

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD AT ST. GEORGE'S HALL
THURSDAY 10th OCTOBER 2013

Present: Mr. R Hood-Chairman, Mr. P Ashman, Mr. D Wortley, Mrs B Bluck, Mr. C Williams, Mr. J Marriage, Ms M Wortley, Mr. C Stone, Miss S. Stones, Mr D. Thomas, Mr D Masters

Mr. M Peake Borough Councillor
Mr M Storey Borough Councillor
7 members of the public

OPEN FORUM

A discussion took place on the grant received by Methwold Community Action Group; the reasons for its distribution were clarified.

A Parishioner has received a letter from the Duchy of Lancaster regarding their registered rights of minerals under the property. After a discussion it was agreed to put the response form on the Parish Council website. It was noted that it is the responsibility of the Duchy of Lancaster to prove the rights; it is a matter for the public and the Duchy of Lancaster to take whatever action they feel is appropriate.

The chairman clarified that the meeting will finish on time and will finish no later than 9.30pm.

1. **Apologies:** Mr. C Neville –Vice-Chairman, Mrs B. Horton

2. **Declarations of Interest made:** None

2.1 Dispensations: none

3. **The Minutes of the meeting held on 12.9.13 were agreed as a true record of the meeting**

Minutes approved, proposed by Mr Wortley, seconded by Mr Williams, all Councillors agreed.

4. **Reports:**

4.1 Chairman's Report

- The Chairman was disappointed at the damage to the goalposts; they were reported and have received a crime number. They were re erected by PCSO Law and 2 members of the public; they need repairing at a cost of approximately £22. A letter had been received from the Police; there are no new levels of enquiry, if people hear anything to report it to PCSO Law.

4.2 Clerk's Report:

- The Drainage Company have been notified of their successful quote; they have been asked for a start date and to liaise with Mr Marriage.
- Letters have been sent to Lazy Days and Busy Bees; replies have been received, which were summarised. Lazy Days do not intend on moving; Busy Bees sent thanks and intend to stay at their new venue.
- Feedback has been given to Kings Lynn and West Borough Council on the proposed planning developments
- Have contacted the lighting company again about the repair of the lights; they are due to visit in the next couple of days
- PCSO Law sends her apologies; if there are any issues to let her know.

4.3 Report from the Open Spaces Working Group: Mr Stone went through the minutes previously circulated to Councillors, points included:

- Wren have accepted the quotes and agree that they have been overpaid a sum of £190 which was queried by Mr Stone earlier. Money left in grant and proposed spending was clarified by Mr Stone, everything else is in the minutes.

4.4 Report from the Hall and General Party Working Group: Mr Marriage went through the minutes previously circulated to Councillors, two proposals were recommended to the council:

- to put aside a sum of £250 each year for external decoration on a 4 year cycle.
- To put aside £2,700 for the redecoration of St George's Hall.

It was agreed to report the proposals to the Finance Committee for consideration

5. Keyholders Update:

A discussion took place on who holds the keys for St George's Hall; Clerk to investigate. It was agreed to give keys to Lazy Days, proposed by Mrs Bluck, seconded by Ms Wortley, all Councillors agreed.

6. To consider a Remembrance Day Wreath:

Councillors gave their own money to the clerk to purchase a wreath.

6.1 To clarify rules and cost for multiple internment of cremated remains: rules and the fee were clarified.

6.2 To consider a reduction of grave space fee for ex resident of Methwold: At the Parish Council's discretion it was agreed to allow 2 cremated remains in one casket, proposed by Mr Wortley, seconded by Mr Ashman, all Councillors agreed. It was agreed that as there is only one casket a single charge would be allowed, proposed by Mr Wortley, seconded by Mr Stone, all Councillors agreed.

7. Accounts to be considered for approval of payment:

The clerk went through the payments, approved, proposed by Mr Wortley, seconded by Mr Thomas, all Councillors agreed.

7.1 To consider the 2014/15 budget; it was agreed to discuss the budget at the next finance meeting.

7.2 To receive and consider feedback from Mazars for the annual return/audit:

The clerk read through the External Auditor's report, it included:

- The annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern.
- Other matters which do not affect their opinion but were commented on and given advice on, was the asset register; in last year's report attention was drawn to the need to maintain an asset register which agrees to the value in box 9. The asset register has been taken from an insurance schedule in the past rather than an asset register; please refer to guidance and comments about the valuation of assets.

Sections 1, 2, 3 and the notice to inspect to be displayed on the notice board; it was agreed to charge £2 if members of the public wish to have a copy of the annual return.

7.3 To set a date for the Finance Meeting: a date was set for the 29th October 2013 at 7pm.

7.4 Clerk's Training:

The Clerk advised the Parish Council on training that she would like to attend; she has started a CiLCA course, which was the basic course for Clerks and would also like to attend several other workshops which included cemetery and budget. Payment for the training would be divided between

the relevant Parish Councils that the Clerk works for. It was agreed for the clerk to attend the training, proposed by Mr Marriage, seconded by Mr Ashman, all Councillors agreed.

8. Planning:

8.1 Applications for consideration

Variation of condition 20 of planning consent 13/00796/FM: to amend previously approved plans at Potential Solar Site NW of 51 Main Road Brookville: no observations

Notification of new property address: 4 Old Severalls Road, Methwold.

Planning Decisions: 52 Hythe Road Methwold (13/01216/F) grant of planning permission

8.2 To consider any planning applications received after the agenda was produced:

Removal of telephone kiosk at BT Public Payphone Main Road Brookville Thetford Norfolk

Meeting suspended: member of Public commented that the kiosk will not be missed.

Meeting reconvened.

Support all Councillors agreed.

9. To consider the Lightsource Community Benefit payment

Mr Marriage read out the answers to the questions he had put to Lightsource and discussed the limited amount that would be made from the tariff and concerns over security. He proposed that the council do not accept the community benefit, seconded by Mr Ashman, all councillors agreed. It was noted that the local Scout group may be interested; the Clerk was asked to find out if we are able to accept it on behalf of a third party in the community on a new build and what the time limit would be.

The meeting was suspended; Mr Storey was welcomed to the meeting. A member of the public queried the damage to Mr Storey's wall and concerns over safety. Mr Storey agreed to look into the issue.

Meeting reconvened

10. To discuss and consider the procurement process:

The Clerk presented ideas for the procurement procedure to be simplified, comments included the procedure is good; could look at other ways of doing it; it was noted that the procedure had already been adopted. After much discussion it was agreed to go away and look at the paperwork in more detail.

11. Correspondence

Norfolk County Council: Delivering Local Highway Improvements in Partnership with Town and Parish Councils, £200,000 funding is available for 2014/15; will support up to 50% of scheme costs.

Recycling letter, the Parish Council have been registered for recycling credits.

Norfolk Putting People First consultation: 189million savings need to be made by Norfolk County Council over the three years commencing April 2015. People/Parish Councils are encouraged to give their views by email/online and in writing.

NALC Annual Report

Food Premises Assessment- The clerk to complete in liaison with Mr Marriage.

Letter from Communities and Local Government asking Parish Council's to become involved in the "Our Place" Programme, which provides support to ensure the community, public, voluntary sector and businesses pull together to tackle local issues.

You've got the power: A guide to Community rights.

12. Any Further Reports/for information only:

Mr Marriage: The central hearing was not wired up correctly, it is now complete.

Mr Ashman: 2 moles in the cemetery. The footpath Whiteplot Road/Severalls Road needs clearing and the trod at Methwold Hythe.

Mr Williams: Highway Rangers are due on the 21st October, he will meet them. The sign in the car park has been straightened.

The graffiti needs to be reported again.

Annual inspection for the playground has taken place.

Porch- back entrance has damaged/loose tiles.

Meeting closed 9.22pm.