

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD AT ST. GEORGE'S HALL
THURSDAY 12th FEBRUARY 2015

Present: Mr J Marriage Vice Chairman, Mr. P Ashman, Mrs B Horton, Mr C Williams, Mr D Masters, Mr C Stone, Mr D Thomas, Mr D Wortley
Mr M Storey
2 members of the public

Mr Marriage - Chairman welcomed all to the meeting

OPEN FORUM

PCSO Writer emailed the Clerk before the meeting to send apologies as no one was available to attend. The PCSO reported that from 1st January 2015 there has only been 2 x Criminal damages 1 x Theft.

1. **To receive and consider accepting apologies for absence: Mr C Neville, Mr R Hood, Mrs B Bluck, Mrs M Wortley, Mrs S Stones, Mr M Peake**
2. **Declarations of Interest made:** None
3. **The Minutes of the meeting held on 08.01.2015 were agreed as a true record of the meeting**
Minutes approved, proposed by P Ashman, seconded by B Horton, all Councillors agreed.
4. **Matters arising from past minutes:-** P Ashman reported that the Trod between Methwold and Methwold Hythe has still not been cleaned despite this having been reported to Highways twice by the Clerk, Clerk to ask Highways when they intend to clean the Trod.

The Clerk has received an email from the Watch Manager at Methwold Fire Station who has pointed out that the report in January's minutes regarding the Fire Station cleaning the playmats at the Rec. is incorrect. The Fire Station had been asked to hose the mats down which they very kindly did, unfortunately this had no effect because a pressure washer type of tool is required to clean the mats and the Fire Station do not have this equipment, therefore Methwold Fire Station were unable to help. The Watch Manager explained this to one of the Parish Councillors but it was inaccurately minuted by the Clerk. The Parish Council apologises to Methwold Fire Station for an incorrect summary.

5. Reports:

- 5.1 Chairman's Report:** Attended meetings, monitored and replied to various emails including Insurance, Rec. path, carpet, Precept, Match Funded PCSO, grit bin, decorating lobby area, Police crime, NALC Pension, 50/50 Parish Partnership scheme for inclusion-outcome to be decided in March 2015, gave permission to purchase replacement railings for the Rec. as a matter of child safety. Contacted Style Doors - doors sticking, they will call in next time they are in the area. Read the Site Allocation Proposal document from KLWNBC. Met with Clerk to sign 50% deposit cheque for carpet.

Request from the Council that the Chairman's report is in the same format as the Clerk's report.

5.2 Clerk's Report:

Obtained three quotes for new carpet for lobby, stairs and landing- now fitted.
Chased Contractor for date that he is to start brickwork at St George's Hall, response - waiting for the better weather.
Ordered new grit bin for Cock Corner, Highways refusing to fill it as not deemed necessary as main road and High Street are gritted, bin returned to manufacturer.
Reported dead tree and pot holes in Methwold Road Methwold Hythe to Highways.
Discussion with Solicitor ref- registering Humble Pit as Parish Council land, options to be discussed at next PC mtg.
Collected remaining donations for Fair Hill seats - due to be delivered w/c 9th Feb, these are to be stored until able to be sited.
Response received from KLWNBC regarding Lime Kiln Farm Methwold Hythe, circulated email to PC.

War Memorial Trust completion form and returned. Total cost of War Memorial renovation was £1228.00 total amount of grants received £1102.00 amount MPC has contributed is £126.00
Attended a 2 hour course on Cemeteries at Sprowston, interesting but not enough detail.
Precept request form completed and returned to KLWNBC
Rec. railings-met with PCSO to discuss Theft and met with the CPO on 22/01/15 to see if he can suggest anything to make the Rec. more secure. Bonnets welded remaining panels to the brackets
Ordered replacement panels from original supplier, delivery expected w/c 9th February.
Match Funded PCSO - trying to arrange a meeting with local Parish Councils to discuss interest, waiting for other councils to have their monthly meeting then update.
Hall admin up to date, Cemetery admin up to date.
Minutes completed for PC, Finance, Hall and OS meetings. Hand delivered to those without email.
As requested - written to KLWNBC planning department re: White Road.
With help from DT I have written the advert to try and encourage people to find out about becoming a Parish Councillor, ready for approval at PC meeting.
VAT return completed and sent to HMRC total £2824.6

5. Report from Open Spaces Working Party - Cemetery Rules addition - Only open for visitors during daylight hours.

Levelling of graves- ideally 12 months should be allowed for settlement, there were discussions around who is responsible for this, it used to be the Stonemason when they set the headstone but this no longer happens, should the Parish Council take on this responsibility and increase the charges to the Funeral Directors or should the family with the Rights of Burial be responsible for levelling of the grave? Proposed by Mr Ashman that it should be the family with Rights of Burial seconded by Mr Williams, all agreed. When the Cemetery charges are reviewed in April by Open Space there should be a small additional cost for the topping up of sunk graves, at present Mr Williams does this, decided that it is better to have this in house than several different people doing this. Mr Williams pointed out that there are a few small discrepancies with the Cemetery rules, this will be discussed in Open Spaces meeting and exact wording is to be decided

Alcohol Licence for Rec. Bookings - amendment to the booking form proposed by Mr Ashman seconded by Mrs Horton approval of full Parish Council.

Report from the Hall and General Party Working Group - Christmas Day Booking - Parish Council have received an informal enquiry to ask if the Hall could be booked for a lunch put on by volunteers for people of the Parish who are alone on Christmas Day, the Hall Group have ok'd this booking. The Parish Council have offered to pay for the hire of the Hall as a gesture of goodwill -proposed by Mr Ashman seconded by Mr Thomas - all approved. Mr Thomas has said that if required he will open and close the Hall for this charitable event.

Decorating Lobby, stairs and landing-the cost of the paint for this job is approx. £100 to save money and to get this job done asap it was suggested that Councillors might like to volunteer to help with the painting. Mr Thomas proposed to approve the expenditure of up to £100 to purchase the paint seconded by Mrs Horton, all agreed.

Theatre Group Lighting Fixtures-Permission is sought from full Parish Council to allow the Theatre Group to install lighting fixtures, these would be safer than the mobile stands they currently use. Specification is required and all safety precautions must be adhered to. Proposal from Mr Masters to accept the idea to fix the lighting rig subject to clarification on methodology seconded Mr Thomas, no objections. Clerk is to write to Methwold Theatre Club

6. Finance -

6.1 Accounts Update -

6.2 Approval of payments - Income and Invoice list given to all Councillors. The invoices and cheques were checked by Mrs Horton. Proposed to accept by Mr Masters, seconded by Mrs Horton all Councillors agreed.

7 To receive planning decisions - 14/01755/F Methwold Quorn Foods Brandon Road Methwold Thetford Norfolk IP26 4RL - New stainless steel hot water tank on concrete base with associated plant services 1 Application Permitted 23 January 2015 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. Humble Pit & Sand Pit - There are 2 options 1-Register a Caution Against First Registration on each Pit. Or Apply now to the Land Registry for Possessory Title to be registered in the Council's name this will

take 12 years. Discussions as to the best option - All Agreed to this option. Clerk to instruct Solicitor to proceed with second option.

Site Allocation and Development Management Policies -Pre Submission Doc. This document stems from the consultation in September 2013, Clerk to check against the minutes from this meeting and to reiterate concerns raised and respond to KLWNNBC by the deadline date of 23.02.2015

Match Funded PCSO-Clerk waiting for date of meeting with other local parish councils to find out more details and discuss options.

Parish Election - Advert has been placed in Methwold Times and on the Parish page inviting anyone interested in becoming a parish councillor along to speak to current councillors and find out more on 19th Feb or 4th March at 7pm. Nominations period starts 16th March until 9th April.

Grit bin-Highways have refused to fill because they already grit the main road and the High Street, Clerk to write to Highways - essential to have the grit bin on Cock Corner for gritting the footpath outside the old people's bungalows, if the parish council provide the bin will Highways fill this? Will they continue to fill the bins outside the school and on Chapel corner in Methwold Hythe? How much would it cost the parish council to buy the grit and fill the bin themselves?

Rec. Railings - ordered as child safety issue - delivery w/c 16th Feb. Clerk to ask Bonnets to weld replacement panels into place.

Dog Bin between Methwold and Methwold Hythe - to be on next months agenda.

ACRE Network/RCC - Clerk to find out the difference and membership details for next meeting.

Training - there is training available for any counsellors new and re-elected, to be revisited after the May elections.

Youth Group-The Parish Council received a request from a member of the public who wanted to set up a youth group in the village, she asked for the support of the Parish Council and to use the lobby to hold the first meeting in February, this meeting did not take place.

The Parish Council were asked if the group could have use of the lobby for the first 3 months to hold their meetings, this has been passed to Methwold Community Action Group.

The Parish Council have discussed the hire of the facility for a youth group in detail, 3rd party public liability insurance is a requirement for any group using the Hall or Rec. a councillor suggested that before any regular meetings are held there needs to be a proper Safeguarding policy in place.

West Norfolk Youth Services - Momentum (Norfolk) are able to advise on the correct course to ensure best practice. Clerk to contact them for information.

NALC Salary Increase-The Parish Council are members of NALC and follow their guidelines, NALC have awarded an increase in salary to all those employed under the NALC guidelines, this means the Clerk's salary increases an extra 20p per hour as from January 2015. Proposal to accept this increase by Mr Masters seconded by Mrs Horton, agreed by Parish Council.

The Vice Chair explained that the Clerk's hours have increased since being asked to attend all other meetings to take the minutes, this has meant that the Clerk is regularly working 18 hours each week.

This was not discussed at the Precept meeting as the NALC increase wasn't discussed at this time.

Mr Stone asked for the cost of the additional hours the Clerk is working to be calculated and this will be discussed at the next meeting.

The Vice Chair explained that at present the laptop is regularly backed up on a stick, this is ok but a better option would be to back up the laptop through a PC website, Mr Thomas strongly recommended that this was done to protect all files and can be done through the Webserver Methwold.net at a cost of £30. Mr Thomas proposed to purchase web based system and this was seconded by Mr Stone unanimous decision to accept by Parish Council.

9. **Correspondence** - Mr Palmer has sent a letter with the proposed inscription for the seat on Fair Hill, this was read to the Parish Council and all agreed it was very appropriate.

Eon have written to say that the electricity meter has come to the end of it's life and needs to be replaced. The Clerk has arranged for this to be done on 5th March between 8am and 1pm.

SNAP meeting to be held at Downham Market Town Hall on March 4th 7pm

The Clerk received an email from Neighbourhood Officer regarding a concern they had received from a resident of Herbert Drive who is concerned that when the porta cabins are removed the children will start to play ball games again on the grass outside the houses, The Parish Council discussed but this is a Borough Council problem and the Parish Council can take no action. The Borough Council have a booklet 'Neighbourhood ball games' available should anyone want one or the Clerk has a copy.

10. **Any Further Reports** - Annual Parish Meeting date to be confirmed

Grant application for kitchen -Mr Stone confirmed that the grant application for the kitchen at St George's Hall has been sent off, this will take over 8 weeks before any decision is known. If this takes

us past the election it will be passed to the Clerk. Mr Stone was thanked for his efforts by the Parish Council.

Highways-Mr Ashman reported potholes along Severalls Road and the footpath along White Plot Road outside the new houses has not been cleared, the Trod between Methwold and Methwold Hythe is overgrown and in need of clearing, this was reported to Highways last month by the Clerk. There are some large ruts along the Feltwell Road where tractors have gone off the side of the road. The streetlight outside number 49 White Plot Road has ivy growing up and around it. The Clerk will report all of this to Highways.

The dead tree on the Brandon Road has been reported to Highways by the Clerk, it doesn't belong to the Forestry Commission, Highways say it isn't theirs and are trying to find out who owns the land to ask them to remove the dead tree before it comes down. Clerk has asked for an update from Highways.

Mr Williams reported that there is to be a double burial in the Cemetery next week, technically this would be against Cemetery rules but on this occasion discretion has been used to make the decision to allow this to happen.

For information there has been a police car in Ventura Close patrolling regularly. 6 bikes have been stolen during the day from gardens.

Meeting closed 9.40pm

Next meeting Thursday 12th March 7.30pm
