

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 11TH NOVEMBER 2019 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mr S. Westbury, Mr G. Curran, Mrs B O'Dowd, Mr J. Keen, Mr J. Rodrigues, Mr D. Turner and Mr I. Cawdron.

Also in attendance: Mrs K. Pickard (Clerk), Mrs M Heinrich (Administrator), District Councillor Mr Richard Duffield, and 8 members of the public.

Matters Raised Under Time Allocated to the Public.

Councillor O'Dowd reported that a representative from Boudicca Breast Cancer Appeal was also in attendance. Boudicca is a charity who are looking to provide a new dedicated breast cancer unit at the Norfolk and Norwich University Hospital. Boudicca was also a chosen organisation from Swanton Morley Festival to receive a donation from the proceeds. Councillor O'Dowd and Councillor Curran were proud to present the charity with a cheque for £400 towards this worthy cause. More information regarding this organisation can be found at the Norfolk and Norwich Hospitals Charity website www.nnuh.org.uk.

A member of the public asked if a contribution towards the new permissive footpath agreement will be made from Robertson Barracks? Councillor Atterwill responded saying that many of the residents there are taxpayers and on the electoral register so they already contribute.

District Councillor Reports

Mr Duffield took to the floor and gave an update that Breckland Council's Local plan could be adopted on the 28th November. Mr Duffield declared an interest in item 6a.

Mr Duffield had nothing further to report.

Mr Atterwill then took to the floor and raised a concern regarding the Local Plan. Mr Atterwill wants clarification about the way in which Breckland Council will consider planning applications for developments located just outside of the settlement boundary in relation to communities designated as Local Service Centre villages. Mr Atterwill is to pose the question to Breckland Council that if a proposed application was just outside the settlement boundary would this be considered acceptable? The concern is that if this is considered then this would conflict with Policy 1 of the Swanton Morley Neighbourhood Plan. Mr Atterwill to provide an update at the next meeting.

The Meeting Went into Session

1. To Accept Apologies for Absence

None received

2. To Receive Declarations of Interest

Councillor Westbury declared an interest in item 8c

Councillor Turner declared an interest in item 8c

3. Minutes from the Parish Council Meeting of 14th October 2019 to be Accepted, Initialled and Signed

Councillor Cawdron proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Councillor Turner

4. Matters Arising from Minutes of 14th October 2019 (For Exchange of Information Only)

None raised

5. Finance**a) Accounts to Approve for Payment:**

The Clerk reported that an additional request for payment has been raised by Councillor O'Dowd as a donation from the Festival account for £400 in addition to the following invoices received for payment Councillor Curran proposed the payments are accepted seconded by Councillor Turner and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Renumeration	October – Made Under Contract	BACS	£3130.14	
NPT&S	Minutes & Agendas/Seminar	BACS	£92.00	
CGM	Grasscutting Aug/Sept	BACS	£671.69	£111.95
CGM	Grasscutting October	BACS	£16.34	£2.72
NALC	Local Councils Publication	BACS	£19.99	
Viking	Stationery/Ink	BACS	£70.09	£11.68
S2 Computers	Support Fees	BACS	£240.00	£40.00
S2 Computers	Domain Name registration	BACS	£14.39	£2.40
Childrens Cancer & Leukemia Group – Denver Clinton Superhero Fund	Festival Donation	Cheque	£400	
		Total	£4654.64	£168.75

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
M Heinrich	Allotment Payment	£50.00
T Sell	Allotment Payment	£32.00
Burial Fees	Burial Ground	£330.00
HMRC	VAT Refund	£1166.05
		£1578.05

District Councillor Duffield left the room

6. Land and Planning**a) To Consider Responses to Breckland District Council for the Following Planning Applications**

3PL/2019/1263/F – Land Adjacent to Chapel Farm, Greengate – Erection of two storey dwelling including change of use of Agricultural land to residential.

Councillor Curran proposed the application is objected to on the grounds that it is outside the settlement boundary seconded by Councillor Rodrigues and carried

District Councillor Richard Duffield re-entered the room

3PL/2019/1313/HOU – 1 Home Farm Close – Conservatory to the rear of the property

Councillor Rodrigues proposed the application is responded to with no objections seconded by Councillor O'Dowd and carried

b) To Receive Report on Planning Decisions by Breckland District Council

3PL/2019/1198/HOU – Homelea Town Street – Proposed double garage building & new access to Town Street

Permission Granted

3PL/2019/0679/F – Hospital Farm, Woodgate – Proposed new dwelling including demolition of the existing building

Permission Granted

c) To Receive Update on Breckland District Council's Local Plan

District Councillor Richard Duffield had already stated that the Local Plan should be adopted on the 28th November

d) To Receive Update on the Progress of the Neighbourhood Plan

Councillor Atterwill updated that the referendum for the Neighbourhood plan is on Thursday 14th November. Breckland Council have invited one member of the Parish Council to attend the count on Friday 15th November, Councillor Atterwill has offered to attend and to give an update when a decision is made.

Councillor Atterwill had previously sent the minutes from the last Steering Group meeting to Councillors for approval. As the steering group has now disbanded Mr Atterwill asked that those councillors present at the last meeting approve the minutes so they can be published

Councillor Rodrigues proposed the minutes are a true and accurate record of the meeting seconded by Councillor Curran and carried.

Councillor Atterwill then signed the minutes.

e) To Receive an Update for the S106 agreement on Gooseberry Hill – 3OB/2019/0031/OB

Councillor Atterwill reported that the Clerk had received a quotation from Wellers Law Group in response to the S106 agreement for the transfer of land on Gooseberry Hill.

The quotation is £425 + VAT.

Councillor Westbury proposed that the quote is accepted seconded by Councillor O'Dowd and carried.

The Clerk is to instruct the Solicitor to complete the work and will request the Solicitors to copy any correspondence to the Chairman and the Clerk.

f) To Consider Road Names for the new Rectory Road Development

Councillor Atterwill requested that this item be deferred until the December meeting as he is still waiting to speak to third parties.

g) To Receive and Update Report regarding the S106 Monies Available

The Clerk had previously sent a separate report with suggestions to Councillors for consideration.

This included play equipment from a regular supplier, recycled plastic and the potential of information boards on Climate.

It was agreed that the S106 money would be better used on a single piece of equipment such as a play boat or a play fire engine for Gooseberry Hill.

Councillor Atterwill proposed that when funding from the application is secured, the large play boat in recycled plastic for £3499 from Marmax products be purchased seconded by Councillor Westbury.

The Clerk is to establish the installation cost and apply for the funding.

7. To Receive an Update Report following the Declaration of a Climate Emergency

The first meeting of the Climate Emergency steering group is to be held on Wednesday 13th November and an update report shall be provided at the December meeting.

Councillor Westbury at this point in the proceedings asked to refer back to item 6,d). He then requested further information on the decision for an outstanding planning application, Councillor Atterwill made a suggestion that an Extraordinary meeting of the Parish Council should be held the following week, following the result of the Neighbourhood Plan Referendum. Councillor Atterwill suggested that at this meeting the Council could consider three outstanding planning applications taking account of Neighbourhood Plan policies

8. To Consider Matters for Attention for the Following Parish Assets

a) Churchyard at All Saints' Church

Councillor Curran reported that the South Gate needed attention, District Councillor Richard Duffield offered to provide a telephone number of a contractor who may be able to assist with this work, Councillor Atterwill thanked him.

b) Swanton Morley Cemetery

i) To Receive an Update Report from the Clerk following the meeting with Mr Robson (Grave digger) and Councillor Westbury

The Clerk reported that a meeting took place on site on Tuesday 29th October between Mrs K Pickard (Clerk), Mr P Robson (Grave Digger) and Councillor Steve Westbury.

The purpose of this meeting was to establish the extent of the work required at the burial ground on particular plots as well as to examine paperwork within the Parish Office.

An inspection of each plot was undertaken during the meeting and findings were:

- 25 Plots require attention, so the Clerk is to begin writing to the owner of the plots
- 3 plots are unmarked
- An additional grave is not listed on the plan – the Clerk is to investigate
- 26 available plots cannot be used
- 13 available plots need to be secured as children's plots due to the over sizing of plots in front
- All reserved plots can still be used

The Clerk then highlighted that an action plan is to be put in place for the following:

- The Clerk and Mr Westbury to produce a new map layout of the burial site
- The Clerk to contact the owners of the graves requiring attention
- The Clerk is to marry up the existing paperwork with the plots
- The Clerk to complete and produce full burial ground regulations (assisted by Mr Curran)

Councillor Curran then thanked the working party for their attendance and work in October.

District Councillor Richard Duffield left the room

c) Swanton Morley Allotments

Councillor Turner reported that there still remains some unkept plots however at this time of year, this is to be expected.

One plot remains vacant.

Councillor Turner has some concern over numbers turning out for working parties and asked Councillors for suggestions to encourage more. Councillor Westbury had suggested that at the start of the season a diary for working parties is secured and sent to allotment holders to ensure they are available. A suggestion was also made to increase the rent and then offer a discount to those who attend working parties.

The Clerk and Administrator are to look at the tenancy agreement to see if this can be accommodated.

d) Swanton Morley Playing Fields and Village Green

Councillor Keen reported the following issues at Gooseberry Hill:

- The carpark entrance is in need of some attention
- The green litter bin is broken
- The swing seats need cleaning
- Ground under some play equipment very is worn

Councillor Keen reported the following issues at the Village green:

- Seating looks dirty

Councillor Turner then reported that the Parishioner who was going to test the safagrass matting for the Village green has been to the Village Hall and it seems to be a good solution for wheelchair users. Councillor Atterwill will provide some measurements for the Village Green.

Councillor Keen reported the following issues at the Youth Area:

- Stiff pedals on a piece of equipment
- The ground is very wet and muddy

e) Swanton Morley Common Lands

Nothing to report

f) Streetlights

It was reported that the light on the pedestrian crossing is still showing signs of a fault.

Councillor Atterwill then asked Mr Marsham if he could assist him in cutting back some hedges on Rectory Road that are obstructing the vision of the streetlight, Mr Marsham agreed and Councillor Atterwill thanked him.

g) Meadowview Estate (Davidson Park)

i) To Receive an Update on the Installation of Equipment on the Meadowview Estate Green Open Space.

Councillor Atterwill reported that following much bad weather, this item and work should be deferred until Spring 2020. All agreed.

9. Highways

a. To Receive Reports of Highways Faults / Matters for Attention

It was reported that there is still an issue with the tree on Rectory Road that is showing signs of deterioration, Councillor Atterwill reported that there will be a Norfolk County Council Tree officer attending site to inspect the tree and make a decision if this can remain in place or if it should be removed. The Clerk is to chase up when this inspection will take place.

Councillor Westbury then asked why there are no return passengers allowed on the 5/6pm buses back to Dereham even though this is where the route ends. The Clerk will make enquiries with Konnect buses.

The Clerk then gave an update that all of the work that has been reported to the Highways Engineer has either been completed or scheduled in for completion.

c) To Receive an Update on the Community Speed Watch Scheme.

Councillor Turner confirmed that he is in receipt of the application forms for the volunteers to complete, once these have been completed and returned a training session will be scheduled in.

10. To Receive an Update on the Future of the Permissive Footpaths in the Village

Councillor Westbury reported that the contract for the permissive footpaths has now been signed and returned and the invoice has been paid. This included an additional footpath from Rectory Road to Primrose Hill, linking with the existing permissive path there.

Councillor Westbury will provide new maps on available pathways to publish in due course.

11. To Consider the WWII Commemorative Grant Scheme

The Clerk reported that an email had been received from Breckland District Council regarding their WWII Commemorative Grant Scheme, which is now open for applications via Norfolk Community Foundation. Swanton Morley Parish Council has been identified as an organisation that could be eligible to apply for grants of up to £500 for community projects and celebratory events that will commemorate the 75th Anniversaries of VE and VJ Day, and 80th Anniversaries of Dunkirk and the Battle of Britain.

It was discussed that there could be a potential commemorative bench however the Clerk would need to ascertain if this grant would allow this. A suggestion that the Clerk and Administrator made would be to incorporate this into a community coffee morning with a 1940s theme.

Councillors then discussed the possibility of a full swing band dance to be held at the Village Hall. The Clerk and Administrator are to work on a proposal to include costings for such an event and report their findings at the December meeting.

12. To Receive a Report from NCC Cllr Margaret Dewsbury regarding an Integrated Risk Management Plan

The Clerk had circulated the email and report ahead of the meeting to Councillors for consideration. Councillor Curran proposed that Swanton Morley Parish Council respond with no comment to make seconded by Councillor Keen and carried.

13. To Consider the Future of the Community Car Scheme

The Clerk reported that at the start of the financial year it was agreed that the Community car scheme was no longer viable due to the numbers of volunteers reducing. This service was then subsequently suspended.

Councillor Atterwill requested it be put on record his thanks to Mr Gerry Palmer for his dedication to this scheme and volunteering in the community since the scheme was suspended.

Councillor Curran asked if there had been any funding claimed for this year. The Clerk reported that in this financial year no funding has been claimed for the community car scheme so there will be no refund requested.

The Clerk then reported that to reinstate the car scheme it would need one volunteer to co-ordinate the calls and a minimum of four volunteer drivers, however, in the eight months since the suspension of the service there have been no additional volunteers coming forward even though the Administrator and Clerk have continued to advertise.

Councillor Atterwill proposed that the scheme should be permanently cancelled seconded by Councillor Westbury and carried.

Swanton Morley Parish Council would like to thank everyone that has contributed to this scheme.

14. To Consider details of the Carols on the Green Concert

The Annual Christmas Carols on the Green concert is being held on Saturday 30th November 2019 on the Village Green. It was agreed that the Santa would be visiting at 5.30 and the band would start at 6pm. Mr Palmer agreed that if the weather is not suitable then the concert can take place in the Church. Councillor Atterwill thanked him.

Councillor Rodrigues will provide 150 mince pies for the event, Councillor Atterwill thanked him and the Clerk is to confirm numbers of hot dogs from Swanton Morley Butchers.

Mr Marsham will be providing the Christmas tree for the Village Green, Councillor Atterwill thanked him.

6 Members of the public left the room

15. Correspondence (For Exchange of Information Only)

Councillor Atterwill reported that an email had been received from Spire Solicitors regarding ownership of a small piece of land at Goosberry Hill. The Clerk confirmed that the land registry document does not include this particular site, so Councillor Atterwill is to respond to Spire to confirm that the land is not in the Parish Council's ownership.

The Clerk then reiterated the information regarding the Town and Parish Forum at Breckland Council on the 12th February 2020 and asked Councillors to save the date.

The Clerk also reported that there has been an update from NT&S regarding the Website Accessibility Regulations 2018. This will be addressed at the December meeting.

The Meeting Was Suspended for Further Comment from the Public

A member of the public referred to the piece of land on Gooseberry Hill and asked if this would cause access issues at the end of the driveway, Councillor Atterwill responded that it would not.

The Meeting Went Back Into Session

Financial Year 2019/2020

16. Any Item to be Reported for the Next Agenda

Website Accessibility Regulations 2018 Update
VE Day celebration update
Community Speedwatch update

17. To Consider the Date for the Budget Meeting

Councillor Atterwill requested that the Council set the date for the 2020/2021 budget meeting. It was agreed that this would take place on Monday 20th January 2020.

Two members of the public left the room

18. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 9th December at 7.30pm at Swanton Morley Village Hall.

This was agreed

The meeting closed at 9.32pm

_____ (Chairman) _____ Date