

## SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 12<sup>th</sup> August 2019. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. Westbury, Mr G. Curran, Mr J. Keen, Mr D. Turner and Mr I. Cawdron. Also in attendance were Mrs K. Pickard (Clerk), Mrs M. Heinrich (Administrator) Mr R. Duffield (District Councillor) and fourteen members of the public.

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

A complaint was raised by a member of the public regarding the number of flies in the village and how aggravating the situation is becoming. An email to reflect this complaint was sent to the Parish Council office containing pictures of the fly traps demonstrating the severity of the situation. Mr Atterwill requested that the email be forwarded to him in order that he could report the matter to the Environmental Health Department at Breckland Council.

### **District Councillor Reports**

Mr Duffield took to the floor and referred to the complaint of the flies, stating that the situation is much the same in Dereham.

Mr Duffield reported that the Local Plan Government inspection has been delayed.

Mr Duffield also referred to the Hopkins Homes application and advised that the meeting to decide if it was going to the Planning Committee should have taken place on Friday 9<sup>th</sup> August however Mr Duffield advised that this was cancelled. Mr Atterwill requested the reason for the cancellation however Mr Duffield had no information.

Mr Atterwill then took to the floor and explained that in the planning department of Breckland Council there is now a Chairman's panel comprising of three members of the Planning Committee who will decide if planning applications will be heard by the full planning committee or if they will be dealt with by way of an officer delegated decision. Mr Atterwill went on to say that applications of 10+ houses under the old system would have automatically gone before the full planning committee. Under the new system this might not be the case. Mr Atterwill stated that at the full Breckland Council meeting he had disagreed with the proposed changes to the Breckland Council constitution as he felt that the proposed changes for the Chairman's Panel did not provide democratic accountability and transparency. Despite support from all opposition members the ruling Conservative group unanimously opposed his proposed amendments.

Mr Atterwill has formally requested that the proposed application by Hopkins Homes for 85no. new dwellings in the village should be heard at the full planning committee.

Meanwhile the Parish Council Office has received a notice of a tree preservation order being put in place on an active development site located on Gooseberry Hill.

Mr Atterwill also highlighted the fact that a planning application that was on the agenda to be discussed this meeting has already been approved with-out Parish Council comment. The Clerk had previously requested a time extension on this application in order for it be discussed at the next Parish Council meeting which was agreed by Breckland Council. Mr Atterwill has submitted a complaint to Breckland Council about this

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

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

Mr Rodrigues sent his apologies, accepted by the Parish Council.

**2. To Receive Declarations of Interest**

Mr Westbury and Mr Turner declared a personal interest in item 7c.  
Mrs O’Dowd declared an interest in Item 9.

**3. Minutes from the Parish Council Meeting of 8<sup>th</sup> July 2019 to be Accepted, Initialled and Signed**

Mr Curran 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.

**4. Matters Arising from Minutes of 8<sup>th</sup> July 2019 (For Exchange of Information Only)**

None raised.

**5. Finance**

**a) Accounts to Approve for Payment:**

The following invoices have been received for payment. Mrs O’Dowd proposed that they be authorised, seconded by Mr Turner and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Remuneration	July – Made Under Contract	BACS	£3109.02	
HMRC	Quarter	BACS	£979.90	
Wellers Hedley’s	Support with Purchase of Land	BACS	£594.00	£99.00
Wellers Hedley’s	Update of details on land registry	BACS	£131.00	£20.00
CGM	Grounds works	BACS	£789.87	£131.65
Breckland Council	Uncontested elections	BACS	£75.00	
NPT&S	CiLCA course	BACS	£224.00	
S2 Computers	Remote support work	BACS	£54.00	£9.00
AC Banham	Re-site dog bin	BACS	£30.00	
Community Heartbeat	Replacement rescue safety kit	BACS	£15.60	£2.60
Viking Direct	Stationery	BACS	£285.12	£43.22
	<b>TOTAL</b>		<b>£6287.51</b>	<b>£305.47</b>

**b) Income to be Reported**

The following income was reported:

Income Received From	Details	Amount
Allotment Holders	Tenancy Fees	£223.00
Stallholders	Festival	£120.00
Ticket Sales	Festival	£1353.20
	<b>Total</b>	<b>£1696.20</b>

**c) To Receive an Update on the Renewal of BT Services.**

The Clerk reported that a renewal notice had been received for the cloud phone service in the Parish Council Office. The Clerk has renewed the contract, saving £29 per month for the telephone services in the office.

**6. Land and Planning**

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

**3PL/2019/0714/VAR** – Old Dial, Town Street – Variation of condition 2 of pp 3PL/2017/1380/F – to allow use of annexe for Airbnb and LGBT+ friendly short-term holiday lets.

Mr Atterwill reported that even though the Clerk had requested a time extension to allow for comments, which was agreed by the Planning Officer, this planning application has already been approved. Mr Keen confirmed that he would have proposed a no objections response, seconded by Mr Westbury.

**3PL/2019/0679/F** – Hospital Farm, Woodgate – Proposed new dwelling incl. demolition of existing building.

Mr Westbury had some queries regarding the limitations of building as laid out in the Neighbourhood Plan. His only objection was that it is outside the settlement area. He also suggested that the Planning Officers should refer to the comments made by neighbours. No second.

Mr Keen proposed that this be responded to with no objections even though it is outside the boundary but drawing attention to the shared entrance, seconded by Mr Cawdron.

**3PL/2018/1246/F** – Hopkins Homes – Erection of 85 dwellings with associated open space.

The Clerk displayed the plans on the screen to demonstrate the proposed changes to the layout as well as the proposal of an attenuation pond next to the children's play area.

The location of bus stops was raised with the suggestions made of either making laybys for buses to pull into or re-siting them to between Meadowview and the new estate.

It was decided that due to the lack of information about drainage plans and the proposed play area being near to open water, to object to this application until the Flood Risk Officer is happy, and to request that they take into consideration the open water being near to a children's play area. With no obvious proposal to fence this in Councillors would also want to know if the pond was being fenced, who would maintain it? They would like it recorded that the strong objections by the Flood Risk Officer are supported.

Mr Westbury proposed this application is objected to on the above grounds seconded by Mr Cawdron.

*Two members of the public left the room*

**3PL/2019/0839/HOU** – 9 Greengate – Single storey extension to existing building to form carport.

Mrs O'Dowd proposed we respond with no objection, seconded by Mr Turner and carried.

**3PL/2019/0846/HOU** – 1 Middleton Avenue – Single storey extension to rear and replacement porch to front.

Mr Cawdron proposed we respond with no objections, seconded by Mrs O'Dowd and carried.

**3PL/2019/0852/HOU** – Swanley, Greengate - Proposed single storey front, rear and side extensions and erection of new garage and cart shed.

An application on this site was previously objected to, due to the intention of building 3 new dwellings.

This new application is simply an upgrade of the existing family home, so Mrs O'Dowd proposed to respond with no objections, seconded by Steve Westbury and carried.

**3PL/2015/1487/O** - Residential development of up to 216 dwellings, landscaping, open space, parking & access from Swanton Road.

The Clerk displayed the plans of the proposed development, on the screen.

A new developer is looking to build on land where previous development has been proposed, however the same issues were raised regarding highways and the requirement for a link road.

Mr Curran raised the point that Swanton Morley is a village, not a suburb of Dereham and he asked if this would be covered by the Neighbourhood plan? Mr Atterwill responded by saying that this development would be adjoined to the main settlement of Dereham and that the Swanton Morley Neighbourhood Plan does not cover this. Mrs O'Dowd raised a concern regarding the impact that a large new development would have on the local doctors surgeries. Mr Atterwill responded that this would not be taken into consideration due to the developers already being required to make a contribution towards this.

Mr Cawdron proposed that the Parish Council object to this application on the same grounds as previously noted (highways), seconded by Mr Turner and carried.

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

**3PL/2019/0714/VAR** – Old Dial, Town Street – Variation of condition 2 of pp 3PL/2017/1308/F – To allow use of annexe for AirBnb and LGBT+ friendly short-term holiday lets.

This application was granted permission before allowing the Parish Council time to make comments.

**3PL/2019/0649/HOU** - Forge House, Gooseberry Hill - Proposed timber garage - permission granted.

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

Mr Atterwill reported that Breckland Council is still waiting for HM Planning Inspector to finalise his report.

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

Mr Atterwill reported that the Swanton Morley Neighbourhood Plan has now passed its independent examination stage. Amendments to the final plan are currently being made by the Council's consultant and a referendum will be held in the Autumn.

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

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

Mr Curran had previously sent his inspection report to Councillors.

Items to note are:

- The coping stones on 3 brick gate pillars require fixing in place.
- Repairs are needed to the access ramp and central retaining wall
- Evidence of Moles or rabbits requires attention

**b) Swanton Morley Cemetery**

Mr Curran had previously sent his inspection report to Councillors.

Items to note:

- The wire fences at the eastern and western sides are broken and requires replacement to make good. This will take approximately 18 posts and sufficient wire or stock-netting to make 2 x 50m fences. The items are held at the Village Hall
- Additional beech hedging is also required in the eastern area
- There is a gap in the perimeter at the south western corner. This would be resolved by item 1
- Bramble to be removed from the southern beech hedge when conditions improve
- Some weeds are growing in the memorial garden
- A work party could be organised to resolve the above issues

*Mr Duffield left the room.*

**c) Swanton Morley Allotments**

Mr Turner had previously sent his inspection report to Councillors

Items to note:

- The rabbit fencing around the vehicle access gate and adjacent pedestrian gates is missing/broken. SMART will shortly be having another work party and the fencing is on the list to repair
- The main vehicle gate into the allotment compound needs adjusting and possibly a castor wheel fitting on the leading edge to help support the weight of the gate. The Pedestrian gate into the compound on the Village Hall side has now been repaired at the last work party, a padlock and chain will be fitted to improve security to the site
- The storage container would benefit from having some new security shutters fitted. Mr Turner advised that he would look into this

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

Mr Keen had previously sent his report to Councillors.

Items to note:

The red bin has never really been fixed properly

The ground around one or two of the play pieces is worn down

On the Village Green, the ground on the seated area is looking very worn.

There is a tree on the Village Green and the branches are low, requiring trimming

The seating youth area on the Village Hall field requires some tidying up. The Clerk is to speak with the Caretaker to address this

**e) Swanton Morley Common Lands**

**i) To Receive an Update Report on the Installation of Picnic Bench at Burgh Common**

The Clerk reported that this work is still in progress. Mr Marsham is to be contacted again about this, alternatively Mr Atterwill suggested we could obtain a quotation from Mr Banham for installation.

**f) Streetlights**

Nothing to report.

**g) Meadowview Estate (Davidson Park)**

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

The Clerk reported that the work is ongoing. Mr Banham will begin by installing the concrete pads before the benches are delivered. Work will then commence on the Lectern

*Two members of the public left the room*

**8. Highways**

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

The Clerk has received reports of the following faults:

1. A pothole has been reported on Pyes Lane
2. Pathways on Thompson Close are breaking up and weeds are pushing through
3. Tuddenham Road junction – excess vegetation needs cutting back
4. Parking outside the village shop is also becoming a hazard
5. Soil and mouldy grass cuttings have been dumped at Bedingfield Road
6. A complaint has been received about the truck and trailer continually parked in the road on Town Street causing a hazard. The Clerk will write to the Garage owner
7. Mr Atterwill suggested that he obtains a quotation for the vegetation to be cut back on Rectory Road down to the church

**b) To Receive an Update on the Correspondence Sent to Mr Borrett Regarding the Issues With Highways.**

The Clerk reported that an email had been received from Mr Borrett regarding some of the works listed and that the Parish Partnership kerbing work is scheduled in to commence in August.

The various potholes have been reported again and are programmed in for repair by the Highways Department at Norfolk County Council.

*Two members of the public left the room*

**c) To Consider Setting up a Community Speed Watch scheme.**

Mr Turner expressed an interest in assisting with this. The Clerk will obtain information from Mr Borrett regarding how to set up the Speed Watch.

Once this information has been received, Mr Turner proposed that this scheme go ahead, seconded by Mrs O'Dowd and carried.

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

Mrs O'Dowd reported that there had been a meeting at the end of the Festival, where it was discussed what went well and what didn't.

Following on from this year's success there is the potential to run the Festival again with suggested improvements.

It was noted that there was huge disappointment with regards to the QDG not attending the Festival as originally agreed.

Mr Westbury would like it on record that he thought Mrs O'Dowd and all of the volunteers did an amazing job putting the Festival together, Mr Keen agreed. Mr Atterwill then presented Mrs O'Dowd with a gift by way of thanks from the Parish Council for her hard work and also gave a vote of thanks to all of the volunteers.

**10. To Confirm the Dates and Costs for the Two New Councillors Attending the Initial Councillor Training.**

The dates that the course is running had been sent to Councillors for consideration. It was agreed for Mr Cawdron and Mr Turner to attend the course in Costessey on 3<sup>rd</sup> and 10<sup>th</sup> October. The cost of this is £38.40 per councillor (this includes a 20% discount).

Mr Atterwill proposed the two places are booked, seconded by Mr Keen and carried

Mr Curran then requested to attend the training.

Mr Atterwill proposed that Mr Curran also attend, seconded by Mr Keen and carried

The Clerk is to book three places.

**11. To Consider the Adoption of a Co-Option Policy**

The Clerk had previously sent a policy for consideration to Councillors.

Mr Westbury proposed that this policy be adopted, seconded by Mr Cawdron and carried.

**12. To Consider the Co-Option of a Parish Councillor**

Swanton Morley Parish Council still has one vacancy available.

The Clerk has been contacted by another member of the public who has shown an interest in becoming a Parish Councillor however the Clerk is still awaiting their application form.

**13. To Confirm the Details Of a Community Litter Pick**

The Clerk reported that there has been communication with an organisation called 'Pure Clean Earth' – Trash Tribe who are funded by Breckland Council. They are a popular organisation who organise litter picks through the Breckland District. They have proposed Sunday 1<sup>st</sup> September for an initial litter pick throughout the village.

There has also been a good response from volunteers in the village to the suggestion of a clean-up.

It was agreed that the Clerk and Administrator should go ahead with this proposed date and advertise the event in the village and via social media.

Mr Keen requested that Harkers Lane is not included in the route as he would be more than happy to do that himself. Unfortunately, he cannot be in attendance on 1<sup>st</sup> September. Mr Keen was thanked for his offer of time.

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

Mr Westbury reported that there was a planned meeting with Mr J Keith on Wednesday, 14<sup>th</sup> August. The purpose of this meeting would be to discuss the future of the permissive paths currently in existence in Swanton Morley over land owned by Mr James Keith. The current government funded scheme is due to expire on 31<sup>st</sup> August.

**15. To Receive a Report on the Update of Details with the Land Registry for Parish Council Assets**

The Clerk is receiving documents from Land Registry and has reported that this work is very nearly complete.

**16. To Consider Adopting the NPT&S Suggested Vexatious Persons Policy**

The Clerk and Mr Atterwill reported that the existing policy for persistent complainants needs to be reviewed. Mr Atterwill had previously sent a suggested policy for the Councillors to consider. Mr Curran suggested that the wording on the policy should also include the aspect of social media. It was agreed

that the existing policy should be retained for now. Mr Westbury proposed that Mrs O'Dowd and Mr Cawdron arrange a time to go through both policies to produce a more concise document for consideration at the September meeting, seconded by Mr Curran and carried

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

Mr Turner raised the issue, on behalf of a member of the public, that access to the Village Green is difficult for wheelchair users. Mr Turner suggested that a drop kerb and some slabs could be installed at the bottom of Harkers Lane in order to facilitate access across the green to the picnic table. It was agreed that the Clerk would request a quotation from Mr Banham for this work.

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

*The Meeting Went Back Into Session*

**18. Any Item to be Reported for the Next Agenda**

To consider adopting a new Vexatious Persons policy.

To receive an update on permissive paths following the meeting with Mr Keith.

To consider the options for the Parish Partnership 2020/2021.

To review and agree the September edition of the Mardler.

*One member of the public left the room*

**19. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 9<sup>th</sup> September at 7.30pm at Swanton Morley Village Hall.**

This was agreed.

*Mr Atterwill proposed to extend the meeting past 9.45, seconded by Mrs O'Dowd and carried*

*Two members of the public left the room*

**20. To receive a Proposal to Close the Meeting to the Press and the Public for Item 21 as Permitted under S2 of the Public Bodies (Admission to Meetings) Act 1960 as Publicity Would be Prejudicial to the Public Interest by Reason of the Confidential Nature of the Business to be Transacted.**

Mr Atterwill proposed the meeting close to the press and public seconded by Mrs O'Dowd and carried.

**21. To Consider Correspondence Received Concerning Land at Norwich Road, Swanton Morley**

Mr Atterwill had previously sent correspondence to Councillors from Mr Keen for consideration regarding a proposal from a developer to build 5 chalet bungalows. Subject to agreement for planning the developer would be happy to sell the Parish Council two additional plots of land to build a further two bungalows for rent to parishioners. It was highlighted that the land owner is willing to enter into an Option to Purchase Agreement, subject to planning.

Mr Keen is in support of this proposal, in order to increase the assets of the Parish Council and to help the Community.

It was agreed that before this is discussed further the developer would need to produce a layout plan to include the two additional dwellings. Further information would also be required to ascertain how any such agreement would work.

**22. To Receive a Proposal to Close the Meeting to the Press and Public for Item 23 as Permitted under S2 of the Public Bodies (Admission to Meetings) Act 1960 as Publicity Would be Prejudicial to the Public Interest by Reason of the Confidential Nature of the Business to be Transacted.**

**23. To consider correspondence received from a Parishioner.**

The Clerk distributed a letter received by a Parishioner at the start of the meeting.

The Clerk and the Chairman gave a report regarding correspondence persistently received by a Parishioner. It was agreed that appropriate queries have been responded to in a timely manner

Financial Year 2019/2020

however the Clerk continues to receive correspondence. Correspondence about past and present employees has not been responded to as such matters are confidential between the employer and employees

It was unanimously agreed that a letter would be sent to the Parishioner addressing this issue to include the Parish Council's 'Persistent Complainants' policy and the Parish Council's complaints form.

The meeting closed at 10.30pm

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