

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD AT ST. GEORGE'S HALL
THURSDAY 12th June 2014

Present: Mr C Neville-Vice Chairman, Mr. P Ashman, Mr. D Wortley, Ms M Wortley, Mr D Masters,
Mr C Williams, Mr D. Thomas, Mrs S. Stones, Mr J Marriage
Mr M Storey Borough Councillor
10 members of the public
Representative from Freebridge Community Housing Mr C Davison
PCSO William Parker
PC Rob O'Donnell

Mr Neville - Vice Chairman welcomed all to the meeting

OPEN FORUM:

Freebridge - Housing and 3 Bedroom Homes in Herbert Drive:- Freebridge Community Housing has put the refurbishment of the homes in Herbert Drive on hold to ascertain whether there is a need for 3 bedroom homes.

Mr Davison - Director of Property for Freebridge Community Housing attended the Parish Council meeting and explained that currently there are only a small number of people who are registered with Homechoice for social housing who want to live in Methwold. To try and find out more about housing requirements Freebridge have organised a meeting at St George's Hall on 25th June 2014 between midday and 7pm, this meeting is to give residents of Methwold the opportunity to talk to representatives from about the need for housing in Methwold.

Several residents from Herbert Drive attended the Parish Council meeting and two letters have been received one of which has been signed by a number of the residents explaining their situation and asking for support from the Parish Council. The residents of Herbert Drive have a petition which has been signed by many people.

The Parish Council fully support the residents of Herbert Drive and Methwold in the need for 3 bed houses.

Mr M Storey County Council and Borough Council Representative stated at the meeting that he believes this is a whole community issue and he fully supports the residents of Herbert Drive and Methwold.

Recreation Ground - Recent inappropriate activity and rubbish:- There have been reports recently of inappropriate activity and rubbish being left on the Recreation Ground. Residents reported having to clear up drug taking equipment and remove used contraceptives before children could be allowed to play safely. A new resident to the village spoke about the racial abuse which his family was subjected to whilst walking on the Recreation Ground.

PCSO William Parker and PC Rob O'Donnell from Downham Market attended the meeting to explain that the Police are aware of these issues and have stepped up the patrols in the area in marked and unmarked patrol cars. Police believe the contraceptives are being used for drug taking purposes rather than for sexual use. Vehicles have been stopped and possible culprits have been identified.

The Police have asked that residents report any suspicious behaviour by calling the 101 number - this is the non-emergency number. To report in this way ensures that the incident is logged and given an incident number. This should be done straight away and not left to a later date if the Police are to identify the culprits, when calling it will help if you can give a description of people, age, height etc. and also car number plates. PCSO Parker explained that reporting any incidents on social media will not bring them to the attention of the Police.

If it is an emergency and you feel threatened or in danger then call the Police on the usual 999 emergency number.

A member of the public asked if they could take photographs of the people who were causing a problem, the Police suggested that this could cause trouble so the better option is to get a description and call 101.

A resident asked if the small children's play area could be fenced in- this would stop small children running around and also may prevent them from finding unpleasant discarded items in the Rec. If the area was fenced off could signs be erected with an age limit for using the area?

It was felt that the people who were involved in inappropriate behaviour wouldn't bother to keep out of the play area or read these signs.

Iceni Academy has started to come up to the play area to speak to the young people and have dealt with a small minority who were behaving in appropriately.

The Police reported that there has been a recent increase of thefts of garden ornaments and also 2 burglaries in the Methwold area, the Police have asked everyone to be security conscious and remain vigilant making sure to lock gates, sheds and outbuildings and to report any suspicious behaviour or vehicles in the area to the Police on the 101 number unless it is an emergency then call 999.

1. **Apologies:** Mr R Hood, Mr C Stone, Mrs B Bluck, Mrs B Horton

2. **Declarations of Interest made:**

Mr D Wortley item 6.1 planning application no.14/00732/F family member.

2.1 Dispensations: none

3. **The Minutes of the meeting held on 08.05.14 were agreed as a true record of the meeting**

Minutes approved, proposed by D. Wortley, seconded by Mr P. Ashman, all Councillors agreed.

4. **Reports:**

4.1 **Chairman's Report:**

4.2 **Clerk's Report:**

4.3 **Report from Open Spaces Working Party with recommendations made at the meeting on 22.05.14**
To include:

- As there was no volunteer to take the post of permanent Chair it was agreed that each member apart from Colin Williams should take the Chair in Alphabetical order, Colin Williams agreed to be minute secretary at each meeting.
- Football Club: The goalposts have been repositioned and turf laid in the old goal area.
- New fence post and Metpost have been purchased and erected in Enviro area, Colin Williams to be reimbursed £15.95 for cost of materials.
- K gate - Quotations for fitting to be sought via Methwold Times. K gate has not been ordered yet as this will be passed into the new clerk to do when the final cost including installation has been ascertained.
- Cemetery: Risk Assessment will be carried out by OS in July. Form for Transfer of Burial Rights is ongoing and being dealt with.
- War Memorial: 50% of grant has been approved. CW to update when there is any news.
- Church Garden/Stump Grind: Spec to be amended. Quotations to be sought via Methwold Times.
- Fair Hill Seat: What funding has been promised and what type of seat do donors prefer. Mr Stone to report back at next OS meeting.
- Junior Football, Funding is available for Junior goalposts which can be stored in the Pound. Volunteers sought to run Junior football via Methwold Times .
- Rec Path: Mr Ashman and the Parish Clerk are to search records to find out who was the original maker and cost.
- Written confirmation has been received to confirm that planning permission wasn't needed to work on the Church wall but approval for the flint-work itself would be required.
- Church Wall: Possible funding from Church to be verified. Possibility of funding from Society for the Protection of Ancient Buildings SPAB to be checked by Mr Marriage.
- Tree Safety Report: Price of Phase 2(3month) Avenue 19 trees Cemetery Tree Safety Report to be obtained from CGM by the Parish Clerk. Mr Thomas has this report.

4.4 **Report from the Hall and General Party Working Group to include recommendations made at the meeting on 05.06.2014.**

Mr Thomas reported:

Election of Officers: Coordinator/Chair Mr D Thomas was proposed by Mr Ashman seconded by Mr C Neville - Elected.

- Vice Coordinator/Vice Chair Mr P Ashman was proposed by Mr J Marriage seconded by Mr R Hood- Elected
- The position of Minutes Secretary does not exist however formal minutes are prepared for each meeting.
- Record of last meeting accepted as accurate.
- Caretakers Report: Step between Fenton room and St George's Hall is uneven - agreed to consider suitable action.
- Agreed that the double door at the end of St George's hall should not be used as anyone missing their footing could stumble into the road. Barrier is required to stop this from being able to happen or these doors should not be used. Decision made to put up a 'Do not use his door' sign.
- Calendar is now up to date. The public (website) screen for the Hall is now only colour coded. All relevant information is on the calendar for management purposes. Two conflicting meetings so H&GP meeting may be moved to the waiting room.
- Storage: Mr Marriage is to put in hand actions as agreed by the Council at May meeting.
- Surgery: No further news at this meeting.
- Kitchen: Going out to tender again, advert to be placed in July Methwold Times.
- Sliding doors, there is a proposal to provide floor bolts. This is still pending.
- Electrical Contractor: Enquiries to be sent out to three contractors. Fluorescent tube fittings to be replaced with non-dimming ones, pelmet dimming lights to be re-commissioned.
- Future Maintenance Issues: Decoration and other wished for items programme to go on next month's agenda for discussion.
- PA system in St George's Hall: Mr Edwards raised the question of the PA system in the hall, this will be discussed and considered at the next meeting.
- Mrs Wortley asked if there had been any update on the state of the brickwork at the front of St George's Hall? Mr Marriage explained that enquiries had been sent out to contractors but no one came back with a quote.
- Outside the double exit doors on the side of St George's Hall there are 4 loose slabs. These need attention.
- Mr Thomas proposed a vote of thanks to Mr Marriage for his work as Chair of the Hall and General Working Group, this was seconded by Mr Masters.

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

The Accounts have been with the External Auditor and therefore were not approved at this meeting.

Mr Williams explained that there had been a coding error on the April accounts as the £18 received from CWG Commonwealth War Graves was listed under Hall income and it should have been listed under Cemetery.

6. To consider any planning applications:

- 6.1 To consider any planning decisions/applications received after the agenda was produced:

A Tree Preservation Order has been made by Borough Council of Kings Lynn and West Norfolk on the mature beech tree at Red House 1 Hythe Road Methwold Thetford.

14/00805/LB Listed Building Application: The Old Vicarage 11 Crown Street Methwold Thetford Norfolk. Installation of shower room in the first floor south west bedroom with new opening and door into centre bedroom, new linen room partition and door on south east landing, associated drainage, plumbing, ventilation and electrical work, support.

14/00732/F Replacement Dwelling at Lime Kiln Farm 23 White Plot Road Methwold Hythe Thetford Norfolk, rejected. Reason - To demolish the original dwelling would remove historical heritage from Methwold Hythe.

7. To consider Complaints Policy and a Disciplinary and Grievance Policy

This arose because of the new Clerk's contract, it is considered to be best practice to have these documents in place, Mr Marriage researched this and has produced the relevant documents. Mr Masters proposed to adopt these documents and for them to be re-evaluated at the annual review Mr Ashman seconded this proposal.

8. **Consider booking for Recreational Ground to be used for Fun Day on Saturday 9th August 2014.**

This has been requested by the Football Club for a 5 a side football competition with a burger van, bouncy castle, ice-cream, a flat bed lorry trailer to use for presentations and an open air bar.

The use of the Recreation Ground for this event has been agreed by the Parish Council, it was proposed that no fee will be charged for the use of the Recreation Ground so long as the Recreation Ground is left as it is found and that the event is open to other charities to attend and raise money for their causes. This was approved by the Parish Council.

Proof of an alcohol licence will be required prior to the event taking place, a representative from the Football Club said that the Social Club has been approached to get the licence.

9. **To receive correspondence and agree any action**

Calendar: Mr Thomas asked permission to put an article in the Methwold Times regarding the calendar.

Letter has been received from Meadows Solar Project - Community Benefit Deed-this had been signed and returned previously. However, the document was not executed properly and it has been returned for signature, as the Chair was not present the document will be signed at the next Parish Council meeting.

An email has been received by the Clerk from the Practice Manager at Feltwell Surgery stating that consultations will no longer be held at St George's Hall Methwold. The medication service will continue on Monday and Friday between 3.00pm and 3.30pm. The hire fee is to be discussed/decided for the use of the small room (attached to consultation room) for this purpose.

The storage equipment will soon be ordered, this will enable the foyer at St George's Hall to be cleared and the chairs stored in the waiting room. It is intended that the old surgery room will be used as a Parish Council Office.

It was stated that on occasion there has been an Osteopath who has used the consultation room for appointments, this needs to be clarified.

The Clerk has been informed that Highways and Community Rangers are visiting the area w/c 21st July, members of the council have been asked to identify areas which need to be considered for tidying up, the Clerk will send a list to Highways to ask them to consider these areas when they visit.

The Premises Licence needs to be changed to the new Clerk's details, the Licence is still held by one of the previous Clerks.

An email has been received from a visitor to the area regarding rubbish found in the forest, it was felt that the rubbish was on the boundary of two councils, Mr Marriage will forward the details onto the relevant departments.

There have been several complaints from residents that the Recreation Ground, Cemetery and Cock Corner are not being maintained. Mr Ashman has asked the Clerk for a copy of the contract and specification that the Parish Council have with CGM for maintenance of areas around the village.

Mr Ashman has caught 5 moles in the cemetery.

Two people have complained about rabbits eating flowers from the graves - Clerk to contact RH regarding this.

A request was made for the residents of Crosshill House and Old Feltwell Road to trim back the ivy on the boundary road as when walking by when it has rained it makes clothes wet.

Mr Storey left the meeting.

10. **To confirm Clerks contract**

Clerks contract signed and witnessed at meeting.

Meeting closed at 9.14pm