

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 11th June 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. Keen. 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.

An update was requested on the opening ceremony at Davidson Park. This will be discussed under item 7e.

District and County Councillor Reports

Mr Richmond reported that the Local Plan hearings have been completed, but there may be more in July if the Inspector so requests them.

He had attended the SNAP meeting, which was very positive. The Parish Council agreed that the assistance of the police in recent months had been very good. The priorities agreed were antisocial behaviour and speeding both in the towns and villages. Mr Richmond had pressed for more transparent crime figures as the ones being sent to parishes were not deemed as a true reflection.

He had attended the recent meeting of the PPG, where it was announced that there had been a recent joining of forces between Swanton Morley surgery and Toftwood surgery as of 1st May, to achieve economies of scale.

Mr Richmond advised that he had chased Breckland District Council officers to respond to Swanton Morley Parish Council about the unsightly sites submission. A response had been received earlier in the day advising that Breckland District Council does not believe the garages on Middleton Avenue have a significant and adverse impact within the parameters of the Unsightly and Derelict Sites programme. However, they would be prepared to write to the owners of the individual garages (where identified) and bring to their attention the state of disrepair to their property and encourage them to improve the appearance where they can. The Parish Council agreed that Breckland District Council should do this. Mr Atterwill queried whether Breckland District Council would have any grants available to help the owners of the garages to do this.

Mr Atterwill reported that Mr Tidman had contacted him regarding the escalation of problems on Liberator Close. In a personal capacity, Mr Tidman has written to Saffron Housing regarding help required with an individual in affordable housing. Mr Tidman has also written in a personal capacity about a health and safety matter of children playing in the road, requesting that they play in their back gardens or in public play areas. Local complainants have also erected signage about private parking on a public road and there now seems to be a competition about who should park cars in the road. Mr Tidman has asked the Parish Council for their consideration in these matters. The Parish Council agreed that this was a civil matter and the Parish Council should not be drawn into matters that should be resolved between parishioners acting in an adult manner.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Apologies were received from Mr Rodrigues, Mr Tidman, Mr Marsham, Mr Curran and Mr R. Duffield (District Councillor).

2. To Receive Declarations of Interest

Mr Westbury declared a non-pecuniary interest in the allotments (item 8c)

3. Minutes from the Parish Council Meeting of 14th May 2018 to be accepted, initialled and signed.

Mr O'Dowd proposed that the minutes of this meeting 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 14th May 2018 (For Exchange of Information Only)

None raised.

5. Finance

a) Accounts to approve for payment:

The following invoices had been received for payment. Mrs 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 (May – made under contract)	Direct to Bank	£2,614.78	-
RBL Poppy Appeal	Donation for Poppy Wreath	Chq 102837	£50.00	-
Mr AC Banham	Lay Base for Outdoor Table Tennis Table	Chq 102838	£1,300.00	-
Abel Groundworks	Excavation and Turfing under Slide	Chq 102839	£300.00	-
Thain Wildbur	Internal check of 2017/2018 accounts	Direct to Bank	£300.00	£50.00
CGM	Grounds Maintenance May	Direct to Bank	£810.05	£135.00
Get Mapping	Parish mapping software	Direct to Bank	£54.00	£9.00
Eastern Office Equipment	Stationery	Direct to Bank	£34.88	£5.81
Sweatband	Outdoor Table Tennis Table	Direct to Bank	£2,8999.00	£483.17
BT	Cloud Phone and Broadband	Direct Debit	£92.74	£15.45
E-on	Street Light Electricity	Direct Debit	£66.15	£3.15
	TOTAL		£5,515.98	£204.60

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
H Brett and Son	Memorial Fee (Fain)	£150.00
Barclays Bank	Quarterly Interest (Tracker Account)	£12.00
	TOTAL	£162.00

6. Annual Accounts

a) To Agree the 2017/2018 Parish Council Accounts

Mrs O'Dowd proposed that the 2017/2018 Parish Council accounts be agreed, seconded by Mr Keen and carried.

b) To Agree Annual Statement of Governance

Mr Atterwill read aloud each of the annual governance statements, to which all councillors positively responded. Mr Westbury proposed that the annual governance statement be agreed, seconded by Mr O'Dowd and carried.

7. Land and Planning

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

i. 3PL/2018/0510/HOU – 13 Middleton Avenue - Demolish timber porch and conservatory & erect new porch and rear extension in masonry construction

After discussions about how much natural light this would limit to the neighbouring property, Mr Atterwill proposed that the Parish Council should raise no objections to this application, subject to Breckland Council checking that any reduction of natural light to the neighbouring property be within planning regulations. Seconded by Mr Keen and carried.

ii. 3PL/2018/0607/HOU – Pleasantness, Gooseberry Hill - Single Storey Extension to rear

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

3PL/2017/1393/F – Darbys Car Park - Development of car park to provide additional commercial units (amended application).

It was noted that the amended application has a reduction in the wall height and cycle parking bays close to the entrance of the car park, all designed to increase the visibility when exiting the car park. There is also a proposal to regularise the 'no entry' section of the triangle.

Mr Atterwill proposed that there should be no objections to this application, subject to the following:

- Double yellow lines extending from Darbys to Chrismatt to ensure there is no parking on Elsing Road in front of the site.
- The Parish Council being permitted to see the construction management plan prior to the start of any development on site.

Seconded by Mrs O'Dowd and carried.

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

The Clerk reported the following:

3PL/2018/0511/HOU – 8 Mason Road, Proposed single storey extension to existing dwelling
A decision is due by 21st June.

3PL/2018/0462/HOU – Hartington, Woodgate. Proposed alterations, side extension and re-positioned access to existing dwelling.

A decision is due by the 13th June.

3PL/2018/0045/DOC – 9 new dwellings on Gooseberry Hill. Discharge of Conditions on Archaeological report.

This is showing as undecided. Norfolk County Council has not yet discharged the condition.

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 undecided.

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

Breckland District Council has advised that the application is still under review and additional information has been submitted, which need to be reviewed.

The additional detail submitted has not been uploaded to Breckland District Council's website.

3PL/2017/1548/O: Erection of detached dwelling, Land adjacent to Crispins, Gooseberry Hill
Breckland District Council has advised that the application is still under review and a number of issues have been raised, which need to be fully considered.

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

Planning Permission has been refused

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

Mr Atterwill and the Clerk attended the final Local Plan hearing relating to Swanton Morley on 7th June. If the local plan is agreed all alternative sites will be removed from the local plan, leaving only the site adjacent to the Rectory Road development, which will have the settlement boundary extended around it. The inspector has asked for Breckland District Council to update their housing trajectory to ensure that the five year housing land supply can be achieved.

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

Planning applications 3PL/2017/1546/VAR and 3OB/2018/0002/OB have been approved by Breckland District Council's planning committee. This will start the process of making the land in an agreed condition to transfer to the Parish Council.

e) To Agree Further Actions for the Opening Ceremony on 17th June

Mr Atterwill reported that the seat is ready and the lectern has been galvanised and will be delivered on Tuesday. The pads have been installed and the seat and the lectern will be affixed to these on Friday. The artwork for the lectern has been approved. The Light Dragoons are sending a regimental flag to cover the lectern and be used in the unveiling. The Clerk has received the order of service, will add a front cover, and then ensure 200 copies are printed.

The Clerk is to arrange for car parking passes to be sent to the Light Dragoons for use by the families. The families, dignitaries and disabled are to be permitted to park in the church. The landowner has kindly agreed to open up Darbys meadow for all other parking. Mr O'Dowd is to act as car parking attendant.

The Light Dragoons have arranged for a bouquet of flowers to be given to each family member to lay at the road sign of their loved one.

There had been a problem with the installation of the new Moffett Road sign, in that there had been a dispute over the ownership of the land on which it stands. Norfolk County Council highways had kindly provided a plan of the land under their jurisdiction which had resolved the matter. Mr Atterwill thanked Breckland District Council and Serco with their assistance in this matter.

Extra seating is to be arranged to be moved from the Village Hall to the church.

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

The housing needs survey has been distributed, with a return date to Community Action Norfolk of 25th June.

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

Progress remains slow with Breckland District Council. Mr Atterwill and the Clerk are to attend a further meeting with Breckland District Council on 20th June.

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

a) Churchyard at All Saints' Church

Mr O'Dowd provided a report that all was in order. The tree surgeon has been instructed as agreed last month and a start date for works is awaited.

b) Swanton Morley Cemetery

The Clerk is to speak with the funeral directors for the Hoddinott and Brocklehurst graves to ensure they are sufficiently topped up. The Clerk is to obtain prices for single strand fencing wire and fifty staples so as to enable fence repairs.

Some graves are becoming severely overgrown.

c) Swanton Morley Allotments

The Clerk read out a letter received from SMART. Mr Westbury is to discuss the contents of the letter with Mr Tidman. With SMART's reluctance to collect the water bill money owed, the Parish Council will do this.

d) Swanton Morley Playing Fields and Village Green

Mr Keen provided a report. The Clerk will obtain a price for a nitrogen feed and some topsoil around the slide area. Damage was reported to the aerial slide. The Clerk had obtained a quotation for repair of £698 + VAT. Mr Atterwill proposed that this should be accepted, seconded by Mrs O'Dowd and carried.

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

The concrete pad has been laid, and payment for the table tennis table authorised under section 5. There is an approximate two week lead in time from payment.

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

The order has been placed for the safagrass.

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

There has yet to be any news from Awards for All.

iv. To Consider Quotation to Clean the Equipment and Seats at Gooseberry Hill

A quotation has been received for £275 for these works. Mr Keen proposed that the Parish Council should accept this, seconded by Mr Westbury and carried.

v. To Consider Replacement of Litter Bin at Gooseberry Hill

The Clerk had sent three options for replacement litter bins at Gooseberry Hill. Mr Atterwill proposed that a 'Billy-Bin-It' bin be purchased at a cost of £170.95 + VAT. Seconded by Mr Westbury and carried.

e) Swanton Morley Common Lands

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

Mr O'Dowd proposed that as long of the quote for this work does not exceed £1200, the Clerk should arrange for these works to proceed. Seconded by Mr Westbury and carried.

f) Street Lights

The Clerk is to write to the householder of the property on the junction of Greengate and Hoe Road South to ask them to cut back the vegetation from their property as it is obscuring the street light.

The Clerk is to ask Mr Banham to repair the street light outside Hill Bungalow with some postcrete.

9. Highways

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

The following was reported at the meeting, and will be escalated to Norfolk County Council highways.

It was reported that the road is breaking up on Primrose, at the junction with Hannah Road. A broken manhole cover has been marked out for repair but the repair has not yet been completed.

The area where Anglian Water has been working outside the church has sunk.

Mr O'Dowd reported that the area outside the shops is flooding again. Mr Atterwill advised that this needs a camera to be replaced down there to see if there are any areas that have collapsed.

The vegetation needs cutting back between the footpath and the field along Rectory Road. The trod has broken up opposite Moffett Road.

b) To Discuss Highway Safety Around the Waterfall Bridges

The Clerk had reported the following from Norfolk County Council to councillors by email: 'Regarding accidents over the bridges. There has been one personal injury accident recorded by the Police over the bridges in the last 20 years, my team could therefore not support changes from our budget although I do recognise the potential for harm if two vehicles meet head on. A question was asked regarding the frequency of inspection of the bridges and their load carrying capacity. Bridges are inspected by our bridge team every two years – the smaller bridge was inspected in July 2016 and the larger one in February last year. Repairs necessitated by accident damage were last undertaken in 2004. Regarding capacity, both bridges have capacity in excess of 40 tonnes and can accommodate the maximum legal weight of 44 tonnes. Larger / heavier vehicles would be classified as abnormal loads and would be unlikely to be routed this way when more suitable alternative exist.

An automatic traffic count (loops across the carriageway) was undertaken over 14 days in November 2016. The results of this showed that there were approximately 4,000 vehicles a day using the road through Swanton Morley, approximately 2,000 in each direction. Of these, 32 were of the large type which I understand to be of more concern. For your information, this means articulated lorries and larger fixed multi-axle vehicles. It does not include vehicles such as refuse lorries or similar sized smaller lorries.'

The second count is due to be undertaken in October or November this year.'

c) To Receive Correspondence Regarding the 2018/2019 Parish Partnership Scheme

Correspondence about the 2019/2020 Parish Partnership scheme had been forwarded to councillors. A possible project discussed was extension of the kerbing of Rectory Road, up to the farm entrance. Mr Atterwill is to measure up this area.

10. To Consider Distribution of a 'Community Car – Guide for Passengers'

The Clerk reported that this had been put together to try to address problems that have been experienced by the community car co-ordinator and the drivers. Once agreed, it is recommended that 100 are printed for distribution to current passengers and spares left with the co-ordinator and drivers for new passengers. The draft version sent to councillors, was a second draft that had been improved thanks to the feedback from the community car co-ordinator.

After minor amendments were made, Mr Atterwill proposed this be agreed and distributed, seconded by Mr Westbury and carried.

11. To Receive Update on the Swanton Morley Festival

Mrs O'Dowd had sent an email update on 4th June. There is currently a small but committed committee to focus on the carnival. Mr Keen offered to assist with this project. More volunteers are needed, and this is to be placed in the next Mardler.

It Was Agreed to Extend the Meeting Beyond 9.45pm

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

This was reported under public participation

13. Correspondence (For Exchange of Information Only)

None raised.

The Meeting Was Suspended for Further Comment from the Public

It was reported that a section of hedge had been removed adjacent to Dereham Road. The Clerk is to look into, checking with relevant hedgerow regulations.

Mr Keen asked if there was any progress with the repairs to the church clock. It was advised that this is to be further discussed at the PCC meeting on 26th June. It was also reported that Mr Marsham is arranging for posts for the church noticeboard.

The Meeting Went Back Into Session

14. Any item to be reported for the next agenda

Parish Partnership
Allotments

15. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 9th July at 7.30pm at Swanton Morley Village Hall.

This was agreed

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

The Press and Public Left the Meeting

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

Legal advice from Breckland District Council about the Neighbourhood Plan affordable housing policy was distributed to councillors, as was a working paper on the s106 agreement and housing mix policies. The clerk is trying to arrange a mediation meeting with AECOM, funded by Locality.

18. To Receive Proposal to Close the Meeting to the Press and Public for Item 19 as Permitted under s2 of the Public Bodies (Admission to Meetings) Act 1960 as Publicity would be Prejudicial to the Public Interest.

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

19. To Receive Update on Amenity Land in the Village

Mr Westbury proposed that a maximum bid of £50,000 for extra parish amenity land be placed, subject to there being no buyers commission. Seconded by Mr Atterwill and carried. The Clerk is to complete the paperwork and the auctioneers are to bid on the Parish Council's behalf.

The meeting closed at 10.30pm

_____ (Chairman) _____ Date