single storey extensions to house and garage at 45 Hythe Road Methwold , Thetford IP26 4PS  
13/00449/ F - Support
- Proposed conversion of existing garage to an annex plus extension to form closed parking at  
Brooklyn Main Road, Brookville, Thetford 13/00451/F – Support
- Extension of time for the implementation of a planning permission reference 10/00948/F  
construction of two dwellings following demolition of existing bungalow at 37 Whiteplot Road,  
Methwold Hythe, Thetford IP26 4QP- application has been withdrawn.

## **11. Correspondence**

- Norfolk County Council Election posters to display
- Poster to become a Road Safety Volunteer to display
- Eon, prices are likely to increase
- TCHC Business Start up Support Programme
- HMRC, staff coding information
- K&M letter regarding a presentation on street light funding
- Initial Washroom advice note
- Norfolk RCC membership
- In Touch WNVCA
- Best in West Norfolk
- Notice of Rates – nil rate
- Email from PCSO Law about Police Direct, information on crimes.

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

12.1. Mr Marriage commented on the time spent on the lay-by and suggested the time could be better spent on the roads.

12.2 Mr Ashman reported that 3 or 4 people are concerned about the parking behind the Village Hall. People have been blocked in and queried whether there was any way to stop the parking so the entry and exit is kept clear.

12.3 4 moles had been caught at the Recreation ground and 2 moles at the Cemetery

12.4 A pot hole had been reported Monday had been filled on Wednesday.

12.5 Concerns about leaves in the cemetery, Mr Nixon has cleared them previously, members of the public can clear the leaves.

12.6 Mr Williams reported on the walkabout, broken stopcock cover on footway Whiteplot Road, reported to Anglian Water. Cracks in pavement between 35 and 39 Whiteplot Road, Clerk to report. Several pot holes on Severalls Road between Green Man and Feltwell Road Junction.

12.7 Mrs Wortley commented that the Forest Commission should have been put on the minutes

12.8 Mrs Horton discussed Ventura Close, report any issues to Highways, they will give a reference number and then sort it out.

12.9 Parish Councillor list to be updated

12.10 Light out Hythe Road 129, Clerk to report

Meeting Closed 9.33pm

### **Resolution to exclude the Public to discuss the contract of the new Parish Clerk/RFO**

Proposed Mr Ashman, seconded Mr Marriage, all agreed.

It was resolved to appoint the Clerk on the salary and terms and conditions as agreed. All Councillors agreed. See Appendix 1 for minutes.

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