

## SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 10<sup>th</sup> December 2018. The meeting commenced at 7.30pm.

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

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

Members of the public advised they have drafted a response directly to Breckland District Council, with regards to the New Proposed Hopkins Homes development of 85 new dwellings. This has also been seen by Mr Atterwill.

They explained their concerns regarding this development and possible animosity it may cause. The main issues that were highlighted were lack of garden space, roof design and parking. It was also raised that the extra dwellings and population would increase the already strained services in the Village including the Doctors surgery and the School. Concluding, the general consensus is that the development is 'a major overdevelopment and unnecessary'.

The members of the Public also asked the question regarding working hours for the developers and if it would be possible to commence after 8am each day with no working on a Sunday. Mr Atterwill informed them this may not be considered by the developers or planning department as construction industry practice is to start on site at 7.30am on weekdays.

The proposed loss of the permissive path was also raised and the Public asked if this could be retained. Concern was also raised about the proposal to build in close proximity to Hoe Road East as there needs to be room to widen this road in the future in line with the Neighbourhood Plan

Following the Public time The Clerk informed them that under the Policy DC2 of Breckland Council's Core Strategy the appropriate density is above 40 dwellings per hectare in an 'Urban' development and in a Rural development it is 22-30 dwellings per hectare so this development is in fact under density.

At this point some questions were redirected to the District Councillors Mr Richmond and Mr Duffield with regards to the Local Plan, this is detailed in their report.

### **District and County Councillor Reports**

Mr Duffield advised the planning concerns raised by parishioners for the Hopkins development have been brought to the attention of the appropriate planning officer.

Mr Duffield confirmed that the local plan has been rejected by the Inspector and changes have been made to reflect this. The plan will go out for Consultation which will commence in January for a period of six weeks.

Mr Duffield and Mr Richmond were made aware by Mr Atterwill and The Clerk that the inspector had raised concerns about Breckland District Council's predicted housing trajectory.

The Clerk asked what the current figure was for their 5 year land supply and District Councillors were unable to provide a response.

Mr Duffield further advised that the planning application for 'Crispins' was still ongoing and no decision had yet been made.

With regards to the update on Transfer of Green Open Space, the paperwork has now been received from the Solicitors. Mr Atterwill confirmed this was on the Agenda to agree signing. Mr Duffield confirmed the figure looking to be transferred to Swanton Morley Parish Council would be £45,425.98, this is awaiting being signed off.

Unightly sites was raised by Mr Duffield, he has advised this issue is still being worked on by Community Officers.

Mr Richmond took the floor and added with regards to the Local plan it was Policies 4 & 5 that the inspector didn't approve of. Interim Director of Planning & Building Control has been appointed. Mr Richmond advised that the Local Plan will be back out for consultation in January for six weeks.

Mr Richmond then reported that he had attended the SNAP meeting in December 2018. PC Downs took the Chair at the meeting and a further 20 people were in attendance. The feedback from this was they were astounded by the speeding and the number caught so this continues to be an ongoing issue. Drugs in Dereham/Scarning was raised as another ongoing issue, and finally Cyclists in Dereham on the pavement are becoming more of a danger. It has been advised that there will be a Christmas Campaign running in Dereham.

***The Meeting Went Into Session***

**1. To Accept Apologies for Absence**

Apologies were received from Mrs B. O'Dowd and Mr S. O'Dowd

**2. To Receive Declarations of Interest**

Mr Atterwill declared a pecuniary interest in item 7B (Accounts to be approved for payment).

Mr Westbury declared a personal interest in item 9C (Allotments).

**3. Minutes from the Parish Council Meeting of 12<sup>th</sup> November 2018 to be accepted, initialled and signed.**

Mr Curran highlighted a typographical error. Then proposed that the minutes as amended be accepted as a true and accurate record of the meeting, 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 12<sup>th</sup> November 2018 (For Exchange of Information Only)**

None raised.

**5. Minutes from the Parish Council Meeting of 19<sup>th</sup> November 2018 to be accepted, initialled and signed.**

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

**6. Matters Arising from Minutes of 19<sup>th</sup> November 2018 (For Exchange of Information Only)**

None raised.

**7. 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 Rodrigues and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
F. LeBon/ K. Pickard/Gill Wardlow/ HMRC/ Norfolk Pension Fund	Staff Remuneration Packages (November)	Direct to Bank	£4217.71	-
S2 Computers	New Laptop and Set Up	Direct to Bank	£825.43	£137.57
Stocksigns	Signs for Burgh Common	Direct to Bank	£231.35	£38.56
Glasdon	New Dog Bin	Direct to	£103.82	£17.30

		Bank		
CGM Group	Grounds Maintenance	Direct to Bank	£449.64	£74.94
E-On	Street Light Electricity	Direct to	£66.15	£3.15
	<b>TOTAL</b>		<b>£5894.10</b>	<b>£271.52</b>

*Mr Atterwill left the room and Mr Westbury took position of Chair.*

**b) Accounts to approve for payment (Members with pecuniary interests)**

Mr Westbury proposed payment and Mr Rodrigues seconded. Carried. Cheque was signed. It was then proposed that the Clerk/Administrator draft letters of thanks to Swanton Morley Stores, Swanton Morley Butchers and Wensum Valley Electrical Ltd for their voluntary contribution to the event.

Payee	Details	Amount Payable	Payment Method	Of which VAT Reclaimable
Wensum Valley Electrical Ltd	Village Green Christmas Lights display – batteries and cable ties	£212.40	Cheque - 102854	£35.40
	TOTAL	<b>£212.40</b>	<b>£212.40</b>	<b>£35.40</b>

**c) Income to be Reported**

The following income was reported as being received:

Income Received From	Details	Amount
Bartrams	Burial Fee (Gibson-Denney)	£180.00
HMRC	VAT Refund (4 <sup>th</sup> April – 14 <sup>th</sup> May)	£179.06
	TOTAL	<b>£359.06</b>

**d) To Consider Changes to Bank Signatories**

The Clerk reported that the bank signatories are currently as follows:

Barclays Bank: Mr Atterwill, The Clerk, Mr Tidman

Nationwide: Mr Atterwill, Mr Westbury, The Clerk

Mr Atterwill proposed with the changes to the incoming Clerk, The Administrator be added to Swanton Morley Parish Council account as signatory, this was seconded by Mr Keen and carried. Mr Atterwill proposed that the outgoing Clerk should be removed as an authorised signatory, seconded by Mr Keen and carried.

**e) To consider changes to Financial Regulations**

It was agreed that at least One Councillor should be signing each payment and the Financial Regulations should be amended to reflect this. The Clerk will amend the financial regulations for consideration at the next meeting.

**8. Land and Planning**

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

**i. 3PL/2018/1246/F – Hopkins Homes (re; Rectory Road) Erection of 85 dwellings with Associated Open Space**

It was agreed that the Parish Council should object to this application, after a proposal from Mr Atterwill and a second from Mr Westbury on the following grounds;

- Prematurity of Application. With the local plan not being adopted until Summer 2019 at the earliest this application should be considered under the current local plan. Under the current local plan this land is outside the planning boundary and a minimum of 40% of affordable housing should be contributed as opposed to 25% that the applicant is proposing.

- Poor housing mix. The housing mix in the application is not in accordance with the emerging Neighbourhood plan with a proposal being too focused on larger dwellings.
- Inadequate car parking. Parking is not in accordance with the parking standards and details in appendix D of the core strategy. The applicant has provided layby parking around the green open space which is not acceptable.
- Loss of green infrastructure and connectivity. The proposed development is currently building over a permissive pathway, which links Hoe Road East to Harker's Lane. The Parish Council would like to see this pathway upgraded to a Public Footpath and its surfacing upgraded so it is in keeping with Harker's Lane.
- Restriction of further development along Hoe Road East. The Parish Council would like confirmation from Breckland Council that the development will not hinder any road widening scheme along Hoe Road East to facilitate future development.
- Appropriate use of an infiltration basin system. The Parish Council would like Breckland Council to clarify whether this is an appropriate drainage system outside plots 1, 2 and 3.
- Low lying Ground adjacent to Hoe Road East. The Parish Council would like Breckland Council to clarify whether the mitigation measures put in place by the applicant for this area are sufficient for an area that is flooded most of the winter months.
- Street Lighting. All street lights are to be in accordance with the Parish Council's current street lighting stock. Concerns were also raised about how the private drive that covers plots 39 – 44 will be lit as this back onto Harker's Lane and will be incredibly dark.
- Capacity of Swanton Morley Surgery. Swanton Morley Surgery has recently reduced the hours for which clinical staff are available. Clinical staff are no longer available on a Wednesday or Friday afternoon due to budgetary constraints. In the 'Section 106 Agreement - Draft Heads of Terms' provided by the applicant there is no mention of mitigating the effect of the development in terms of local healthcare provision.
- Capacity at Swanton Morley Primary School: Capacity at Swanton Morley Primary School would have to be reviewed. The 2017/2018 intake at this school was so great that 7 children had to attend primary school away from the parish and away from their friends. The primary school does have physical classroom capacity for expansion, but it does not currently have the revenue budget to provide additional staff. A study would have to be performed prior to any decision being made on this application, to ensure that primary school children in the village would not be disadvantaged by this development.
- Design Impact on Neighbouring Properties: Concerns have been raised by residents neighbouring the development site about the design of the properties and the impact the design would have on the existing homes. Objections have been raised to the design of plot 7, with the gable end of the property having a negative impact, imposing on the existing neighbouring property. It is requested that plot 7 be changed to a hipped roof.

ii. **3PL/2018/1402/F – Rear of 6 Manns Lane Swanton Morley NR20 4PP – Change from Agricultural pasture to private garden.**

Mr Curran proposed that there should be no objections to this application, seconded by Mr Keen and carried.

**b) 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 (due 14/12/18)

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/2018/1265/VAR – Variation of condition 2 of 3PL/2016//0828/F amended design – Freshfields Harkers Lane.

This has been withdrawn.

**3PL/2018/1300/F** Hill House Barns Mill Street Swanton Morley NR20 4QB - Erection of entrance gates.

No decision made due 10/01/19

**3PL/2018/1301/F** - Hill House Barns Mill Street Swanton Morley NR20 4QB - Erection of two detached garages.

No decision made – due 08/01/19

**3PL/2018/1087/F** - Hospital Farm, Woodgate Swanton Morley NR20 4NU - Conversion of former lambing shed to living accommodation

No decision made – due 17/12/18

**3PL/2018/1148/HOU** - Cherry Tree House Woodgate Swanton Morley NR20 4NU - Erection of Summer House and Fencing

Permission Granted.

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

No further information – no decision made

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

This matter was discussed under the District Councillors report.

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

The Documents have been received and were ready for signing by two members. It was agreed that Mr Atterwill and Mrs O'Dowd will sign the transfer agreements.

Once fully signed, Breckland will be made aware to transfer the funds.

**e) To Receive Update Report from Hastoe Housing on potential Exception sites.**

No update at this stage, The Clerk to chase.

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

The Clerk reported that she is currently chasing Breckland District Council's planning policy team for an update on the status of the Habitats Regulation Assessment and the updated housing report due to be presented to the over viewing scrutiny commission in January 2019.

*Mr Richmond and Mr Duffield Left the Meeting*

**9. To Consider Matters for Attention for the Following Parish Assets**

**a) Churchyard at All Saints' Church**

Report has been sent to councillors.

**b) Swanton Morley Cemetery**

Report sent to councillors

**c) Swanton Morley Allotments**

Mr Marsham reported that the Parish Council's Water supply to the allotments was being used by the occupier of the neighbouring field. The result of this is the bill had been sent to the wrong person. Mr Marsham will provide a copy of this bill.

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

Reports have been sent to councillors.

A new dog bin has now been installed at Woodgate Lane.

**e) Swanton Morley Common Lands**

A new sign has been received and will be installed by Mr Marsham on Burgh Common, which specifies 'no fires' and 'no BBQs'

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

Administrator to chase Mr Banham as it has been advised he is awaiting contact from a supplier in order to put the quotation together.

**f) Street Lights**

The Clerk informed the meeting that Cozens Electrical has confirmed that the street lights will be tested and certificates will be issued this week.

Parish Council has received plans of two new street lights on the proposed new Gooseberry Hill development. Concerns were raised about dark areas on the proposed development, on the private roads. Mr Atterwill proposed we accept the two new lights seconded by Mr Rodrigues.

**10. Highways**

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

The following highway matters were reported.

- There is a pothole outside Harrows, and the ground is splitting, this has been reported.

**b) To Consider consultation for 'Western Link'**

The consultation by Norfolk County Council was considered by Councillors with option B running from Attlebridge to Honingham being the preferred option by the Parish Council, This was proposed by Mr Atterwill and seconded by Mr Marsham.

**c) To receive report on Meeting about Permissive Pathways and Agree Actions Necessary**

The Clerk reported there was a meeting with the Land owner and Mr Westbury. In the meeting it was discussed they are keen not to close them, and figures were discussed to keep them open, this item has been deferred to January 2019.

**11. To Receive Update on Community Car Scheme and Agree any Actions Necessary**

A report was provided detailing a high level of calls coming in, but with only three drivers to facilitate the scheme. Advertisements have been published monthly to try and secure more drivers.

A further proposal was put forwarded by Mr Atterwill to make a donation of £50 towards a charity for Mrs Sadler this was seconded by Mr Tidman and carried.

**12. To Receive Update on the Swanton Morley Festival**

Mrs O'Dowd had sent a report to all members.

The next meeting will be on the 17<sup>th</sup> December.

**13. To Agree December Edition of The Mardler**

December edition has been agreed and distribution list to be sent to Councillors.

**14. To Receive an Update of Unsightly Sites Put Forward to Breckland District Council**

Breckland District Council is still communicating with the Owners of the Garages.

**15. To Consider Actions for Better Adherence to GDPR Legislation.**

The Clerk confirmed all of the computing systems have now all been switched over and is complete.

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

None reported.

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

No Public comment.

*The Meeting Went Back Into Session*

**17. Any item to be reported for the next agenda**

To consider proposed changes to the Financial Regulations  
Permissive Footpaths

**18. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 14<sup>th</sup> January 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 for the reason that the content of discussion is commercially sensitive (permitted under Section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960).**

Mr Atterwill proposed that item 20 should be closed to the press and public for the reason that the content of the discussion is commercially sensitive. Seconded by Mr Rodrigues and carried.

**20. To Discuss Possible Extra Amenity Land in the Village and Agree Further Actions**

Further to Novembers Parish Council Meeting the land is no longer for sale.

*The Clerk left the meeting.*

**21. To Receive Proposal to Close the Meeting to the Press and Public for Item 22 for the reason that the content of discussion is commercially sensitive (permitted under Section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960).**

Mr Atterwill proposed that item 22 should be closed to the press and public for the reason that the content of the discussion relates to the terms of service of an employee. Seconded by Mr Curran and carried.

*It Was Agreed to Extend the Meeting Beyond 9.45pm*

**22. To Receive an Update from Mr Atterwill on the Neighbourhood Plan.**

Mr Atterwill wanted to place on Record that he was very proud to attend Parliament with Mrs Lebon and how much of a great job Mrs Lebon has done over the last twelve and a half years for Swanton Morley Parish Council.

Mr Atterwill has spoken with Mrs Lebon and moving forward Mrs Lebon has indicated that she will be willing to help with the Neighbourhood Plan and large planning applications on a Consultancy basis, with the understanding of her time constraints, with a fee of £25 per hour, Mr Atterwill proposed that this is agreed now in preparation for the future. Mr Keen seconded and carried

*Administrator left the room.*

The meeting closed at 10.30pm

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