

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 9th April 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 and Mr J. Rodrigues. Also in attendance were Mr R. Richmond (District Councillor), Mrs F LeBon (Clerk) and three members of the public.

Matters Raised Under Time Allocated to the Public.

A dog bin was requested for the Meadow View open space. This is dependent on the ownership status of either the open space or the public highway. Presently the open space is still in the ownership of Hopkins Homes and it is unclear whether the highway has been adopted.

Mr Marsham gave reasoning for his planning application, to be discussed under item 6a.ii

District and County Councillor Reports

Mr Richmond advised that the hearings for the local plan will start on 17th April, there being twelve hearings in all.

He attended the SNAP meeting on 27th March. He raised problems that the Village Hall has been having and the police has advised that they will address the situation. The three priorities for this month will be speeding in the villages, drug taking in rural car parks and speeding in the centre of Dereham.

He had attended the recent PPG meeting and advised that patients are beginning to accept the new system of seeing a nurse practitioner as a first port of call. There are two new doctors joining the practise

The Clerk reported that she had been chasing an updated contacts list for the planning department for three months, as the one the parish has is out of date. This still had not been forthcoming.

The Clerk reported that there had been no meaningful update on the unsightly sites project from Breckland District Council.

Mr Richmond reported that the first Breckland Lottery draw had taken place.

The Meeting Went Into Session

1. To Accept Apologies for Absence

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

2. To Receive Declarations of Interest

Mr Westbury declared a non pecuniary interest in item 8 (allotments).

Mr Marsham declared a pecuniary interest in item 6.a.ii

3. Minutes from the Parish Council Meeting of 12th March 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.

4. Matters Arising from Minutes of 12th March 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 Rodrigues and carried.

Payee	Detail	Total Amount Payable	Payment Method	Of Which VAT Reclaimable
Faye LeBon / Kelly Pickard / HMRC / Norfolk Pension Fund	Staff Remuneration (March – made under contract)	£2,960.06	Direct to Bank	-
SLCC	Annual Subscription	£165.00	Direct to Bank	-
Norfolk County Council	50% of Parish Partnership Scheme	£2,700.00	102384	-
BT	Cloud Phone and Broadband	£82.45	DD	£15.32
E-on	Street Light Electricity	£66.15	DD	£3.15
	TOTAL	£5,973.66		£18.47

b) Accounts to approve for payment (Community Car)

The following community car mileage claims had been received for payment. Mrs O'Dowd proposed that the following be authorised, seconded by Mr Westbury and carried.

Payee	Detail	Total Amount Payable	Payment Method	Of Which VAT Reclaimable
8no. Community Car Volunteer Drivers	Community Car Mileage	£497.71	Direct to Bank and cheque 102385	-
	TOTAL	£497.71		0

c) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Littleproud FD	Burial Fee (Townsend)	£180.00
HMRC	VAT Refund (Dec/Jan)	£2,580.39
Nationwide	Annual Interest	£59.63
	TOTAL	£2,820.02

d) To Agree Appointment of Internal Auditor

The Clerk reported that Mrs Rutter, a previous book keeper who was able to internally audit the accounts, has now retired. Contact has been made with Ashton Shaw, Foster Knight and Thain Wilbur with regards to the Internal Audit for the 2017/2018 Village Hall accounts. Thain Wilbur were the only company who responded to the enquiry and the requirements for the audit have been discussed at length. Thain Wilbur anticipate that the internal audit will cost £250.00. Mr O'Dowd proposed that Thain Wilbur be appointed, seconded by Mr Rodrigues and carried.

6. Land and Planning

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

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

It was established that this was a garden plot. Mr Westbury proposed that the Parish Council should object to this application on the basis of overdevelopment of a garden plot due to the size of the properties. The properties are too large for the plots and are not needed in the village. The Parish Council would be more accepting if the properties were smaller. Seconded by Mr Curran and carried.

Mr Marsham Left the Room

- ii. **3PL/2018/0251/F – Waterfall Farm, Worthing Road - Conversion of outbuilding to form annexe single storey extension to form sun room**
Mr Atterwill proposed there should be no objections to this application, seconded by Mr Curran and carried.

Mr Marsham Re-Entered the Room

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

The Clerk reported the following:

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

As per recent emails, this will not be going to committee on 9th April. Further enquiries are being made of Hopkins Homes as to the poor standard of construction of the French drains. To be further discussed under item 6d

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

Planning Permission has been 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

To date no decision has been made. A decision is expected by 20th April.

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

As per email from the applicant, it is anticipated that this will be withdrawn.

3PL/2018/0014/D – 9 new dwellings on Gooseberry Hill. To date a decision has not been made. The Clerk has spoken to the developer and they have designed the plans to try to better accommodate the open space request of the Parish Council. This has been submitted to Breckland District Council and the Parish Council will be consulted on the amendment in due course.

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

As per recent emails, this will not be going to committee on 9th April. Further enquiries are being made of Hopkins Homes as to the poor standard of construction of the French drains. To be further discussed under item 6d

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

Planning Permission has been 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

To date no decision has been made. A decision is expected by 20th April.

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.

3PL/2018/0014/D – 9 new dwellings on Gooseberry Hill. To date a decision has not been made. Having spoken to the developer, they have designed the plans to try to better accommodate the open space request of the Parish Council. This has been submitted to Breckland District Council and the Parish Council will be consulted on the amendment in due course.

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 is unknown if the applicant has provided this.

3PL/2017/1546/VAR – Rectory Road – Variance of planning conditions regarding drainage. To date a decision has not been made. This was due to go to committee on 9th April, alongside the transfer of land, however this has been delayed.

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. It was assumed that this would go to planning committee on 9th April, but it is not on the agenda.

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 expected to go to planning committee on 9th April, but is not on the agenda.

Mr Westbury advised that it will be going to the planning committee on 8th May. Mrs O'Dowd will attend to speak on behalf of the Parish Council. If she cannot attend, then the Clerk will act as substitute.

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

Mr Atterwill will attend the hearing as agreed last month. Concerns were raised in recent meetings with Breckland Council out how the land allocation in Swanton Morley were agreed and others disregarded.

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

Mr Atterwill advised that Hopkins Homes has reneged on its offer to take ownership of the French drains and remove these from the open space agreement. Breckland Council is now considering taking on the open space. The Parish Council is still open to taking on the open space and is expecting that Breckland District Council's planning department would advise Hopkins Homes that the construction standard of the French drains is unacceptable.

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

The Clerk reported that Community Action Norfolk has advised that Breckland District Council has asked to see the survey in advance. Community Action Norfolk expects the survey to be distributed at about month end.

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

Mr Atterwill and the Clerk met with Breckland District Council earlier in the day. It would appear that there is no further progress on the Neighbourhood Plan and that it is a small number of Cabinet members who are in disagreement with the Parish Council's policies. Nothing has been discussed formally in a meeting with Breckland District Council.

With regards to the policy on s106 agreements, it has been established that Parish Council's can be a signatory on the agreements however Breckland Council wishes to discuss whether they should be signatories. In Breckland District Council's Core Strategy, published in 2009, it advises that Breckland Council will produce a formal specification for s106 agreements. At today's meeting it was established that this had never been done. Mr Atterwill had provided Breckland Council with a comprehensive document from Blaby district council about a formal consultation process with Parish Council's prior to the agreement being signed. Mr Atterwill had urged Breckland officers to read this and consider adopting a similar policy.

Presently Breckland Council is unwilling to take a different view on this policy.

With regards to housing allocations, Breckland Council has been provided with extensive evidence on how this policy works well in other parts of the country. Mr Vincent had also

provided extra guidance from the DCLG on how Breckland Council is able to take a flexible approach when there is an identified local need. Breckland Council is to obtain legal advice on this matter but are presently not minded to take a different view on the Parish Council's policy. Mr Atterwill had pressed Breckland Council officers to understand that this policy was written to help real people, and not just reduce a housing register.

With regards to housing mix, Breckland Council wants Swanton Morley Parish Council to comply with the SHMA, which states there is no need for one and two bedroom properties. They advise that to change their policy, which is based on the SHMA, would require a district wide consultation costing in the region of £15,000

With reference to the additional sites, Breckland Council requested a sustainability appraisal for each site, with consultation with stakeholders such as utility companies. Mr Vincent had pointed out that Breckland Council should have already done a sustainability appraisal on these sites, and that the sites had been presented to all stakeholders during the Reg14 and Reg16 consultation process, and there had been no objections. Breckland District Council is to look at the sustainability appraisal.

With regards to the land at Middleton Avenue being designated as local green space, evidence had been provided to Breckland Council about a high court case which had favoured a designation of local green space, despite the owner's intention to develop on it. The most important matter was that the land complied with the local green space definitions in the NPPF, and the land on Middleton Avenue does. Breckland Council has advised that members do not want to allow the designation, but instead want the Parish Council to take on all areas of Breckland owned lands in the village along with a commuted sum of £29,000. This is to be discussed under item 22.

The Clerk advised that the Local Green Space designation could still be taken up with the examiner as part of the local plan hearings.

The next part of the process is that Breckland District Council is to look at all the examiner's comments and see if they can agree with them. They are also insistent that the Parish Council should go back to Reg14 stage if any of the policies need rewording, but Mr Vincent advises that this should only be Reg16.

The Parish Council obtaining legal advice on the matter was discussed. It was agreed not to do this yet.

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, completed on 9th April.

Churchyard

There had been no changes since the previous report and no further deterioration of the ramp. A tree surgeon has been met to discuss options of the sycamore and fir trees identified as problematic in previous reports.

The Clerk is to write to the adjacent land owner advising them that the dead tree on their land, overhanging the church's land, has been identified as a health and safety risk. It was considered whether the styles to climb over the rabbit fencing should be removed to prevent people being able to get near this tree, but it was established that these serve a purpose.

Burial Ground

The health and safety in this area was deemed as good. A working party consisting of Mr Marsham, Mrs O'Dowd and Mr O'Dowd met and cleared the brush and brambles from the site. To make repairs to the fence, would require eighteen fence posts and 2 x 50m lengths of wire. A newly filled grave is suffering from subsidence. The Clerk is to report this to the relevant funeral director.

b) To Consider Recommendations from Tree Surgeon for Works in Churchyard

To defer, this had not yet been received.

8. Allotments

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

Mr Tidman had sent in a report for the Clerk.

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. Mr Atterwill and Mr Marsham are to straighten the column on Rectory Road.

10. Highways

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

Mr Curran reported that highways were clearing the drainage ditches to the south of the village.

The Clerk clarified that the Freedom of Information request about the intervention criteria for repairs and frequency of inspections was sent on 14th March, therefore a response should be received very soon.

The Clerk is to check when the next traffic monitoring survey is to be done to monitor traffic through the village as a result of the construction of the NDR.

b) To Discuss Highway Safety Around the Waterfall Bridges

Contact has been made with the highways bridges team. The Clerk is to invite a representative to an onsite meeting to discuss the waterfall bridges.

c) To Consider Request for Dog Bin at Entrance to Church Meadow

A parishioner had requested a dog bin on the entrance to church meadow due to problems with bags of dog waste being hung on nearby bushes. This has been raised to Breckland District Council, who has raised concerns about this area being on public land and access for Serco to empty the bin.

11. Youth and Playing Fields

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

Mr Keen had provided a report. The Clerk is to obtain a price for steam cleaning the play equipment and noticeboards.

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

The concrete pad is to be installed onsite when the field is not waterlogged.

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

The area under the slide is going to be excavated and turfed when the weather improves.

d) To Receive Update on Grant Application for Installation of Cabin at Swanton Morley Village Hall

The application has been submitted on 22nd March and the decision of the grant body is awaited. This can take up to ten weeks.

12. Commons, Open Spaces & Environmental

a) To Receive Report from Councillor Responsible for Common Lands

Mr Marsham reported that the boardwalks a Burgh Common at water logged and the river remains flooded.

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.

13. General Data Protection Regulations

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

The Clerk reported that The General Data Protection Regulations come into force on 25th May 2018. There has been no further guidance from LCPAS since the last meeting.

The process of archiving is continuing in the office. Minor changes have also been made to the minutes and the agendas, in that names of people commenting under public participation have not been noted, and for planning applications, the applicant's name has not been listed

Mr Westbury queried how the process of councillor emails was progressing. The Clerk advised it was previously met with resistance so no progress had been made. It was agreed to restart this process to trial it.

b) To Agree Information Protection Policy

A draft was sent under separate cover. It was agreed to include section 8.7 in the policy, as opposed to remove it as we previously suggested. Mr Curran proposed this policy be accepted, seconded by Mrs O'Dowd and carried. Mr Marsham abstained from the decision.

c) To Agree Security Incident Policy

A draft had been sent under separate cover. Mrs O'Dowd proposed this be adopted, seconded by Mr Curran and carried.

d) To Adopt LCPAS Policy on Document Retention

A draft had been sent under separate cover. Mr Rodrigues proposed this be adopted, seconded by Mr O'Dowd and carried.

14. To Receive Update on the Swanton Morley Festival

Good progress has been made with regards to event ideas for the festival.

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

15. To Receive Update Report on 'Unsightly Sites' Put Forward to Breckland District Council

As discussed under the District Councillor's report, there had been no meaningful response from Breckland Council on this matter.

16. Correspondence (For Exchange of Information Only)

None raised.

The Meeting Was Suspended for Further Comment from the Public

It was suggested that a 'please clean up after your dog sign' be provided for church meadow. This can also be an article for the next Mardler.

Concerns were raised about the different grave diggers being contracted by different funeral directors for the cemetery. The Clerk advised that the only way the Parish Council could control which grave digger is active in the cemetery is by employing them directly. The Parish Council cannot insist to funeral directors which grave digger they use.

It was suggested that the Parish Council should write to all parishes to tell them what Breckland District Council is doing with the Swanton Morley Neighbourhood Plan. It was then suggested a press release would be more effective

Mr Richmond advised that he was committed to taking forward the Parish Council's points of view on the Neighbourhood Plan.

Mr Atterwill advised that he had asked Breckland District Council when the next Parish Forum is, as it had been a year. Breckland Council advised that they do not have one planned.

It was requested that the Neighbourhood Plan Steering Group be thanked at the Annual Parish Meeting, as they had put in many hours of hard work in this projects.

The Meeting Went Back Into Session

17. Any item to be reported for the next agenda

Swanton Morley Festival
The Bridges

18. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 14th May 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 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

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

With regards to Breckland Council's proposed policy for appointment of the examiner, they will not accept that the examiner needs to be NPIERS trained, but now accept that it is the Parish Council's decision on the choice of examiner. It is unlikely the Parish Council will get any further with a stage two complaint, as the objective for Breckland District Council to change their policy has been achieved.

A Freedom of Information request has been put in for establish the level of income received, and expenditure made by Breckland District Council in relation to Neighbourhood Planning over the past three years.

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 Marsham and carried.

22. To Consider Correspondence from Breckland District Council Regarding Lands at Middle Camp

The full details of Breckland District Council's offer for the Parish Council to take on all the lands a Middle Camp were disclosed. Mr Atterwill proposed that the Parish Council does not accept this offer, seconded by Mr Westbury and carried.

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

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

24. To Agree Staff Appraisal Document

Mr Atterwill proposed that this be delegated to the Staffing Committee, seconded by Mr Marsham and carried.

25. To Receive Proposal to Close the Meeting to the Press and Public for Item 26 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 Mrs O'Dowd and carried.

26. To Consider Purchase of Additional Parish Amenity Land

Full details were disclosed to all members. It was agreed that the Parish Council should express an interest to the agent.

The meeting closed at 10.25pm

_____ (Chairman) _____ Date