

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 8th October 2018. The meeting commenced at 7.50pm due to the overrunning of the prior meeting of Swanton Morley Village Hall Trust.

Present: Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. O'Dowd, Mr B. Marsham, Mr G. Curran, Mr J. Rodrigues, Mr S. Westbury and Mr J. Keen. Also in attendance were Mr R. Richmond and Mr R. Duffield (District Councillors), Mrs F LeBon (Clerk) and one member of the public.

Matters Raised Under Time Allocated to the Public.

None raised.

District and County Councillor Reports

Mr Duffield advised that he did not receive an agenda. He added that he had read the Chairman's letter to William Nunn but was not aware of a £16,000 payment made to Swanton Morley Parish Council. Mr Atterwill clarified that this was compensation for the poorly worded section 106 agreement which led to an insufficient developer contribution for the upgrade of Harkers Lane.

Mr Richmond reported that he had attended the SNAP meeting and the police priorities had be set to counteract speeding scooters/motorbikes, biking on pavements and drug taking (along with thefts to fuel the purchase of drugs).

The PPG meeting scheduled for the 1st October had been postponed until 24th October. There were reports of problems with the telephony system to the surgery. Queries were raised about the level of clinicians available at the surgery and some patients not receiving letters about upcoming flu jabs.

He had liaised with the planning department and cover has been provided by Capita for the post left vacant by the recent departure of the Director of Planning & Building Control. It is hoped to have a five year housing land supply by March 2019, and the planning application for the development at 'Swanley' on Greengate looked to be a delegated decision for refusal. He confirmed that the Capita contract would run for another five years.

Mr Marsham queried whether Breckland District Council would be represented when the garden town development is being decided upon. Mr Duffield advised that he was not aware of this, but the developer would require public support before any development can be considered.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Apologies were received from Mr Tidman.

2. To Receive Declarations of Interest

Mr Atterwill declared a pecuniary interest in item 5b

Mr Westbury declared an interest in item 7c (allotments)

3. Minutes from the Parish Council Meeting of 10th September 2018 to be accepted, initialled and signed.

It was requested that the start time of the meeting be corrected to reflect the delayed start. Mr Curran proposed that the minutes, as amended, be accepted as a true and accurate record of the meeting, 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 10th September 2018 (For Exchange of Information Only)

None raised.

5. Finance**a) Accounts to approve for payment:**

The following invoices had been received for payment. Mr Keen proposed that the following be authorised, seconded by Mr O'Dowd and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Faye LeBon / Kelly Pickard / HMRC / Norfolk Pension Fund	Staff Remuneration Package (Sept contract)	Direct to Bank	£3,060.42	-
All Saints' Church PCC	Grant for Repairs of Clock	Cheque 100848	£1,500.00	-
M. Neave	Completion of Cabin	Direct to Bank	£2,210.00	-
Tangerine Creative	Design of logo and templates and printing of A5 flyers	Direct to Bank	£155.00	£10.00
CGM	Grounds Maintenance	Direct to Bank	£28.90	£4.82
PKF Littlejohn	External Audit Fee	Direct to Bank	£480.00	£80.00
Cozens UK	Repair of Ward Crescent Street Light	Direct to Bank	£134.40	£22.40
NGF Play	Installation of Safagrass and Repair of Nest Swing and Play board	Direct to Bank	£3,492.40	£582.07
BT	Cloud Phone and Broadband	DD	£11.77	£1.96
E-on	Street Light Electricity	DD	£66.15	£3.15
	TOTAL		£11,139.04	£704.40

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Mrs M. Barrett	Community Car Mileage	Direct to Bank	£76.98	-
Mr J. Bartlett	Community Car Mileage	Direct to Bank	£66.75	-
Mrs M Newland	Community Car Mileage	Direct to Bank	£72.30	-
Mr G Palmer	Community Car Mileage	Direct to Bank	£25.30	-
Mr D Sadler	Community Car Mileage	Direct to Bank	£144.75	-
Mr B Walker	Community Car Mileage	Direct to Bank	£43.18	-
Mr and Mrs M Watson	Community Car Mileage	Cheque 100849	£4.70	-
Mrs L Wee	Community Car Mileage	Direct to Bank	£5.80	-
	TOTAL		£439.76	0

*Mr Atterwill Left The Room
Mrs O'Dowd Took The Position of Chair*

b) Accounts to approve for payment (Members with Pecuniary Interests):

The following invoices had been received for payment.

Mr Keen proposed that the following payment to the Chairman be authorised, seconded by Mr Marsham and carried.

Mr Curran proposed that the following payment to the Wensum Valley Electrical Ltd be authorised, seconded by Mr Rodrigues and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Mr R. Atterwill	50% of Chairman's Allowance	Direct to Bank	£273.00	-
Wensum Valley Electrical Ltd	Electrical Installation to Cabin	Direct to Bank	£1,038.00	£173.00
	TOTAL		£1,311.00	£173.00

Mr Westbury proposed that financial regulations be waived so as to enable Mr Atterwill to sign the cheques, on the basis that the other signatory on the bank account was not in attendance. Seconded by Mr O'Dowd and carried.

Mr Atterwill Re-Entered the Room and Resumed Position as Chair

c) Income to be Reported

The following income was reported as being received:

Income Received From	Details	Amount
Allotment Holders	Water Bills	£7.38
Littleproud Funeral Directors	Ash Interment Fee (Clegg)	£75.00
Breckland District Council	50% of Precept	£39,111.17
Breckland District Council	50% of Council Tax Support Grant	£300.00
Norfolk Community Foundation	Community Car Grant	£650.00
Swanton Morley FC	Annual Hire of Manns Lane Pitch	£300.00
	TOTAL	£40,443.55

d) To Receive 2017/2018 Audited Accounts

The audited accounts had been sent to members. PKF Littlejohn requested that the Annual Governance Statement should be agreed prior to the annual accounts. This will be implemented next year. The audited accounts were accepted.

6. Land and Planning**a) 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 (Mr Richmond had previously advised a decision would be made on 12th October)

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.

No further information – no decision made

3PL/2017/1548/O: Erection of detached dwelling, Land adjacent to Crispins, Gooseberry Hill

No further information – no decision made

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

The Clerk had attended the Local Plan additional hearing on housing trajectory on the 18th September.

Breckland District Council had since written to the Parish Council advising that the examination will remain open until the Inspector's report has been submitted to the Council. However, the examiner will not accept any further representations or evidence unless specifically requested. A number of Main Modifications (MMs) have been discussed during the hearing sessions and the Inspector may require further MMs to address soundness issues. The Inspector will write to the Breckland District Council soon to set out if any further modifications are necessary.

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

Mr Atterwill reported that he had spoken to Breckland District Council about progressing the transfer of open space. Breckland District Council had asked about whether he felt the works should be signed off, as Breckland District Council would not send out an officer to inspect the drainage works. Breckland District Council had also asked for details of the Parish Council's legal representation for the land transfer, which was disappointing because they have had this on file since 2017.

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

Members were presented with an appraisal of sites in the village which detailed the suitability to accommodate fifteen affordable homes for local people. Seventeen sites were considered and appraised by an independent architect, allowing for further consideration by the Parish Council.

The Parish Council decided that the sites as follows should be fed back to Hastoe Housing for further investigation:

Site 5 (end of Bedingfield Road)

Site 4 (end of Bennett Road)

Both these sites are remote from any informal recreational space in the village, so the ideal situation would be to tie this up with some informal recreational areas as well.

Site 9 (Gooseberry Hill)

Site 10 (Rectory Road)

Site 12 (Hoe Road East / Middleton Avenue)

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

Breckland District Council had advised that there would be a short delay in progressing the Neighbourhood Plan due to the Habitats Regulations Assessment needing to be updated. This screening document will then have to be sent to Natural England as a consultee for the document. But Breckland District Council is giving this process priority.

7. 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.

i. To Receive Update from Swanton Morley Bell Ringers on Augmentation Project

Mr Atterwill had met with the Tower Captain of Swanton Morley Bell Ringers, who had provided Mr Atterwill with a comprehensive document about their project and the progress

to date. This had been sent to all members. Mr Curran proposed that £1,918 be earmarked for this project, subject to other funding being in place. Seconded by Mr Keen and carried.

b) Swanton Morley Cemetery

The materials for the fencing in this area have been delivered. Mr O'Dowd has arranged a working party to complete the fencing works on 27th October.

The Clerk queried whether any working parties had been authorised after a parishioner complaint about items being removed from a grave. It was confirmed that no working parties had been authorised or actioned by the Parish Council.

Mr Westbury Left the Room

c) Swanton Morley Allotments

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

The water bills relating to four plots have yet to be paid. A strongly worded letter is to be sent to the relevant tenants regarding this and reminding them of their obligation under their tenancy agreement to pay promptly.

i. To Receive Notification of Field Rental Increase

It was reported that the owner of the Manns Lane field has calculated the RPI since 2014 and advised that as a result the next three payments for the allotment field will be £1,348 per annum.

It was agreed that tenancies for a full plot should increase by £6 per annum, to £58 per annum, and half plots should increase from £31 to £34 per annum to cover this increase. The increase in charge for the football field is to be placed on the agenda for next month and be implemented next year.

ii. To Agree Revised Tenancy Agreements

Draft tenancy agreements for both full and half plots had been sent to members, covering the agreed way that funds for the water bill should be collected and also to cover GDPR legislation. It was agreed to remove the special condition relating to the automatic right to a family member taking over an allotment plot after the death of the tenant. Subject to this amendment, Mr Rodrigues proposed that the new tenancies be agreed and issued seconded by Mr Keen and carried.

iii. To Consider Plots to be Transformed into Half Plots

It was agreed that when the plots are in a condition to be let, plots 23 and 25 should be divided into half plots

Mr Westbury Re-Entered the Room

d) Swanton Morley Playing Fields and Village Green

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

Mr Marsham was requested to install the new bin at Gooseberry Hill.

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

This has been completed.

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

This was reported in the Village Hall meeting.

e) Swanton Morley Common Lands

Mr Atterwill reported that a repair will have to be done on the boardwalk on Burgh common due to a BBQ melting one of the boardwalks.

There has been no response from Breckland District Council's environmental health team regarding advice on how to keep the area around the waterfall bridges clean.

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

The Clerk is to chase up on works to complete this.

f) Street Lights

i. To Consider Whether Street Lights are Required on the New Gooseberry Hill Site

The Clerk had provided correspondence to councillors about whether street lighting would be required on the new Gooseberry Hill development. If so the Parish Council would have to maintain it. Mr Atterwill proposed that street lighting would be required and it is to be in keeping with the Parish Council's current stock. Seconded by Mr O'Dowd and carried.

8. Highways

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

Mr Atterwill read out the Clerk's correspondence to Mr Tidman about why speed calming measures such as speed bumps and priority gateways were not suitable for Greengate.

The Clerk reported correspondence between the Parish Council and Norfolk County Council regarding the parish partnership scheme. The Parish Council had paid for 65m of kerbing, yet only 45m had been laid. Norfolk County Council will not commit to a refund until six months after project completion and after consultation with the contractor over the true cost of the project.

Mr Atterwill had received correspondence from a parishioner about the status of 'Dirty Lane'. Mr Westbury has had discussions with a parishioner to find out more about this area. It was agreed that Mr Westbury should continue to investigate this area of the village, with a view to see if it can be registered as a restricted byway.

9. To Receive Update on the Swanton Morley Festival

Mrs O'Dowd had sent a report to all members. Work is progressing with the 'Swanton's Got Talent' event.

10. To Consider Response to Norfolk County Council's Consultation on Children's Centres

After discussion it was agreed to strongly object to Norfolk County Council's proposals to close 46 of their 53 children's centres. There are many services that the children's centres provide that cannot be replicated online, in community centres and by unqualified volunteers.

It was Agreed to Extend the Meeting Beyond 9.45pm

11. 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.

12. To Consider Actions for Better Adherence to GDPR Legislation

The Clerk had sent a proposal to councillors for a Microsoft 365 license for each councillor, to enable a cloud based system to be used. This 'government office 365' would cost £15.96 + VAT per license each month. Mr O'Dowd suggested that the 'business premium 365' at a cost of £9.40 + VAT per month would be sufficient. Discussions occurred over whether a cloud based system would be appropriate for all councillors. Mr Atterwill proposed that three licenses be purchased (for Mr Atterwill, The Clerk and the administrator) and if these should be the business premium 365 licenses if these are deemed adequate for the Parish Council. Seconded by Mr Westbury and carried.

13. Correspondence (For Exchange of Information Only)

Mr Atterwill advised that he had received confirmation of the covenant on the school field that states it is in the ownership of the local education authority, but cannot be built upon.

Mr Atterwill advised that he had received a request for when the planning application for the next phase of homes on Rectory Road is received, that the current trees on Rectory Road be retained as a screen from the development.

The Clerk advised that concerns had been raised by a parishioner about development at Woodgate Farm. This parishioner had been advised to complete Breckland District Council's planning enforcement form so that the correct authority can investigate.

The Meeting Was Suspended for Further Comment from the Public

None raised.

The Meeting Went Back Into Session

14. Any item to be reported for the next agenda

GDPR

Football field rental

15. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 12th November at 7.30pm at Swanton Morley Village Hall.

This was agreed

The meeting closed at 10.05pm

_____ (Chairman) _____ Date