

MINUTES OF METHWOLD PARISH COUNCIL  
VIRTUAL MEETING HELD  
THURSDAY 12<sup>th</sup> NOVEMBER at 7.00pm

Parish Councillors present: J Marriage – Chairman, R Gibson – Vice Chair, S Crump, P Crawley, S Burbridge, D Charlesworth-Smith, C West, D Scott, L Burge, B Horton

Also in attendance: R Buckle (Parish Clerk)

Cllr A Ryves

Cllr M Storey

3 members of the public

The Chairman welcomed all to the virtual meeting and thanked all for joining onscreen and on the telephone. Cllr. Storey and Cllr. Ryves may have to leave before the end of the meeting due to another meeting. The Chairman thanked all of those who provided the display of poppies around the village, they lifted spirits and looked very nice. There will be One Open Forum section to be held towards the end of the meeting.

The parish council have received items for the agenda which have to be covered after the public have left the meeting, therefore Item 11 is added: To pass a resolution (under the Public Admission to Meetings Act 1960 to exclude members of the public and press for the following confidential items:

1. The parish council to receive and resolve to agree apologies for absence – R Scott submitted apologies, the parish council accepted apologies.
2. To receive declarations of interest in items on the agenda and consider any requests for dispensations - None
3. To approve the minutes of the meeting held on October 8th 2020 -P Crawley proposed to approve, S Burbridge seconded – APPROVED B Horton abstained because she was not present at the last meeting.
4. Matters arising from the last minutes - None
5. Reports
  - 5.1 Update and report from the virtual meeting of Open Spaces Group and to consider recommendations made at the meeting held on 22nd October 2020 – Footpaths – all footpaths and Public Rights of Way, Bridlepaths etc. which are not yet registered on the Definitive Map by 2026 will be lost, proposal to set up a group to map the Public Rights of way in the parish, volunteers required, anyone interested in helping please contact the Clerk please.

The parish council have received a copy of the Order permitting the diversion of Footpath 9. The delay was because the colours used on the original application were incorrect.

Development land – request to have land surveyed – to be covered in Item 11
  - 5.2 Update and report from the virtual meeting of Hall and General Purposes Working Party and to consider recommendations made at the meeting held on 5th November 2020 –

Approval of costs to complete outstanding jobs on handyman’s list – Item 11

Approval to purchase Cupboards in the kitchen Old Social Club Approx. £76.00 – currently there are boxes of crockery under the worksurface in the kitchen, these boxes stick out and are a trip hazard, cupboards would eliminate this problem. B Horton proposed purchase of 2 units for £76.00, C West seconded - APPROVED

Security during lockdown – CCTV inside building. Two complaints have been received, the first relates to a parish councillor and cannot be dealt with by the parish council, this is for the Monitoring Officer at BCKLWN.

The second relates to St George's Hall and from this complaint a statement has been made that people are using keys they have obtained without permission and letting themselves into the building to use the facilities. All keys to the Complex are numbered and accounted for, there is a record of this. Keys are made by a specific locksmith, are registered and cannot be copied, it is thought extremely unlikely that there are rogue keys in circulation.

The Hall group discussed placing CCTV cameras in the entrances so the security of the building can be monitored. Notices and a policy will be required to enable this to happen, the Clerk will obtain guidance and costs to set up a two camera system in the entrances to St George's Hall and the Fenton Rom side of the building.

S Burbridge proposed a CCTV system is investigated and details including costs are brought to the December meeting, P Crawley seconded – APPROVED.

The Clerk has already checked with the insurance company and there would be no reduction in premiums if a CCTV system was installed.

## 6. Finance

6.1 Approval of payments list – The bank rec and Income & Invoice lists have been circulated to council. D Scott proposed to approve payments, R Gibson seconded - APPROVED

6.2 Update from Finance Meeting – meeting held to start the process for the 2021/22 Budget, Financial Reserves Policy and 2021/22 Precept requirement, another meeting will be held in early December before bringing recommendations to the full council for approval.

The AGAR for 2019/20 has been approved by the External Auditor, details will be on the parish council website.

## 7. Planning

7.1 To receive planning decisions - 20/01230/CM Methwold 31 High Street Methwold Norfolk - COUNTY MATTERS: Replacement of existing hose drying tower with the erection of a taller fire training tower facility 5 October 2020 Delegated Decision

7.2 To receive planning applications

20/01572/F Re-instate roof to existing outbuilding at West Croft 27 Crown Street Methwold Thetford Norfolk IP26 4NR - SUPPORT

20/01063/F Conversion of existing barn into two residential dwellings at Laurel Farm 36A Globe Street Methwold Thetford Norfolk – Council previously voted to support, no change to this decision.

Observation – when the parish council received Non Material Amendments to applications there is no information as to what the amendment is, Cllr. Ryves to ask the planning department why?

7.3 To consider planning applications received after the agenda was published. Footpath 9 diversion as before, Parish council is waiting for response from Borough Council regarding the kissing gates.

## 8. Items received for agenda –

8.1 Compliments and Complaints Policy – updates for approval – the council have received the updated version, request for amendment to Confidentiality paragraph on page 2 to read ' People who make their complaints public 'on any form of social media' may forfeit their right to anonymity. S Burbridge proposed to approve updated policy with addition, R Gibson seconded – APPROVED

Code of Conduct – The Clerk circulated this document to all councillors and asked that the seven Nolan Principles are added to this document. S Burbridge proposed the 7 Nolan Principles are added to the document, D Scott seconded – APPROVED

The Clerk reminded the council that there is already an approved Social Media Policy in place, this will be circulated to all members.

## 9. Correspondence

Email received regarding vehicles using The Avenue and can signage be improved current signage is very small and badly placed.

Community Infrastructure Levy (CIL) notification has been received of two more payments, £1011.42 for erection of dwelling adjacent to 23 Whiteplot Road Methwold Hythe and £2233.23 for the erection of 12 dwellings Land West of 78 Hythe Road Methwold, CIL regulations state that the parish council must spend the CIL income they receive on certain projects, a list is available from the Clerk.

There is 1 space for Co-option, anyone interested in becoming a parish councillor please contact the Clerk for more information.

### Open Forum for Public Participation

An opportunity to hear from members of the public, Borough and County Councillors.

Footpath 9 – is the kissing gate remaining?

Bins outside the flats have been moved and it looks a lot tidier.

Dwelling on Stoke Road has rubbish stacked by the gate and overflowing onto the footpath, Cllr Ryves asked for photos so he can take this up.

Molehills reported on the recreation ground – these have been reported to the mole man.

A resident objected that only 3 of the 12 sites identified on the original site map required to comply with the archaeological dig requirements of planning permission for the meadow development were dug before foundations were laid. This does not comply with the original conditions, have any archaeological artifacts been destroyed, what happens now? It was reported that the Borough Council are dealing with this and we have to wait and see what action they will take with the developer. Thank you for bringing this to wider attention.

Fingerposts on The Avenue are reported to be hidden, it is not until you have passed the telegraph post that you can see them.

Resident volunteered to help the Footpath group.

The maintenance of the churchyard grass is reported to be better than last year, however please can the council ask the operator not to spin his machine as this makes divots in the grass, when turning please take a bigger circle. Weedkilling in the churchyard is supposed to be carried out 4 x a year but only noticed 2 occasions when this has been done, the weeds on the path are particularly bad. A meeting has already been arranged to discuss improvements for next season and this will be bought up.

Going forwards can the spraying schedule be given to the Churchwarden so he can monitor.

There is a mound in the bottom corner of the churchyard, this was to be removed and but because of circumstances and lockdown this has not yet happened.

Cllr Storey and Cllr. Ryves left the meeting.

## 10. Further items and reports

Rates will be charged from 2021/22 on all the buildings, the Borough Council have asked whether the improvements to the buildings have been carried out, the Clerk has replied.

We have been advised by Community Action Norfolk that there are two options, continue as we are and be liable for the rates or a Trust could be formed to run a Village Hall Committee, this would have charitable status and be eligible for a rates reduction. There are a number of issues therefore it was suggested a group is set up to look into options, volunteers from the public and the parish council are required to do this, it is crucial for the future of the village hall complex and how it is run and by whom, please give this some thought.

The Avenue Brookville – wasps nest reported in the field just off the track on Green Lane. Weeds and overgrown tracks are reported along The Avenue/Mill Drove, can the Clerk write to the farmers to ask them to cut this? Councillors were reminded that Mill Drove comes under Northwold Parish Council. Highways are responsible for the surface of the track and landowners for the hedges.

Repair to the ladies toilet door requires repair, this will cost in the region of £15, group agreed to this repair.

The parish council need a volunteer to sight and charge the SAMs2 sign, until a volunteer is found to do this the sign will be stored in the parish office.

Blackberry Lane Hythe Road, hedges are overgrown, worse near the road.

The streetsweeper was in the village last week.

The dog bin from the Hythe has not been re-sited, this is because the post needs extending before it can be done.

Gutter outside the Fenton Room needs to be cleaned and gutter clips replaced.

11. To pass a resolution (under the Public Admission to Meetings Act 1960 to exclude members of the public and press for the following confidential items:

Two complaints have been received i) Complaint regarding a parish councillor - this has to be dealt with by the Monitoring Officer at the Borough Council.

ii) Complaint from Cleaner regarding the Fenton Room side of the building, allegations received that someone is letting themselves into the building, this needs to be established one way or another, once known it can be dealt with. Possibility of CCTV inside the building, costs and policy requirements to the December meeting.

List of outstanding jobs – P Crawley proposed to accept 21 hours required to complete the outstanding list of jobs, D Charlesworth-Smith seconded - APPROVED

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Meeting closed at 20.50pm