

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 9TH DECEMBER 2019 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mrs B O'Dowd (Vice Chair), Mr S. Westbury, Mr G. Curran, Mr J. Rodrigues, Mr D. Turner and Mr I. Cawdron.

Also in attendance: Mrs K. Pickard (Clerk), and 14 members of the public.

Matters Raised Under Time Allocated to the Public

Councillor O'Dowd welcomed Mr Stephen Humphries from the Children's Cancer and Leukaemia Group, for the Denver Clinton Superhero Fund to the Parish Meeting for the reason that Swanton Morley Festival had a donation to present.

Mr Humphries then took the floor and reported that the CCLG are 'The experts in childhood cancer shaping a future where all children survive and live happy, healthy and independent lives'. This is achieved through fundraising and research.

Mr Humphries then went on to explain that he is a Fundraising Development Manager for the 'Denver Clinton Superhero Fund'. Councillor O'Dowd then requested Councillor Atterwill to present the funds as this is a charity that means a lot to him.

A cheque for £400 was presented to Mr Humphries on behalf of Swanton Morley Festival.

A number of the public attended to express their concerns over a planning application on item 8a (iii).

Councillor Atterwill reported that even though the Parish Council had been contacted by the applicant with a view to purchasing two dwellings for the Parish Council to manage as affordable housing, this offer was unanimously declined by the Parish Council.

This will be reiterated to the planning officer to ensure the correct information is recorded.

District Councillor Reports

District Councillor Atterwill took to the floor and reported that Breckland District Council have now adopted the Local Plan and that they have confirmed a 5.26 year housing land supply to be reviewed in October 2020.

District Councillor Atterwill is going to request clarification on the settlement boundary and how Breckland District Council's housing policies will be interpreted as now that there is a Local Plan, in his view, the policies should be applied rigidly.

District Councillor Atterwill then reported that Breckland District Council have agreed a new contract for bin collections.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Keen, accepted by the Council.

2. To Receive Declarations of Interest

Councillor Westbury declared an interest in item 8c.

Councillor Turner declared an interest in item 8c.

Councillor Atterwill declared a pecuniary interest in item 7a.

Councillor Rodrigues declared an interest in item 8h.

Councillor Atterwill requested that item 8a(iii) be brought forward for discussion given the number of members of the public awaiting the outcome.

Councillors Agreed.

3PL/2019/1441/O – Residential development – Proposed Erection of 7 dwellings – Four Oaks Farm, Woodgate.

Councillor Atterwill reported that in 2017 a similar application in the same area had been objected to by the Parish Council due to the site being outside the settlement boundary, highway access, pedestrian access, distance from local services, and service water drainage. It was felt unanimously by the council that this application is subject to the same issues.

Councillors then referred to the policies of the Swanton Morley Neighbourhood plan:

Policy 1 – does not comply

Policy 2 – is not relevant

Policy 3 – is not relevant

Policy 4 – is not relevant

Policy 5 – not an exception site

Policy 6 – not relevant

Policy 7 – not relevant

Policy 8 – not relevant

Policy 9 – not relevant

Policy 10 – does not comply with the design

Policy 11 – not relevant

Policy 12 – no flood risk assessment

Policy 13, 14, 15, 16 – Not relevant

It was agreed that this planning application does not conform with Local Plan policy HOU03.

It was agreed that further objections will include the impact on wildlife while clearing the site, highways issues, the distance from amenities, and foul drainage.

Councillor Turner proposed that this application is objected to based upon the above, seconded by Councillor Cawdron and carried.

8 Members of the public left the room

3. Minutes from the Parish Council Meeting of 11th November 2019 to be Accepted, Initialled and Signed

Councillor O'Dowd proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Councillor Rodrigues and carried.

4. Matters Arising from Minutes of 11th November 2019 (For Exchange of Information Only)

None raised.

5. Minutes from the Parish Council Meeting of 18th November 2019 to be Accepted, Initialled and Signed

Councillor Cawdron proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Councillor Curran and carried.

6. Matters Arising from Minutes of 18th November 2019 (For Exchange of Information Only)

None raised.

Councillor Atterwill left the room

Councillor O'Dowd took the chair

7. Finance**a) Accounts to Approve for Payment:**

The Clerk reported that the following invoices had been received for payment

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Renumeration	November – Made Under Contract	BACS	£987.09	
CGM	Grasscutting	BACS	£451.80	£75.29
Wave	Water Bill	BACS	£45.07	£7.51
Wensum Valley Electrical	Christmas on the Village Green	CHQ	£212.40	£35.40
		Total	£1696.36	£118.20

Councillor Westbury proposed the payments are accepted seconded by Councillor Cawdron and carried

Councillor Atterwill re-entered the room and resumed the chair

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
J Foster	Allotment Payment	£50.00
Burial Fees	Burial Ground	£175.00
Burial Fees	Burial Ground	£250.00
		£475.00

8. Land and Planning**a) To Consider Responses to Breckland District Council for the Following Planning Applications:****i) 3PL/2019/1377/HOU – Proposed single storey rear extension – White Cottage Woodgate**

Councillor Cawdron proposed the application is responded to with no objections seconded by Councillor Turner and carried.

ii) 3PL/2019/1451/HOU – Demolish existing conservatory erect two storey and single storey extension to rear single storey porch to front – 24 Thompson Close

Councillor O'Dowd proposed the application is responded to with no objections seconded by Councillor Rodrigues and carried.

iii) 3PL2019/1441/O – Residential development – Proposed erection of 7 dwellings – Four Oaks Farm, Woodgate.

This application was discussed ahead of item 3.

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

3PL/2019/1156/HOU - Proposed side extension & alterations - 22 Greengate

Permission granted

3PL/2019/1220/F - Proposed Partial Infill of existing covered area to provide additional accommodation to existing holiday unit - 24 Greengate

Permission granted

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

Permission granted

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

District Councillor Roger Atterwill had already reported on this item in the District Councillor's report. It was agreed this item would be removed from the agenda.

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

Councillor Atterwill reported that, the Neighbourhood Plan is now complete and adopted. It was agreed this item would be removed from the agenda.

e) To Receive an Update for the S106 agreement on Gooseberry Hill – 3OB/2019/0031/OB

Councillor Atterwill reported that the Clerk has instructed the Solicitor to complete the work and this is currently ongoing.

f) To Consider Road Names for the new Rectory Road Development

Councillor Atterwill requested that this item be removed from the agenda until spring, due to the planning application it refers to, is still awaiting a decision.

g) To Receive an Update Report regarding the S106 Monies Available

The Clerk has informed the supplier of the chosen item that as soon as the funds are received, the item will be purchased. The Clerk also reported that the cost of delivery and installation of the item will be £1200. The total cost of the project will therefore be £4799.04. The funding that has been applied for totals £3520. This leaves an outstanding amount of £1279.04. Councillor Atterwill suggested that once the monies have been received by the Parish Council then the additional cost will be revisited.

The Clerk presented a second quote of £600 for installation however, it was agreed that the supplier of the item should also install it to cover any damage and liability.

Councillor Rodrigues left the room

h) To Consider Registration of Key Community Facilities as 'Community Assets'

Councillor Atterwill had sent a report to Councillors ahead of the meeting for consideration, this included information about a 'community right to bid' scheme for community assets.

The suggestion is to register assets that are felt to be a community benefit in the village so in the event of an asset being sold, the Parish Council would be made aware. This it would allow the Parish Council a period of six months to raise the funds to make a bid.

Councillor Atterwill proposed that the assets to be registered should be Swanton Morley Butchers, Swanton Morley Stores and Darby's seconded by Councillor Westbury and carried.

Councillor Rodrigues re-entered the room

9. To Receive a Report from the first meeting of the Climate Steering Group

The Clerk reported that the first meeting of the Climate Emergency Steering Group took place on Wednesday 13th November at Swanton Morley Village Hall.

The aim of the meeting was to exchange ideas and begin to look at a structure and targets for the Steering group.

Key topics discussed were:

- Community Involvement
- Tree planting
- Building a website section on the Parish Council website
- Building a separate social media page for the Steering group
- Work on the Parish assets and how they can be improved
- Possibility of electric car charging points
- Boomerang bags
- Wildflower meadows
- Public transport
- Recycling (ways to recycle/where to recycle)
- Saturday morning surgery/Q & A session
- Energy rating certificate

It was reported that each attendee had been given a specific area to research in order to give updates at the next meeting. This has been set for Wednesday 15th January 2020 at 7.30pm.

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

Councillor Atterwill made a request at the start of this item that in future, all of the inspection reports to be received by the Clerk 7 days ahead of the Parish Meeting. All agreed.

Councillor Atterwill proposed that the telephone box be repaired for the sum of £643.20 seconded by Councillor Westbury and carried

a) Churchyard at All Saints' Church

Councillor Curran reported that there is damage to the west gate latch, the coping stones on the ramp way are loose, the compost heap is over-flowing and the south west fence is collapsing.

b) Swanton Morley Cemetery

Councillor Curran reported that the latch on the gate at Rectory Road end does not align and the top of the hedges need trimming.

The untidy graves that have been reported by the Clerk and Councillor Westbury are in the process of being resolved.

i. To Consider the Burial Application process

Councillor Westbury reported that during the ongoing work with the Clerk, it has become apparent that the owners of the graves have not signed to agree to the memorial regulations. Councillor Westbury proposed that the form should include a small box for a signature to agree that the regulations have been read, seconded by Councillor O'Dowd and carried.

c) Swanton Morley Allotments

Councillor Turner reported that the allotment site remains quieter at this time of year so there is no further activity to report. It was agreed that Mr Marsham would also turn off the water supply.

d) Swanton Morley Playing Fields and Village Green

- No report received

Mr Marsham has offered to obtain a quotation for the sycamore trees on the Village Green to be trimmed. A suggestion was made that if a Parishioner could assist with a trailer to remove the waste then this will keep the cost of the work down. Parish Councillors agreed and thanked Mr Marsham.

e) Swanton Morley Common Lands

Mr Marsham reported that the disability access board had become flooded and appeared slippery. Councillor Atterwill asked Mr Marsham if any of the common lands had the potential for the growth of new trees as the Clerk is applying for some for the Village. Mr Marsham responded that Burgh Common would be the better option, Councillor Atterwill thanked him

f) Streetlights

Mr Atterwill reported that vegetation is obscuring some streetlights, and that this needs cutting back. Mr Marsham agreed to assist Mr Atterwill to rectify.

g) Meadowview Estate (Davidson Park)

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

The Clerk reported that the work to be carried out will be revisited at the end of February 2020.

h) To Agree Due Dates for Reports to be sent to the Clerk

This was agreed at the beginning of item 10

11. Highways

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

It was reported that the pedestrian crossing light is still faulty.

There are two large potholes on Hoe Road East near Cartwheel Cottage.

There is a manhole on Town Street leading up Gooseberry Hill which has tarmac breaking up around it.

The Clerk is to contact the Highways Engineer regarding an update on the 'Tree Specialist' visit to Rectory Road and the tarmac covering over the tree roots.

b) To Receive an Update on the Community Speed Watch Scheme

Councillor Turner reported that there are still a number of applicants completing their paperwork, this should be finalised imminently. Councillor Turner reported that the scheme should be starting in March 2020.

12. To receive a report from the Clerk on the Website Accessibility Regulations 2018

The Clerk reported that as the Parish Council website was built before September 2019, it will require some work to bring it up to full compliance with the new Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018. The Council must ensure that the site is WCAG 2.1 AA compliant by 23 September 2020 in order to comply with the law.

The Clerk has spoken with the WIX trainer and the following is needed:

- Making the changes that are required to the design and structure of the site to achieve AA compliance
- Add a simple Accessibility Statement

The Clerk will complete these tasks.

13. To Consider the Report from the Clerk on 'Operation London Bridge' and Agree any Actions Necessary

The Clerk had previously sent a report to Councillors to bring their attention to the need to consider the protocol in the event of the death of her Majesty the Queen or the Duke of Edinburgh. This is known as 'Operation London Bridge'.

The implications for the Council to consider would be:

- The purchase of a condolence book
- An area for residents to lay flowers
- The possibility of a flag pole in the Village

Councillor Atterwill suggested the possibility of purchasing a flagpole to be positioned at the Village Hall and the area surrounding this could then be used for Parishioners to lay flowers.

Councillor Atterwill is to investigate whether planning permission is required and will provide an update at the January meeting.

Councillor O'Dowd proposed that the Clerk should order two condolence books up to the value of £51 + VAT each seconded by Councillor Turner and carried.

1 member of the public left the room

14. To Consider the WWII Commemorative Grant Scheme

The Clerk reported the Administrator had been contacted by an organisation wanting to hold a commemorative event at the Village Hall. The Administrator is currently working on a proposal for a celebration that will be presented at the January meeting for consideration.

15. To Receive an Update on the Parish Councillor Vacancy

Councillor Atterwill reported that there is still a vacancy on the Parish Council and he would like the position filled in the new year.

It was agreed that Swanton Morley Parish Council are keen to encourage diversity and will consider all applications.

16. To Agree Meeting Dates for the Forthcoming Year 2020

It was agreed that the meeting dates for 2020 will be:

Monday 13th January 2020

Monday 10th February 2020

Monday 9th March 2020

Financial Year 2019/2020

Monday 13th April 2020

Monday 20th April 2020 – Annual Parish Meeting

Monday 11th May – Annual Meeting of the Parish Council

Monday 8th June 2020

Monday 13th July 2020

Monday 10th August 2020

Monday 14th September 2020

Monday 12th October 2020

Monday 9th November 2020

Monday 14th December 2020

Councillor O’Dowd thanked the Clerk for the information

17. Correspondence (For Exchange of Information Only)

Councillor Atterwill reported that garage owners on Middleton Avenue have been contacted by Breckland Council with regards to their disrepair. Breckland Council have only received one response and so their recommendation is to close the case.

Councillor Atterwill then requested if Councillor Turner could check if the infrared camera is now back in stock.

The Meeting Was Suspended for Further Comment from the Public

A member of the public raised a concern regarding contamination at the site on Woodgate. The work to clear the site was rushed through and there is a possibility that there could be asbestos on the roofs of the old buildings. It was suggested that the site would need to be looked at.

The Meeting Went Back Into Session

18. Any Item to be Reported for the Next Agenda

VE Day celebration update

Operation London Bridge

Community Facilities as Assets

Two members of the public left the room

18. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 13th January at 7.30pm at Swanton Morley Village Hall.

This was agreed

Councillor Atterwill wished everyone a Merry Christmas and a Happy New Year

The meeting closed at 9.35pm

_____ (Chairman) _____ Date