

MINUTES OF METHWOLD PARISH COUNCIL MEETING
HELD IN THE 21 ROOM ST GEORGE'S HALL COMPLEX
THURSDAY 20th SEPTEMBER 2018 at 7.30pm

Present: D Thomas – Chairman, R Gibson, C West, P Crawley, D Charlesworth-Smith, S Burbridge, R Hood, T Thomas, S Stones.

1 member of the public

Cllr M Storey

The Chair and welcomed all to the meeting.

OPEN FORUM

Cllr. Storey advised that Storey's Meadow has been sold to developers so he is no longer responsible for cutting the footpaths. Cllr. Storey has been in contact with Highways regarding the work they have done to the drains in Brookville, the surface is noisier than before the work started, Highways expect the new surface to bed in but will shave off some of this off if they think it is too raised. Cllr. Storey understands that the work on the Trod is programmed but had no start date.

The footpath along White Plot Road has been completely replaced, resident asked why this has been done as the resources would have been better spent on repairing the potholes or relaying the road surface on Main Road Brookville to level it off. The junction and along The Avenue in Brookville is breaking up and needs to be repaired. Cllr. Storey to take these comments up with Highways.

1. To receive and consider accepting apologies for absence – B Horton, J Marriage, K Plumridge.
2. Declaration of Interest and to consider dispensations – T Thomas and R Gibson declared an interest in item 5. Regarding the renovation of the container and item 8 regarding the Lunch Club.
3. To approve and sign the minutes of the meeting held on 10th August 2018 as a true record of the meeting. R Hood proposed to accept minutes, D Charlesworth-Smith seconded - All Agreed except T Thomas because she was not in attendance at the last meeting.
4. Matters arising from past minutes – Fair Hill/Lancaster Park Farm – A resident contacted a member of the council to say that if Lorries and tractors drive carefully they can negotiate the corner into Lancaster Park Farm and they were pleased the Parish Council had decided not to gift the land to Highways. PV Panel feed in tariff, having problems registering with the supplier have tried 3 times to register by post and now trying by internet.
5. Reports:
 - 5.1 Chairman's Report – no report circulated this month due to work commitments, the Chairman gave a quick update.
 - 5.2 Clerk's Report – report circulated, no questions.
 - 5.3 Open Spaces Working Group meeting on 23.08.2018 and to consider recommendations made regarding: Updates to the Cemetery Rules – RH Proposed the amendments were accepted, S Burbridge seconded – ALL AGREED
 - 5.4 Update from the Hall & General Purposes Working Group meeting held on 06.09.2018 and to consider recommendations made regarding: Container in Car Park – is in poor condition and needs to be renovated so it can be used for storage. R Hood suggested the roof was vented to prevent condensation. The cost to renovate is £815.70 incl VAT, the Theatre Club have offered a donation towards this work. D Charlesworth-Smith

proposed that the renovation go ahead and accept the Theatre Club's donation towards the cost, S Stones seconded – ALL AGREED except T Thomas and R Gibson who abstained.

The ramp and mat in St George's lobby have deteriorated over the years and are worn, considered to be a trip hazard. Permission required to replace as soon as possible, approx. cost £150. R Gibson proposed permission is given to replace mat and ramp, T Thomas seconded ALL AGREED

The Parish Office – access for the public is limited because of the layout of the room, could one of the windows be extended down to install a door with disabled access. This would offer a better facility for the public, the office could have set opening days and times, it would be more accessible for residents to come in and speak to the Clerk and the parish council surgeries could be held in here. It would also mean more security for the Clerk because they could see who was coming into the room. The approx. cost would be £1600 and planning permission would be required. D Charlesworth-Smith proposed permission is given to install the new entrance/exit in the Parish Office. T Thomas seconded – ALL AGREED

The room next to the parish office is used for storage but the doorway is too narrow to get some larger items in easily, could double doors be installed to allow easier access, cost approx. £1k. S Burbridge proposed permission is given to widen the doorway to double doors the access is made bigger, D Charlesworth-Smith seconded – ALL AGREED

The back door in the corridor at the old club near Mini Methwold, there is no wheel chair access at this end of the building, wheelchair users have to use the front door, this is not acceptable as a fire exit and when children are in Mini Methwold and the middle door has to be kept shut for Safeguarding. Approx. cost to widen doorway and meet with disabled access regulations £1400. S Stones proposed permission is given to widen doorway and replace the door to comply with fire and disabled access requirements, R Gibson seconded – ALL AGREED

The windows in car park side of the Fenton Room need replacing, a quote will be obtained for this. It has been suggested that the windows at the front of the building could be replaced with lower/bigger windows, these could be included in the plan for the new parish office door to save obtaining planning permission at a later date, quote to be obtained.

6. Finances

6.1 Accounts Update – The August council meeting was postponed for a week however regular and approved payments for August were made on time. The Clerk checked with NPTS to ensure this was possible before payments were made, confirmed as correct procedure.

Mini Methwold has performed well over the summer holidays.

6.2 Approval of payments- R Gibson requested that the Parish Council ratify the payments, C West seconded – ALL AGREED

6.3 Approval of new Electricity Contract – The Clerk had circulated the quotes for new electrical supplier contract 1, 2 & 3 year contracts, the parish council discussed. S Burbridge proposed a 1 year contract with EON is accepted T Thomas seconded ALL AGREED except R Hood.

7. Planning

7.1 To receive planning applications: None

7.2 To receive planning decisions: 18/01456/F North of 12 Main Road Brookville Thetford Norfolk IP26 4RB - Construction of one dwelling and garage following demolition of former shop/post office building Application Permitted 12 September 2018 Delegated Decision 18/01370/PACU3 Brookville Barn Land South West of Brook Lane Brookville Norfolk - Prior Notification: Convert two adjoining agricultural buildings to a dwelling house Prior Approval – Approved 12 September 2018 Delegated Decision

7.3 To consider any planning applications received after the agenda was produced: None

8. Items received for Agenda

Lunch club hire charges – P Crawley requested the hire charges for the Lunch Club be waived for another 6 months as this is a real benefit to the community with regular attendance. This was discussed by all D Charlesworth-Smith seconded - ALL AGREED
T Thomas and R Gibson abstained.

9. Correspondence

Beavers have asked to use the youth room this winter to hold their sessions, please can the parish council consider a reduction in hire fee from October until April, S Burbridge proposed a reduction to £5 per session R Hood seconded – ALL AGREED.

White Plot Road – letter received from resident complaining of the state of the road where farm traffic are coming off the unmade road and leaving mud etc. all over the road and Highways not cleaning as far up as the tarmac goes, Cllr. Storey stated that farmers are responsible for the mess they leave on the roads and it is an offence not to clear up after themselves, a lot do make the effort but a few do not, this is an offence and Highways should be contacted. Also drivers of large vehicles turn onto White Plot Road and drive to the end thinking it is a cul-de-sac with the space to turn around, there is not, some have been turning around on private grassland and making a mess. Signage at the top of White Plot Road needs to be clearer.

The Clerk has received an email from members of a local group who meet regularly in the Fenton Room on a Monday, they are finding it very difficult to park in St George's Hall Car Park to attend their group because of people who are visiting the market parking in St George's Hall Car Park, some have big vehicles and trailers. This is not a public car park but people have parked in here for some years. There was a suggestion to put up a sign in the Car Park and redo the white lines but this is expensive and there is no guarantee the market traffic would comply with either. The Parish Council are trying to find a solution. A Parish Councillor was approached by a resident who reported an incident outside of the primary school, suggesting a volunteer lollipop school crossing group are set up. The Clerk has looked into this with the Police and the School Crossing Patrol Manager, reply received *Road Crossing Patrols by law (Road Traffic Regulation 1984) can only be appointed the Local Authority i.e. Norfolk County Council. They are employed and contracted to the council who cover all their terms and conditions.*

The patrol at The Duchy of Lancaster Primary School left in 2008 and with all patrol sites which become vacant they are monitored against a national criteria (Road Safety G.B.). This includes number of children crossing and volume of traffic.

The patrol site no longer reached this criteria and the site was dis-established.

We continually remind parents/guardians that they are legally responsible for seeing their children to and from school.

Parish Council have offered the SAMs2 sign data to the School Crossing Patrol Manager and asked him to visit the school again to reassess the site, he has agreed to do this.

OPEN FORUM – No further comments from the public

10. Any Further Reports - for information only

The Old Chapel is still covered by screens, they look an eyesore and are very untidy.

Volume of cars parked on the High Street on Mondays causing a traffic problem.

Main Road Brookville – work done on drains have made the noise problem worse

A lorry reversed in Brookville and took out some cables causing a fire, who's responsibility is it to put up a sign to say no reversing? This is Highways unless it is a private property.

The hedges in the Cemetery have been cut and the new wider roadway from the car park has been completed.

The Chairman requested an extension to the meeting to conclude business, the parish council agreed.

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

Post Office Hire Agreement – A few small changes to the hire agreement were discussed, S Burbridge requested that the changes are approved R Hood seconded ALL AGREED

A copy of Insurance Policy has not yet been received, the 28th September is the deadline agreed by the Parish Council to receive a copy of the Insurance Policy otherwise an Emergency Meeting will be called to decide next steps.

St Georges Hall – Hires – Members discussed a recent security breach where a Hirer left the building unlocked and unattended. Key Holder contact numbers are on every entrance, if a hirers wishes to leave early they can call one of the numbers and someone will come and lock up.

There is a lot of additional maintenance in and around the Complex, the parish council previously looked at having a Handyman, should this be revisited?

Meeting closed 22.10