

## SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 14<sup>th</sup> October 2019. The meeting commenced at 7.31pm.

**Present:** Mr R. Atterwill (Chairman), Mr S. Westbury, Mr G. Curran, Mr J. Keen, Mr J. Rodrigues, Mr D. Turner and Mr I. Cawdron. Also in attendance were Mrs K. Pickard (Clerk), Mrs M Heinrich and eight members of the public.

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

A member of the public raised concerns about land on Norwich Road which the landowner has begun to clear and tidy seemingly in preparation for a potential planning application.

The member of the public also said that they had spoken to one of the workmen on the site who had shown her plans and mentioned that some land could in fact be sold to the Parish Council in order to build two affordable dwellings for residents of Swanton Morley.

Mr Atterwill assured the member of the public that no such application has been received however the Parish Council are aware of an offer that has been made and this will be discussed under the closed item on the agenda. The member of the public then asked Mr Atterwill why this is being conducted 'in secret' Mr Atterwill responded that if the Parish Council is minded to consider this proposal then due to the monetary value and contractual issues it would not be in the public interest to discuss this in an open session.

Mr Atterwill went on to assure the public that the Parish Council will be as transparent as possible.

### **District Councillor Reports**

Mr Atterwill took the floor and gave an update that much of Breckland District Council focus seems to be on planning at present.

Mr Atterwill reported that the Local Plan examination report had been sent to the Planning Inspectorate. This will be checked then sent to Breckland Council

Mr Atterwill has raised a query with regards to the status of the current 5-year land supply and is awaiting a response.

It has been reported that Highways issues need to be addressed in Dereham and the Dereham Transport Study highlights that to rectify the situation a signalised roundabout needs to be installed at the Tavern Lane junction. The study also says that the amount of large planning applications proposed for the town could have a 'severe' affect on traffic.

### ***The Meeting Went into Session***

#### **1. To Elect Parish Council Chairman**

Mr Atterwill referred to May 2019 Parish Council meeting when he accepted the position of Chair but had it recorded in the minutes that this would be for a period of 6 months with a view to reviewing and potentially standing down at the October meeting due to District Council commitments.

Mr Atterwill confirmed that he has reviewed his current schedule and is happy to continue for the remainder of the year if it is the Parish Council's wish that he does so.

Mr Cawdron asked Mr Atterwill what Mrs O'Dowd's view on this is given her absence at the meeting.

Mr Westbury confirmed that he had spoken to Mrs O'Dowd and confirmed that she is happy for Mr Atterwill to remain as Chairman at this time.

Mr Keen asked Mr Westbury if in May when the post will automatically be vacant would Mrs O'Dowd take the Chair then, but Mr Westbury was unsure.

Mr Cawdron then asked if there was a conflict of interest for Mr Atterwill as District Councillor to which Mr Atterwill responded only possibly with some planning applications. If there is a planning meeting at Breckland Council where a particular application requires Mr Atterwill to speak for or against it in his

capacity as a ward representative , this might create a conflict. In this instance Mr Atterwill would be minded to request that with his experience, Mr Westbury should attend to represent the Parish Council.

Mr Westbury proposed that Mr Atterwill continue as Chairman of the Parish Council until May 2020 seconded by Mr Cawdron and carried.

**2. To Accept Apologies for Absence**

Mrs O’Dowd sent apologies, accepted by the Parish Council.

**3. To Receive Declarations of Interest**

Mr Westbury and Mr Turner declared a personal interest in item 8c.

Mr Atterwill declared a pecuniary interest in Item 6c.

**4. Minutes from the Parish Council Meeting of 9<sup>th</sup> September 2019 to be Accepted, Initialled and Signed**

Mr Rodrigues proposed that the minutes of this meeting be accepted, seconded by Mr Cawdron and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

**5. Matters Arising from Minutes of 9<sup>th</sup> September 2019 (For Exchange of Information Only)**

None raised.

**6. Finance**

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

The Clerk confirmed that three additional invoices had been received from Instantprint for the Mardler publication, Toftwood Garden Centre for the Bulbs and NBB for the new picnic bench on the Village Green.

The following invoices had already been received for payment. Mr Curran proposed that they be authorised, seconded by Mr Westbury and carried. Mr Westbury then requested that the payment for Mr J Keith for the permissive footpaths be approved in principle subject to item 11. This was agreed.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Renumeration	August – Made Under Contract	BACS	£2916.42	
Dereham Brass Band	Refund of deposit	Cheque	£20.00	
RBL	Poppy Wreath	Cheque	£50.00	
PKF Littlejohn	External Audit for financial year 18/19	BACS	£480.00	£80.00
CGM	Grass cutting	BACS	£27.21	£4.54
NALC	Good Councillors Guide	BACS	£7.98	
NPT&S	Payroll Training	BACS	£75.04	
Public Works Loan	Direct Debit debited on 30/9/19	DD	£4198.65	
Viking	Stationery	BACS	£100.61	£6.60
Wave	Allotment Water bill	BACS	£157.85	£8.34
T H Scott & Son	Hedge cutting on Rectory Road	BACS	£183.60	£30.60
Boudicca Breast Cancer	Charity Donation from Festival Account	Cheque	£400.00	
VIVA!	Charity Donation from Festival Account	Cheque	£400.00	
Swanton Morley Farms	Permissive Paths Sept 19 – March 2020	BACS	£1458.33	
Maddi Heinrich	Mardler reimbursement	BACS	£158.40	

Toftwood Garden Centre	Bulbs for the Village	BACS	£45.00	£7.50
NBB Recycled Furniture	Disability Bench for Village Green	BACS	£438.00	£73.00

**b) Income to be Reported**

The following income was reported:

Income Received From	Details	Amount
Breckland Council	50% Precept	£41,857.34
HMRC	VAT Reclaim 18/19	£4615.00
Barclays Bank	Interest	£8.93
		<b>£46,481.27</b>

*Mr Atterwill left the room*

**c) To Agree Payment of £278.46 as 50% of Chairman’s Allowance for 2019/2020.**

Mr Westbury chaired this item.

Mr Westbury gave a background of the Chairman’s allowance for the benefit of Mr Cawdron and Mr Turner. Mr Cawdron asked if the allowance was reviewed to arrive at this figure.

The Clerk and Mr Westbury responded that in April this is usually increased by 2% for the following financial year.

Mr Cawdron proposed that this payment is made to Mr Atterwill seconded by Mr Rodrigues and carried.

The Clerk then asked for a proposal to waive the standing orders in Mrs O’Dowd’s absence as a signatory and for Mr Atterwill to second authorise the payment.

Mr Turner proposed that the standing orders are waived seconded by Mr Rodrigues and carried.

*Mr Atterwill re-entered the room*

**d) To Receive 2018/2019 Audited Accounts and the Report from PKF Littlejohn regarding the Conclusion of the External Audit.**

The Clerk had sent the audited accounts to members ahead of the meeting. Mr Atterwill proposed the audited accounts were accepted seconded by Mr Rodrigues and carried.

**7. Land and Planning**

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

**3PL/2019/1198/HOU** - Homelea Town Street - Proposed double garage building & new access to Town Street.

Mr Turner proposed a response of no objections seconded by Mr Rodrigues and carried.

**3PL/2019/1156/HOU** – The Limes – 22 Greengate - Proposed side extension & alterations to No. 22

Mr Cawdron proposed a response of no objections seconded by Mr Keen and carried.

**3PL/2019/1220/F** - 24 Greengate - Proposed Partial Infill of existing covered area to provide additional accommodation to existing holiday unit (Pheasant Barn) for en-suite and Laundry Room extension

Mr Cawdron proposed a response of no objections seconded by Mr Keen and carried.

**3PL/2019/1251/HOU** - Swanley House Worthing Road - Erection of a single carport at the side of the property

Mr Turner proposed a response of no objections seconded by Mr Rodrigues and carried.

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

**3PL/2019/0852/HOU** – Swanley, Greengate – Permission Granted

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

Mr Atterwill reported that the Local Plan examination report had been sent to the Planning Inspectorate.

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

Mr Atterwill reported that the final meeting of the Neighbourhood Plan Steering group took place on 9<sup>th</sup> October to discuss the referendum that has now been booked to take place on Thursday 14<sup>th</sup> November at Swanton Morley Village Hall.

Mr Atterwill highlighted that the plan has been four and a half years in the making, working with the local community to create more opportunities for the Village and more protection concerning planning applications.

Mr Atterwill informed Councillors that we can encourage the Parishioners to vote however the Parish Council may not encourage a 'yes' vote.

The Clerk reported that a quotation had been received for three (8x2) banners to be placed in the Village to advertise when the referendum is taking place.

The quotation is £146.25.

Mr Turner proposed that the Parish Council pay for the banners seconded by Mr Keen and carried.

Mr Cawdron asked where else the information can be found, Mr Atterwill responded that there are links on Social Media, Parish Council website, the banners to go in the Village, The Link up publication and the Mardler.

A suggestion was made that we have a banner on display at the Firework night in November to remind the Villagers to vote.

**e) To Consider Road Names for the new Rectory Road Development.**

Mr Atterwill reported that he had had a conversation with the Street Naming Officer at Breckland Council and Hopkins Homes, where it was discussed that if the application for 85 new dwellings is approved there will be an agreement in place for Swanton Morley Parish Council to make suggestions for 7/8 street names on the new development.

Mr Atterwill had some suggestions to name the streets in recognition of Parishioners who had made a significant contribution to the Village.

Mr Atterwill suggested the following names:

Marsham – Bernie Marsham – for his continued support and commitment to the Village

Hudson – Betty Hudson – Previous dinner lady at Swanton Morley Primary and who had for many years helped to run the village playschool.

Sommerville – Alex Sommerville – Previously Vice Chair of the Parish Council who helped raised very considerable sums of money for the extension and refurbishment of the village hall, sadly Mr Sommerville has passed away so Mr Atterwill has been in contact with his sons who would be delighted with this if the Parish Council were minded to do so.

Northall – Rosemary/George – Both Parish Councillors for a number of years, Mrs Northall was also Chairman for a number of years and both of them worked very hard for many years to develop Swanton Morley Cricket Club. Sadly Mrs Northall passed away in 2013.

Myhill – Lily Myhill – Church Warden for over 30 years – Older parishioners know of 'Lily's Lamp' which was a streetlight that Mrs Myhill fought to have installed for visibility and safety issues on Rectory Road. She also campaigned to have a footpath constructed from Primrose Square along Rectory Road to the junction of Town Street.

Carrick – John Carrick – For all of Mr Carrick's commitment to the Village, if it was not for Mr Carrick's enthusiasm and drive there would be no pub, shops, Village Hall and Playing fields.

Mr Atterwill proposed the above names with a view to discussing again at the November meeting after consulting the nominees.

Mr Turner then suggested 'Sadler' is also included for Mrs Anne Sadler and her commitment to the Community Car scheme for many years, Mr Atterwill agreed and requested Mr Turner speak with Mr Sadler to ask his thoughts.

**f) To Consider S106 Monies Available**

Mr Atterwill reported that an email had been received regarding available S106 money from the development of Mill Bakery. This is to be used for the provision or enhancement of recreational facilities within the locality of the development.

Mr Atterwill gave an update that the Clerk has been looking into further play equipment to develop Gooseberry Hill playground.

The Clerk reported that many quotations had been received and a full report with visuals will be sent to Councillors for consideration at the November meeting.

## **8. To Receive an Update Report following the Declaration of a Climate Emergency**

### **a) To Agree a Formation of a Steering Group**

Further to the declaration, Mr Atterwill would now like to form a Steering group.

Mr Cawdron, Mr Curran, Mr Westbury, Mr Palmer and Mrs Linda Barham all volunteered to assist Mr Atterwill with this project. The Steering group will look at ideas of how Swanton Morley can become more energy efficient, look at different recycling options and the reduction of carbon emissions.

Mr Cawdron then referred to an email he had sent to the Parish Office with regards to a Carbon Trust event in London on 20<sup>th</sup> November which will be concerned with the environment and Climate Change.

The Clerk will forward the email to Mr Westbury with a view to him possibly attending the event on behalf of Swanton Morley Parish Council.

Mr Atterwill suggested that if Mr Westbury can attend then the Parish Council would reimburse the train fare. This was agreed.

### **ii) To Agree the Time and Date of the First Steering Group Meeting**

This will take place on Wednesday 13<sup>th</sup> November at 7.30 in the bar area of Swanton Morley Village Hall. Mr Atterwill will send an agenda ahead of the meeting.

## **9. 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
- Attention is required to the southern boundary fence
- Information is required for the noticeboard

### **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 require replacement to make good broken. 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 appropriate 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
- A work party has been arranged for Saturday 26 October at 9am

### **i) To Agree the Proposed Increase in Burial Fees.**

The Clerk reported that there had been a meeting of the Finance & Governance working group in September where burial fees were reviewed.

The proposed increase in the fees had previously been sent to Councillors for consideration.

Mr Curran proposed that these new fees should be implemented seconded by Mr Rodrigues and carried.

The Clerk is to send correspondence to Funeral Directors and update the website with the new information.

### **ii) To Receive a Report from the Clerk following a meeting with Mr Robson (Grave Digger)**

The Clerk reported that there had been a meeting on site with Mr Robson (Grave Digger) following concerns regarding a burial due to take place on 3rd October 2019.

It appears that the grave that had been reopened ahead of the funeral for an additional coffin had created some accessibility issues due to the neighbouring plots not allowing enough space either side. Having several grave diggers attend the burial ground over the last couple of years has resulted in space regulations not always having been adhered to.

There are two key concerns raised by both Mr Robson and the Clerk:

- Some plots on the main plan can now not be used due to over spacing
- There is the potential that some reserved plots will now not be able to be used due to over spacing

The Clerk reported that in order to rectify the issues a new map of the burial site and the graves will need to be drawn up. This will ensure that our records are up to date including burial plots that have been reserved.

Mr Westbury offered his assistance with this task. The Clerk thanked him.

The Clerk will begin the work on this and provide an update report at the November meeting.

### **c) Swanton Morley Allotments**

Mr Turner provided an update that there is not anything significant to report other than the Manns Lane gate having dropped on one side requires attention.

Mr Turner has also been provided with a quotation for an infrared camera to install at the allotment site, following access and trespassing issues. This camera can be linked to an app and any movement is reported in order to review.

The cost of this item is £169.

Mr Turner proposed that this item is purchased seconded by Mr Keen and carried.

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

Mr Keen had previously sent his inspection report to Councillors

#### **i) To Receive an Update Report for Wheelchair Access to the Village Green bench**

Mr Turner has approached a Parishioner with a view to testing the safagrass matting at the Village Hall with a wheelchair, however this is still ongoing. The Clerk confirmed that the new disabled access bench has now been installed at the Village Green.

### **e) Swanton Morley Common Lands**

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

The Clerk reported that Mr Marsham has now completed the installation

### **f) Streetlights**

There is a belisha beacon on the pedestrian crossing on Gooseberry hill that is flashing erratically Mr Atterwill suggested that when the working party are on site for the Burial ground that a detour is made during the day to Rectory Road to cut the hedge back that obscures a street light there.

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

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

This item has been deferred until the November meeting

## **10. Highways**

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

Belisha beacon on the crossing at Gooseberry Hill to be reported to NCC

### **b. To Receive an Update from the Recent Site Visit from the Highways Engineer**

Mr Atterwill reported that the Highways Engineer attended the Village on Thursday 26<sup>th</sup> September.

During this visit Mr Atterwill brought to his attention 24 different issues to be reported.

This extensive list was read out in the meeting.

The Highways Engineer went away to address these issues and begin scheduling in any remedial work required.

Mr Atterwill then gave an update that the Clerk had contacted the Engineer for confirmation of all of the works reported however the Engineer advised that the Clerk re enter all issues onto the portal as he was not in a position to provide every update.

**c) To Receive an Update on the Community Speed Watch Scheme.**

Mr Turner advised that he has received interest from 5 volunteers and in order to obtain the training for the scheme he requires 7 volunteers. Mr Westbury then offered for he and his wife to also volunteer giving Mr Turner the capacity to book the training.

Mr Atterwill then referred to the report from the Clerk on the speed stats for the SAM signs and it clearly shows that this scheme is required with an average speed limit in some areas of the village being as high as 40mph.

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

Mr Westbury reported that following the meeting with the Landowner a proposed contract has been put together. This had been previously distributed to Councillors for consideration. This includes an additional path from Rectory Road to Primrose Hill.

Mr Westbury proposed that the contract be accepted and signed, this was seconded by Mr Turner and carried.

Upon receipt of the signed contract and work undertaken to clear back the new path Mr Westbury will produce maps to publish for the benefit of Parishioners.

**12. To Consider the Clerk attending the NPT&S Autumn Seminar**

The Clerk has received a notification of a training seminar that will cover key topics of interest including Operation London Bridge. The Clerk feels it would be of benefit to the Parish Council for her to attend on 20<sup>th</sup> November. The cost of this seminar is £48.

The Clerk then reported that an additional course has been sent through for 'Writing Professional Agendas and Minutes' being held on Wednesday 6<sup>th</sup> November and has requested to attend at a cost of £44.

Mr Atterwill proposed that the Clerk attend both the seminar and the course. This was seconded by Mr Westbury and carried.

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

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

A member of the public raised concerns over an Ash tree between Harkers Lane and Whiteside Mews needing attention. There is a concern that this could be a potential danger.

*The Meeting Went Back Into Session*

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

To consider the date for a budget meeting

To consider the new Burial Ground Regulations

Allotment working parties

To consider street names

To discuss Carols on the Green

**15. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 11<sup>th</sup> November at 7.30pm at Swanton Morley Village Hall.**

This was agreed.

**16. To Receive a Proposal to Close the Meeting to the Press and Public for Item 17 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 Rodrigues proposed that the meeting be closed to the press and public seconded by Mr Turner and carried.

*Eight members of the public left the room.*

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

Following the Parish Council being contacted by a developer and making them aware of a planning application being imminent for land on Norwich Road, it was also suggested that the Parish Council could consider owning two of the plots to provide affordable housing for village people.

The owner had indicated that he wanted to gift these two plots to the Parish Council. Naturally, this would entail the Parish Council being supportive of such a planning application. The matter was discussed and the council agreed that it would not want to accept the offer.

It was the view of the Parish Council that it would wish to consider any planning application on its merits without being encumbered by any sense of financial advantage for the village.

The council are also mindful of the fact that it has unanimously objected to the current planning application for 34 additional dwellings to expand Woodgate Park, taking account of the new Swanton Morley Neighbourhood Plan policies.

Swanton Morley Parish Council feel that it needs to be even handed with all applications and more importantly be seen to be even handed.

Mr Atterwill proposed that the Parish Council decline the above offer seconded by Mr Curran and carried.

Mr Keen abstained.

The meeting closed at 10.25pm

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