

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 8th January 2018. The meeting commenced at 7.30pm.

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

Matters Raised Under Time Allocated to the Public.

Mr Carrick requested that councillors support the planning application made by the Friends of All Saints' church for a new dwelling on Gooseberry Hill. Whilst it is outside the planning boundary, it is exceptional because of the community benefit which will be received as a result of the sale of land. Mr Curran queried the plans of the church which were presented with the application. Mr Carrick clarified that the proceeds from the sale of the land with outline planning permission would go to the church. Mr Marsham added that 75% of the proceeds would go to All Saints' Church and 25% would go to Hoe church.

Mr Carrick advised that he had been in further discussions with his architect about the planning application for the improvement of the shops. He had decided to remove the office space and associated toilet block, which would make the whole development single storey. He also advised that the car park could not be tarmac because the gradient is too steep and there would be a problem with drainage. He advised that the traffic management survey showed no indication of a significant increase in traffic. He had requested that this be considered by the planning committee on 12th February.

District and County Councillor Reports

Mr Duffield advised that he did not receive an agenda for the December meeting.

Mr Richmond thanked the Parish Council for his invitation to the meeting. He confirmed that Breckland Council's officer had responded to Swanton Morley Parish Council regarding queries on the community car funding. He advised that the Parish Council's grant application for £2,600 for an outdoor table tennis table had been successful.

He advised that Mike Brennan will be leaving the council and that he will be replaced by Jon Berry.

The Breckland portion of the council tax will be going up by just under £5 per annum for a Band D property.

Mr Atterwill advised that he had complained about the quality of hedge cutting in the village by Breckland District Council, and that the matter had been subsequently rectified in an expedient manner.

Mr Richmond will chase his officers for the footpaths to be cleared of leaf litter on Rectory Road (Thompson Close to Hoe East) and Worthing Road (C-site to the Barracks).

There was no report from the county councillor.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Apologies were received from Mrs O'Dowd and Mr Westbury.

2. To Receive Declarations of Interest

Mr Tidman declared a non pecuniary interest in item 9 (allotments).

Mr Marsham declared a pecuniary interest in item 7ai

Mr Keen declared a pecuniary interest in item 7e

3. Minutes from the Parish Council Meeting of 11th December 2017 to be accepted, initialled and signed.

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

4. Matters Arising from Minutes of 11th December 2017 (For Exchange of Information Only)

The Clerk reported that, having reviewed the community car payments for the past twelve months, a funding application will be submitted for £1300 from Breckland District Council for 2018/2019. This is at the funding limit available to the Parish Council.

5. Finance

a) Accounts to approve for payment:

Mr O'Dowd proposed that the following be authorised, seconded by Mr Tidman and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Faye LeBon / Kelly Pickard / Norfolk Pension Fund / HMRC	Staff Remuneration Package (December)	Direct to Bank	£2,950.63	-
Mr J. Keith	Rent of Village Hall Land	Standing Order	£1.00	-
Eastern Office Equipment	Mardler Copying and Replacement Ink	Direct to Bank	£180.99	£20.16
S2 Computers	Annual Renewal Mozy Backup System	Direct to Bank	£65.87	10.98
CGM	Grounds Maintenance Nov and Dec	Direct to Bank	£110.53	£18.37
HAGS	Supply and Install of Outdoor Gym	Direct to Bank	£11,820.00	£1,970.00
Cozens UK	Repair of Street Light on Bennett Road	Direct to Bank	£116.10	£19.35
ME and HS Crane	Repair of Fencing at Churchyard, village green and village hall	Direct to Bank	£738.00	£123.00
E-on	Street Light Electricity	Direct Debit	£66.15	£3.15
	TOTAL		£16,049.27	£2,165.01

b) Community Car Accounts to approve for payment

Mr Keen proposed that the following be authorised, seconded by Mr Rodrigues and carried.

Payee	Detail	Total Amount Payable	Of Which VAT Reclaimable
9no. Volunteer Community Car Drivers	Community Car Mileage	£498.02	-
	TOTAL	£498.02	0

c) Income to be Reported

The following income was reported as being received:

Income Received From	Description	Amount
HMRC	VAT Refund (October)	£686.87
Barclays Bank	Interest on Manns Lane Account	£32.79
Allotment Holders	Allotment Rental	£910.00
	TOTAL	£719.66

d) To Receive Update Report into External Audit 2017/2018

The Clerk reported that under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Swanton Morley Parish Council is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. This auditor is PKF Littlejohn LLP.

6. To Consider Response to Breckland District Council's Budget Consultation

The lack of time to comment on this consultation was noted, particularly as it ran over the Christmas period. Whilst a formal response was not agreed, a question arose about the level of increase in travel costs (23.52%). The Clerk is to ask Breckland District Council for a breakdown of this figure.

7. Land and Planning

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

Mr Marsham Left the Room

i. 3PL/2017/1548/O – Friends of All Saints Church re: Gooseberry Hill, Land adjacent 'Crispins' - Erection of a Detached Dwelling

Mr Keen felt that the proceeds from the sale of the land with outline planning permission would be going towards a good cause. Mr Atterwill praised the work of the Friends of All Saints' Church, as a small group of people who are supporting a valued community building. Mr Atterwill proposed that there should be no objections to this application, seconded by Mr Keen and carried.

Mr Marsham Re-Entered the Room

ii. 3PL/2017/1546/ VAR – Erection of 52 residential dwellings with associated open space 3PL/2014/0083/F Conditions(s) 12. Foul & Surface Water Drainage

The plans were displayed, so as to enable members to see the original plans and the varied plans. The following questions had been asked of Hopkins Homes in relation to the new plans:

- 1) With regards to the domestic drainage soakaways that are under the public green open space, is Hopkins arranging a wayleave agreement for homeowners to access this if/when required?

- 2) When the Parish Council and Hopkins originally met onsite to discuss the French drain which was currently under construction, the Parish Council was advised that this would be draining into a soakaway. This doesn't appear to be the case now. Could you confirm where the French drain will be draining in to or will the water just be expected to percolate from the drain into the ground directly beneath it?
- 3) As there have been considerable changes (reductions) to the soakaways and their respective capacity, could you please provide the calculations to prove that you are happy that these are adequate? Particularly in light of the fact that you advise in your drainage survey in the original plans that 'The volume of infiltration crates required [for domestic surface water] will be approximately 548m³' (s6.1.3 of the report). As Hopkins has removed a domestic soakaway with a capacity of 115.3m³ does this statement still apply? According to the new plans the 4 domestic soakaways in the NE part of the site only add up to 430.8m³. This is the same for the adoptable highways soakaway. The JMS report advises 332m³ of infiltration crate capacity. There is only 181m³ shown between the 2 new soakaways in the new plans. Could the Parish Council please have a copy of the calculations which prove that the French drains have a capacity of at least 151m³?
- 4) The domestic soakaway that has been removed originally took the excess water from the soakaway (outside 6 Lombardi Mews). Where does this excess water go now? The Parish Council accepts that the soakaway outside 6 Lombardi Mews has had its capacity increased by 6.61m³ however soakaway lost was 115.5m³. This is quite a discrepancy.
- 5) The Parish Council is of the belief that a pipe has been installed from the soakaway in front of 6 Lombardi Mews and it was heading towards the aco drains installed on Rectory Road. This is not shown on the plans. Could Hopkins please confirm whether or not a pipe has been installed from this domestic soakaway to the highway drainage point on Rectory Road?

Mr Atterwill proposed that these questions should be submitted to Breckland District Council as the Parish Council's comments on the application. Seconded by Mr Rodrigues and carried.

The planning application for three dwellings on Hoe Road East had only just been received by the Parish Council. This will be discussed at the budget meeting on 22nd January. The updated plans for the shops can also be discussed at the budget meeting.

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

The Clerk reported the following:

3PL/2016/1388/O – Titan Business Services re: Land Adjacent Brookfield, Frogs Hall Lane – Proposed Residential Development (5 dwellings). Appeal.

This appeal has been changed from a hearing to written representations and commenced on 18th October. A decision has yet to be made by the planning inspector.

3PL/2017/1189/VAR – Freshfields, Harkers Lane – variation of condition 5. To date a decision has not been made.

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

There has been no further update.

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

A site meeting will be held on 12th January between all parties to review the green open space and also to check whether the bird and bat boxes have been installed correctly.

A new plan showing the area the Parish Council is due to take on is yet to be received.

Mr Keen Left the Room

e) To Consider Subsequent Actions from Presentation from Hastoe Housing Association

It was established that to progress this project, a Housing Needs Survey would have to be conducted to truly establish the level of need for affordable housing in the village. Concerns were raised about the independence of the survey. Therefore, it was agreed after a proposal from Mr Marsham that Hastoe should be instructed to commence with a housing needs survey, but the questions are to be reviewed by the Parish Council first. Seconded by Mr Rodrigues and carried.

*Mr Keen Re-Entered the Room
Mr Richmond and Mr Duffield Left the Meeting*

8. Churchyard & Burial Ground

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

Mr O'Dowd had conducted an inspection on 8th January.

There were no additional items raised in the churchyard, with the exception of the trench that has been dug to enable the building work. However, this has been securely fenced off so there is no risk to the public.

There had been no change to the burial ground report.

9. Allotments

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

Mr Tidman had completed the monthly inspection and the site is in reasonably good order, with all gates functioning well. The Parish Council phone number has been placed in the noticeboard so contact can be made in the event of an emergency.

The Clerk reported that the padlock had been removed from the main gate, so another one has been ordered. There has been a change in plot 13 with a resignation of tenancy. This has now reduced the waiting list to six people.

10. Street Lighting

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

Mr Marsham is to speak with the landowners where vegetation from their land is hampering the street lights.

11. Highways

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

The Clerk reported that the pot holes on Dereham Road had been reported for repair by Norfolk County Council highways.

Mr Marsham reported that there are pot holes on the Worthing Road at the parish boundary. The Clerk is to raise this with Norfolk County Council highways.

b) To Discuss Plan for Permissive Pathways when Legal Agreement Expires

It was agreed that all information on this matter should be put before the public via the Mardler, and signage placed at all the permissive pathways affected by the end of the legal agreement. The public can then be invited to the Annual Parish Meeting, where the matter of future funding can be discussed.

Mr Marsham reported that the government is currently putting forward proposals for subsidies for landowners to protect wildlife.

12. Youth and Playing Fields

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

Mr Keen reported that the new outdoor gym is muddy where the equipment had been installed.

The seeding around the swings had taken well. It was agreed to keep the fencing in place for a while longer to ensure the grass takes securely.

The noticeboard on Gooseberry Hill was quite green. It was suggested that all noticeboards be cleaned in the spring.

Mr Keen will clear up the litter from the Gooseberry Hill playing field.

Mr Marsham is to see if the litter bin on Gooseberry Hill can be repaired.

Mr Marsham is to make contact with the landowner of the trees which are overgrowing the village green and ask for them to be cut back.

b) To Receive Update Report on Outdoor Sport Play Funding for a Table Tennis Table

The Parish Council has been successful in applying for £2600 for an outdoor table tennis table. There will be additional funding required for this so this can be added to the 2018/19 budget. This will require a concrete pad. The Clerk is to send Mr Marsham the details of the table.

c) To Receive Update on Project to Install Outdoor Gym Equipment at Swanton Morley Village Hall

The installation is now complete and the Rospa report received.

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

Mr Marsham is to obtain a price for the excavation of the bark under the slide and grassed in a similar manner to the areas under the swings.

e) To Consider Invitation to Become a Member of the Norfolk Playing Fields Association

Email correspondence had been received from the Norfolk Playing Fields Association with the benefits of membership. Mr Curran proposed that the Parish Council should become members at the cost of £30 per annum, seconded by Mr Rodrigues and carried. Cheque number 102831 was drawn to reflect this.

13. Commons, Open Spaces & Environmental

a) To Receive Report from Councillor Responsible for Common Lands

The Clerk is to chase the signage for Burgh Common. It was agreed to hold a working party on Saturday 13th January at 9am to install the gates at Mill Common.

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

The Clerk reported that the sites put forward are in the process of being assessed by Breckland District Council. Once they have been accepted, letters will be sent to each of the owners.

15. Correspondence (For Exchange of Information Only)

A letter had been received in complaint that money had been spent on an outdoor gym rather than bus shelters in the village. The Clerk is to respond advising that the grant money received from Breckland District Council could only be spent on outdoor sport projects and not bus shelters. In addition to this, bus shelters could have been installed as a result of infrastructure improvement contributions from the Woodgate Park development, had Breckland District Council not made mistakes in the planning process and gone against their own planning policy team's advice on the usage class of this development. However, improvements have been made at bus stops, with seating being installed at both Bennett Road and Bedingfield Road.

A complaint has also been received about the aesthetic appearance of the new dog bin on Woodgate.

There continues to be complaints about sign written vans being parked on the Meadowview estate.

The Meeting Was Suspended for Further Comment from the Public

It was reported that the church has received correspondence about the transfer of the land on which the disabled access ramp stands, from the landowner to the church.

Once the water installation is complete at the church, then the noticeboard will be erected.

The church is currently in the process of establishing with the DAC as to whether a fibreglass face would be acceptable for the church clock. This would last longer than a wooden one. There has been a delay in this as the arch deacon is retiring.

The Meeting Went Back Into Session

16. Any item to be reported for the next agenda

Staff Appraisals

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

This was agreed

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

The Press and Public Left the Meeting

19. To Receive Update on the Swanton Morley Neighbourhood Plan (Deferred from Earlier in the Meeting)

Mr Atterwill gave a report to councillors on the response sent to the examiner's fact check report. A response to the Parish Council is due by the examiner by the 19th January.

The meeting closed at 9.45pm

_____ (Chairman) _____ Date