

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGE'S HALL**  
**THURSDAY 9<sup>th</sup> OCTOBER 2014**

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

Mr Hood - Chairman welcomed all to the meeting

**OPEN FORUM:**

1. **Apologies:** PCSO Bortz no PCSO available at the time of the meeting.
2. **Declarations of Interest made:** None
3. **The Minutes of the meeting held on 11.09.14 were agreed as a true record of the meeting**  
Minutes approved, proposed by Mrs Wortley , seconded by Mr Masters, all Councillors agreed.
4. Matters arising from past minutes - none
5. **Reports:**
  - 5.1 **Chairman's Report:** Chairman has had discussions with several Brookville residents and has also received an email from a resident of Brookville regarding the proposed school and speeding through village. Response has been given.
  - 5.2 **Clerk's Report:** 2 streetlights have been reported to NCC, these have not been repaired, Clerk will go back to NCC.  
Highways - work has been carried out to repair pavements and areas around drains.  
Phone and WiFi are now connected in Parish Office and Clerk has been working in there on some Thursday mornings. Clerk using local Post Office to deposit cheques into bank.  
Paperwork has been completed and quote requested for water and electricity supply to The Pound.
  - 5.3 **Report from Open Spaces Working Party with recommendations made at the meeting on 28.09.14.**  
**Churchyard Garden**-quote to remove stumps has been received, P Ashman proposed to accept, D Wortley seconded, all agreed. If any remains are disturbed Rev Waters will be notified. Flints when scraped back a decision will be made whether to replace or remove these, if any earth is required this can be used from the corner of the churchyard.  
Mrs Stones and Mrs Wortley to complete plans and costings for the Churchyard Garden to include an archway.  
**Fair Hill Seats**-there was discussion as to whether the old seat on Fair Hill can be renovated, it was suggested that this old seat could be moved to the same site as the Jubilee Tree on Cock Corner. A verbal quote for the new seats 3 x 6ft benches £365 each no VAT. Installation would be an additional cost. Mr Stone is to contact sponsors as some time has elapsed since originally discussed.  
Mr Wortley offered to have the current seat removed and to store it until decision is made as to whether it can be renovated. Mrs Wortley and Mrs Horton would like the old seat to remain where in place. Mr Marriage proposed that the old seat be removed and put into storage, Mr Ashman seconded this-voted 9 in favour 2 against, proposal passed as the majority agreed to remove.  
There is no plaque on the current seat on Fair Hill, it is suggested that one of the new seats has a plaque referring to the old seat.  
**Churchyard Wall**-Mr Stone is to write a report to update parish council at next meeting.  
**Chafer Grubs**-The Recreation Ground will be inspected in the spring and a decision made as to when treatment is required. Open Spaces are to have a cost for treatment in their budget.  
**Dog Waste Bins**- Clerk has been in discussion with Clean up to ensure all bins are emptied regularly.  
**Cemetery Back Gate**-hanging post is solid but the pins are worn and need repair, Mr Marriage is to write a spec for repair and Mervyn Mayes will be asked to quote for repair.  
**Brass Plaques**-plastic example shown to council as an alternative to brass, brass plaques are £20.27 each the plastic version are no cost, 2 plaques are required for the trees, Mrs Stones requested that the name of the tree and donated by Darby's needs to be on each plaque. Proposal to purchase brass plaques with inscription proposed by Mr Ashman and seconded by Mrs Wortley all agreed. Mrs Stones to confirm wording for each

plaque.

**Graves-**To facilitate grass cutting and to comply with Cemetery Rules the vases on graves in the New Cemetery should be near to the headstone. Currently this isn't a problem as the graves are being tended but in time the vases will need to be moved. Clerk to write to grave owners.

**Mr Nixon-**Mr Hood to have discussion with Mr Nixon to see what work he feels he is able to do safely.

**Chair-**Mrs Stones is to take on Chair of Open Spaces until Parish Council elections.

**Next Meeting is Thursday 23<sup>rd</sup> October 2014 at 7.30pm**

#### **5.4 Report from the Hall and General Party Working Group to include recommendations made at the Meeting on 02.10.14.**

**Fire Alarm-**After a fault on the fire alarm in St George's Hall it was discovered that there is no maintenance contract in place at present, Clerk contacted company who supplied alarm for pricing and details, after it was discussed in detail by the full council Mr Ashman proposed that a maintenance contract is set up, the cost for this is £162.00 + VAT for 2 x year visits, materials are an additional cost, seconded by Mr Masters - agreed, Clerk to contact company to arrange this.

**Emergency lighting-**Mr Thomas has inspected the emergency lights in the Hall and found that the battery terminals have corroded and the lights won't work. New 12v batteries required, 2 x £15 each +VAT proposed by Mr Thomas and seconded by Mre Horton, Parish Council agree.

**Key Holders-**A key to St George's Hall is to be given to Methwold Primary School for use in their emergency plan.

**Key Holders - Parish Office-**There are 6 keys to the door of the Parish Office, the key holders are Clerk + 1 spare, Caretaker, Chair, Open Spaces and Hall Committee Co-ordinators.

**Parish Office Equipment-**The Parish council already have a printer which Mr Thomas was able to set up in the office, a computer and stationary to set up the office. A budget of £500 was proposed by Mr Ashman and seconded by Mrs Horton, the Parish Council approved.

**Quotes-**2 quotes for the refurbishment of the kitchen at St George's Hall have been received, 3 quotes are required to be able to apply for a grant to do this work, Clerk is waiting for another quote to come in and will continue to chase this.

**Dividing Doors-**Quote has been received to repair the doors, this is a safety issue as the doors are currently being held up by a reduced number runners, Mr Marriage proposed that this quote is accepted and the work done as soon as possible, Mr Wortley seconded Parish Council agreed.

**Caretakers Contract-**this has been signed.

**Next meeting is Thursday 6<sup>th</sup> November 2014 at 7.30pm**

#### **6. Finance -**

**6.1 Accounts Update -** Income and Invoice list approved.

**6.2 Approval of payments -** Income & Invoice list approved.

**7. To receive planning decisions -** 14/01146/CU 51 Main Road, Brookville, Thetford, Norfolk IP26 4RG  
Change of use from house (use class C3) and paddock to school with the potential to revert to a house (use class C3) Application permitted 25<sup>th</sup> September 2014 Delegated Decision.

**7.1 To consider any planning applications -** None

**7.2 To consider any planning applications received after the agenda was produced -** None

**8 Correspondence-** Clerk wrote to Planning Officer regarding Lime Kiln Farm, no response.

**Brookville -** Clerk spoke to PCSO Law about the petition received and advised to ask Safety Camera Partnership Team, also contacted resident to say we are aware of the problem and to ask them to let Clerk know what time of day the traffic is at its heaviest so as form can be completed for the Safety Camera Partnership team, that was 2 weeks ago, followed it up last week with an email but so far no response from her.

A second letter regarding speeding has been brought to the Council's attention but has not been received. Clerk trying to trace this letter.

Clerk has written to the Football Club ref: grass, football pitch, litter, Clerk has spoken to CGM and asked if they could be mindful of the covers by the goal posts they have put a note on the drivers lists to remind them, Clerk was asked to remind the football club to put covers in properly which has been done.

**War Memorial Funding-**Quote was for £1033 to paint letters and repaint skirt. Norfolk Community Foundation has given half of the cost £591 and we have been offered up to £520 from War Memorials Trust providing that we do not change any names on the Memorial

As there was a request to correct a name on the War Memorial Mr Williams is to contact this person to discuss.

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There may be a hairline crack in the War Memorial, the Mason who is to do the re-painting will to be asked to investigate this. Mr Williams to ask for update to quote as it is some time ago that quote was prepared. Money has been collected from the Parish Council for the Remembrance Day wreath.

**CGM Tree Quote**-have supplied a quote for The Avenue in the Cemetery, the Clerk has been asked to source another quote for comparison.

**Map of Footpaths**-Mr Thomas had started to compile a map of the rights of way and footpaths in the Parish. However, due to the poor quality of the maps which the County Council have this has not been possible. Mr Thomas and Mr Stone attended a meeting some months ago it was revealed that the budget for the whole of Norfolk (including the actual maintenance of the footpaths) in the coming year is £20,000 so this project could take some time to complete.

**Spare tiles for safety surface in Rec.** - Mr Stone has these in storage.

**Land Registry**-Statement required for Humble Pit and SandPit - Mr Neville is to organise these.

**Parking under the conker trees on Cock Corner**-this land is not owned by the Parish Council and therefore we are unable to comment.

**Cemetery Charges**-this will be revisited in April 2015.

Mr Ashman reported 2 moles caught on the Rec. and 2 in the Cemetery.

Clerk to report to the Highways that the trod between Methwold and Methwold Hythe needs grass cutting and tidying up.

There is no hot water in the Ladies and Gents toilets, Caretaker to be informed.

**Meeting closed 9.50 pm**

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