

MINUTES OF METHWOLD PARISH COUNCIL MEETING  
HELD IN THE 21 ROOM ST GEORGE'S HALL COMPLEX  
THURSDAY 10<sup>th</sup> JANUARY 2019 at 7.30pm

Present: D Thomas –Chairman, J Marriage –Vice Chairman, R Gibson, R Hood, P Crawley,  
D Charlesworth-Smith, T Thomas, S Stones, B Horton, C West  
2 members of the public

The Chairman wished everyone a Happy New Year and welcomed all to the meeting.

OPEN FORUM

Resident reported being pleasantly surprised by the gully cleaners at 6.45am, will this be common practice now? Mud and dirt are reported as being on Hythe Road and Crown Street and on the pavements which make it slippery for pedestrians, this is coming from the building sites, mud on the road can be reported to the Police in this instance the Clerk will email the builders.

1. To receive and consider accepting apologies for absence – S Burbridge and K Plumridge.
2. Declaration of Interest - Councillors invited to declare any interest in any item on the agenda – J Marriage declared an interest in item 7.2.
3. To approve and sign the minutes of the meeting held on 13th December 2018 as a true record of the meeting – D Charlesworth-Smith proposed to accept the minutes, B Horton seconded – APPROVED
4. Matters arising from past minutes – Cllr. Storey was not at the meeting to give an update from Highways regarding the Main Road Brookville and the road surface, the Clerk will follow this up with Cllr. Storey.
5. Reports:
  - 5.1 Chairman's Report – No report due to holidays.
  - 5.2 Clerk's Report – No report due to holidays.
  - 5.3 No Hall & General Purposes Working Group meeting in December, there has been a problem with a blocked drain in St George's toilets, this has been unblocked. The fittings on the top of the partition door between the Main Hall and the Fenton Room are worn and need replacing, we have had someone come out to look what is required and they will send a quote, if these are uneconomical or cannot be repaired a replacement partition may be required. P Crawley will look at fittings to see if it is possible to make the fittings.
  - 5.4 No Open Spaces Working Group meeting in January, broken glass was reported on the Rec. under the skateboard ramp thank you to whoever cleaned this up, cost of filling in the side with metal sheets will be investigated. Trees at the bottom of Globe Street report received that big bough was hanging down and potholes in the road. There have been a lot of glass bottles left at the back of St George's Hall and it was reported that a small empty plastic bag which could have contained drugs had been found on the Rec. A bush has fallen over in the Cemetery, this will be cleared up.
6. Finances
  - 6.1 Accounts Update – all councillors were given a copy of the income and invoice list and the bank rec. there were no questions.
  - 6.2 Approval of payments – R Hood proposed to accept approval of payments, B Horton seconded - APPROVED

Approval of quote for insurance policy – Current Insurance Policy ends on 8 February 2019, the Clerk has received two quotes - Quote A existing company £2379.36 per annum, Quote B new company £1775.02 per annum or 3 years at £1628.32 , both documents have been read by Chairman, Vice Chair and Clerk quote B recommended. R Hood proposed to accept

Quote B for 3 year term, D Charlesworth-Smith Seconded – APPROVED The Clerk will ensure the oil tanks and contents are covered in the policy. Premiums are fixed unless we change the insurance for any reason.

The Clerk requested permission to make the payment of the premium when the policy starts on the 7<sup>th</sup> February 2019 which is before the next meeting, B Horton proposed approval to make this payment, C West Seconded - APPROVED

7.

7.1 To receive planning applications: None

7.2 To receive planning decisions:

18/00219/TREECA14 Hythe Road Methwold Thetford Norfolk IP26 4PP - T1 Ash Tree - Fell within Conservation Area Tree Application – No objection 10 December 2018 Delegated Decision

18/01689/RM 1 Scotts Lane Brookville Thetford Norfolk IP26 4RD - Reserved Matters Application for 6 dwellings Application Permitted 24 December 2018 Delegated Decision

7.3 To consider any planning applications received after the agenda was produced:

19/00029/RMM Residential development of 44 dwellings at Land S of 1 To 44 Herbert Drive And W 59 Hythe Road Methwold Thetford Norfolk IP26 4PS – These plans show details of layout and buildings. It was thought that the developer has tried to make the site varied and interesting and that some thought has gone into making this development. Following a discussion a resident has had with a representative from Anglian Water concern was raised about the foul water drainage – this is expected to flow to the plant in Edens Lane which currently is emptied approx. once every 4 weeks, with the additional amount from the new development is thought that emptying will be more frequent raising the question of is the plant big enough to manage the additional flow and who pays for the maintenance of the road, and a meeting was suggested between the Developer and Anglian Water.

8. Items received for Agenda

HR Group – the group consists of the Chairman, Vice Chair, and 3 other parish councillors T Thomas, R Gibson and R Hood. It was proposed that the group become a Committee to enable them to make decisions on behalf of the council, Terms of Reference were given to all members. R Hood proposed to accept the change to a Committee and to approve the Terms of Reference, D Charlesworth-Smith seconded – APPROVED to be effective from 1<sup>st</sup> May 2019.

P Crawley proposed that existing members of the group to become Committee Members until the May elections. C West Seconded – APPROVED D Thomas, T Thomas, R Gibson, J Marriage and R Hood Abstained.

Parish Council Website – the administration need to change to the Clerk, currently this is not in a standard format and therefore a new website is required which is independent. Clerk is investigating costs but his needs to be done as soon as possible to be compliant. R Gibson proposed a limit of £1500 excluding VAT to enable the new website to be set up. S Stones Seconded - APPROVAL

Petty Cash – no petty cash is held, this means stamps, postage, mobile phone top ups for Clerk and Key Holder etc. has to be paid for by the Clerk and then reimbursed after the monthly meeting, this can sometimes be for a substantial amount. It is not thought possible to run petty cash, to take any money out of the account to set up and reimburse the float would mean 2 signatories having to go into the bank to take make a withdrawal, the SAMs 2 sign has been fitted with a Bluetooth function but this now means we are unable to use a cable to download data, this was not explained before the Bluetooth was fitted, an android phone is required to use this app, the current phone the Clerk has is old and not suitable to use for this function.

D Charlesworth-Smith proposed 2 contract mobile phones including the handsets on android are sourced to overcome the problem of having to purchase top ups and to use with the SAMs 2 sign, stamps to be bought in bulk from office suppliers where we already have an account, T Thomas Seconded – APPROVED R Gibson abstained because of link to Key Holder.

Work and Improvements to Complex for discussion and next steps – Electrical surveys are required for both buildings, from this a list of any electrical work required will be drawn up, the Clerk requested for consistency that the same electrician carries out the survey and the

work required. Once this has been completed an electrical certificate for both buildings will be issued. R Hood proposed that £1500 not including VAT is made available to have the electrical survey completed in both buildings, B Horton Seconded - APPROVED  
There is still some work required to finish the building before the Fire Officer and Building Officer visit.

A list of all work will be available at the next Halls and Open Spaces meeting for prioritisation before bringing back to council.

The internet connection between St George's and the old social club is required so hirers can use the internet, the Clerk will go out for quotes for this to be completed.

The Chairman requested a motion to extend the meeting to finish business, all agreed.

#### 9. Correspondence

The Clerk has received an email regarding the unpleasant behaviour of the Chairperson of a local group towards another regular hirer and their students, this is not the first incident that has been reported. The Chairman will write to the person concerned and Methwold Community Action Group to ask for this to be dealt with.

### OPEN FORUM

Volunteer from Mini Methwold is concerned that the automatic door stops have been purchased but have not yet been fitted, when can this be done?

It was stated that when trying to walk Footpath 9 they had to move the fence to get through. Previous request that the parish council look at installing bus stops in the village, is there an update? Yes this has been investigated and contact made with the bus companies to find out how many people use the busses, only one replied to say the numbers are very small. The cost per bus stop is £4,000 not including installation, as there are several bus stops throughout the parish it was felt that several would be required to accommodate users but the cost for this would make it too expensive

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

Charitable Trust – confirmed that once set up if the building has to be sold the parish council will be able to recoup all money spent of the old social club before the remainder is out into trust fund.

Noticeboard in Methwold Hythe has been repaired, the damage does seem to be deliberate. On behalf of the Key Holder – he doesn't have a full set of keys.

Signatory reported that she is still unable to get the card for internet banking sorted out.

Hythe Road – the light is on all day, this will be reported to the contractors.

Footpath – Crown House, Outside old Rectory, Laurel House the asphalt is corroded away – can something be done about this?

Report at night-time of a cable coming out of a house across the pavement and into a car to charge it, there is a mat over the cable but is this acceptable?

On Facebook it has been reported that the Post Office has not been open this week, it is understood that the Post Mistress is poorly.

Increase in dog mess

A meeting with the Community Speedwatch Coordinator is to be held to decide the sites for the camera, there will be an update at the next meeting.

The footpath group will be discussed at the next Open Spaces meeting.

Does the parish council have a GDPR Committee – yes.

The metal fencing on the recreation ground will be discussed the next Open Spaces meeting.

The base of the trees in the rec car park are overgrown and will be inspected.

Meeting closed 22.00