

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD AT ST. GEORGE'S HALL
THURSDAY 14th AUGUST 2014

Present: Mr R Hood Chairman, Mr C Neville-Vice Chairman, Mr. P Ashman,
Mr C Williams, Mr D. Thomas, Mrs S. Stones, Mrs B Bluck, Mrs B Horton

PCSO Clare Law

Mr Hood - Chairman welcomed all to the meeting

OPEN FORUM: There were no members of the public.

PCSO Law apologised for not being able to attend the Parish Council meetings often enough.

Crimes reported between May-August include burglary, criminal damage, theft from motor vehicle, other theft and violence towards a person.

Update on play area -The Police continue to patrol the area in marked and unmarked cars, they have issued 1 x cannabis caution.

Petch Corner property - A notice placed on this property by KLWNBC stating Health & Safety issues and intrusion, the Police have not had any reports regarding this property.

PCSO Law and Iceni Academy continue to work together to combat anti-social behaviour involving pupils from the Academy.

There is to be a SNAP-Safer Neighbourhood Action Panel meeting on 3rd September at Downham Market Town Hall, at this meeting you can -highlight a community problem, suggest ideas to improve your neighbourhood If unable to attend the meeting but you wish to contact The Neighbourhood Officers Tel: 01553 616200 Email: snaps@west-norfolk.gov.uk Visit: www.west-norfolk.gov.uk/SNAP or call Norfolk Constabulary Tel: 101 or visit: www.norfolk.police.uk/saferneighbourhoods.aspx

1. **Apologies:** Mr D Wortley, Mrs M Wortley, Mr D Masters, Mr J Marriage,

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

2.1 Dispenations: none

3. **The Minutes of the meeting held on 10.07.14 were agreed as a true record of the meeting**
Minutes approved, proposed by Mr Ashman, seconded by Mr D Thomas, all Councillors agreed.

4. **Reports:**

4.1 **Chairman's Report:** CGM contract-all changes have been accepted by CGM and contract is ready to be approved by full council for signing, the contract was approved by full council and signed by the Chairman and the Clerk.

Chairman has authorised the purchase of a Yale lock for the new Parish Office

The single bolt modification to the dividing door in between the Fenton Room and the main hall is in hand.

Cheques due for payment require two signatures and due to holidays and illness the Chairman authorised for Mr Marriage to pre sign the cheques, these will be countersigned when the Income and invoice list has been approved.

4.2 **Clerk's Report:** Contacted BT re: phone line into Parish Council Office.

Football club have contacted Clerk-confirmation of hiring fees for coming season-passed to Open Spaces.

Clerk contacted utility companies to ask if paying by direct debt would be beneficial, there is no benefit with Anglian Water or Electricity.

Financial spreadsheet-working with Mr Marriage to get this up to date and correct.

Quotes received for Kitchen, Rec path, Trees in Cemetery, Electric Lights in Main Hall.

Orders have been placed for the K Barrier for the Recreation ground and the stillages and storage for St George's Hall and the new Parish Office.

NALC-proposed constitution changes, a copy of this has been given to all Parish Councillors and will be discussed in the September Parish Council meeting.

Clerk has been asked if she paid to hire St George's complex for recent family wedding, Clerk confirmed that she hired complex 18-21 July this was paid for in February, additional time was required for set up therefore booking form was completed and payment made in June to hire for 17 July.

Clerk received a payment from Lazy Days and a note saying that cooker top had been left dirty on 22nd July, Clerk has apologised to Lazy Days and the full council for this.

4.3 Report from Open Spaces Working Party with recommendations made at the meeting on 24.07.14.

Tree management in Cemetery, quote received from CGM Mr Ashman proposed Mrs Horton seconded Agreed by full Parish Council to accept this quote. CGM to be asked to liaise with Mr Williams.

Cemetery risk assessment to be made by Mr Williams and Mr Stone.

Rabbits in the Cemetery, Mr Hood reported these will be dealt with after harvest when his picker up is available.

Recreation ground litter bin that was upturned by vandals, Mr Ashman has done this.

Basket swing-repairs are to be carried out by Playdale free of charge

War Memorial-Mr Williams has supplied them with info requested regarding the Proof of name for re-naming.

Fair Hill seat - no additional donors have come forward, suggestion to go ahead with 3 seats. Could the old seat be kept, this was stated to be in a poor state of repair but could possibly be renovated and included when the 3 new seats are placed.

Rec path-Clerk has contacted original contractor and asked for an estimate, passed onto Open Spaces. Cemetery forms have been updated and are to be self-receipting, new forms are online and available from the Clerk and Mr Williams.

Damage to graves-Mini JCB had run over unlevelled graves to work at head of grave being dug, this had levelled about a foot at the foot end of two graves. Graves should have been levelled when memorial was fitted. Should the Parish Council promote the name of the person who digs graves in our Cemetery to prevent this happening again? To be discussed at Open Spaces meeting.

Grave layout-New graves have to be set at correct spacing-Mr Williams to follow up.

Slippery mats in play area-very slippery under seesaw, the fire station have been emailed to ask them to clean mats with high pressure hose, if this is not done soon action may need to be taken to prevent an accident.

There have been reports of horses in the Cemetery.

Dogs have been allowed to foul in the Cemetery. Please note - Cemetery rule 13.2 Dogs must be kept on a leash at all times within the cemetery. Any dog faeces deposited in the cemetery shall be immediately removed by the dog owner.

The football club have asked for permission to site a temporary structure on the Recreation ground, The Parish Council agree in principal but would want a contract to be drawn up and agreed before the structure was sited and the football club would have to meet all set up and running costs and be liable for any ongoing costs. Would the structure be available for anyone else to use/sub-let? Passed on to Open Spaces. Mr Ashman asked that the football club consult the Conservation Officer as this is in a conservation area.

Clerk to write to CGM - stumps in the Cemetery the treatment used hasn't worked, please can they cut the stumps to ground level and use a stronger dose?

There was no response from the advert in the Methwold Times for someone to quote to remove the trees in the Church garden, Clerk is to contact local firms asking them to quote for this and also ask CGM if they could do this when they go back to re-do the stump work.

Mr Nixon is still in need of help, this will be on the next Open Spaces agenda.

Recreation footpath-clerk has received a quote from the Company who did the path, they have looked at the footpath and it needs more work than expected, quote received to replace path is £4984 + VAT It was agreed by the Parish Council that due to the cost a decision will be deferred until later in the year. Possibility of just replacing the worse half of the path, this will be discussed at the next Open Spaces meeting.

Next meeting 28th August at 7.30pm

4.1 Report from the Hall and General Party Working Group to include recommendations made at the meeting on 07.08.14

Clerk has been asked to check the insurance cover is adequate.

Caretakers new draft contract-this has been given to Caretaker for his comments, this will be discussed in the next H&GPWP meeting and any changes can be agreed before submission to full council meeting in September.

Dividing door - Mr Hood is hoping to have this completed by 4th September.

Curtain track-problems were reported during a letting, this has now been repaired and the curtains will be put back up.

Surgery/Office update-£20 room hire fee accepted by the Surgery for the Dispensary room. Thank you to Mr Hood who has loaned 2 tables and an office desk and Mrs Horton who very kindly has offered an office chair to be used in the new Parish Office and Mr Thomas will collect and re-site this in the office.

The Clerk has been asked to write to Surgery to ask if there is going to be a service set up to transport to and

from Feltwell Surgery for those who don't have access to cars and cannot afford taxi's - it was quoted that one person had to use a taxi at a cost of £16 to and from Methwold to the Surgery and back? Are there any local volunteer schemes which could be used?

BT have quoted £28.49 per month for a new phone line with WiFi connection for the new Parish Office, this will take 10-14 days to set up/install, Mr Ashman proposed Mrs Horton seconded - Approved by full council. WiFi connection needs to be protected Mr Thomas is going to discuss with BT and advise best course of action. Quotes - 2 contractors have phoned to say they would not be quoting due to workload.

Quote for kitchen-1 quote has been received but 3 quotes are required to be able to apply for a grant, the deadline for the quotes is to be extended and 2 more quotes are to be sought for kitchen. Parish Council have already put aside £3k in the budget to put towards the kitchen refit. Clerk to write to person who submitted quote to let them know of extension to deadline.

Electrical quote for main hall-this work is urgent to be able to get the lights working. Quote was for £696.88 plus VAT proposed Mr Ashman seconded Mr Neville - Approved by full council. Clerk to write to Contractor to confirm their quote has been accepted and to ask for start date.

Keys - there are a total of 16 keys, only 1 has not been accounted for, this is ongoing and hopefully when the new office is up and running the original key holders paperwork will be found and can be updated by Clerk. There was concern regarding a crack in the wall of the Fenton room, this has been filled with decorators caulk so as it can be monitored.

Next HGPW meeting is to meet at 7.15pm for external building walkabout/visual inspection.

Lobby carpet this is not lying flat and is a trip hazard, when new storage cupboards have arrived look into having carpet re-stretched and re-fixed to eliminate ruck.

Storage and stillage have been ordered and should be delivered within the next month.

Mr Thomas reported that the new ladders have been delivered and have been very useful.

Licensing music/performance/entertaining- Mr Thomas is looking at this and will report back ASAP

One-off Bookings are coming in. Email received from the Bowls Club (B.B.) re 4 cancellations. (2 earlier in the year, 1 made in May for the end of August and 1 short notice for a week's time). After discussion the group agreed to waive the earlier ones which were unavoidable due to low numbers on medical grounds. The short notice cancellation however will be charged for at normal rate. Note: The group agreed this discussion kept within rules agreed by full PC and that no precedent would be set by this decision. Clerk has amended the Invoice and this has been paid by the Bowls club.

Norfolk Community Foundation Grant was used for the purchase of stillage and storage, not all money has been spent, therefore £289.16 is to be repaid. Mr Stone originally applied for the grant on behalf of the Parish Council and has asked for permission to continue through to completion. Parish Council agreed.

It was discussed that there should be some publicity regarding the new office especially as not everyone in the villages has access to the internet, this would include the opening times and that to let people know that hall bookings can be made at the office. There has been a request for a letterbox to be fitted so that any items for the office can be left when the office is not manned. Contact can be made with the Clerk and Mr D Thomas if anyone wants to make a booking.

A fireproof safe will be required once the office is being used to store documentation.

5. Finance

5.1 Accounts Update - Updated bank mandate form has been posted to the bank but they have not received this, Clerk has re-sent. When the details have been changed the Clerk should receive the monthly bank statements.

5.2 Approval of payments - Income & Invoice list approved.

5.3 Report from the Finance Committee to consider recommendations made at the Finance Committee Meeting on the 5th August 2014-Approved by Full Council -Budget spreadsheet to have additional sheets to show any grants and money already approved and committed by the Parish Council.

Wayleaves-to be mapped and bought up to date on OS map.

Parish Map-this will be discussed when the parish office is up and running.

Preliminary discussions for Precept are to take place at the next Finance meeting.

Next meeting 14th October 7pm

6. To receive planning decisions - None

6.1 To consider any planning applications;None

6.2 To consider any planning applications received after the agenda was produced

14/01146/CU Change of use from house (class C3) and paddock to school with the potential to revert to house (use class C3) at 51 Main Road Brookville Thetford Norfolk IP26 4RG-Full Parish Council agreed - No objections

6.3 Report from the Emergency Planning Meeting on 5th August 2014-2.Declarations of Interest - The Chairman Mr R Hood declared a semi interest which is being discussed so he didn't take an active part in the

discussion but did chair the meeting. In order to be able to discuss this proposal 3 members of the planning committee were available and 3 members of the Parish Council were seconded to produce a Quorum. To consider the following planning application:- 14/00732/F Replacement dwelling at Lime Kiln Farm 23 Whiteplot Road, Methwold Hythe, Thetford, Norfolk - Amended Details
The committee discussed the demolition and the proposed replacement dwelling and the following comments were noted.

There are many examples of old properties which have been renovated without losing the original character. This is an example of an old chalk building which should be preserved.
The proposed new build could be found on any new build estate and does not look like the current building.
Outcome - The committee have objected to the amendments to the planning application for the replacement dwelling at Lime Kiln Farm Methwold Hythe, Thetford, Norfolk.
The reason for objection is that the Parish Council/Committee would rather see the character of the older buildings preserved within the community.
Mr Ashman stated that he did not receive notification of this emergency planning meeting, an email had been sent but had not been received. Mr Ashman stated that he agreed with the comments and his decision would have been to object to the amendment .

7. Contract for CGM - approved and signed

8. Correspondence

Application has been received for car boot sale on Rec in aid of friends of Recreation ground Bank Holiday Monday - This would have gone to the
Drs Surgery have contacted me when do they start paying the reduced rate £20 for the room? Have contacted them to ask what they want to do with small cupboard and wall curtain that are still in the room, waiting for reply. Letter received to say ok for PC to dispose of the curtain and track and they will collect the cupboard. Letter sent to Mr & Mrs Watts ref: thank you for offer of donation, Mrs Watts phoned and said that they will keep the money until a person has been found to run Junior football club.

9. Any Further Reports -

3 moles caught in Cemetery, 2 on the recreation ground.

The right hand pan in the ladies toilet is loose.

Chafer grubs are evident on the Rec. Mr Ashman requested permission to purchase 'Nemesis' to treat this and asked for help in applying the solution, Mrs Stones and Mr Stone offered their help. Full Council agreed to purchase of the chemical.

Potholes - main road in Brookville around the drain covers, at the end of Globe Street the road surface is missing, after heavy rain Old Feltwell Road floods and there is a build-up of silt. A quad bike was seen being used to spray around drain covers and along paths in Trent VC and Ventura Close however, they only sprayed the first drain cover and left the rest - Clerk to write to Highways.

People have allowed their dogs to foul in High Street, Trent VC Close and Ventura Close, this is an offence please clean up after your dogs.

Clerk to write to Heritage/Conservation department regarding the appearance of The George Public House.

Request for a headstone to be placed which is larger than the size of existing regulations, Parish Council agreed that unable to make concessions and must adhere to the regulations. Mr Williams is to go back to the family to explain.

10. To pass a resolution to exclude members of the public

Meeting closed 10.05pm
