



**Minutes of the meeting of Southery Parish Council held on
Wednesday 13th November 2024 at 7.00 pm in the Southery Village Hall**

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In attendance: Cllrs Chris Edwards, Diane Edwards, Christine Feltwell (part), Ian Goodwin (part), Annette Osler (Chair), Javey Osler, Darren Smith, Sue Welch & Roger Whitehead.

Members of the public: 2, including Cllr Martin Storey

Clerk: Lolly Dawson, Parish Clerk & RFO

1. Apologies for absence

None.

2. Declarations of Interest on Agenda Items and Dispensation Requests

Cllrs C Feltwell & D Smith declared an interest on item 7.f. as trustees of the village hall committee, they did not vote on the item.

3. Applications for the co-option of Parish Councillors

No applications received.

4. Public Speaking

a. Members of the Public –

A member of the public reported that two cars parked on lay-by continuously on Hall close, parking issues and abandoned vehicles can be reported to Norfolk.police.uk.

It was reported that the pathway Feltwell Road to Halls Close was overgrown, it was noted that this has already been reported with NCC highways.

It was reported that the traps footpath, from the top of Mill Lane to Halls Close is overgrown, Councillors to obtain photographs and Clerk to report to NCC highways.

b. District & County Councillors –

Cllr M Storey reported, NCC will be holding their Budget meeting in February 2025, deficit of 44 million, identified savings of 33.55 million so far, consultation is open for residents to have their say on savings, three main topics include council tax rise, reducing streetlight usage, review of housing related support services, consultation closes 16th December 2024, – contact Clerk for further information.

Winter Fuel Allowance NCC commit 1 million to keep people warm and support most vulnerable people through the Household Support Fund. See Norfolk County Council and King Lynn and West Norfolk Borough Council for more information on financial support, contact the Parish Clerk to further details.

5. The minutes of the Parish Council meeting held on 9th October 2024 were APPROVED as a true and correct record of the meeting and signed by the Chair.

6. Updates from previous minutes and any further actions

a. An update on the 15 saplings and planting at the cemetery, they have now been delivered to Cllr S Welch.

i. A budget of £30 was APPROVED for the purchase of protective sleeves.

- ii. It was AGREED for Cllrs D Smith & I Goodwin to plant the saplings. Location to be on the right hand side boundary of the cemetery as you enter from the pub, distance between trees and from future graves to be researched.
- b. Update on the bench and trees on Recreation Drive.
 - i. It was AGREED for Cllrs D Edwards & C Edwards to get a quote for a plaque to state "Donated by Anglian Water" for the bench.
 - ii. The bench location has been agreed, quotes to be sourced for installation.
 - iii. It was AGREED for Cllr I Goodwin to map the exact proposed position of the 3 x cherry trees and share with councillors. Clerk to request permission from Highways once locations are received.
- c. An update on the A10 road safety concerns, it was AGREED that additional traffic calming measures and police presence is desired by the Council, Clerk & Cllr Storey to request a meeting with highways representatives to discuss further.
- d. Update on British Sugar regarding their proposed expansion. Clerk to chase a response.

7. Finances

- a. The current Asset Register was reviewed, it was AGREED to add the new laptop, 2 x noticeboards, metal fencing around the war memorial on Upgate Street, 6 x white Gates and beacon. It was AGREED to remove the trod. Clerk to check play equipment consistent with most recent playground inspection report.
- b. The internal auditor quote for 2024/2025, £120.00 for Sonya Blythe was APPROVED.
- c. An accounts update was received with expenditure to date reviewed.
- d. The payments and receipts as presented at the meeting were APPROVED.

Southery Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

13 November 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
49	Streetlight Maintenance	02/07/2024		Lloyds Treasurer Acc	INV 8712 CH2 22C	streetlighting maintenance	KSM Lighting Services	S	640.00	128.00	768.00
71	Grounds Maintenance	30/09/2024		Lloyds Treasurer Acc	1MID353165	Grounds Maintenance	Nurbure	S	617.67	123.53	741.20
42	Handyman Costs	09/10/2024		Lloyds Business Acco	SAM2 change and	Handyman Jobs	Mr Sparkle	X	24.00		24.00
42	Litter bin collection	09/10/2024		Lloyds Business Acco	SAM2 change and	Handyman Jobs	Mr Sparkle	X	5.00		5.00
47	Cemetery	09/10/2024	13/11/2024	Lloyds Treasurer Acc		Cemetery Fencing	Satchwell Builders Ltd	S	1,240.00	248.00	1,488.00
70	Streetlight Maintenance	21/10/2024		Lloyds Treasurer Acc	Orchard Way work	Streetlight Maintenance	KSM Lighting Services	S	255.00	51.00	306.00
69	Cemetery	23/10/2024		Lloyds Treasurer Acc	Burial ground wats	Cemetery Water	Anglian Water	E	40.95		40.95
72	Clerk Salary	31/10/2024		Lloyds Treasurer Acc	October Month 7 p	Payroll	Lolly Dawson	X	929.75		929.75
73	Clerk Salary	13/11/2024		Lloyds Treasurer Acc	Month 7 October 1	HMRRC	HMRRC	X	302.43		302.43
56	Village hall hire	13/11/2024	13/11/2024	Lloyds Business Acco	Hall Hire 13/11/20	Village Hall Hire	Southery Village Hall	X	12.00		12.00
Total									4,066.80	550.53	4,617.33

Company	Description	Net	VAT	Gross
INCOME				
PPS	Refund of PPS	£10,375	£0.00	£10,375
Cemetery	Ashes interment Fee	£90.00	£0.00	£90.00
Cemetery	Interment in earthen grave	£96.00	£0.00	£96.00

- e. CIL Update
 - i. It was AGREED for the £754.65 CIL balance to be ear-marked for the Bus Shelter project.
- f. Donation to the village hall towards the lights project, next meeting, when full budget and bank recs are available to assess reserves.

8. Planning

- a. **Planning applications received from Kings Lynn and West Norfolk Borough Council prior to the meeting:**
 - i. Ref. no: 24/01824/F – Single Storey Rear Extension at 12 Westgate Street, Southery, PE38 0PA. Deadline 14th November 2024. It was agreed to respond with NO OBJECTIONS.

- b. **Planning decisions made by Kings Lynn and West Norfolk Borough Council:**
None.

9. Administration & Policies

- a. It was APPROVED to purchase a new lockable storage cabinet for the Council's files, to be held at the Village Hall at a cost of £199.00 incl. VAT from Viking stationary.
- b. It was AGREED to carry out the re-binding of 4 x old minute books which are damaged, and additional new minutes into books, at a cost of £45.00 per book, black cover with gold writing, with Pear Tree Binding, they will then be submitted to the archive centre. It was NOTED that Parish Council minutes must be retained permanently as a legal record.

10. Highways

- a. The quotes to replace the Bus Shelter were RECEIVED it was AGREED for the Clerk to source quotes for repair of the current structure, including stripping and re-painting the metal, and replacing the roof with metal panels to compare to the replacement option at the next meeting.
- b. It was AGREED to elect Cllr I Goodwin to act at the highways representative, and report all highways issues along with the Clerk.
- c. Update on highways reports.
 - i. Damage to wooden rail on Feltwell Road bridge has been reported.
- d. It was NOTED that the current Speed Watch group has disbanded. It was AGREED for the clerk to start the process in setting up a new Speedwatch Group, notice for volunteers to be placed in noticeboards.
- e. SAM2 administration, it was AGREED for Cllr I Goodwin to send current SAM2 locations to Clerk, and any proposed additional locations for approval from highways.

11. Open Spaces

- a. An update on the play area refurbishment and any potential funding was received from Cllr D Smith, NCC has no direct funding available, funding options include; Tesco stronger start £1500 max, Norfolk Homes Community Funding, Norfolk Community Foundation, West Norfolk Winds, Momentum Norfolk, West Norfolk Youth Advisory Board contacted for assistance with accessibility and inclusivity, National Lottery Funding, Mick George fund, British Sugar. It was AGREED to create a survey to request what equipment the children would like, Cllr D Smith to share with the Council, then circulate locally, a meeting to be arranged with the local school.
- b. Orchard Way lighting update, the certificate for works is being chased, and transfer to the Parish Council is in progress.
- c. Additional grass-cutting at a cost of Playing field £82.47 +VAT, Village greens £33.00 +VAT, Play area at the playing field £49.00 +VAT & Burial Ground £264.00 +VAT was APPROVED for W/C 18th November 2024 only.
- d. The purchase of an additional defibrillator was considered, potential funding available from London Hearts, match funding £750 with external locked cabinet or £660 for internal cabinet. Clerk to contact local shop as potential location.

12. Correspondence

None.

It was RESOLVED to suspend the standing orders and continue the meeting.

13. Items of the next agenda

- a. To consider the draft budget for 2025/2026, agree the precept and receive the current reserves and bank recs.
- b. To purchase replacement sign for the cemetery entrance with updated contact information.

- c. To consider Village Hall lights donation.
- d. To receive Bus shelter repair quotes
- e. To consider potential projects for the Community Payback team
- f. To consider the current Parish Council meeting venue
- g. To consider any VE Day events and funding.
- h. To review the current rental fees.

14. Date of the next meeting(s)

- a. The 2025 meeting dates were APPROVED, these are subject to change.
- b. Wednesday 11 December 2024 at 7.00pm at the Village Hall

It was RESOLVED that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the Council moved to exclude the press and public for the remaining items of the agenda, by reason of the confidential nature of the business. PROPOSED Cllr A Osler, seconded Cllr S Welch.

15. Staffing Matters

- a. The local government, pay agreement for 2024/2025 was NOTED.
- b. The Clerk's timesheet was received and overtime worked was APPROVED.

16. Cemetery

- a. An update on the current interment requests was received.
- b. Memorial headstone inscriptions to be approved, none received.
- c. The current cemetery deeds were received. It was AGREED for the Clerk to create a report on current land ownership, and contact the owner of the land to the left of the cemetery to invite to a meeting.

17. Parish Council Land

- a. The land registry boundaries for the playing field were received a budget of £10 was AGREED to obtain the deeds for the land surrounding the play area, Cllr A Osler to action.

Meeting Closed 21:36

Signed:

Date: