

**MINUTES OF METHWOLD PARISH COUNCIL MEETING**  
**HELD AT ST. GEORGE'S HALL**  
**THURSDAY 9<sup>th</sup> APRIL 2015**

Present: Mr R Hood, Mr. P Ashman, Mrs B Horton, Mr C Williams, Mr D Masters, Mr D Wortley, Mr C Neville, Mrs M Wortley, Mr J Marriage, Mr C Stone,

Mr Hood - Chairman welcomed all to the meeting

**OPEN FORUM**

1. **To receive and consider accepting apologies for absence:** Mrs B Bluck, Mrs S Stones, Mr D Thomas  
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 12.03.2015 were agreed as a true record of the meeting**  
Proposed by B Horton, seconded by P Ashman, all Councillors agreed.
  4. **Matters arising from past minutes:-** Hythe Road Drainage Concern was voice by C Neville that it has been seen on Facebook that people have said they will use the farm drive as a cut through if Hythe Road is closed for the drainage works, this is a private road and not for public use. Has the Clerk found out what is going to be done and when? Clerk reported that Highways responded to email saying that the work has been delayed because several local farmers complained that Hythe Road would be closed, Highways have only said that the work is to improve drainage not details of actual work they are going to do.  
Sign on Cranwich/Mundford Road - the road name plate is missing, can the Clerk contact the relevant department and get this re-instated?
  5. **Reports:**
    - 5.1 **Chairman's Report** - Various meetings re: grant for solar panels, kitchen grant, Precept letter to Methwold Times, met with Mr Nixon regarding new rules on herbicides etc.  
Attended several meetings, Open Spaces, Hall & site meeting for seats on Fair Hill and Cock Corner seat and grit bin.  
Checked out price on line for SPTG stand pipe  
Completed yearly financial spreadsheet.  
Received email we have been awarded the grant to install the gates in Brookville, asked the Clerk to obtain prices etc. also what other projects will they fund as list shows trods etc.  
Checked email re crime and did not see railings on list again.  
Asked Clerk to order Fields in Trust goodie box.  
Received and responded to email regarding Match Funded PCSO-Stoke Ferry were going to arrange a meeting with local Parishes but have decided that they are not going to progress. Mundford also declared not progressing.  
Checked the Hythe Road drainage letter, no clear result from Highways  
Unmarked police car has been seen in Brookville checking with speed gun
    - 5.2 **Clerk's Report** - Quotes - Sent out for quotes for Fair Hill seat bases, Hedge and Trees in Cemetery, Standpipe, chased these Contractors but response has been poor and only a few quotes have been received.  
Kitchen Quotes - Have contacted by email all of the Contractors who have supplied quotes to ask if the cost has increased since the quote was submitted, only 1 has replied.  
Signed Statement of Truth for Sand Pit and Humble Pit signed and returned to Nick Hancox, copies kept for files.  
Example of dog bins shown to DT & PA, preferred dog bin & post ordered on PO, delivery 11<sup>th</sup> May 2015  
At the OS meeting I was asked to inform the Technical Support Officer For Planning Enforcement Environment and Planning at KLBC that someone on the electoral role is living in the mobile home next to the Police House on the Mundford Road and also that there is a mobile home behind Drift House on Severalls Road in Methwold
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Hythe which has people living in it. Received a response from KLBC they are investigating both reports and will update as required.

Seats on Fair Hill - 4th person has asked to have seat on Fair Hill, Mr Stones to collect the donation, I have spoken to Supplier, they can make an additional seat but won't begin this until the money has been banked.

Training - Attended a 2 hour course on finance at Swaffham 16th March and attended a full day's course on end of year finance at Upton with JM.

Finance - After attending the end of year finance course JM and I have been working on the spreadsheet which NALC use, all this year's income and expenditure have been transferred onto this and it will make completing the year end figures much easier. This has also helped with a budget for the forthcoming year.

Match Funded PCSO - received an email from Stoke Ferry Vice Chair informing that Stoke Ferry are not pursuing Match Funded PCSO's so there will be no meeting. Mundford have also decided not to progress.

PC Elections - I attended the 2nd open evening where we had two people called in to find out more, I have had 2 people come to my house and a couple of phone calls from interested parties. In total 16 people have been given nomination papers.

I have received several emails from the Electoral Services Manager with official posters for the election which I have printed out and put up on the noticeboards in Methwold, Methwold Hythe and Brookville.

Methwold Times, I have written a letter to the Times explaining the Precept, given date and time of the Annual Parish Meeting 15th April at 7pm.

Cemetery - ongoing training from CW for the Cemetery admin, collecting cemetery fees from local parishes so that when we discuss Methwold Cemetery fees we have the information to hand.

EON - St George's Hall have discussed the charges and whether a 1 year contract would be of benefit, this was discussed at the last PC meeting and agreed.

Meadows Solar Farm - they have contacted me to ask for a signed Bribery Compliance Act form to be signed, this was not in the file so they sent a new form out for the Chairman to sign. They have asked for an invoice to be sent to them so they can make a payment to MPC this is under terms of the Community Benefit Deed with Lightsource SPV Ltd, this invoice has been sent.

Hythe Road Drainage - I spoke to Highways to ask why the drainage works had been delayed and they have said that they had several objections from local farmers to the road being closed, they are looking to reschedule for May but don't have a date yet. I asked them to explain what drainage work they are going to do and have been told it is improvements to the drainage system in Hythe Road, they can't give me any more information as to what they are doing, I did ask for them to email me the spec but they won't do that. We will be informed when they have arranged the new date to start the drainage work although if farmers complained about the road closure in March I can't see they aren't going to complain about it being closed in May!

Highways - Road sweeping on Market days, I explained to Highways that coming to do this on a Monday was not efficient because of the cars parked along the roads and asked if they could come another day but if they inform me in good time we can try and get a message on the parish page to try to get as many cars cleared as possible for the sweeper to be able to get to the gulleys and side of the road.

Mundford/Cranwich Road 40mph & Cross Road Sign reported and received response, work instructed to renew both signs.

Old Feltwell Road Sign being passed back and forth between Highways and Borough Council, have emailed and phoned both so they are aware of the problem with the sign.

Police - Crime Summary - asked why the Rec. railings were not listed on the crime summary, Phil Writer (Police) replied I do not get a copy of the crime summary but I can assure you they went on as a crime, (if they are the 4 panels of railings I attended). The crime number I gave you will directly link back to the information and the crime I recorded, is there a reason why you needed to see it in the weekly summary? With regards to the small silver canisters found behind the container in the car park, these are nitrous oxide or something similar which is a type of laughing gas that is currently legal and nothing to prevent persons from having it, we often get calls about it to say there are a load of them lying about. As promised we do patrol the area whenever we can, trying to focus on the areas being mentioned, but there are now even less of us, currently only 3 PCSO's on different shifts covering the 400 or so square miles Downham Market encompasses.

Lazy Days - written a letter of apology for the state of the disabled toilet and made suggestions as to how they might help prevent people walking in to use the toilets when they are using the Fenton Room.

Emailed important dates to all as there are quite a few meetings in April, hand delivered to those without email.

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

Methwold Football Club have booked some more dates for March and April.

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

Letter and booking form received from Seb Chaplain Memorial Fund regarding a football match on 6<sup>th</sup> June, have asked for any hire charge for the Rec. to be waived for this event and if they can raise the funds can they put a set on Cock Corner in memory of Seb Chaplain? This was discussed and agreed that the fee would be waived on condition that the Rec. is left clean and tidy. The seat was agreed but we are unsure where it can

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actually go at present, this will need to be discussed with the Parish Council at a later date. Proposed by Mr Ashman and seconded by Mrs Horton. Chairman suggested that the Fields in Trust goodie box he given to them for this event, Clerk to arrange this.

### **5.3 To accept the Report from the Open Spaces Working Party held on 26.03.15 and to consider recommendations made regarding-**Quotes-to be discussed later in the meeting.

Streetlighting-Clerk has investigated costs and we would be no better off in a 1 yr contract so will remain as we are, price is increasing.

Seats on Fair Hill-site of seats plan to be drawn up by Mr Marriage then the Clerk will write to all who have donated to get approval of this before the seats are set in place. Mr Stone informed the council that the plaques for the seats would be purchased by each of the donators, Clerk to give sizes and supplier details. Cock Corner-seat several options were discussed regarding the seat which is already on Cock Corner, could this seat be placed in the Cemetery and 1 or 2 new seats be placed at Cock Corner? **To be discussed at Open Spaces.**

Mr Marriage has suggested that to help with the problem of mud on the footpath which runs across Fair Hill to the Cemetery path a heavy duty plastic mesh mat could be installed so as when it is wet and muddy it prevents the soil eroding away.

Studs on Cock Corner have been removed.

Mr Hood has spoken to Mr Nixon about pesticides, at present he only uses herbicides but should the need arise Mr Nixon is willing to undertake any training that is required.

Cemetery to be discussed at separate meeting.

### **5.4 To accept the Report from the Hall and General Purposes Working Party held on 02.04.15 and to consider recommendations made regarding-** Purchase of a new rear light for St. Georges Hall (above kitchen and the purchase of new mat for Fenton Room end entrance way. Decorating sundries for the Hall kick plates for doors, door stops, corner protectors. Light purchase proposed by Mr Ashman seconded by Mrs Horton all agreed. Mat purchase proposed by Mr Ashman seconded by Mrs Horton all agreed. Decorating Sundries propose to purchase by Mr Ashman seconded by Mr Marriage all agreed.

Mr Ashman asked for volunteers to help decorate the rear foyer and stairs on 10/11 April, Mr D Wortley, Mr D Thomas, Mr J Marriage volunteered to help Mr Ashman. Mrs Horton thanked the volunteers for their hard work.

Decorating for the main hall is on the agenda for the Hall & General Purposes Working Group.

## **6. 6.1 Accounts Update**

Current Account total on 30.03.2015	£18,297.78
Tracker Account total on 30/01/2015	£40,339.47
Saver Account total on 30/01/2015	£331.09
Total	£58,968.34

Update from Finance Meeting held on 07.04.2015 There is some money remaining but this is made up of the reserve and money which has been allocated to projects from 2014/15 Although there is £18,297.78 showing in current account there are several projects which have been approved by full Council but have not yet been completed, new dog bin, stump grinding, St George's Hall roof etc. Mr Marriage is working on a summary of the Financial Standing Orders which will be given out when the new Parish Council is in place, this will simplify the Financial Standing Orders. After attending NALC training this is the suggested route, we are already following the Financial Standing Orders but this means everything is documented.

The Chairman explained that we have certain monies coming in-donations etc in which need to be kept separate, it has been suggested that the Savers Account is used for this. There is a £331.09 balance at present and is very low interest rate, the Chairman will speak to the bank to see if this can be transferred to the current account and this account used in this way and report back to the PC next month. The Clerk is not a signatory and is unable to discuss matters with the Bank. NALC suggest that Clerks are not signatories on Parish Council accounts.

The Finance Committee are still working on the Reserves Policy.

The Clerk has sent a VAT return to HMRC for the period from October 2014 to end of March 2015.

**6.2 Approval of payments - Mrs Horton proposed payments are approved, this was seconded by Mr Ashman all agreed.**

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**7. To receive planning decisions - Land Adjacent To 38 Old Severalls Road Methwold Hythe Thetford Norfolk IP26 4QR - VARIATION OF CONDITION 2 ATTACHED TO PLANNING PERMISSION 10/00299/F:Construction of one dwelling Application Permitted 30 March 2015 Delegated Decision**

**Wissington Sugar Factory College Road Wereham King's Lynn Norfolk PE33 9QG - Installation of additional vessels and pumps as part of the existing bio-ethanol plant operation, encompassing the 4th fermenter and yeast recovery sections Application Permitted 10 March 2015 Delegated Decision**

**7.1 To consider any planning applications:**

**15/00396/F Erection of domestic garage at 60 Hythe Road, Methwold IP26 4PU - Discussions around the size of the 'domestic' garage, the Clerk has asked for dimensions but there has been no response from planning. MPC observations - recommend that the Planning Authority attach conditions to planning application that the garage is used solely for their own use and is not used for commercial purposes.**

**C/2/2015/2010 Feltwell: Methwold Farm, Methwold to proposed compound site north of d (2.8 kilometre pipeline): Application for an underground gas pipeline and associated compound/structures (additional works in conjunction with approved anaerobic digestion plant) : Warren Power Ltd - Propose to support by Mr Williams seconded by Mr Ashman council agreed there were two abstentions Mr Hood and Mr Wortley.**

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

**8. Humble Pit - it has been noticed that the branches have been cut back to head height, Clerk to write to the neighbouring property to ask who had done this.**

**9. Correspondence**

**10. Any Further Reports - for information only**

**Hire of Hall for May 7th Election-Clerk has asked how much an election is likely to cost the PC and has been advised by KLBC that we should put aside £1500 if there is an election. Proposed that the charge to hire the Fenton Room, Kitchen for Election Day from 6.15am until 10pm should be at band C commercial rate all agreed.**

**Footpaths-** along White Plot Road are still dirty and the Trod between Methwold and Methwold Hythe has not been cleared, Mr Ashman to speak to person who volunteered to do this to see if it is going to be done.

**Zip wire on the Rec.** needs a repair, Mr Marriage to contact Wicksteed for cost for next PC meeting.

**Playground Course -** Mr Ashman and Mr Marriage are happy to continue their weekly checks on the equipment but it has been suggested that 2 new members of the PC go on a playground course.

Mr Ashman proposed a vote of thanks to Mr Edwards for his hard work washing the mats under the play equipment on the Rec.

**Dog Mess-**The Clerk has been asked to write to the Methwold Times reminding them that dogs are not allowed on the Rec and to ask people to clear up after their dogs when out, Ventura Close seems to be an area where there is a problem, there are dog bins in the village please use them.

The Chairman thanked Mr Stone who is standing down from the Parish Council for all his efforts applying for grants over the past four years, Mr Stone has offered to speak to the new Parish Council to help with future grant applications.

The Chairman reported that it is not yet known who is standing for the new Parish Council and thanked everyone for all that they have done over the past four years.

Mr Neville thanked the Chairman for his hard work over the past four years.

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

**Quotes - Recreation Ground Standpipe -** Mr Ashman declared an interest and offered to leave the room as only one quote had been received this was not deemed necessary, having followed Financial Standing Orders it was agreed that this quote would be opened, Mr Williams proposed to accept quote, Mr Marriage seconded all agreed Mr Ashman did not comment or vote. Clerk to inform Contractor.

**Churchyard Stumps -** Clerk had asked four firms to quote but only received one quote. Mr Stone proposed to accept seconded by Mr Marriage all agreed.

**Cemetery hedges and trees -** Four firms submitted quotes - All Contractors had received the same specifications but prices varied. Discussions around which quote to approve, Mr Marriage proposed to accept a middle priced quote with the caveat that no payment will be made until the work is completed to the

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specification. Before work proceeds the Clerk is to check that the quote is for both the trees and the hedge work and that the Contractor has Public Liability insurance

Mr Marriage explained to the meeting that in the Contract of Employment the Clerk was to have a pay rise after 26 weeks of employment, when this was discussed with the Clerk a few months ago she declined to accept the payrise because she felt that she hadn't got to grips with all that was required, Mr Marriage proposed that the Clerk should now receive this pay rise to SP20 on the NALC scale, Mr Williams seconded and all agreed.

**Meeting finished 9.50pm**

**Next Meeting Thursday 14<sup>th</sup> May 2015**

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