

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGE'S HALL**  
**THURSDAY 8<sup>th</sup> May 2014**

Present: R. Hood Chairman, Mr C Neville-Vice Chairman, Mr. P Ashman, Mrs B Bluck, Mr. J Marriage, Ms M Wortley, Mr. C Stone, Mr D Masters, Mr C Williams, Mr D. Thomas, Mrs B. Horton, Ms S. Stones  
1 member of the public  
Mr M storey  
Mr M. Peake sent apologies

Mr Hood welcomed all to the meeting

**OPEN FORUM:**

The Football Club informed the Parish Council that they have received an expression of interest from the Football Association (FA) with regard to funding changing facilities at the recreation ground. Mr Marriage, Mr Stone and Mr Ashman to attend a site meeting with the Football Club and the FA.

The Theatre group asked for a cancellation fee to be waived, they were asked to write to the Clerk.

1. **Election of Chairman**  
Mr Neville proposed Mr Hood, Mrs Horton seconded, all Councillors agreed.
2. **Chairman to sign declaration of interest**  
Signed and dated by Chairman and Clerk
3. **Election of Vice Chairman**  
Mrs Wortley proposed Colin Neville, seconded by Mrs Horton, all Councillors agreed.
4. **Election of Deputy Vice Chairman**  
Mr Ashman proposed Mr Marriage, seconded by Mr Thomas, all Councillors agreed.
5. **Apologies: Mr. D Wortley**
6. **Declarations of Interest made:** Mr Stone, Church wall, backs on to his house.  
6.1 To review declarations of interest; no changes  
6.2 Dispensations: none
7. **The Minutes of the meeting held on 10.04.14 were agreed and signed as a true record of the Meeting:** Minutes approved, proposed by D. Masters, seconded by Mrs B Horton, all Councillors agreed.
8. **Reports:**
  - 8.1 Chairman's Report:
    - Attended a few meetings
    - Will meet with Mr Bowers re cemetery charges after 6 months as the prices cannot be changed within 6 months.
    - Grass has been cut, not a particularly good job as the grass was met; to monitor grass cutting
  - 8.2 Clerk's Report:
    - The position of the sign outside Rumbles was clarified, Clerk to contact planning
    - Finances and end of year complete
  - 8.3 **Report from Open Spaces Working Party with recommendations made at the meeting on 24/04.2014. Mr Stone reported:**
    - Mr Ashman proposed Mrs Bluck seconded, all Councilors agreed to use the remaining money from the playground to purchase and install a K frame
    - Council agreed to proceed with the work in the churchyard and church garden, permission had been received in an email from the Reverend Walters. Clerk reiterated to Councillors that they need a faculty, Councillors went against the Clerks advice. It was noted that if bones were

found the Reverend will bury them, Clerk advised not allowed to get within 6 inches of human remains. If Contractors find any remains they will report back to Mr Stone

- It was agreed to add a bin at the Stoke Road end of the Cemetery path to the emptying rota, proposed by Mr Stone, seconded by Mr Marriage, all Councillors agreed.
- It was agreed to go ahead with the second phase of tree management proposed by Mr Masters, seconded by Mr Ashman. Clerk to give the tree survey report to Mr Stone to cost the work needed, it was agreed not to spend over £3,000 on the second phase.
- A discussion took place on the seat at Fair Hill, and whether it should be wood or metal; Mr Stone was asked to go back to the people who were donating money and ask them what they prefer and find out the costs.
- The Chairman thanked Mr Williams for obtaining the grant for the war memorial, it was agreed that the Chairman and Mr Williams sign the grant paperwork and accept the grant. The form was signed.

#### 8.4 Report from the Hall and General Party Working Group to include recommendations made at the meeting on 01/05/2014. Mr Marriage reported:

- It was agreed to establish a Parish Office when the Doctor's room becomes available and to keep the telephone and broadband connection, proposed by Mr Masters seconded by Mr Williams, all Councillors agreed.
- It was agreed to purchase steel cabinets and at least one stillage from grant money received, proposed by Mr Marriage, seconded by Mr Ashman, all Councillors agreed.
- Hall bookings was discussed it was agreed that Mr Thomas would support the Clerk with the operation of the electronic calendar, proposed by Mr Thomas, seconded by Mr Williams, all Councillors agreed.
- A revised specification for the kitchen is pending; as soon as the new Clerk comes into post quotes will be obtained by the Clerk.
- Fire service have yet to inspect the fire doors.
- Remedial work is in hand with regards to the separating doors
- Electrics, specification to be revised and taken forward.

#### 8.5 Report from the Finance Committee to consider recommendations made at the Finance Committee Meeting on the 7<sup>th</sup> May 2014

- Finance Committee recommended to accept accounts for the year ending 31/03/2014 and the annual return, proposed by Mr Ashman, seconded by Mr Stone, all Councillors agreed. It was noted that the breakdown of reserves and costs need to be expanded.
- It was agreed for the chairman to sign the statement for the land registry regarding St George's Hall, proposed by Mr Ashman, seconded by Mrs Horton, all Councillors agreed. The Chairman signed the statement. Humble Pit, statement to be made by the Parish Council, Cock Corner registered to KLWNBC, to find out when it was registered. Sand Pit, Mr Neville to make a statement. Clerk to notify Hancox solicitors.
- The revision of the procurement policy was considered, it needs to be reviewed, to take into account financial regulations which takes precedence over the procurement policy. It was agreed to take it back to finance to review in conjunction with financial regulations.

## 9. Accounts to be considered for approval of payment: May 2014

### Accounts May 2014

Payee	Net	VAT	Income Tax	Gross
Phil Ashman	30.00			30.00
K & M lighting Services(April 2014)	102.35	20.47		122.82
CGM (April)	205.29	41.06		246.35
Norfolk Community Foundation (storage grant )	897.00			897.00
BCKLWN (dog bins)	520.00	104.00		624.00
Staff remuneration	760.20		0.00	760.20
Mark Harrod	98.50	19.70		118.20
<b>Sub Total</b>	<b>2613.34</b>	<b>185.23</b>	<b>0.00</b>	<b>2798.57</b>

Direct Debit Rentokil (initial Washroom Solutions) 29/04/14	34.63	6.93		41.56
<b>TOTAL</b>	<b>2647.97</b>	<b>192.16</b>	<b>0.00</b>	<b>2840.13</b>

<b>INCOME</b>				
<b>Cemetery</b>	80.00			
Sub Total	<b>£80.00</b>	<b>TOTAL INCOME CEMETERY £80.00</b>		
<b>Hall Hire (multiple Bookings)</b>				
Methwold Community Action Grp	£262.50	<b>History Group</b>		
Methwold Bowls	£132.00			
Lazydays	£115.50			
Sub Total	<b>£510.00</b>			
<b>Standing Orders Hall Hire</b>				
Doctors (May 2014)	£60.00			
<b>Direct Credits Hall Hire</b>				
Post Office (May 2014)	£51.00			
Sub Total	<b>£111.00</b>			
		<b>TOTAL INCOME HALL</b>		
		<b>£621.00</b>		
<b>Recreation Hire</b>				
Methwold Football Club	£44.00			
Sub Total	<b>£44.00</b>	<b>TOTAL INCOME REC</b>		
		<b>£44.00</b>		

**Total Income** **£745.00**

The Clerk went through the payments, the invoices and cheques were checked by Mrs Horton. The Clerk went through the bank reconciliation. Payments were approved, proposed by Mrs Horton, seconded by Mrs Bluck, all Councillors agreed. It was noted that the History group paid £262.50 out of Methwold Community Action group Fund. It was noted that the invoice for Plumbnation had been paid by Mr Marriage, cheque was altered and signed.

9.1 The appointment of the Internal Auditor Mr Graham Lodge was approved, proposed by Mrs Horton, seconded by Mr marriage, all agreed

9.2 The restoration of the war memorial was discussed previously

## 10. Council Organisation

10.1 It was agreed to leave the terms of reference as they are.

10.2 **Election of Committees:** It was agreed that the Committees will stay as they are. It was noted that at the first meeting of the committees the Chairman will be elected and will automatically become a member of the Finance Committee.

It was agreed that Mr Hood continues as Cemetery Superintendent, proposed by Mrs Wortley, seconded by Mr Williams, all agreed.

It was agreed that the representatives of Blatchcroft would be Mr Hood, Mr Neville and Mrs Wortley. It was agreed that representatives of School Liaison Committee would be Mrs Bluck and Mr Stone.

11. **To consider the following planning applications:** 14/00584/BT removal of public payphone at Herbert Drive Methwold - support

14/00630/F Construction of agricultural storage building at Decoy Farm Decoy road, Southery, Downham Market - support

14/00451/F demolition of rear lean to and construction of 2 storey side extension and single storey rear extension at 1 Warren cottage Brandon Road Methwold - support

11.1 **To consider any planning decisions and applications received after the agenda was produced:** 46  
Methwold Road-withdrawn

12. **To receive and consider correspondence:**  
NALC updates

13. **Any Further Reports/for information only:**

D.T A significant number of cars are parked outside the Chapel, it was noted that it is not the Parish Council's responsibility

J. M. A discussion took place on vandalism, the email sent to PCSO was less than clear, no evidence that they were directly involved. The email had been sent as an individual rather than as a councillor.

P.H. 2 moles caught in the cemetery. Brandon road has been resurfaced and the bottom end of Whiteplot road has been cleared. Pot hole opposite no. 56 High Street Methwold, 2 in Brookville, Mr Stone to email Clerk. Outside 24 High Street, flooding opposite the newsagents.

14. **To set a date for the Annual Parish Meeting:** a date was set for Thursday 9th April 2015

**A resolution was passed to exclude the Public to consider the appointment of the new clerk.  
Meeting closed 9.40pm.**

The personnel Committee recommended an applicant for the position of Clerk, the applicant was agreed; the committee to agree contract.