

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD AT METHWOLD PRIMARY SCHOOL
THURSDAY 9th MAY 2013

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

Mr M Peak Borough Councillor
3 members of the public

1. Election of Chairman

Mr Hood asked if there were any nominations for Chairman, Mr Neville proposed Mr Hood, Mrs Wortley seconded, all Councillors agreed

2. Chairman to sign declaration of Office

Mr Hood and the Clerk signed.

3. Election of Vice Chairman

Mr Neville was proposed as Vice-Chairman by Mr Stone, seconded by Mrs Horton, all agreed.

4. Election of Deputy Vice-Chairman

Mr Marriage was proposed as Deputy Vice-Chairman by Mr Stone, seconded by Mrs Horton, all agreed.

5. Apologies

Mr Wortley, Mr M. Storey

6. Declarations of Interest made.

Mr Stone declared an interest in 8.6, the church wall which backs on to his garden.
Mr Williams declared an interest in item 11 due to close family, he was asked not to vote.

7. The Minutes of the meeting held on 11.4.13 were agreed as a true record with some

addendums: item 3 £10,341 paid, page 2, 5.3 claim will pay £30,875.99, 5.4, the manhole and drain should be a priority.

The clerk was asked why matters arising was not on the agenda, the Clerk had been on a course and matters arising should not be on the agenda, information should be in the Clerk's report or on the agenda or in other reports.

It was suggested to the Clerk to put initials after the item on the agenda so that it is clear who asked for the item to be put on the agenda, proposed by Mr Ashman, seconded by Mrs Horton, all agreed.

8. Reports:

8.1 Chairman's Report

- Lots of things happening with regards to the play equipment and calendar, hoping to have the calendar working well soon
- It would have been useful to have the PCSO attend the meeting, police are keeping an eye on things
- The clerk to invite PCSO Claire Law to the next meeting

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8.2 Clerk's Report:

- The oil tank has been covered on the insurance policy, no charge will be made as long as they do not need to reissue the paperwork, proposed Mr Masters, seconded Mr Stone, all agreed.
- Registration with The Information Commissioners Office to be put on the next agenda
- The clerk informed Councillors that the photocopier does not work well, and was advised to research prices and put it on the next agenda.
- The Bank mandate needs to be moved forward

8.3 Report from the Open Spaces working Party

The notes from the meeting of the Open Spaces Working Party held on 25/04/2013 were accepted as part of the Full Council minutes.

- Recreation Ground-fencing specification can go out for quotations, to be discussed at next open spaces meeting.
- Ready to order signs, bins and benches, Clerk to order.
- Some attempted vandalism at the playground resulted in a scorch mark on a table, Clerk to inform PCSO. All was advised to be vigilant and report to police.
- Half empty cans were being left around, children could drink from them, need to be vigilant.
- 50 children and parents attended the opening of the playground, a very positive event. Mr Stone to put an article in Methwold Times.
- The Field Day event has been discussed at Open Spaces meeting and a provisional date of 15th June has been set.
- Chris thanked everyone for their involvement in the playground project.
- The event will have activities, involve the Football Club, Fire service for a tug of War, give opportunities to raise money for the Inter Village sports Club and Methwold Football Club.
- The Scouts are looking for an event to do their annual Community Service for a small donation they will run a table and do a raffle, all Councillors agreed this is a good idea.
- Everyone was asked if they are able to provide raffle prizes.
- Chaffer grubs- 2 quotes have been received, one for £3252.00 and one for £1590.00, both had the same specification, the quotes were discussed in detail, it was decided to go with the cheaper quote, proposed Mr Williams, seconded Mr Masters, all agreed.
- The clerk was asked to investigate which light poles are ours and the numbers on the poles, some of the poles are on Parish Council Land and a fee may be due.
- LED lighting was discussed, the previous Clerk had looked into it.
- Parish Seats-Mr Ashman was thanked.
- 2 cheques are due, £200 each to pay for Hythe Road seats. The seats will cost £1050.00-£1200.00, the money will hopefully be collected in sponsorship.
- The Clerk was asked to check the insurance for the seats
- The specification for the church wall is being looked at by Mr Ashman and Mr Marriage

8.4 The notes from the meeting of the Hall and General Purposes Working Party held on 02/05//2013 were accepted as part of the Full Council minutes.

- No recommendations
- Discussion on the electronic calendar, a meeting has taken place, need to resolve the issues of double booking
- Planned development of kitchen, work on surfaces/units/splash backs and worktops before considering the purchase of any equipment

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- The Fire exit in the kitchen is only for kitchen use, the door could be locked, those asking to use it can, standard charges apply.
- The recommendations on the kitchen will be put to full Council as and when they are moving forward with the project. A grant will be sought and a quotation which meet the requirements of the grant.

8.5 Report from the Finance Committee

- No recommendations
- The format and systems for finance are being reviewed, it is important to see what money is being used from the precept and the reserve.
- The Clerk needs to do more work on the end of year accounts, to put on the agenda for next month.
- The asset register is being reviewed
- There is a finance meeting on the 4th June and the 20th June.

8.6 Turning Point and Church Wall

- A series of pegs indicating where the turning point would be have been installed.
- We are losing 4-5 metres of land due to brambles/trees; they may need to be cleared.
- Grave diggers have been depositing spoil at the far end of the cemetery and our new policy should ask grave diggers to remove spoil from the site unless otherwise agreed with the Council.
- No Funeral Director has been given permission to dump earth/chalk at the back of the Cemetery.
- Hearses are finding it increasingly difficult to drive with the encroaching trees.
- Open Spaces need to look at the Old Cemetery, put on the Open spaces agenda, arrange a site meeting.

9. Council Organisation

9.1 Terms of reference need to be reviewed at first meetings of groups, organisation needs to be re circulated. To be put on the agenda for next month.

9.2 Election of Committees

Mr Hood asked who was interested in Committees and groups and went through each group, confirming membership as follows:

Finance Committee	Robin Hood, Beryl Horton, Jim Marriage, Colin Neville, Chris Stone
Planning Committee	Phil Ashman, David Masters, Suzanne Stones, David Wortley, Marie Wortley
Hall & General Purposes Working Party	Phil Ashman, Barbara Bluck, Jim Marriage, David Masters, Colin Neville, David Wortley, David Thomas
Open Spaces Working Party	Phil Ashman, Barbara Bluck, Jim Marriage, Chris Stone, Marie Wortley, Suzanne Stones, Colin Williams

Mr Hood was confirmed as the Cemetery Superintendent.

10. Accounts

Payee	Net	Inland Revenue	VAT	Gross	Mileage
Phil Ashman	30.00			30.00	
Phil Ashman	30.00			30.00	
CGM	205.29		41.06	246.35	
Nicholas Hancox	257.00		42	299.00	
Kings Lynn & West Norfolk dog bin collection/waste disposal	499.20		99.84	599.04	
Fuel care for March 13	855.92			855.92	
EON	144.35		7.22	151.57	
Staff Remuneration including expenses	796.05	91.44		887.49	20.25
Membership of SLCC (1/6th) M Maguire chq	29.00			29.00	
Stamps chq M Maguire (receipts attached)	14.40			14.40	
Total	2861.21	91.44	190.12	3142.77	20.25

April 13 Paid out after mtg

Payee	Net	VAT	Gross	Inland Revenue
Staff remuneration	410.00		410.00	
Phil Ashman (chains/padlocks picnic tables)	67.80		67.80	

Payments were approved, proposed by Mr Williams, seconded Mr Marriage, all agreed.

11. Planning:

Planning Decisions- none

- Applications for consideration: Outline application with some matters reserved: Residential Development at Lime Kiln Farmhouse, Whiteplot Road, Methwold Hythe (13/00572/O)
A letter was received from parishioners who were concerned about the development, putting 6 houses on a small piece of land in a rural area. They were concerned because:
 - It is a huge over development of the site
 - Narrow dead end road
 - Not in keeping with local character
 - 4 properties would be more acceptable, space for car parking
 - Environmental interest-trees to be preserved
 - Traffic will have a dramatic effect on a poorly maintained road
 - Concerns about gas storage
 - Asking the Parish Council to reflect people's views

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The Parish council discussed the application in depth and were concerned. Councillors objected to the application with comments, over development, not in keeping, agree with residents.

- Removal of condition 5 of planning consent 12/00609/FM: Construction of a winter storage reservoir for use in the irrigation of arable farmland at Rosedene Farm Severalls Road, Methwold Hythe (13/00605/F)-support
- Single storey side extension to brick built semi-detached domestic dwelling at 8 Stoke Road, Methwold, Thetford IP26 4PE (13/00571/F)-support
- Proposed detached garage at 5 Stoke Road, Methwold Thetford IP26 4PE (13/00638/F) Support, Mr Williams no comment.

No applications received after the agenda was produced

11. Correspondence

- Forestry Commission- Clerk apologised as could not find the correspondence
- Pound Registration-to send a copy to the Electricity Board so they can update their records

12. Further Reports /items for the next agenda:

12.1. Discussion on the football Club, 1 game per week during the season, £1 per player, £11 per match played. Clerk to query whether payment has been made, Mr Stone will follow up if it hasn't.

12.2 3 moles have been caught at the cemetery, 2 at the recreation ground

12.3 The play equipment monthly inspection took place on 7.5.2013.

12.4 Risk assessment discussed

12.5 Dog bin Cock Corner- Clerk to order a new one

12.6 PAT Testing- to be put on Hall agenda

12.7 The War Memorial was discussed, a note is to be put in Methwold Times to ask villagers to contribute

12.8 A name is wrong on the War Memorial, the family would like the name changed

12.9 2 quotes to be sent to the War Memorial trust, if we are awarded the grant it will reduce the cost by 50%. Work needed- 868 characters- £700, includes repair to concrete skirting. Other quote £1250.00 includes two coats of paint on letters. 12 quotes were sent out.

12.10 It was discussed that the war Memorial needed to be painted by a professional. Have to wait until we hear back from the War Memorial Trust.

12.11 Clerk to purchase notice boards

12.12 The procurement policy to be circulated to all Councillors

12.13 Clerk to chase work on the light out in the Fenton Room and the strip lights

The Annual Parish Meeting will take place on the 22nd May 2013

Meeting closed 9.22pm