

MINUTES OF METHWOLD PARISH COUNCIL MEETING

HELD AT ST. GEORGE'S HALL

THURSDAY 12th MARCH 2015

Present: Mr R Hood, Mr. P Ashman, Mrs B Horton, Mr C Williams, Mr D Masters, Mr D Thomas, Mr D Wortley
Mr C Neville, Mrs M Wortley, Mrs S Stones
1 member of the public

Mr Hood - Chairman welcomed all to the meeting

OPEN FORUM

Ross Spencer the Curriculum Manager for Westfield House Brookville attended the Open Forum along with a Teaching Assistant. Mr Spencer explained about the school, it caters for up to 12 girls aged from 10-18 years who have additional needs. The school works to the National Curriculum and Forest School where the pupils can learn in a nurturing supportive environment.

Mr Spencer is aware that there had been some concern locally about the school and welcomed anyone to visit the school during the week after 3.30pm, the Clerk has the contact details if anyone is interested and would like to find out more. Westfield House is hoping to arrange an open day in the future and they are keen to be involved in any village projects.

1. **To receive and consider accepting apologies for absence:** Mr J Marriage, Mrs B Bluck, Mr C Stone
Mr M Peake, Mr M Storey
 2. **Declarations of Interest made:** Mr Hood and Mr Wortley declared an interest in the application for an underground gas pipeline and associated compound/structures (additional works in conjunction with approved anaerobic digestion plant) - Methwold Farm, Methwold. Mr Ashman proposed that Mr Hood and Mr Wortley should remain in the meeting but don't use their vote. Mr Williams seconded this proposal.
 3. **The Minutes of the meeting held on 12.02.2015 were agreed as a true record of the meeting**
There was a correction to the minutes held on 12.02.15 regarding the mats on the recreation ground. Minutes approved, proposed by P Ashman, seconded by M Wortley, all Councillors agreed.
 4. **Matters arising from past minutes:-** Annual Parish Meeting -
The Chairman was concerned that there would not be enough time if this was held before the next Parish Council Meeting and proposed to hold this meeting on Wednesday 15th April at 7.00pm Proposed by Mr Ashman and seconded by Mr Thomas. Clerk to put up notices on the village noticeboards to inform the public.
 5. **Reports:**
 - 5.1 **Chairman's Report** - Due to work commitments the Chairman has not been able to circulate the Chairman's report by email this month. The Chairman has attended several meetings - Cemetery meeting where one of the suggestions was that Methwold Parish Council have a single grave digger, this would mean that the PC paid the grave digger direct instead of the payment being made by the Funeral Director. Part of the contract would be to keep the graves in line, if it were decided to have a single grave digger this would have to go out for quotes. The Funeral Director is in agreement for there to be a single grave digger for Methwold Cemetery. Also discussed if the Cemetery rules could be simplified as there is no point having rules if no one reads them. The simplified version could be put up on the noticeboard in the Cemetery and this could refer to the expansion of the rule if necessary.
Chairman has suggested that after the election a group is formed of 3 or 4 Parish Councillors who can look at possible funding/grants for any projects for the Parish.
Training - the Clerk will continue to attend training as required but probably better for Councillors to wait until after the election.
The Chairman asked the clerk to investigate why the theft of the railing s has not been logged on the weekly crime report received from Norfolk Police, the Clerk has already done this but will send a follow up email.
The Chairman attended 2 meetings for prospective councillors at the first meeting no one turned up but there was interest at the 2nd meeting.
The door to the Hall has been repaired.
The Chairman gave authority to the Clerk to purchase a litter picker in case Mr Nixon's breaks cost was £10.
The Chairman received between 80/90 emails which have had to be read and responded to.
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5.2 Clerk's Report

Clerk has chased the Contractor for date that he is to start brickwork at St George's Hall, response - Clerk has been asked to contact him after Easter, he is concerned that the weather needs to be better because any rain splashing up onto the wall will wash out the cement.

Received 2 x Statement of Truth from Solicitor for Sand Pit and Humble Pit. Clerk to sign one and Mr Neville to sign the other.

Methwold Theatre Group - Clerk has written a letter to ask for written agreement from MTG for lighting rigs to be installed at St George's Hall.

Discussed with Highways putting a grit bin near the old people's bungalows on Cock Corner so that the grit can be used for the footpath, Highways have said if the PC site a grit bin they will fill it, suggested it would be better to do this in the autumn ready for next winter. To be discussed at Open Spaces.

Reported to Highways - Trod, footpaths and deep potholes.

The streetlight outside number 49 White Plot Road has ivy growing up and around it so isn't able to light up the area properly - this has been reported to the Contractor.

Seats on Fair Hill - all monies have been received and the seats are being stored until weather improves. A 4th person has come forward wanting to pay for a seat, Clerk to follow this up.

Clerk sent a response to KLBC regarding the Site Allocations document.

Attended a 2 hour course on the forthcoming elections at Swaffham.

Notification received from HMRC of VAT refund, £2824.62 repayment.

Finance training session with G Lodge

Rec. railings-the replacement railings have been welded into place.

Match Funded PCSO - received an email from Stoke Ferry Vice Chair she is still trying to coordinate a meeting with interested PC's locally.

Hall emails and admin up to date, Cemetery admin up to date.

Minutes completed for PC, Hall and OS meetings. Hand delivered to those without email.

Cemetery - meeting with RH, Funeral Director and Grave Digger.

Asked to attend an interment but this was during half term so unable to attend Mr Williams attended instead.

PC Elections - attended the 1st open evening but no interest shown, have received a couple of phone calls from interested parties.

Clerk has the Parish Council election Nomination packs available for those who wish to stand for the Parish Council. Nominations open from Monday 16th March and Thursday 9th April at 4pm.

Road Closure - Hythe Road Methwold, emailed PC to let everyone know of closure and spoke to Highways to find out if schools, bus and taxi firms etc had been informed, they thought they had but would check and let them know.

Sent out tenders for quotes for the Cemetery hedge cutting, dead trees, concrete plinths for seats on Fair Hill

5.3 To accept the Report from the Open Spaces Working Party held on 26.02.15 and to consider recommendations made regarding - Fair hill seats - 4th person has asked for seat on Fair Hill, Clerk to follow up, change spec and resend for quotes, Parish Council agree that there should be a solid concrete slab under each seat not plinths. When ready to site there will be a site meeting. Mr Wortley will lift the old seat when the new seats are ready to be sited. There have been some concerns about parking on market day in case the seats are damaged. Open Spaces to organise.

Gritbin - footpath outside old peoples bungalow - to Open Spaces for discussion.

Dog Bin - Methwold Hythe/Methwold - Approval for purchase proposed by Mr Ashman seconded by Mr Williams.

Cemetery - to be discussed separately.

5.4 To accept the Report from the Hall and General Purposes Working Party held on 05.03.15 and to consider recommendations made regarding - Combination Locks-These are required to lock the oil tank and cage so that when a delivery is due the driver can deliver without having to have the keys. Proposed to purchase 2 combination locks by Mr Thomas seconded by Mr Masters agreed to purchase. Mr Ashman to purchase locks, the Caretaker is to be instructed to check the locks are secure or if unable to do this he will tell the PC and someone will check the locks after delivery.

Fire door repairs-Quote received to repair the fire door, £175, this repair is a safety issue and has to be done Proposed to accept quote from Mr Ashman seconded by Mrs Horton all agreed. Clerk to inform supplier and find out when repair can be carried out.

6. 6.1	Accounts Update	
	Current Account total on 27/02/2015	£20,918.49
	Tracker Account total on 30/01/2015	£40,334.83
	Saver Account total on 30/01/2015	£331.05
	Total	£61,584.37

6.2 Approval of payments - There was a one off payment to Viridor for 'duty of care for £90, the Clerk had checked this and was told that this payment was a requirement of our contract. The payment to P Grisbrook for £900 was questioned, this is for the work which was done in 2012 for the pavilion on the Rec. This project is on hold at present. Mr Ashman proposed payments are approved, this was seconded by Mr Thomas all agreed. HMRC have refunded £2824.62, this has been paid into the bank. A spreadsheet showing the total spend to year end will be given to all the PC at next month's meeting, this shows all costs, this will be ready as soon as the Clerk receives the bank statement for March.

7. To receive planning decisions - None

7.1 To consider any planning applications:

Variation of condition 2 attached to planning permission 10/00299/F10/00299/F: Construction of one dwelling at Land Adjacent to 38 Old Severalls Road Methwold Hythe Thetford Norfolk- There is no planning application to consider.

Pre Application Consultations

CTIL 109794 Parish Pre Application Consultation - upgrade to radio mast - The Parish Council see no reason to object to this upgrade.

Application for an underground gas pipeline and associated compound/structures (additional works in conjunction with approved anaerobic digestion plant) - Methwold Farm, Methwold - Mr Hood and Mr Wortley had already declared an interest and did not join in the discussion or vote, The remaining Parish Council support this pre-application.

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

8. Humble Pit & Sand Pit - The Clerk had been sent documents from the Solicitor to obtain Possessory Title for Sand Pit and Humble Pit. Mr Neville has been asked to sign the document for Sand Pit, this was agreed by the Parish Council, document signed by Mr Neville at the meeting.

Humble Pit- the Clerk has been asked to sign this document. There were discussion regarding the encroachment onto this land by Meadow View, it was remembered that this was discussed over 20 years ago by the Parish Council. Mr Ashman proposed that the Parish Council accept to take this course of action and pursue the Possessory Title to this land, the Clerk to sign the document for Humble Pit seconded by Mr Thomas all agreed. Clerk signed the document.

Additional seat on Fair Hill - A 4th person has come forward to make a donation to buy a seat on Fair Hill, It was discussed and agreed that the Clerk will follow this up, change the spec for the concrete plinths and order the seat when the donation has been collected.

Bribery Act Compliance Form - Form signed by Chairman

Landmark Trust - chair hire-Mr Thomas has been contacted by Landmark Trust to see if we would be willing to hire out 12 chairs for them to use at an event in the Old Vicarage on Tues 17th March. After discussion it was proposed by Mr Ashman that the PC lend 12 chairs with a donation to the PC if they wish, Mr Williams seconded this proposal 7 councillors agreed 1 abstention.

9. Correspondence

Clerk has received an email from Eon regarding a better rate for the electricity supply to St George's Hall if the PC agrees to a 1 year contract starting 1st May. Proposal to accept reduced rate and 1 year contract agreed by full Parish Council.

10. Any Further Reports - for information only

Hythe Road Drainage -Clerk asked to find out exactly what drainage works are going to be done in Hythe Road. Road sweeper - Clerk to ask Highways to inform PC when road sweeper is coming so that we can try and let people know not to park on side of the road, also to ask not to sweep roads on Mondays as this is Market day and the sweeper cannot do the job properly because of the cars along the High Street.

Mr Nixon has asked can we gravel the path from the entrance to Lancaster Farm past the Cemetery-to be discussed at Open Spaces

Mr Williams reported that the recent email received regarding the Cilica Sand there is only one area where this crosses under the River Wissey and under the sugar beet factory so it is unlikely to affect Methwold.

It has been found that youths are using the area behind the container in the car park as a den, at least 10 silver gas canisters have been picked up from this area, the Clerk will contact the local PCSO to inform them. The PCSO is already patrolling the area because of the youths who have been hanging around the car park. The gritbin on the island at Cock Corner has gone but there are some metal studs still sticking up proud of the ground, these need to be removed. Open Spaces to discuss.
There is a pothole along the High Street heading towards Cock Corner, this is near the trees on the left hand side of the road and traffic has been seen swerving around this to miss it. Clerk to report it to Highways.

11. To pass a resolution to exclude members of the public-

Quotes - Recreation Ground Standpipe - one quote received, Clerk asked to get at least two more quotes.

Churchyard Stumps - Clerk has already asked four firms to quote but only received one quote to date.

Cemetery hedges and trees - Clerk has asked five firms to quote two quotes received to date.

Decision made to wait for another month to allow the Clerk to chase quotes.

Meeting finished 9.10pm

Next Meeting Thursday 9th April 2015
