

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 12th March 2018. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. Westbury, Mr S. O'Dowd and Mr J. Rodrigues. Also in attendance were Mr R. Richmond (District Councillor), Mrs F LeBon (Clerk) and five members of the public.

Matters Raised Under Time Allocated to the Public.

No questions raised.

District and County Councillor Reports

Mr Richmond praised the efforts of Breckland District Council during the recent spell of inclement weather.

The recent Overview and Scrutiny Commission meeting was attended by a representative from Norfolk County Council highways. He gave a presentation on the repairing of pot holes and the new machinery they are investing in to repair pot holes quicker and at a reduced cost. Mr Atterwill queried the £8M overspend on the NDR, which had been taken out of the general highways repairs budget, meaning a reduced level of service.

Mr Richmond is to ensure that the Parish Council has a response from Breckland District Council over whether planning permission is needed for the information sign board at Burgh Common and the unsightly sites submission regarding the garages on Middleton Avenue.

The Clerk enquired as to whether Mr Richmond would be attending the SNAP meeting on the rearranged date of the 27th March, and if so could he press the police on the ongoing drug problem in the village.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Apologies were received from Mr J. Keen, Mr K. Tidman, Mr B. Marsham, Mr G. Curran and Mr R. Duffield (District Councillor).

2. To Receive Declarations of Interest

Mr Westbury declared a non pecuniary interest in item (allotments).

Mr Rodrigues declared a pecuniary interest in item 6.a.iv

3. Minutes from the Parish Council Meeting of 12th February 2018 to be accepted, initialled and signed.

Mr Westbury requested an amendment to item 10.a.i on the matter of accuracy of a statement made. Mrs O'Dowd proposed that the minutes of this meeting, as amended, be accepted.

Seconded by Mr Westbury and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

4. Matters Arising from Minutes of 12th February 2018 (For Exchange of Information Only)

Mrs O'Dowd requested an update on the opening ceremony for the open space at the Meadow View development. Mr Atterwill advised that this will be covered under the 'land and planning' section of the agenda.

5. 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 Rodrigues and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Faye LeBon / Kelly Pickard / Norfolk Pension Fund/ HMRC	Staff Remuneration Package (February)	Direct to Bank	£2,951.02	-
Anglian Water	Quarterly Water Bill (Allotments)	Direct to Bank	£45.00	-
A.C. Banham	Repair of Street Light on Gooseberry Hill	Cheque 102833	£45.00	-
UK Debt Management	Public Works Loan	Direct Debit	£5,816.75	-
Eastern Office Equipment	Stationery	Direct to Bank	£10.62	£1.77
E-on	Street Light Electricity	Direct to Bank	£66.15	£3.15
	TOTAL		£8,934.54	£4.92

b) Income to be Reported

There was no income reported this month.

6. Land and Planning**a) To Consider Responses to Breckland District Council for the Following Planning Applications****i. 3PL/2018/0002/OB – Land West of Rectory Road - Increase in areas to be transferred to Swanton Morley Parish Council in lieu of Norfolk County Council Highways**

Mr Atterwill advised that senior officers at Breckland District Council had advised he and the Clerk that Hopkins Homes would be happy to retain ownership, and therefore maintenance responsibilities, of the French drains. However, the plan which had eventually been sent with this application showed the French drains as part of the green open space. He suggested that there may be a middle ground, such as making sure Hopkins maintains the drains for a period of five years, before the Parish Council takes full ownership, however this suggestion was not met with support. It was agreed after a proposal from Mr O'Dowd and a second from Mr Atterwill, that the Parish Council rejects the whole area of land if the French drains remain part of it. The Parish Council still remains supportive of taking on the green open space, but not the French drains. This will have an impact on the opening ceremony that the Parish Council is wanting to hold.

ii. 3PL/2018/0157/HOU – Whitefriars, Norwich Road - Raise roof to accommodate rooms, rear extension, New replacement porch and demolition of garage

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

iii. 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

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

Mr Rodrigues Left the Room

iv. 3PL/2017/1393/F – Elsing Road - Development of car park to provide additional commercial units (Amended plans)

It was agreed that as the revised plans showed no changes to the highway to mitigate safety concerns, and no commitment to agree to highway improvements proposed by Norfolk County Council, the Parish Council should continue its objection to the proposal, yet still remain supportive in principle to the improvement of retail facilities in the village.

Mr Rodrigues Re-Entered the Room

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

The Clerk reported the following:

3PL/2017/1189/VAR – Freshfields, Harkers Lane – variation of condition 5. Planning permission granted.

3PL/2018/0014/D – 9 new dwellings on Gooseberry Hill. To date a decision has not been made. A decision is due by 8th March

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' To date it appears that this has not been received.

3PL/2017/1546/VAR – Rectory Road – Variance of planning conditions regarding drainage. To date a decision has not been made. A decision is due by 12th March

3PL/2017/1548/O – New dwelling adjacent to Crispins – Gooseberry Hill. To date a decision has not been made. A decision is due by the 11th April.

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. To date a decision has not been made and there is no guidance as to when this is expected to be put to the planning committee.

It was agreed that the Clerk should represent the Parish Council when this application goes before the planning committee.

c) To Receive Update on Breckland District Council's Local Plan and Agree Attendance at Hearings.

It was agreed that the Parish Council would make representation at the following hearings:

9th May (spatial distribution)

10th May 2018 (affordable housing)

6th June 2018 (pm) (Housing allocations – Swanton Morley)

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

This was discussed under item 6ai.

e) To Consider Correspondence from Hastoe Housing Association

The Clerk met with Rik Martin from Community Action Norfolk (CAN) on 6th March to discuss the Housing Needs Survey, commissioned by Hastoe Housing Association.

CAN will mail out the survey to each household in the village, along with a letter from the Parish Council explaining why this is being done. A freepost envelope will be included, and also a link to complete the survey online if preferred. The survey will be set up to only allow one survey to be returned per computer. All responses will be sent to CAN, who usually set a 2 week response period. They will then collate and analyse the responses and send the Parish Council a report with the results.

A draft survey and covering letter was presented to the Parish Council. Mr O'Dowd proposed that this should be accepted, seconded by Mr Westbury and carried.

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

Mr Atterwill and the Clerk will meet with Breckland District Council on 16th March as a follow up to the meeting to determine whether Breckland District Council would be able to take a different view from the examiner. The Parish Council has provided further evidence. To date the time table which Breckland District Council were to produce has yet to be forthcoming. Mr Atterwill advised that the National Planning Policy Framework is intended to be revised but is out for consultation at the moment.

Mr Atterwill also advised that the planning inspector ruled in favour of Gladman Homes, in a recent planning application in Mattishall. This was against the policies in Mattishall's Neighbourhood Plan. One of the issues raised by the examiner was that Mattishall could not rely on the Ministerial statement that would give the Neighbourhood Plan more weight against Breckland District Council's lack of five year housing land supply, because the Neighbourhood Plan did not allocate any land.

g) To Consider Funding for Travel to London for Meeting with the Housing Minister

George Freeman remains committed to a meeting between representatives of Swanton Morley Parish Council and the Housing Minister. Should this be arranged, authority is sought for 2 x train and 2 x underground tickets to be authorised. After prices were sought, Mrs O'Dowd proposed that this should be agreed up to a maximum spend of £250.20, seconded by Mr Westbury and carried.

7. Churchyard & Burial Ground

a) To Receive Report from Councillor Responsible for the Burial Ground and Churchyard

Mr O'Dowd provided the inspection report for the churchyard and burial ground.

Churchyard

There had been no changes since the previous report. The sycamore branches to be removed probably require a specialist. The Clerk is to arrange for a tree surgeon to meet herself and Mr O'Dowd on site.

The Clerk is to order a new 'concealed entrance' sign to replace the one that has broken.

Burial Ground

A kerbset has been removed, the Clerk is to check the regulations with regards to this.

There are numerous small twigs making the pathway untidy and there are brambles in the hedge which need to be removed.

b) To Agree Details of Working Party for Burial Ground

It was agreed that the working party should be held on 31st March at 9.30am, weather permitting.

8. Allotments

a) To Receive Report from Councillor Responsible for Allotments and Consider any Actions from Recommendations

Mr Tidman had provided a report for the Clerk to give to the meeting. It was agreed that the water should not be turned on yet.

9. Street Lighting

a) To Receive Reports of Street Lighting Faults or Matters for Attention

Mr Marsham is to speak with the householder from whose property the vegetation is starting to engulf the street light on Greengate.

10. Highways

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

The trees had finally been cut back on Ainsworth Close. The pot holes in the village as a result of the recent bad weather are very problematic. The Clerk is starting to escalate the most serious ones. Mr Westbury reminded the meeting that Norfolk County Council has a 'duty' to maintain the highway. Mr Westbury is to look further into exactly what actions the Parish Council can take to make Norfolk County Council exercise their duties. The Clerk is to put in a Freedom of Information request to Norfolk County Council to establish what their intervention criteria is for pot hole repairs after many reports of pot holes were being returned advising that the damage does not meet their intervention criteria. It was reported that the surfacing is breaking up on Greengate, outside the old chapel.

b) To Discuss Highway Safety Around the Waterfall Bridges

The Clerk advised that there is a 'bridges' team at Norfolk County Council. They had been requested to make contact with the Parish Council, but to date had not done so. The Clerk is to chase this.

11. Youth and Playing Fields

a) To Receive Report from Councillor Responsible for Youth and Play Areas and Consider any Actions from Recommendations

As Mr Keen had given apologies for the meeting, there was no report.

b) To Receive Update Report on Installation of the Table Tennis Table

The Clerk has met Mr Banham onsite to agree where the concrete pad is to be placed. The pad will be constructed when the field is drier, as at the time of inspection it was waterlogged. The Clerk is to find out whether the company providing the table will be putting the table directly on the pad, or whether lifting equipment is required.

c) To Receive Update Report on Installation of Safagrass at Gooseberry Hill and the Village Green

To defer. The Clerk is to chase the contractor to find out when the area under the slide is going to be excavated and turfed.

d) To Consider Grant Application for Installation of Cabin at Swanton Morley Village Hall

Upon request of Swanton Morley Village Hall Trust, consideration is requested for the most cost-effective way of installing a cabin at Swanton Morley Village Hall.

The costs are currently as follows:

	Cost	VAT	TOTAL
Cabin	£7,100.00	£1,420.00	£8,520.00
Service Trench	£1,854.00	£370.80	£2,224.80
Path	£1,312.00	£262.40	£1,574.40
Intruder Alarm	£890.00	£178.00	£1,068.00
Electrics	£1,024.00	£204.80	£1,228.80
Fire Alarm	£1,531.00	£306.20	£1,837.20
Worktop and basin	£210.12	£42.02	£252.14
	£13,921.12	£2,784.22	£16,705.34

A grant application to Awards for All for £10,000 is to be submitted, leaving the Village Hall with £6705.34 to pay, of which a significant amount is VAT.

The Parish Council is able to pay for projects and gift them to the Village Hall, as long as there is no reciprocal payment from the Village Hall. This would mean that the Parish Council could claim the VAT back. It would be feasible to split this project into 2:

- 1) The Provision of the cabin
- 2) The fitting out of the cabin

This could be done as follows:

	Cost	VAT	TOTAL
Cabin	£7,100.00	£1,420.00	£8,520.00
Service Trench	£1,854.00	£370.80	£2,224.80
Path	£1,312.00	£262.40	£1,574.40
PROVISION	£10,266.00	£2,053.20	£12,319.20

	Cost	VAT	TOTAL
Intruder alarm	£890.00	£178.00	£1,068.00
Electrics	£1,024.00	£204.80	£1,228.80
Fire alarm	£1,531.00	£306.20	£1,837.20
Worktop and basin	£210.12	£42.02	£252.14
FITTING OUT	£3,655.12	£731.02	£4,386.14

The cost to the Parish Council would be £10,266.00 (because they can reclaim the VAT) and £10,000 would be received from grant funding, leaving a net cost of £266. The Village Hall would then be liable for £4,386.14 to complete the project. Mr Westbury proposed that Swanton Morley Parish Council should apply for £10,000 in grant funding and if successful, provide the Village Hall with a cabin, service trench and pathway, costing £10,266. Seconded by Mr Rodrigues and carried.

12. Commons, Open Spaces & Environmental

a) To Receive Report from Councillor Responsible for Common Lands

Mr O'Dowd reported that with the recent flooding of the Wensum, both commons have also been flooded. On Burgh Common, this water has come overtop of the boardwalks. With the fishing season now coming to a close, it will be possible to do maintenance works without disturbing people using this area. The sluice is in use on Mill Common.

Mr Atterwill advised that there is an owl box that has been broken on the permissive footpath between Harkers Lane and Hoe Road East.

b) To Agree Details of Working Party for Burgh Common

This is to be deferred until the water levels recede

c) To Receive Report on Parish Council Application for New Countryside Stewardship Scheme

The Clerk reported that the ELS/HLS Scheme ended in January (although payment for 2017 are still outstanding as the RPA are behind with the payments). The new countryside Stewardship scheme starts on January 2019, but applications have to be in by 31st May 2018. The Clerk is working with Natural England to ensure that the correct application is being made.

Mr Richmond advised that Abigail Maynard from Brown and Co. would be able to assist the Parish Council is required.

It Was Agreed to Extend the Meeting After 9.45pm

13. General Data Protection Regulations

It was agreed to defer the whole of section 13 until next month

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

- b) To Agree Information Protection Policy**
- c) To Agree Security Incident Policy**
- d) To Adopt LCPAS Policy on Document Retention**

14. To Receive Update on the Swanton Morley Festival

A second meeting was held on 5th March, which was well attended. A Festival period has been agreed of Saturday 13th July – Sunday 4th August 2019. Many ideas were discussed and there genuinely seems to be a will to do this in the village.

A facebook page has been set up, and an area will be added to the website. The intention is to put a form of online diary in this area so events can be drafted in.

The next meeting will be held on Monday 23rd April at 7pm.

15. To Agree Agenda for Annual Parish Meeting

This was agreed subject to rewording item 7 relating to permissive footpaths.

16. To Agree March Edition of The Mardler and Distribution Method

This was agreed subject to amendments of typographical errors and a rewording of the section relating to permissive footpaths. It was agreed that councillors would be able to arrange the deliveries.

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

The Clerk has been advised by Breckland Council that enquiries are being made of Land Registry as to ownership of the garages. Mr Atterwill advised that Breckland Council has sent letters to areas of Middle Camp asking residents not to park their vehicles on the grass owned by Breckland Council.

18. Correspondence (For Exchange of Information Only)

None raised.

The Meeting Was Suspended for Further Comment from the Public

Concerns were raised about the dangerous situation of pot holes in the village.

The Meeting Went Back Into Session

19. Any item to be reported for the next agenda

General Data Protection Regulations
The Bridges

20. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 9th April 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.

Mrs O'Dowd proposed the meeting be closed to the press and public, seconded by Mr Rodrigues and carried.

The Press and Public Left the Meeting

22. To Consider Implications on the Swanton Morley Neighbourhood Plan from Meeting of 7th February 2018

a) To Receive Update from Meeting of 7th February 2018

A further meeting will be held on 16th March, the result of which will be reported to councillors

b) To Consider Response from Maladministration Complaint

It was agreed to wait to see if there was any progress from the meeting of 16th March, before moving to a stage 2 complaint.

23. To Receive Proposal to Close the Meeting to the Press and Public for Item 24 as Permitted under s2 of the Public Bodies (Admission to Meetings) Act 1960 as the Document Relates to the Terms and Conditions of Employment

This was not applicable as, whilst the documents had been sent out, there had not been time to consider them.

24. To Agree Staff Appraisal Document

To Defer

The meeting closed at 10.30pm

_____ (Chairman) _____ Date