

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGE'S HALL**  
**Thursday 10th July 2014**

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

Mr Hood - Chairman welcomed all to the meeting

**OPEN FORUM: There were no members of the public.**

1. **Apologies:** Mr C Stone, Mrs B Horton, Mr D Wortley

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

2.1 Dispersations: none

3. **The Minutes of the meeting held on 12.06.14 were agreed as a true record of the meeting**  
Minutes approved, proposed by Mr D Masters, seconded by Mr P. Ashman, all Councillors agreed.

4. **Reports:**

4.1.1 **Chairman's Report:** Grass cutting contract-meeting with CGM.

4.2 **Clerk's Report:** Has attended NALC Initial Training Course

4.3 **Report from Open Spaces Working Party with recommendations made at the meeting on 26.06.14**

**To include:**

Revised Grounds Maintenance - Grass cutting contract-CGM and members of PC met, the areas to be cut have been mapped and sent to CGM with a request for cutting schedule - waiting for CGM to respond. Propose 16 cuts between March-October this will be flexible dependant on the weather, Environmental Meadow to be cut after flowering. When response is received from CGM this will be given to Mr Neville to read through and then if agreed with Mr Hood, Mr Ashman, Mr Stone and Mr Marriage the contract will be signed.

Proposed by Mr Hood, Seconded by Mrs Wortley - approved by Council

Grave surrounds - these have been tidied up.

Cemetery forms - to be updated to self-receipting forms

Tree management in the Cemetery - Clerk to write to CGM indicating which trees need dealing with. Costs required.

K gate-K Barriers to be asked them to send an invoice to show cost, Quote for installation required.

Recreation Ground - Incidents of vandalism, bin upturned, basket swing vandalised, plastic cover on zipwire chain has been cut - Police have been informed and a case number issued. Manufacturers have been contacted and the equipment will be inspected to make sure it is safe to use. Litter including beer cans has been cleaned up by members of Parish Council. Please can everyone be vigilant and call 101 if you see anything suspicious.

War Memorial Grant - 50% of the cost to amend the name on the war memorial has been received, the second grant application was originally turned down because the deadline for applications had passed however this is being pursued and communications have re-started with the War Memorials Organisation.

Goal Posts - the offer of a donation of 50% of the cost of the goalposts has been received, the Parish Council propose to put the money to one side until we get someone to take on the running of the Junior Football Club.

Recreation Path - Clerk has contacted the Contractor and has asked him to quote to redo the tarmac path which runs across the Recreation Ground-waiting for quote.

Church Wall - planning permission not required to make repairs. PCC is to be asked to remove the headstones, Parish Council DO NOT ACCEPT RESPONSIBILITY FOR THE HEADSTONES as they are fragile.

Chafer Grubs - evidence that the treatment is working

Stolen Post Box- this is a Nationwide problem - unknown if it will be replaced.

Risk Assessment is required for cemetery

4.4 **Report from the Hall and General Party Working Group to include recommendations made at the meeting on 03.07.2014.**

Health & Safety Update - Agreed to leave front door as it is at the moment.

Hall Clock - unable to maintain as the hall does not have any ladders, request that PC should purchase set of step ladders, Budget is £150 proposed by Mr Ashman seconded by Mr Williams approved

Fire Alarms - system working

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Dividing door - fit locks ongoing

Surgery - Proposal to charge the Surgery for use of the Dispensary room for ½ hour 2 x a week at a hire charge of £20 per month proposed seconded and agreed, Clerk to write to Surgery with charges.

Parish Council Office - Clerk to write to Surgery to ask them to vacate room by end of July, the IT line will remain in the room until it is removed at the end of the Surgery's contract. The Clerk will contact BT to set up an account and to find out if it is possible for the IT line to be switched over to a phone line for the Parish Council Office. This will also give St George's Hall Wi-Fi facility to offer to those hiring the venue.

Kitchen- Tenders are currently being sought

Storage - Chairs have been moved from the lobby and are now stored in the old waiting room, Stillages and cupboards to be ordered, Mr Marriage to give this information to the Clerk.

Licensing - The current licence was taken out in 2003, the regulations changed in 2013, currently there is no licence. People hiring the hall and wishing to sell alcohol have to apply for a temporary licence, forms can be found on KLWNBC website. If the Parish Council is going to promote the Hall a new Licence will be required. Mr Thomas is going to research further to see what is required.

Calendar - has been updated and is working well. 5 new enquiries for events this month and a new Sewing Circle now meets regularly, see the Calendar on the website for details.

Crack in the end (outside) Fenton Room Wall - this is to be monitored.

There are tiles off on the porch, these need to be replaced.

Quotations - there is difficulty in obtaining quotations for work which needs to be carried out.

The Hall and General Purposes Working Group have agreed to make a wish list of ways to improve the facility.

Hall Asset list - should be with the Clerk

Keyholder - request for purchase of 2 additional keys one of which to be given to Hall Coordinator the other retained as a spare. Purchase proposed by Mr Marriage seconded by Mr Ashman.

It is unsure who holds keys to St George's Hall therefore the key holders list will be updated by the Clerk.

Caretakers Contract - to be discussed at the next Hall and General Purposes Working group meeting.

#### **5 Accounts to be considered for approval of payment:**

5.1 Accounts Update - spreadsheet to be updated by Mr Marriage and Clerk.

5.2 Approval of payments - invoices and cheques to be signed.

5.3 EGM of Finance Committee on 26 June 2014 to approve the Accounts and approval to sign outstanding cheques.

5.4 Clerk to look into paying all utility bills by Direct Debit.

#### **6 To consider any planning applications:**

14/00824/F Orangery extension to form new kitchen at 18 White Road Methwold Thetford Norfolk IP26 4PA - No objections.

14/00708/F Demolition of rear single storey extension and conservatory and construction of a 2 storey rear extension as 12 Methwold Road, Methwold Hythe, Thetford, Norfolk IP26 4QH - Unable to make comment as when extension was requested informed that decision had already been made.

#### **7. Correspondence**

Skip in cemetery needs changing asap etc Clerk to contact skip hire company.

Freebridge - 2 Directors want to come to September meeting to discuss their findings re housing need in Methwold particularly Herbert Drive, clerk to send email inviting them to attend.

BTS - Ian Hodgeson tree trimming near powerlines at Recreation Ground, Clerk to contact with permission to go ahead.

Community Deed Benefit re-signed and will be posted by Clerk.

8. Any Further Reports - Playground money- verify with Mr Stone, money has been ring fenced for maintenance and repairs. Clerk and Mr Marriage to check

Top end of Recreation Ground play equipment-the rubber matting under the seesaw is very slippery, Mr Marriage has asked the Fire Service to hose it with the pressure spray to clean it off.

Mr Ashman reported 7 moles have been caught in the Cemetery. Moles have also been reported by the village sign, Clerk to contact Pest Control.

Odd job man to help out Mr Nixon is still required to be discussed in Open Spaces meeting.

**Meeting closed at 9.30pm**

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