

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGE'S HALL**  
**THURSDAY 13th FEBRUARY 2014**

Present: Mr C Neville-Vice Chairman, Mrs B. Horton, Mr. P Ashman, Mr. D Wortley, Mrs B Bluck, Mr. J Marriage, Ms M Wortley, Mr. C Stone, Mr D Masters, Mr C Williams  
Mr C. Neville chaired the meeting in the absence of the chairman  
1 member of the public  
Mr M storey and Mr M. Peake

Mr Neville welcomed all to the meeting

**OPEN FORUM:** no comments

1. **Apologies:** Mr D. Thomas, Mr R. Hood-Chairman, Ms S. Stones
2. **Declarations of Interest made:** Mr Stone, Church wall, backs on to his house, Mr D. Wortley item 6.1 planning application no. 14/00101/FM, family member.
  - 2.1 Dispensations: none
3. **The Minutes of the meeting held on 9.01.14 were agreed as a true record of the meeting**  
With minor amendments, item 4.3 K frame rather than an A frame, item 9 article on grit not snow. Minutes approved, proposed by Mrs Horton, seconded by Mr Masters, all Councillors agreed.
4. **Reports:**
  - 4.1 **Vice Chairman's Report:**
    - A Highways official visited Brandon Road checking the pot holes.
  - 4.2 **Clerk's Report:**
    - PCSO sent apologies
    - Highways and fire exit doors letters sent
    - Work reported to Highway Rangers
    - Reply received from planning regarding 12/01824/F at 5a Main Road Methwold; a comprehensive investigation has been undertaken, it does not appear to be a breach of planning control.
  - 4.3 **Report from Open Spaces Working Party with recommendations made at the meeting on 23.01.14. To include purchasing a combination lock for the recreation ground gate at a cost of £22-£25 and accept PCC's match funding and proceed with the removal of tree stumps. Mr Stone reported:**
    - Fire Brigade will power wash surfaces in the playground.
    - Contacted Ipswich Borough Council regarding K frame.
    - To obtain a figure for resurfacing footpath Action Clerk to obtain quote
    - Cemetery forms need updating.
    - A no dog fouling sign for residential areas is needed.
    - Thirty Trees have been ordered they will arrive in September.
    - A new combination lock needs to be purchased for recreation gate, proposed by Mr Ashman, seconded by Mrs Horton, all Councillors agreed. Action: Mr Stone to purchase a lock It was noted that the lock should not be left on the same number that is used to open it.
    - The PCC will match fund £200 for the work required in the garden in the Churchyard. A recommendation to accept PCC's offer and obtain quotes to remove the tree stumps and clear; to use the £200 that has been allocated in the budget. Proposed by Mr Stone, seconded by Mr Ashman, all Councillors agreed. Action Mr Stone to forward a copy of the confirmation from the PCC to the Clerk.  
Clerk to liaise with Mr Stone and draw up a specification.
  - 4.4 **Report from the Hall and General Party Working Group to include recommendations made at the meeting on 6.02.2014.** Mr Marriage reported:
    - The light over the entrance hall is still not fixed.
    - Caretaker sweeps the kitchen after every use.
    - It is likely that the Doctors surgery will discontinue using the Doctors room and the waiting room for

consultations as the Care Quality Commission inspection will highlight that the rooms do not meet the high standards required and will close the surgery at some point in the future. The standards are too high to be met and would include the need to have automatic doors as well as other requirements. They will carry on dispensing medication. It was recommended that the Clerk write to local MP Elizabeth Truss complaining about the closure, all Councillors agreed. Action Clerk to write to MP

- It was recommended not to go ahead with the purchase of a container, it would be better to use the waiting room for storage. Mr Marriage recommended that the funders be written to, explaining the reasons for the delay in purchasing the storage and ask them if storage cupboards can be purchased.
- Hire charges have been researched; The Council are charging a third less than other halls in the area. It was recommended that the charging schedule remains the same but a small increase be put on the cost of hire to come into effect from April 1<sup>st</sup> 2014. It was noted that the users of the hall would not be able to afford a bigger increase. Proposed by Mr Marriage, seconded by Mr Ashman, all Councillors agreed.
- Clerk has been unable to find out who installed the folding doors.
- Fire Doors, seeking clarification on the crash bars.
- Heater programmer needs changing, have completed some small repairs.

#### 5. Accounts to be considered for approval of payment: February 2014

##### Accounts February 2014

Payee	Net	VAT	Income Tax	Gross
Phil Ashman	30.00			30.00
K & M lighting Services(February 2014)	102.35	20.47		122.82
Staff remuneration	859.84		112.40	972.24
Staff Mileage	20.25			20.25
Eon Streetlighting (February 2014)	73.36	3.67		77.03
Pace Fuelcare	754.16	37.71		791.87
Viridor	75.00	15.00		90.00
Michael Reeve Boiler Services	73.00			73.00
K. May final part payment	1320.00			1320.00
R. H. Lindsay (plumbing/heating)	1685.60	337.12		2022.72
Aon UK Limited (Insurance)	1486.26			1486.26
Northwold Parish Council CilCA 1/5th of cost	72.00			72.00
<b>Sub Total</b>	<b>6551.82</b>	<b>413.97</b>	<b>112.40</b>	<b>7078.19</b>
Direct Debit Rentokil (initial Washroom Solutions) 20/01/14	34.63	6.93		41.56
<b>TOTAL</b>	<b>6586.45</b>	<b>420.90</b>	<b>112.40</b>	<b>7119.75</b>

<b>INCOME</b>			
<b>Cemetery</b>			
Richard King	£40.00		
Bowers	£160.00		
Sub Total	<b>£200.00</b>	<b>TOTAL INCOME CEMETERY</b>	<b>£200.00</b>
<b>Standing Orders Hall Hire</b>			
Doctors (February 2014)	£60.00		
<b>Direct Credits Hall Hire</b>			
Post Office (30 Jan 2014)	£51.00		
Sub Total	<b>£111.00</b>		
<b>Hall Hire (one off booking)</b>			
Burbridge	£27.00		
Lyne	£37.50		

Buckle	£195.50			
Burrows	£50.00			
Methwold Community Action Group	£13.50			
Weatherley	£31.50			
Sub Total	<b>£355.00</b>	<b>TOTAL INCOME HALL</b>		<b>£466.00</b>
<b>Recreation Hire</b>				
Methwold Football Club	£33.00			
Sub Total	<b>£33.00</b>	<b>TOTAL INCOME REC</b>		<b>£33.00</b>
<b>UK Power Networks</b>	£320.00			

The Clerk went through the payments, the invoices and cheques were checked by Mrs Horton. The wayleaves payment was queried; it is the 2<sup>nd</sup> year so a review of the payments is needed.

Payments approved, proposed by Mrs Horton, seconded by Mr Stone, all Councillors agreed.

- 5.1 Accounts update: in order to pay the cheques a transfer of £7,000 is required from the tracker account into the current account. Proposed by Mrs Horton, seconded by Mr Stone, all Councillors agreed. Action  
Mr Marriage and Mrs Horton to visit the bank with ID to arrange the transfer.

Balance at 30<sup>th</sup> January £48,100.73 plus income £699.00 minus cheques to be paid out £7,119.75 = current balance £41,679.98

- 5.2 Finance Publicity for Precept: Mr Stone has circulated the proposed article twice, Councillor thought it was important to explain to parishioners how and why the precept figure had been set; it would mean a 12% increase, to a band d property this would be £8.18 per annum or 68p a month. After a discussion on the contents of the article Mr Wortley proposed that it is put in Methwold Times with minor amendments, increased number of seats and disabled entrance is under consideration, seconded by Mr Stone, all Councillors agreed. It was noted that over the last year the Council have spent approximately £100,000 on Parish improvements, £56,500 have come from grants. It is important to be proud of what the Council have achieved.

- 5.3 Request for junior goalposts on the recreation ground: Methwold Times received a letter from an eleven year old requesting junior goalposts on the recreation ground. After a discussion it was agreed that Open Spaces would find out the cost.

**6. To Receive Planning Decisions: 13/01651/F grant of planning permission Wissington Sugar Factory**

- 6.1 To consider planning applications: Mr Wortley left the room, 14/00101/FM Agricultural building for the purpose of storing and drying combinable crops and general purpose storage at Holme Brink Farm 22 Thornham Road Methwold Norfolk IP26 4PH, support.  
Mr Wortley returned to the meeting.

Feltwell Methwold Farm Thetford IP26 4DU Variation of condition 2 of permission ref C/2/2010/2017 to allow for an alternative technology to be used on site to utilize the biogas produced in the Anaerobic digestion process: Biowatt Development Ltd, support.

14/00005/f Demolition of existing dwelling and construction of replacement dwelling at Prospect Farm College Road Wereham Kings Lynn Norfolk, Chairman suspended the meeting, asked Councillor Storey and Peake questions, meeting reconvened. Support

14/00003/F Placement of shipping container for the purpose of storage at land at Severalls Road Methwold Hythe Norfolk, support.

14/00089/F Rear garage extension at 10 Methwold Road, Methwold Hythe Norfolk IP26 4QH, support.

- 6.2 To consider any planning decisions/applications received after the agenda was produced: 14/00181/0 outline application for proposed residential development to provide a 4 bedroom dwelling at Adjacent 58 Hythe Road, Methwold IP26 4PU, support.

7. **To Receive an update and agree action on the Lightsource Community Benefit payment:** Waiting for documents from Lightsource.
8. **To receive Correspondence and agree any action:**  
Letter- a parishioner would like to put a seat on Fair Hill or the Cemetery, also have an offer from two other people who would like to put a seat in, item deferred to the Open Spaces meeting.  
Letter received from a parishioner as part of a raft of letters, Clerk read out, Councillors agreed that no reply would be sent.
9. **Any Further Reports/for information only:**
- J.M Mr Marriage and Mr Ashman attended a planning session to update on planning policy. Planning applications will only be able to be accessed electronically in the near future. Expressed concerns over accessing large drawings/plans, which could be projected on a screen.
- P.A The playground inspection sheet given to the Clerk; four moles caught on the recreation ground and two in the Cemetery. Will meet Mr Wallace from Highways if he visits the village, graffiti on the playground equipment, will try to remove it.
- C.W Application for funds for memorial: still waiting to hear. The Cemetery rules are working well. A pot hole reported Hythe Road, Methwold Road. Reported a 30mph sign knocked down. Reported the phone box, door was vandalised, they will investigate a replacement door, it is used very little but is still needed.
- C. S attended the School Village liaison Committee; gym re opened, trying to get village clubs to attend, trying to keep the costs down, talking of ways of opening it up further.

**A resolution was passed to exclude the Public to consider quotes for the kitchen and grass cutting.**

The Clerk read through the grass cutting quotes, not mentioning the names. Discussion took place on the need to know the names of the contractors to be able to take account of the quality of service, as the quality is important when weighing up whether to accept a contract. Councillors can know the names of contractors providing quotes to achieve best value; the procurement policy would need to be changed to enable this to happen. It was agreed to accept the cheapest quote for £1631.98 per year for three years, proposed by Mr Ashman, seconded by Mr Williams, 9 Councillors for, 1 abstention.

Only one quote for the kitchen was received, Clerk read out the quote minus the name of the contractor. It was noted that quotes had been sent before, 1 quote was received the first time, and 1 quote the second time. To apply for a grant from Awards for All; users of kitchen could supply letters of support, proposed by Mr Ashman, seconded by Mr Stone, all Councillors agreed.

Action: The clerk to give a copy of the specification and plan to Councillors. To write to the supplier of the quote and say that the Council is considering recommendations.

**Meeting closed 8.45pm.**