

## SWANTON MORLEY PARISH COUNCIL

The Annual of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 14<sup>th</sup> May 2018. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. Westbury, Mr S. O'Dowd, Mr B. Marsham, Mr G. Curran, Mr J. Keen, Mr K. Tidman and Mr J. Rodrigues. Also in attendance were Mr R. Richmond (District Councillor), Mrs F LeBon (Clerk) and one member of the public.

### Matters Raised Under Time Allocated to the Public.

No matters raised.

### District and County Councillor Reports

Mr Richmond advised that the hearings for the local plan are now in their third week. There are six more meetings scheduled, with reserve sessions booked if required by the examiner. The local plan is hoped to be adopted by the autumn.

Mr Richmond attended the training session on planning.

He had attended the SNAP meeting. Concerns were raised about the quality of reporting of crime figures to the parishes. He also raised that masked people had been trying to access vehicles late at night in Beetley and urged Swanton Morley residents to be vigilant.

Mr Marsham raised concerns about the number of planning applications being passed despite large numbers of objections.

The Clerk advised Mr Richmond that, despite booking into the Local Plan hearings in March, two days before the affordable housing hearing Breckland District Council attempted to restrict the Parish Council's ability to speak at this hearing. This was eventually overcome, however this calls into question the consultation process that the hearings are supposed to embrace.

Mr Atterwill raised concerns that the officers were struggling to answer certain questions as part of the hearings. When this occurred they just advised that 'it was an iterative process'.

### *The Meeting Went Into Session*

#### **1. To Elect Parish Council Chairman for the Forthcoming Year**

Mr Keen proposed that Mr Atterwill should continue as Parish Council chairman for the forthcoming year, seconded by Mr Marsham and carried.

#### **2. To Accept Apologies for Absence**

Apologies were received from Mr R. Duffield (District Councillor).

#### **3. To Receive Declarations of Interest**

Mr Atterwill declared a pecuniary interest in item 11c.

#### **4. Election of Vice Chairman**

Mr Atterwill proposed that Mrs O'Dowd should continue as vice chairman, seconded by Mr Keen and carried.

#### **5. Appointment of Council Representatives and Councillors with Special Responsibilities:**

##### **a) Member to Represent the Council on Barrett's Charity Committee**

Mr Atterwill proposed that Mr Marsham should be the Parish Council representative on the Barrett's Charity committee, seconded by Mrs O'Dowd and carried.

- b) Members to be Responsible for the Churchyard & Burial Ground**  
Mr Marsham proposed that Mr O'Dowd should be the member responsible for the churchyard and burial ground, seconded by Mr Keen and carried.
  - c) Members for Commons & Open Spaces & Environmental Working Group**  
Mr Tidman proposed that Mr Marsham should be the member responsible for the common lands, seconded by Mr Rodrigues and carried.
  - d) Member to be Responsible for Public Footpaths**  
Mr O'Dowd proposed that Mr Westbury should be the member responsible for the public footpaths, seconded by Mr Rodrigues and carried.
  - e) Member to be Responsible for Playgrounds and Youth Areas**  
Mrs O'Dowd proposed that Mr Keen should be the member responsible for the playing fields, seconded by Mr Tidman and carried.
  - f) Appointment of Parish Council representative on the Patients' Participation Group**  
Mr Marsham proposed that Mrs O'Dowd should be the Parish Council representative on the Patients' Participation Group, seconded by Mr Tidman and carried.
  - g) Appointment of Parish Council representative for the Community Car Scheme**  
Mr Atterwill proposed that Mr Westbury should be the Parish Council representative for the Community Car Scheme, seconded by Mr Tidman and carried.
  - h) Appointment of Community Car Organiser and Deputy Organiser**  
Mr Keen proposed that Mrs Sadler should continue as the Community Car Organiser, supported by Mr Brooks, seconded by Mrs O'Dowd and carried.
  - i) Member to be Responsible for Allotments**  
Mr Keen proposed that Mr Tidman should be the member responsible for allotments, seconded by Mr Rodrigues and carried.
  - j) Members to form the Personnel Committee**  
Mr Marsham proposed that Mr Atterwill, Mr Westbury and Mr O'Dowd should form the personnel committee. Seconded by Mr Rodrigues and carried.
- 6. Minutes from the Parish Council Meeting of 9<sup>th</sup> April 2018 to be accepted, initialled and signed.**  
Mr Rodrigues proposed that the minutes of this meeting be accepted. Seconded by Mrs O'Dowd and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.
- 7. Matters Arising from Minutes of 9<sup>th</sup> April 2018 (For Exchange of Information Only)**  
None raised.
- 8. Minutes from the Parish Council Meeting of 16<sup>th</sup> April 2018 to be accepted, initialled and signed.**  
Mr Tidman proposed that the minutes of this meeting be accepted. Seconded by Mr Keen and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.
- 9. Matters Arising from Minutes of 16<sup>th</sup> April 2018 (For Exchange of Information Only)**  
None raised.
- 10. To Receive Draft Minutes from the Annual Parish Meeting Held on 16<sup>th</sup> April 2018 and Agree that they be put forward for Agreement by the Public at the 2019 Annual Parish Meeting.**  
Mr Tidman proposed that the draft minutes from the Annual Parish Meeting held on the 16<sup>th</sup> April be put forward for agreement at the 2019 Annual Parish Meeting. Seconded by Mr Curran and carried.

**11. Finance****a) Accounts to approve for payment:**

The following invoices had been received for payment. Mr O'Dowd proposed that the following be authorised, seconded by Mr Westbury and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Faye LeBon / Kelly Pickard / Norfolk Pension Fund / HMRC	Staff Remuneration Packages (April)	Direct to Bank	£2,877.88	-
Stocksigns	'Concealed Entry' Signage	Direct to Bank	£28.79	£4.80
CGM	Grounds Maintenance March/April	Direct to Bank	£842.13	£140.34
Eastern Office Equipment	Mardler & APM Copying & Stationery	Direct to Bank	£458.17	£67.89
BT	Cloud Phone and Broadband	DD	£92.74	£15.45
E-on	Street Light Electricity	DD	£66.15	£3.15
	<b>TOTAL</b>		<b>£4,365.86</b>	<b>£231.63</b>

**b) Income to be Reported**

The following income was reported:

Income Received From	Details	Amount
Norfolk Community Foundation	Community Car Funding	£650.00
Breckland District Council	50% of Precept	£39,111.17
Breckland District Council	50% Of Council Tax Support Grant	£300.00
	<b>TOTAL</b>	<b>£40,061.17</b>

*Mr Atterwill Left the Room  
Mrs O'Dowd Took the Position of Chair*

**c) To Agree Payment of £273.00 as 50% of Chairman's Allowance for 2018/2019.**

Mr Rodrigues proposed that £273.00 be paid to Mr Atterwill as 50% of the annual Chairman's allowance for 2018/2019. Seconded by Mr Keen and carried. Cheque number 102836 was drawn to reflect this.

*Mr Atterwill Re-Entered the Room and Resumed Position of Chair*

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

- i. **3PL/2017/1546/VAR – Land off Rectory Road - Variation of condition 12 on pp 3PL/2014/0083/F - amended drainage details (amended plans)**  
New plans had been submitted for a new drainage system, as opposed to the current constructed French drain. Mr Atterwill proposed that there should be no objections to this amended application, seconded by Mr Westbury and carried.
- ii. **3OB/2018/0002/OB – Land off Rectory Road - Increase in areas to be transferred to the nominated body in lieu of Norfolk County Council Highways (amended plans)**  
Further to the amended drainage plans as previous agreed to, Mr O'Dowd proposed that there should be no objections to the change in plans for land to be taken on by the Parish Council. Seconded by Mr Rodrigues and carried.
- iii. **3PL/2018/0462/HOU – Hartington, Woodgate - Proposed alterations, side extension and re-positioned access to existing dwelling.**

Mr O'Dowd proposed that there should be no objections to this application, seconded by Mr Rodrigues and carried.

**iv. 3PL/2018/0511/HOU – 8 Mason Road - Proposed single storey extension to existing dwelling**

Mr O'Dowd proposed that there should be no objections to this application, seconded by Mr Curran and carried.

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

The Clerk reported the following:

**3PL/2018/0251/F** – Waterfall Farm, Worthing Road - Conversion of outbuilding to form annexe. Single storey extension to form sun room on annexe.

Planning Permission Granted

**3PL/2018/0197/HOU** – Walnut House, Gooseberry Hill - Demolish chimneys and lean to conservatory. Remodel & refurbish interior. Demolish front porch & construct a new porch, central to the facade. New windows to balance the symmetry of the facade and proposed garage

Planning Permission has been Granted

**3PL/2017/1393/F** – Elsing Road - Development of car park to provide additional commercial units

As per email from Mr Carrick, it is anticipated that this will be withdrawn, however this is not yet reflected.

**3PL/2018/0014/D** – 9 new dwellings on Gooseberry Hill.

Planning Permission has been granted.

**3PL/2018/0003/F** – 3 new dwellings to the rear of Aslan. To date a decision has not been made. A decision was due by 28th February. Highways have asked for revised plans for their requirements, which are 'the existing footway to be extended to the site access with localised widening between the two access points to the burial ground where overrun is already occurring. This is likely to involve the removal of trees and the relocation of a telegraph pole which need to be identified on the drawing. In addition the applicant will need to arrange for the highway boundary to be verified by contacting the highway boundary research team [highway.boundaries@norfolk.gov.uk](mailto:highway.boundaries@norfolk.gov.uk)' To date this cannot be seen as received. Mr Richmond is to follow this up.

**3PL/2018/0142/F** – Erection of two detached dwellings with integral garages at Merryfield, 39 Greengate.

To date a decision has not been made. This is anticipated by 23rd May.

**3PL/2017/1548/O** – Land adjacent to Crispins, Gooseberry Hill. This was due to go to the planning committee in April, but this did not occur. Mr Richmond is to follow this up.

**3PL/2016/0533/H** – Billingford Lakes - Erection of visitor centre and change of use of land for campsite, outdoor recreation & centre with associated works and outline permission for 8 holiday lodges.

This was granted planning permission at Breckland District Council's Planning committee on 8th May. Mrs O'Dowd confirmed that she attended and spoke on behalf of the Parish Council. The application was passed on a majority vote of 7:1.

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

Mr Atterwill reported that he had attended two hearings. The problem with the current plan is that there are 5,000 homes allocated to Thetford, none of which have been built. This is the reason for Breckland District Council consistently not being able to demonstrate a five year housing land supply. There remains concerns about concentrating housing on the two Sustainable Urban Extensions of Thetford and Attleborough.

The examiner has requested that Breckland Council updates its housing trajectory to demonstrate when the houses will be built.

As part of the plan, only 750 houses have been allocated to Dereham in the 25 year period of the plan. It is likely that more developments will be proposed, therefore it would be better to have these in the plan so as to obtain better infrastructure.

Mr Atterwill has pressed that better data is needed for the Local Service Centre villages, rather just apply a 10% growth spread across all of these settlements. It was noted that no Breckland Councillors attended the hearing on affordable housing, suggesting that this is not of importance to them. Recently many people have been removed from the housing register and housing targets are being dumbed down.

Mr Atterwill urged people to read the latest study by Shelter and the CPRE regarding developers using viability loopholes to avoid providing affordable housing. He also advised that the latest study shows that a new home is currently 8 ½ times the average salary in the Breckland district.

**d) To Receive Report on Transfer of Open Space at the Meadowview Development to the Parish Council and Agree Subsequent Actions.**

Mr Westbury proposed that the Parish Council be happy to take on the green open space subject to the drainage works being done as proposed in planning applications 3PL/2017/1546/VAR and 3OB/2018/0002/OB. Seconded by Mr Marsham and carried.

**i. To Agree Purchase of Memorial for Meadowview Development**

The service is to be held on 17<sup>th</sup> June commencing at 11.15am, followed by a dedication of the memorial on the Meadow View green open space.

Tea and coffee will be served at the church afterwards

The following were agreed en bloc after a proposal from Mrs O'Dowd and a second from Mr Rodrigues:

- Purchase of a 'Lest we forget' memorial seat, lectern and bolt down kit at a cost of £1,313 + VAT
- Artwork and production of the lectern signage at a cost of £275 + VAT
- Printing of 200 service sheets at a cost of £80 + VAT.

Mr Palmer will encourage Rev. Canon Theakston to draft the service sheets and forward to the Parish Council at the earliest opportunity.

The lectern is to be placed near the cycle path so is easily accessible for people walking along Rectory Road. The seat is to be placed at the top of the site, facing the church. It was agreed after a proposal from Mr Tidman and a second from Mr Rodrigues that Mr Banham should be asked to lay concrete pads for these structures.

Mr Richmond is to push Breckland District Council for replacement signage for the entrance to the new estate which includes mention of Davidson Park, and also for a street sign for Davidson Park itself, in keeping with the other street signs.

The church is to arrange for flowers in the church on the day.

**e) To Receive Update Report on Housing Needs Survey for the Village**

An amended housing needs survey, with corrections by Breckland Council on the descriptions of the banding system was presented to members. This was agreed for distribution to the village.

**f) To Receive Update on the Progress of the Neighbourhood Plan**

A further meeting has been held with Breckland District Council and a further extension agreed until the 20<sup>th</sup> May.

Breckland District Council provided a draft letter to send to their solicitors regarding affordable housing. Swanton Morley Parish Council has amended this, adding extra areas for legal consideration. Breckland Council is now considering these amendments as being suitable to send to their solicitor.

A draft letter has been provided detailing the Parish Council's options.

The Parish Council has been granted funding support from Locality, and is now working with a company, AECOM, who can provide a mediation service between the Parish Council and

Breckland District Council. The Clerk is currently in the process of updating AECOM on the Neighbourhood Plan to date and subsequent meetings with Breckland District Council.

**13. To Consider Matters for Attention for the Following Parish Assets**

Mr Atterwill requested that councillors send the health and safety reports for their allocated areas before the meeting so as to save time during the meeting.

**a) Churchyard at All Saints' Church**

**i. To Consider Recommendation from Tree Surgeon**

Mr O'Dowd and the Clerk had met onsite with a tree surgeon to discuss tree of concern. The proposal by the tree surgeon is as follows:

1. Sycamore by boundary wall – to remove the low overhanging limbs over the graves where possible and in agreeance with the Local Planning Authority
2. Large Fir - to remove all major deadwood and hangers from the canopy.

The cost of this would be £620 + VAT

Mr O'Dowd proposed that this quote be accepted, seconded by Mr Rodrigues and carried.

**b) Swanton Morley Cemetery**

This was deemed as all in order.

**c) Swanton Morley Allotments**

The Clerk raised that there had been no payment from SMART for the 2017/2018 water bill. It was reported that the lock has been replaced yet again on the main gate, as the main gate was left open for several day. The caretaker checked the site and found no sign of the original lock, and no one on site to ask. The original lock reappeared a few days later. SMART has been requested to take more care with the main padlock and leaving this gate open.

**d) Swanton Morley Playing Fields and Village Green**

Mr Keen requested that the newly install grass under the slide be reviewed, as it does not appear to be knitting together properly. The Clerk is to obtain a quote for steam cleaning the play equipment. The steps to one of the items of play equipment appears to be rotting.

**i. To Receive Update Report on Installation of Outdoor Table Tennis Table**

The Clerk is to chase the contractor regarding the installation of the concrete pad.

**ii. To Receive Update Report on Installation of Safagrass at Gooseberry Hill and the Village Green**

The Clerk is to find out what the lead in time for this is, and subject to the grass having taken correctly, place the order.

**iii. To Receive Update Report on Grant Application for a Cabin at Swanton Morley Village Hall**

The grant application submitted by the Parish Council for lack of community engagement. This was frustrating because engagement had occurred, the supporting letters were available, but not permitted to be submitted as part of the application process. The application has been reworded to include the support from user groups and resubmitted.

**e) Swanton Morley Common Lands**

Mr Marsham advised that Mr Carrick will not be putting cattle on Mill Common this year. The nettles need to be addressed via use of a selective application weed killing process.

**i. To Agree Details of a Working party for Burgh Common**

Mr Marsham is to advise Mr O'Dowd of a convenient time for a working party, and Mr O'Dowd will advise councillors.

**ii. To Receive Update on Installation of Picnic Bench on Burgh Common**

The Clerk is to obtain a price for the installation of a concrete pad once the location for the bench is known.

**iii. To Receive Update Report on Application for New Countryside Stewardship Scheme**

The Clerk reported that unfortunately conflicting advice was received about whether the Parish Council should apply for Mid tier or higher tier stewardship. Originally the advice given was for a mid tier application which should be received by Natural England on 31<sup>st</sup> May. However it transpired that as the application is for common land, a higher tier application needed to be submitted. The deadline for this was 13<sup>th</sup> April and so the application was received too late to be considered.

**f) Street Lights**

Mr Marsham is to ask Mr Banham to straighten the streetlight on Rectory Road

**14. Highways**

**a) To Receive Reports of Highways Faults / Matters for Attention**

The Clerk advised that the breaking up of the carriageway on Greengate, outside Maple Barns had been reported to Norfolk County Council.

**b) To Discuss Highway Safety Around the Waterfall Bridges**

A representative from Norfolk County Council bridges team is due to review the site on 15<sup>th</sup> May to discuss the Parish Council's concerns. It was agreed that Mr Marsham should meet with this representative.

**15. General Data Protection Regulations**

**a) To Receive Update Report on the General Data Protection Regulations**

The Clerk reported that the Government tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials have confirmed with National ALC that, whilst all other measures still apply, appointing a Data Protection Officer to support a council's approach to data protection would then become discretionary and just regarded as good practice. Mr Atterwill proposed that the Clerk continue to be the Parish Council's data protection officer, seconded by Mrs O'Dowd and carried.

**16. To Receive Update on the Swanton Morley Festival**

Mrs O'Dowd reported that an opening weekend and then two full weeks have been agreed in 2019 for the festival. A small committee has been formed of which Mrs O'Dowd is chairing. The next meeting is on 21<sup>st</sup> May between 7pm and 8pm. Mr Keen requested to be put on the mailing list.

**17. To Receive Update Report on 'Unightly Sites' Put Forward to Breckland District Council**

Mr Richmond is to follow this up as there has been no update forthcoming by Breckland District Council.

**18. Correspondence (For Exchange of Information Only)**

The Clerk reported that Hoe and Worthing parish meeting had approached the Parish Council with regards to flooding on the Hoe and Swanton Morley boundary. It was agreed that Hoe and Worthing should approach the County Councillor for assistance.

*The Meeting Was Suspended for Further Comment from the Public*

An update was requested for the Neighbourhood Plan. Mr Atterwill advised that the Parish Council is still in a holding position with Breckland District Council.

Mr Keen asked if there was any progress with the repairs to the church clock. It was advised that the PCC has not progressed any further with this. Mr Marsham advised that the Friends of All Saints' Church are considering a financial contribution for this project.

Mr Atterwill queried if there was any progress with the installation of the church notice board. It was advised that this can be progressed now that Anglian Water has completed works outside the installation area.

The Clerk asked if there was any update regarding the land transfer of the footprint of the disabled access ramp, to the church. The PCC is to check with the church's solicitor.

*The Meeting Went Back Into Session*

**19. Any item to be reported for the next agenda**

Meadowview transfer

The Bridges

**20. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 11<sup>th</sup> June at 7.30pm at Swanton Morley Village Hall.**

This was agreed

**21. To Receive Proposal to Close the Meeting to the Press and Public for Item 22 as Permitted under s2 of the Public Bodies (Admission to Meetings) Act 1960 as Publicity would be Prejudicial to the Public Interest.**

Mr Rodrigues proposed the meeting be closed to the press and public, seconded by Mr Marsham and carried.

*The Press and Public Left the Meeting*

*It was Agreed to Extend the Meeting Beyond 9.45pm*

**22. To Receive Update on the Swanton Morley Neighbourhood Plan and Consider any Resulting Actions**

Legal advice has been sought from Breckland District Council, which will be reported to the Parish Council when received. With concerns still being raised by the Parish Council regarding the ability to provide affordable housing for Swanton Morley people, additional amenity land was discussed and an application for a borrowing approval agreed.

The meeting closed at 10pm

\_\_\_\_\_ (Chairman) \_\_\_\_\_ Date