

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGE'S HALL**  
**THURSDAY 8<sup>th</sup> AUGUST 2013**

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

Mr. M Peake Borough Councillor  
1 member of the public  
PCSO Bortz

**OPEN FORUM**

PCSO Bortz reported on the crime mapping statistics from 1<sup>st</sup> July 2013:

There have been 4 crimes in Methwold, 2 burglaries other than dwelling and 2 criminal damages. One of these was for graffiti; the person responsible has been arrested and is on bail. One person from the Kings Lynn and West Norfolk Borough Council (KLWNBC) clean up team has been out to remove the graffiti, they will be returning with a colleague and a ladder to complete the work. They cannot clean graffiti on business premises without charging.

PCSO Law was stuck behind a tractor when she visited Methwold and was subject to abuse from people parking cars; currently in touch with KLWNBC to see if a parking warden can visit on a Monday, they have been previously and issued people with tickets.

Mr Hood commented that there has been a problem before with yellow lines not being distinctive enough; PCSO Bortz will report yellow lines.

Mr Ashman asked if the clean up team could attend the recreation ground as graffiti has been sprayed all over the seats.

Mrs Stones had reported the rumours of dog napping to PCSO Law and asked if there was an update; PCSO Bortz will check with PCSO Law.

Mr Hood thanked PCSO Bortz for attending the meeting.

A member of the public reported that Methwold Football team is leaving the village and going to Northwold; the football team are extremely unhappy with the Parish Council. Mr Stone commented that he would be discussing it later in the agenda.

1. **Apologies:** Mr D. Masters, Mr D. Thomas, Mrs B. Horton

2. **Declarations of Interest made:** none  
2.1 Dispensations: none

3. **The Minutes of the meeting held on 11.7.13 were agreed as a true record of the meeting**

Mr Marriage raised a query with the light at Ventura Close, it is not the Parish Council's so the Clerk does not need to report.

Mr Stone proposed that thanks were given to Mr Masters for taking the minutes, seconded by Mr Marriage, all Councillors agreed.

## 4. Reports:

### 4.1 Chairman's Report

- Has attended several meetings, didn't get to all of them; attended as many as possible.
- Other items are on the agenda under hall, open spaces and cemetery reports

### 4.2 Clerk's Report:

- Anglian Water had sent a disconnection notice. The Clerk had contacted them and was advised that invoices need to be paid in 14 days. The Clerk was instructed to contact Anglian Water to investigate whether a standing order could be set up.
- Clerks workload has increased, hall bookings and tenders are taking time; Mr Ashman clarified that tenders are a priority.
- Mr Marriage expressed concern that a contractor was only advised 10 days ago but was approved in June.
- The decorators have been informed but have not heard back from them.

### 4.3 Report from the Open Spaces Working Group:

- Pleased to have S. Griffin on the friends group
- Thank you to those who fitted the litter bins

A letter has been sent to Methwold Football Club asking them to pay the money they owe; They had agreed to pay £1 per player, £11 per match x 24 matches, plus £150 towards the football posts, less £107.00 held on their behalf for the field day event. A reply has not been received; it was agreed that the clerk would send a letter. Very disappointed that Methwold Football Club has not spoken to the Parish Council about moving to Northwold to play football. The Parish Council has spent a considerable amount of money on chafer bugs. Had assurance that the match money and the £43 for the goalposts would be paid.

A discussion took place on the football posts; they have been ordered; the ones currently in situ are in poor condition with jagged edges. It was noted that a lot of children play football, so would not want to cancel the order.

The Parish Council does not know why the Football Club is going to Northwold. A member of the public commented that at the Social club meeting last night, they were 99% sure they were going to play at Northwold; they are very unhappy with the Parish Council, they want the social aspect as well as the football and are pressured to make sure the Social Club is left as they find it. Mr Stone commented that he does not understand why they are unhappy with the Parish Council they have bent over backwards to support the Football Club. The Clerk was instructed to write a letter and send an invoice to Methwold Football Club immediately.

- A discussion took place on the Pavilion; in view of the amount of work going on at the moment And the money needed for other work, Mr. Stone proposed that the money set aside for the Pavilion be put back into the pot for this year, all Councillors agreed. Planning permission is in place for 5 years, a public consultation would need to take place and if there was a feasibility study; football teams were not using it then we would not get the funding.
- Recreation Ground booking forms; Mr. Thomas will ensure they are formatted the same as other forms.
- Cemetery policy, from September 1<sup>st</sup> only to have flowers in headstone area. It is policy not to have trays, Mr. Stone asked if it is ok to write to two families and ask for the trays to be removed, all Councillors agreed.
- A discussion took place on the hedge; Mr. Nixon has cut it but need volunteers to rake it and dispose of cuttings. Had contacted three contractors for a quote, it was agreed by all

Councillors to notify contractors that the Parish Council has decided not to take it any further at the present time. Mr. Nixon will need a supply of large bags, a wheelbarrow; Mr Stone to meet Mr. Nixon and see what equipment is needed. It was noted that the Parish Council own an old strimmer which is being used by a resident to keep a footpath clear.

- Recycling has been investigated, apart from clothing and shoes nothing else is viable. Mr Stone would like to ask the "Friends" of the Playground to take over the management of the clothing recycling bin, with any profits to go to the "Friends" for the playground ... which was the original intention.

Mr. Ashman reported that the oak seat is in place at the recreation Ground. The Contractor to submit his invoice for the work

#### 4.4 Report from the Hall and General Party Working Group:

- Mr. Marriage apologized for not completing the minutes in time due to other commitments.
- Brief notes were taken of the meeting with the hall user groups to discuss storage requirements; they will be circulated to Councillors with the minutes. Users wanted to maintain the status quo but accepted that additional storage was needed.
- The curtains in the hall were discussed; they have been measured; further strings are need on the header of the curtains; will try to get them looking as good as possible.
- The hall amplifier was discussed; the pre amp is missing; can be used but will need to contact Mr. Thomas. A note to be put on the website.
- A request has been made to hire the hall tables and chairs; after much discussion it was proposed to allow by Mrs Bluck, not seconded. It was proposed by Mr. Ashman to not allow the hire, seconded by Mrs Wortley, Mr. Stone abstained. All other Councillors agreed.
- Storage for the hall; it has been agreed in principle to go ahead and purchase the containers, however more thought is needed; it will be dealt with at the next hall working party meeting. The amount of storage that hirers have was discussed, it was suggested that users have a set amount of internal storage, 1 cupboard which did not include a drawer; all other equipment to be stored in a container.
- Mr Stone clarified that the minutes for the working groups be circulated to all members of the Council and Clerk. Mr. Stone would receive a hard copy.

#### 4.4 Report from the Finance Committee:

- No recommendations
- Open Spaces and the hall, working hard to get the invoices out
- Mr. Marriage and Clerk working on the finances
- A general discussion took place on where are we and where are we going
- Take a breather for a month or two and not spend any money
- One or two things need to work out, receipts from cemetery income not added to invoice and income list this month, although an email sent. another month or two finances will be clearer
- It was clarified that it was convenient for the undertaker to give the Parish Council representative a cheque at the Cemetery; it would usually be forwarded to the Clerk but the Clerk was on holiday.
- Mrs Bluck asked for an invoice for the Bowls Club and expressed concern that booking 3 months in advance would be difficult because they don't know the matches.
- New systems for hiring will be in place from 1<sup>st</sup> September, all hirers to complete a booking form, Clerk will issue an invoice and a receipt once payment has been received.
- Cemetery requests to go the Clerk

#### **5. To consider and agree Cemetery rules:**

Mr. Stone went through the cemetery pack and asked Councillors to look through the forms and give feedback. Mr. Thomas will format the forms to ensure consistency with other Parish Council forms.

Once Mr. Stone has received feedback from Councillors he will make the final updates and put it on the agenda for the next meeting. All forms will be accessible from the website.

The Clerk queried the process as she had not been involved in cemetery administration previously and also the time. There will be a meeting with Mr Hood, Mr Williams and the Clerk to go through the process. The clerk will eventually take over the process. Mr Williams commented that he is happy to carry on with the Cemetery.

## 6. Accounts to be considered for approval of payment:

### Accounts August 2013

Payee	Net	Inland Revenue	VAT	Gross
Phil Ashman	30.00			30.00
Anglian Water (St George's Hall Apr - July 13)	64.91			64.91
Anglian Water (Cemetery Mar - July 13)	19.14			19.14
CGM June 2013	205.26		41.05	246.31
CGM July 13	205.26		41.05	246.31
Ashill Fire Protection (annual service)	61.00		12.20	73.20
Mr Marriage expenses (hall, Rec, bins) 80.06 - 11.20 refund fro scrapped chairs	68.86			68.86
Eon (Streetlighting July 13)	70.99		3.55	74.54
Graham Lodge & Co (Internal Audit)	350.00		70.00	420.00
ESPO ( 2 x Benches)	418.00		83.60	501.60
K & M Lighting July 13)	99.04		19.81	118.85
Staff remuneration	980.86			980.86
Staff Mileage	20.25			20.25
Post Office (Inland Revenue June/July)		31.20		31.20
Stamps 12x 1st, 12 x 2nd class)	13.20			13.20
<b>Total</b>	<b>2606.77</b>	<b>31.20</b>	<b>271.26</b>	<b>2909.23</b>

Phil Ashman  
£62.94 for cement/ballast for the bases for bins  
Eon Streetlighting June £159.19 not paid as invoice was for Northwold Parish Council  
**Direct Debit advice: Initial Washrooms £39.61**

<b>Income</b>	
<b>Hall Hire- Long Term</b>	
Busy Bees	204.50
<b>Hall Hire (one off booking)</b>	
V. Curston	10.50
R. P. Galley	105.00
L. Muller	21.00
Manorcourt (cash)	40.00
<b>Total income</b>	<b>381.00</b>

Mr Stone commented that the invoice from ESPO will be claimed back from Wren.

Accounts accepted for payment, proposed by Mrs Bluck, seconded by Mrs Wortley, all Councillors agreed.

## **7. Planning:**

To receive planning decisions: - Solar Farm NW of Main Road Brookville Norfolk (13/00796/FM)- permission granted.

7.1 Applications for consideration:

Amended details in respect of Solar Farm NW of Main Road Brookville Norfolk (13/00796/FM)- did not consider as application has been granted.

7.2 To consider any planning applications received after the agenda was produced: none

## **8. To consider the Lightsource Community Benefit payment**

Lightsource are offering the Parish Council funds of up to £18,000 to install a roof top solar panel on the building of the Council's choosing. The clerk was asked to give a copy of the letter to all Councillors and direct questions to Mr. Marriage; who will investigate further.

## **9. To consider registration of Parish Council properties and agree action:**

Nick Hancox had sent a letter to the Parish Council confirming properties that he had registered and asked if the Parish Council could advise him if they wanted other properties registered. The Clerk clarified that she had previously instructed him to register St George's Hall. The clerk to send a copy of the letter to Mr. Stone, Mr. Hood and Mr. Marriage to discuss.

## **10. Correspondence**

NALC update and Clerk salary increase of 1% backdated to April 2013. The Clerk was asked to calculate the impact on her salary and the backdated payment.

The Letter from a resident requesting removal of the posts from the footpath to allow her access was discussed in depth. The posts were put in place to protect young children and parents/carers with pushchairs from injury from cyclists. It was noted that there is access along the Main Road and through the Cemetery; therefore The Parish Council are not able to support the removal of the posts. If there were no alternative access then the Parish Council would reconsider their decision. The Clerk was asked to write to the resident.

Detailed Policies and Site Plan consultation: The clerk summarised the letter:

- Paper copy of the proposed plan, CD to follow
- Drop in sessions will be held, there is one at Methwold Village Hall on the 28<sup>th</sup> August, 4-7pm.
- The Clerk advised that it is important for the Parish Council to comment
- Mr Stone advised to put an article in Methwold Times

## **11. Any Further Reports/for information only**

P. Ashman: Parishioners are extremely concerned about speeding cars in Methwold and the safety of children. Children are coming from Herbert Drive and crossing the road to the footpath the other side which leads to the Recreation Ground. Can signage be put up in both directions coming into Hythe Road to slow traffic, such as Slow Down Children Crossing. The clerk was asked to contact Highways.

P. Ashman: does the Parish Council require the Cemetery contract for another 12 months; the clerk was instructed to put it on the next agenda.

S.Stones: concerned that an email was sent out by the Clerk regarding a quote for the cemetery hedge which should not have been seen by Councillors until the Parish Council meeting. It was noted that the procurement policy should be followed at all times, however the specification is now different to what was quoted for and quotes should be sent out by the clerk. S. Stones to send the clerk the specification for her to send out quotes.

S. Stones: outside no 7 Old Feltwell road there is a leak, adjacent to the fire hydrant; Clerk to report.

M. Wortley asked if an article could be put in the Methwold times about speeding in the village. It was noted that Methwold Parish council are not responsible for speeds in the village, Highways are responsible. If anyone has any concerns about speeding they should report it to police using the 101 number. The clerk was instructed to put an article in Methwold Times.

A resolution was passed to exclude the public to consider quotes for work for repair, maintenance and improvements.

Several quotes were sent out for various works, only 1 received.

Mr. Stone advised Councillors that 3 quotes are needed as quote deviates from original, Mr. Stone to discuss with funders. It was noted that white lining is a low priority.

Meeting Closed