

## SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 12<sup>th</sup> November 2018. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. O'Dowd, Mr B. Marsham, Mr G. Curran, Mr J. Rodrigues, Mr J. Keen and Mr K. Tidman. Also in attendance were Mr R. Richmond and Mr R. Duffield (District Councillors), Mr T. Evans (representing Sketcher Partnership) Mrs F LeBon (Clerk) and seven members of the public.

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

Members of the public advised that they had received letters in consultation about the proposed new Rectory Road development. Mr Atterwill advised that the Parish Council will be discussing this at the Parish Council meeting on 10<sup>th</sup> December. In the meantime he encouraged people to also make their representations directly to Breckland District Council.

### District and County Councillor Reports

Mr Richmond gave further information on the new parish contact in Breckland District Council's planning department, as the previous contact will now be the interim development manager. He understood that this department is in the process of obtaining the up to date commuted sum for the parish council for the transfer of Davidson Park.

He further advised that the planning application for Crispins was still in a state of abeyance due to the possibility of a legal challenge due to the grade 2 listed building opposite the site. This is now being considered by a different planning officer and it is hoped to be decided by 8<sup>th</sup> December.

Mr Richmond reported that he had attended the PPG meeting on 24<sup>th</sup> October. This was due to be the AGM, however there was not enough members to progress with an AGM. It was reported that Swanton Morley Surgery will now not be staffed by any clinical staff on a Wednesday or Friday afternoon due to budgetary constraints. Part of this is due to the demographics of the village making the surgery in more demand. Mr Atterwill queried how Swanton Morley could be a service centre village but the surgery has insufficient funding.

Ongoing problems with the telephony system at the surgery were reported and letters regarding the flu jab are to be distributed soon.

Mr Atterwill asked Mr Richmond if the changes to Breckland District Council's Housing Policy to support the Swanton Morley Neighbourhood Plan were agreed by the Overview and Scrutiny Commission. Mr Richmond replied that he was not aware of any problems.

### Presentation on Next Stage of Lincoln House Development

Mr Evans provided the meeting with copies of the proposed plans for phase three of the Woodgate Park development. He advised that the applicant has been in negotiations with Breckland District Council for two and a half years and the plans given out were those that have been agreed by Breckland District Council, which have included a reduction of proposed dwellings from 42 to 31. There will also be a new community centre, which is larger than the current centre, which will be used in addition to the existing provision to support demand. He further advised that Breckland District Council has signed up to Norfolk County Council's policy on assisted living for the elderly, and that this development complies with Norfolk County Council's policy.

Mr Evans confirmed that all dwellings would be c2 usage class dwellings. The Clerk read out the government definitions of usage classes:

'C2 Residential institutions - Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.

C3(b): up to six people living together as a single household and receiving care e.g. supported housing schemes'

She put it to Mr Evans that the proposed properties were actually c3b properties and explained the importance of the difference to the meeting, in that for c2 properties the developer does not have to make any contribution to the village, whereas on a c3b property, the developer must make contributions to the village, in the form of contributions to education, healthcare, green open space and making some properties available for affordable rent. Mr Evans gave his justification for the properties being c2 in that they can only be purchased by persons over 55 and with a medical need, however he did also confirm that there is no longer a link to Lincoln House care home, as this condition was previously removed.

The Clerk pressed the District Councillors to do the right thing by Swanton Morley and make good the errors of previous planning departments, who went against the advice of their own planning policy teams and allowed the previous phases of this development to go through as C2 developments.

Mr Marsham queried where all the excess surface run off water would go. Mr Evans responded that it would all be fed to the attenuation pond.

A member of the public raised concerns about the narrowness of the roads in the proposed development.

Mr Atterwill thanked Mr Evans for his presentation. Mr Evans left the meeting.

### ***The Meeting Went Into Session***

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

Apologies were received from Mr Westbury.

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

Mr Keen declared a pecuniary interest in item 8aiii (planning application for Freshfields, Harkers Lane).

#### **3. Minutes from the Parish Council Meeting of 8<sup>th</sup> October 2018 to be accepted, initialled and signed.**

Mrs O'Dowd proposed that the minutes be accepted as a true and accurate record of the meeting, seconded by Mr Keen and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

#### **4. Matters Arising from Minutes of 8<sup>th</sup> October 2018 (For Exchange of Information Only)**

None raised.

#### **5. Minutes from the Parish Council Meeting of 15<sup>th</sup> October 2018 to be accepted, initialled and signed.**

Mr O'Dowd proposed that the minutes be accepted as a true and accurate record of the meeting, seconded by Mr Marsham and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

#### **6. Matters Arising from Minutes of 15<sup>th</sup> October 2018 (For Exchange of Information Only)**

None raised.

#### **7. 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 Tidman and carried. Please see overleaf.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
F. LeBon/ K. Pickard/ HMRC/ Norfolk Pension Fund	Staff Remuneration Packages (October)	Direct to Bank	£3,120.81	-
Clapham Collinge	Legal Fees (Rectory Road)	Direct to Bank	£250.00	-
NPTS	Assistance with Clerk Recruitment	Direct to Bank	£168.73	-
Viking Direct	Stamps and Stationery	Direct to Bank	£106.96	£1.58
J.K Brock	Drainage and Service Trench and Concrete Path for Cabin	Direct to Bank	£3,799.20	£633.20
Eastern Office Equipment	Stationery and Mardler Copying	Direct to Bank	£113.94	£8.99
F.C Read and Son	Tulip Bulbs	Direct to Bank	£50.00	£8.33
CGM	Grounds Maintenance Sept and Oct	Direct to Bank	£1,161.97	£193.64
BT	Cloud Phone and Broadband	Direct Debit	£315.28	£52.55
E-on	Street Light Electricity	Direct Debit	£66.15	£3.15
	<b>TOTAL</b>		<b>£9,153.04</b>	<b>£901.44</b>

**b) Income to be Reported**

The following income was reported as being received:

Income Received From	Details	Amount
Allotment Holders	Water Bills	£29.52
	<b>TOTAL</b>	<b>£29.52</b>

**c) To Consider Changes to Bank Signatories**

The Clerk reported that the bank signatories are currently as follows:

Barclays Bank: Mr Atterwill, The Clerk, Mr Tidman

Nationwide: Mr Atterwill, Mr Westbury, The Clerk

With the Clerk leaving, councillors need to consider another signatory.

Mr Atterwill proposed that the incoming Clerk and Mrs O'Dowd become signatories on the bank accounts, seconded by Mr Keen and carried. The Clerk reminded all signatories that internet banking is required so as to ensure timely payments from the bank account.

**d) To Consider Subscription for the Link Up**

It was reported that for the past 12 years, the Clerk has paid the Link Up subscription so as to ensure that all the parish reports have been published correctly. This is only £5 per year, but is obviously not going to be paid by the Clerk from this December. Mr Atterwill proposed that the Parish Council now pays the subscription to Link Up, seconded by Mr Rodrigues and carried.

**e) To Receive Tender Prices for 2019 Grass Cutting Contract and Appoint Contractor**

The Clerk presented the tender prices for the 2019 grass cutting season. Based on both the price and previous performance, a CGM was appointed for the 2019 season after a proposal from Mr Marsham and a second from Mr Rodrigues.

## 8. Land and Planning

### a) To Consider Responses to Breckland District Council for the Following Planning Applications:

#### i. 3PL/2018/1148/HOU – Cherry Tree House, Woodgate - Erection of Summer House and Fencing

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

#### ii. 3PL/2018/1087/F -Hospital Farm, Woodgate - Conversion of former lambing shed to living accommodation

Mr Curran raised concerns about the proposed materials to be used. Mr Atterwill advised that this is a matter for Breckland District Council's building control department. Mr Marsham proposed that there should be no objections to this application, seconded by Mr Rodrigues and carried.

*Mr Keen Left the Room*

#### iii. 3PL/2018/1265/VAR – Freshfields, Harkers Lane - Variation of condition 2 of 3PL/2016/0828/F - Amended Design

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

*Mr Keen Re-Entered the Room*

#### iv. 3PL/2018/1300/F - Hill House Barns, Mill Street - Erection of entrance gates.

The Clerk advised that the Parish Council had yet to be formally advised of this application. It was agreed to defer this until the next meeting.

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

The Clerk reported the following:

3PL/2018/0968/F – Swanley Greengate - Demolition of existing building and garage and erection of 2 x bungalows each with single garages and 1 x 1.5 storey chalet with double garage or carport. Widen existing driveway to its full width of 6m (currently 3m grass and 3m gravel)  
Decision not yet made (due 08/10/18)

3PL/2018/0009/DOC - Discharge of conditions 6,7,11,12,14,15, on 3PL/2016/0454/O Residential Development - 9 Dwellings

This is still showing as undecided. Additional information has been sent by the applicant in relation to surface water drainage and road construction, so it is hoped that this will progress the decision.

3PL/2018/0150/DOC - Discharge of condition 13 on 3PL/2016/0454/O – 9 new dwellings on Gooseberry Hill (Highway Works on Gooseberry Hill)

This still showing as undecided

3PL/2018/0003/F – 3 new dwellings to the rear of Aslan.

This has been refused. Basis of refusal is that it is outside the planning boundary, it is overdevelopment of the site, the development is out of keeping with the area and that the applicant cannot demonstrate that a footpath to the development can be constructed.

3PL/2017/1548/O: Erection of detached dwelling, Land adjacent to Crispins, Gooseberry Hill  
No further information – no decision made

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

The Clerk provided a report that advised that the Inspector of Breckland District Council's Local Plan had requested further work of the council to enable him to recommend main modifications to the plan.

Mr Atterwill asked the District Councillors when the Local Plan is likely to be adopted. They advised that there was not a date. Mr Atterwill further questioned whether planning

applications are currently being determined on the emerging local plan or on the out of date plan. Mr Duffield advised that developers are still taking advantage of the lack of five year housing land supply.

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

The solicitors for Hopkins are arranging to send the Parish Council the updated plans for the land transfer. Clapham Collinge advise that their fixed cost will be £250 and this has been paid.

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

Feedback from the last meeting has been given to Hastoe Housing Association. They are in the process of approaching landowners about each site and will feedback when they have the results.

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

The Clerk reported that she is currently chasing Breckland District Council's planning policy team for an update on the status of the Neighbourhood Plan. It was noted that it would be very disappointing if Breckland District Council were to delay the Neighbourhood Plan when there are two significant planning applications being processed for the village.

There was also a willingness for the Neighbourhood Plan to be completed prior to Capita taking over the Neighbourhood Planning services at Breckland District Council.

Mr Atterwill and the Clerk at due to meet with the Housing Minister on 3<sup>rd</sup> December to discuss strengthen planning policy to meet the government's localism agenda.

*Mr Richmond and Mr Duffield Left the Meeting*

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

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

Mr O'Dowd had completed the inspection of this area and provided a report. The rabbit fencing in the churchyard had been repaired.

**b) Swanton Morley Cemetery**

The materials for the fencing in this area have been delivered. Regrettably the working party arranged for 27<sup>th</sup> October had had to be postponed due to inclement weather. Mr O'Dowd is to be given access to the container at the village hall so he can access the materials when required.

The Clerk advised that the beech hedging should be cut in November.

**c) Swanton Morley Allotments**

Mr Atterwill had completed the inspection report for this area and this had been circulated to members.

He reported that further plots had become available. Mr Marsham is to meet Mr Atterwill onsite to discuss which plots need ploughing.

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

Mr Keen had completed inspection reports for these areas and these had been forwarded to members.

The Clerk is to instruct Mr Banham to remove the graffiti from the table and to repair the legs on the picnic table. Mr Marsham will install the new litter bin, with assistance from Mr Keen if required.

**i. To Receive Update Report on Cabin Project at Swanton Morley Village Hall**

This was reported in the Village Hall meeting.

**e) Swanton Morley Common Lands**

Signage is to be ordered for Burgh Common, which specifies 'no fires' and 'no BBQs'.

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

Mr Banham is to review the proposal to install a concrete pad for the picnic bench on Burgh Common and instead cost up an extension to the boardwalk. If the extension to the boardwalk costs more than the concrete pad, then he will proceed with installing the concrete pad.

**f) Street Lights**

The street light cleaning and testing should commence this week.

**i. To Consider Prices for Street Light Electricity**

The Clerk had provided the price options for street light electricity. Mr Atterwill proposed that a three year contract be entered into, seconded by Mr Keen and carried.

**10. Highways**

**1. To Receive Reports of Highways Faults / Matters for Attention**

The following highway matters were reported.

- The improvements to highway drainage on the Dereham Road bends were noted.
- The Clerk had reported a rusted road sign, as previously raised by Mrs O'Dowd.
- Mr Marsham reported a pot hole opposite Waterfall House.
- Mr Atterwill requested a highway inspection of the trod from Hoe Road East to the church, as this area is breaking up and there are trip hazards.
- Mr Atterwill reported overgrown vegetation on Rectory Rod between the end of Thompson Close to the junction with Hoe Road East. There is also leaf litter covering the trod.

**2. To Consider Projects for the Parish Partnership Scheme**

The Clerk reported that she is continuing to chase Norfolk County Council on the refund from the parish partnership project, where less kerbing was installed than was quoted for.

For the 2019/2020 parish partnership scheme, a quote was requested for the extension of kerbing from Moffett Road to just past the field entrance on Rectory Road. As two and three way traffic control will be required, the cost for these works will be £7,000, of which the Parish Council will be expected to pay £3,500.

Concerns were raised that damage could be done to the works by construction traffic when the new Rectory Road development starts. Mr Atterwill advise that the developer must make good any damage they do. If they damage the kerbing, they must replace this. If they damage the verge as it is currently constructed, they are only obliged to soil and seed the area, which will be rapidly eroded away.

Mr Atterwill proposed that the Parish Council should put in a bid for the extension of the Rectory Road kerbing, seconded by Mr Tidman and carried.

**11. To Receive Update on Community Car Scheme and Agree any Actions Necessary**

The Clerk reported that Swanton Morley Parish Council took over the administration of the community car scheme on Monday 29th October. The Community Car Scheme is designed to transport patients, who have no other method of transport, to healthcare appointments. Other methods of transport include their own private transport, buses, friends and family, and private taxis. Buses in the village run regularly to Dereham and straight through to the NNUH. Since this date, it has become very clear that the scheme is being used as a first resort, rather than a last. The Parish Council has had the following incidents:

- A person would not take their own car to the NNUH as it was too inconvenient to park.
- A person with an arm injury not wishing to take the bus.
- Persons who are entitled to home visits, choosing to use the community car scheme.

- A person whose partner was available to drive them to a hospital appointment preferring to take the community car.

A letter has been sent to all users of the community car scheme reminding them of the purpose of the scheme, as with a limited number of volunteer drivers at present, the limited resources the parish has may be going to patients that should not really be using the scheme, and those who really need to use the scheme may not be able to be accommodated.

It was agreed to work closely with the drivers to receive their feedback on whether users of the scheme really should be.

#### **12. To Receive Update on the Swanton Morley Festival**

Mrs O'Dowd had sent a report to all members.

The next meeting will be on the 26<sup>th</sup> November. The domain name swantonmorleyfestival.co.uk has been registered and the website is being created.

The 'food and folk' event is now being combined with the fete and there have been four music concerts confirmed.

More committee members are needed, particularly a member to focus on sponsorship of the festival. The packages for sponsorship have now been defined.

The facebook group is to be changed to a facebook page to maximise accessibility.

#### **13. To Receive Update Report on 'Unsightly Sites' Put Forward to Breckland District Council**

The Clerk has reported that Breckland Council had agreed to write to the owners of the garages to see if they would consider demolition and the land be put forward for community use. The Clerk is to chase Breckland District Council on this matter.

The untidy garden on Bedingfield Road has improved slightly.

#### **14. To Consider Actions for Better Adherence to GDPR Legislation**

The three computers belonging to the Parish Council have now been changed to the Microsoft server, and all information is in the process of being transferred over.

#### **15. Correspondence (For Exchange of Information Only)**

A letter had been received from a parishioner complaining about numerous aspects of the village.

Most of these matters related to planning policy, so the parishioner has been advised to contact Breckland District Council.

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

It was requested that the grass cutting contractor who had been appointed for the 2019 season be requested not to bring transit vans onto the churchyard (the car park is acceptable) and to close the gate when all works have been completed.

It was also reported that some users of the community car scheme have treated the volunteer drivers very poorly and were not aware that this service is not a taxi service.

Mr Atterwill is to put to the Christmas lights on the village green week commencing 3<sup>rd</sup> December. The Clerk is to find out how many mince pies would be required, so Mr Rodrigues can arrange this.

*The Meeting Went Back Into Session*

#### **16. Any item to be reported for the next agenda**

None Raised

#### **17. To Consider Date for Budget Meeting**

It was agreed that this should be Monday 19<sup>th</sup> November at 7.30pm

#### **18. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 12<sup>th</sup> November at 7.30pm at Swanton Morley Village Hall.**

This was agreed.

**19. To Receive Proposal to Close the Meeting to the Press and Public for Item 20 for the reason that the content of discussion is commercially sensitive (permitted under Section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960).**

Mr Atterwill proposed that item 20 should be closed to the press and public for the reason that the content of the discussion is commercially sensitive. Seconded by Mr Rodrigues and carried.

*The Public Left the Meeting*

**20. To Discuss Possible Extra Amenity Land in the Village and Agree Further Actions**

Further to the Parish Council's previous unsuccessful attempt to secure additional amenity land for the village, Mr Atterwill presented the meeting with a proposal from a local landowner that could meet the parishes needs. The options for the land use were discussed, all in line with the aspirations of the village as identified in the Neighbourhood Plan and subsequent surveys.

Mr Atterwill proposed that the parish offers £50,000 for the amenity land on the provision that it is free from all encumbrances. Seconded by Mr Curran and carried.

**21. To Receive Proposal to Close the Meeting to the Press and Public for Item 22 for the reason that the content of discussion relates to the appointment of staff (permitted under Section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960).**

Mr Atterwill proposed that item 22 should be closed to the press and public for the reason that the content of the discussion relates to the terms of service of an employee. Seconded by Mr O'Dowd and carried.

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

*The Clerk Left The Meeting*

**22. To Appoint Parish Clerk to Swanton Morley Parish Council and Agree Terms of Appointment**

Following interviews held on 9<sup>th</sup> November, options for appointment of parish clerk were presented to the council, along with the recommendation from the staffing committee. A person to offer the position of parish clerk was agreed by the council, along with terms and conditions of the appointment.

The meeting closed at 10.30pm

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