

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 9th July 2018. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. O'Dowd, Mr B. Marsham, 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 three members of the public

Matters Raised Under Time Allocated to the Public.

Two members of the public requested a discussion about the management of the allotment site. Mr Atterwill advised that he will propose item 8c, be brought forward to after item 4 of the agenda, and then the meeting be suspended to allow members of the public to speak.

District and County Councillor Reports

Mr Richmond reported that he has followed up with Breckland Council officers about the garages on Middleton Avenue. The Clerk confirmed that officers had updated her by confirming they had written to ten garage owners about their condition. The Clerk added that one parishioner had copied her into their response, which cited vandalism in this area. This is something that had not been raised prior to the letters being sent out, and gives the project more strength to be considered as part of the unsightly sites initiative. Breckland District Council will await further responses and collate them for the Parish Council. Mr Richmond confirmed that as the garages are in private ownership, there is no grant funding available through Breckland Council to resolve the matter.

Mr Richmond announced that Breckland Council now has two grant schemes for play equipment. The small grant scheme (projects of up to £10,000) of which Breckland Council will fund half of the project cost. And the large grant scheme (for projects up to £20,000), of which Breckland Council will fund up to one third of the project costs.

The Clerk raised concerns about the availability of planning officers, some being located in other parts of the country. Whilst smaller applications can easily be considered remotely, larger applications should be privy to a site visit so that officers have a greater understanding of the location.

Mr Atterwill raised concerns that fewer planning applications are to be considered by the planning committee, reducing the number of applications being decided by the democratic process.

It was noted that there is an item on the Overview and Scrutiny Commission agenda for 12th July to discuss Capita. The Clerk is to find out if Mr Atterwill may speak on the matter.

Mr Marsham raised concerns about decisions being made by planning officers regarding the lifting of agricultural restrictions, further to prior negative experiences. Mr Duffield advised that lifting agricultural restrictions is always contentious.

Mr Duffield apologised for not being in attendance at recent meetings, but recently they had clashed with other council commitments. Mr Duffield had always sent valid apologies and ensured that Mr Richmond was in attendance to represent Breckland District Council.

Mr Marsham raised concerns about proposed residential development on the site of Dereham Hospital, and felt that it was imperative to keep small hospitals open to relieve pressure on the Norfolk and Norwich University Hospital. Mr Atterwill felt that Dereham has too many small surgeries, and that site of Dereham Hospital would be ideal for a state of the art medical facility.

Mr O'Dowd noted that in October 2017, Capita announced the opening of a Planning and Shared Services Centre in Belfast.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Apologies were received from Mr Keen, Mr Tidman and Mr Westbury.

2. To Receive Declarations of Interest

Mr Atterwill declared a pecuniary interest in item 7a

3. Minutes from the Parish Council Meeting of 11th June 2018 to be accepted, initialled and signed.

Mr Atterwill reported that Mr Tidman is unhappy with the distribution of the draft minutes and is not attending the meeting because of this. The draft minutes were not sent out on Monday as had been previously agreed because of an issue with the Village Hall over the weekend. Mr Atterwill agreed that the draft minutes could be distributed on the Tuesday morning.

The reports will be sent out with the agenda (as the reports relate to the agenda), as was agreed by the council in October 2017 and minutes. However, Mr Tidman disagrees that this is what was decided.

Mr Atterwill read out Mr Tidman's correspondence in full.

It was established that all other councillors received the draft minutes on Tuesday morning and it is unknown why Mr Tidman is claiming not to have received them as he is on the distribution list.

The Clerk is to post the draft minutes to Mr Tidman first class on the Monday before the Parish Council meeting in the future.

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

4. Matters Arising from Minutes of 11th June 2018 (For Exchange of Information Only)

None raised.

It was Agreed to Discuss Item 8c at this Point

8.c) Swanton Morley Allotments

i. To Consider Condition of Allotments as Raised by SMART

Photographs of plots of concern to SMART had been previously circulated to councillors.

On behalf of the Parish Council, Mr Atterwill apologised for the Parish Council's level of communication with SMART. Mr Atterwill has approached Mr Tidman over this matter, and Mr Tidman has subsequently resigned his position as Parish Council representative for the allotments. Mr Atterwill offered to complete the allotment inspections in the future and he will do this in conjunction with a SMART representative. This was agreed after a proposition from Mr O'Dowd and a second from Mr Rodrigues.

Discussions occurred as to the condition of some of the allotment plots and actions to be taken to resolve the matter.

The Meeting Was Closed to Allow Representatives from SMART to Speak

Notification of a plot resignation was given.

Mr Atterwill advocated that some of the vacant plots should be changed to half plots to make them more manageable for people with less time available. Representatives from SMART agreed, but cautioned that the location of sheds needs to be agreed first, to ensure that one half plot is not shaded by a shed on the other half plot.

Representatives from SMART raised concerns about individual meters for water being installed on the site, and a stand pipe would have been preferable.

Representatives from SMART queried the status of the annual water bills. The Clerk advised that up to date meter readings have been obtained from those with meters, and billing for the whole site is in the process of being prepared and will be sent out later in the week.

Representatives from SMART queried the previous year's water bill. The Clerk responded that due to the delay in preparing these, it was the intention that these be written off.

Representatives from SMART advised that they would install a new noticeboard to replace the one damaged in the winter storms. Mr Atterwill requested that the allotment holders be kind enough to trim around the pedestrian access gate between the site and the Village Hall.

It was queried how long a plot should be allowed to be uncultivated before it is lost. Mr Atterwill advised that the Parish Council will monitor.

The Meeting Went Back into Session

The Clerk is to send Mr Atterwill the inspection report form.
The Parish Council is to purchase 29 x 4ft stakes and the relevant numbers to be screwed onto them, so as to ensure all plots are numbered.

5. Finance

a) Accounts to approve for payment:

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

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Faye LeBon / Kelly Pickard / Norfolk Pension Fund / HMRC	Staff Salary (June – made under contract)	Direct to Bank	£3,060.22	-
Mr A. C. Banham	Slab for Lectern and Bench (Davidson Park)	Cheque 102841	£450.00	-
Stocksigns	Davidson Park Street Sign	Direct to Bank	£274.80	£45.80
Glasdon UK	New Bin for Gooseberry Hill	Direct to Bank	£226.40	£37.73
Eastern Office Equipment	Stationery and Printing	Direct to Bank	£117.90	£19.65
David Ogilvie	Lest we Forget Seat and Lectern	Direct to Bank	£1,575.60	£262.60
CGM	Grounds Maintenance	Direct to Bank	£82.19	£13.70
Mr D. Bracey	Annual Independent Play Inspection Report	Direct to Bank	£180.00	£30.00
BT	Cloud Phone and Broadband	DD	£92.31	£15.38
E-on	Street Light Electricity	DD	£66.15	£3.15
	TOTAL		£6,125.57	£428.01

b) Community Car – Accounts to Approve for Payment

Mr Rodrigues proposed that all volunteer community car drivers be paid in accordance with the returns presented, seconded by Mr Marsham and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
9no. Volunteer Community Car Drivers	Community Car Mileage	Direct to Bank and cheque 102842	£693.38	-
	TOTAL		£693.38	0

c) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Allotment Holders	Half Yearly Rental	£390.00
	TOTAL	£390.00

6. Annual Accounts

a) To Agree the 2017/2018 Parish Council Accounts

Further to the Clerk's email to all councillors of 15th June, a retrospective agreement was required to correct the accounts, as a result of the correction documentation sent by the Public Works Loan Board. Mrs O'Dowd proposed that the 2017/2018 Parish Council accounts be agreed, seconded by Mr Marsham and carried.

7. Land and Planning

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

i. 3PL/2018/0691/HOU – Flint Cottage, Mill Street - Proposed single storey extension to rear of property, proposed single storey porch to front of property.

Mr O'Dowd proposed that there be no objections to this application, seconded by Mr Rodrigues and carried.

Mr Atterwill Left the Room

Mrs O'Dowd Took Over the Position of Chair

ii. 3PL/2018/0721/HOU – 9 Primrose Square - Single Storey Side Extension

Mr Rodrigues proposed that there be no objections to this application, seconded by Mr O'Dowd and carried.

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

iii. 3PL/2018/0776/HOU – 4 Harris Road - Proposed single storey side extension

Mr O'Dowd proposed that there be no objections to this application, seconded by Mr Rodrigues and carried.

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

The Clerk reported the following:

3PL/2018/0607/HOU – Pleasantness, Gooseberry Hill, Single Storey Extension to rear
A decision is due by the 3rd August.

3PL/2018/0510/HOU – 13 Middleton Avenue, Demolish timber porch and conservatory & erect new porch and rear extension in masonry construction.

Planning permission has been granted.

3PL/2018/0511/HOU – 8 Mason Road, Proposed single storey extension to existing dwelling.

Planning permission has been granted.

3PL/2018/0462/HOU – Hartington, Woodgate. Proposed alterations, side extension and re-positioned access to existing dwelling.

Planning permission has been granted.

3PL/2017/1393/F – Elsing Road - Development of car park to provide additional commercial units

There has been a change of planning officer for this application, which is now based in Tyneside. Highways has recommended the formalisation of the one way system, and strongly suggested to Breckland District Council that if they are in any doubt about highway safety, they should also insist on double yellow lines. This was originally called into committee, but it appears this will be an officer decision.

3PL/2018/0045/DOC – 9 new dwellings on Gooseberry Hill. Discharge of Conditions on Archaeological report.

There is no update to this application. This is showing as undecided.

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, so it is hoped that this will progress the decision.

3PL/2018/0003/F – 3 new dwellings to the rear of Aslan.

Breckland District Council has advised that the application is still under review and additional information has been submitted, which need to be reviewed.

The additional detail submitted has not been uploaded to Breckland District Council's website.

3PL/2017/1548/O: Erection of detached dwelling, Land adjacent to Crispins, Gooseberry Hill
Breckland District Council has advised that the application is still under review and a number of issues have been raised, which need to be fully considered.

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

Mr Atterwill reported that the Inspector has asked for further information from Breckland District Council, this information will be further consulted upon and further hearings held.

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

The Clerk has chased Hopkins Homes as to when work will start on the improved drainage system on the open space. Once this has been completed, then the legal work to transfer the land can commence.

Mr Atterwill showed the meeting the Regimental Colour presented to the village from the Light Dragoons. These will be displayed in the Village Hall.

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

The housing needs surveys have been returned to Community Action Norfolk. There was a 27% response rate and the information from the surveys should be with the Parish Council by 13th July.

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

Mr Atterwill and the Clerk met with Breckland District Council on 20th June to discuss progress of the Housing Mix, s106 and Local Lettings Policy. A further meeting was held onsite in Swanton Morley to discuss the infrastructure improvements for Manns Lane and Hoe Road East should development occur on sites 14 and 16.

After seeking advice from their solicitor (and allowing Swanton Morley Parish Council to be consulted on the questions to be asked), Breckland District Council will only allow the housing mix policy to apply to development on sites 14 and 16.

The prescribed date has been extended to 27th July, so as to allow for Breckland District Council the time to form a different view.

The Clerk is to compile a document which brings together the examiner's comments and how Breckland District Council can take a different view on these comments. There will be a Steering Group meeting, followed by a Parish Council meeting on either 23rd or 25th July, dependent on the availability of the consultant.

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

It was requested that in future, all inspection reports be sent to the Clerk in advance of the meeting, and the Clerk will distribute to members.

a) Churchyard at All Saints' Church

Mr O'Dowd provided a report that all was in order. The tree surgeon has been instructed and will be advised of the date that they must avoid working in the churchyard, so as not to disturb a funeral.

The Clerk is to give Mr O'Dowd the 'concealed entry' sign, so that he can install it at the churchyard.

Mr Marsham reported there were three kestrels in the barn owl box in the churchyard.

b) Swanton Morley Cemetery

The price was obtained for incorrect post sizes for fencing repairs in the cemetery. The Clerk will obtain prices for 5ft, 4" diameter round posts.

c) Swanton Morley Allotments

This was discussed earlier in the meeting.

d) Swanton Morley Playing Fields and Village Green

i. To Receive Update Report on Installation of Outdoor Table Tennis Table

The admin assistant is to chase the delivery on this item. Mr Marsham requires a day's notice to come and help with the delivery and installation of the table.

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

Discussions occurred regarding the timeliness of works by the contractor authorised to install the safagrass and the repairs to the aerial slide. Consideration is to be given to contracting repairs to the wooden equipment to a local carpenter in the future. Concerns were raised that the turf would need to be lifted to secure the safagrass, and that this lifting could damage the turf in this warm weather.

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

This was discussed in the Village Hall meeting. The Parish Council has been successful in applying for £10,000 of grant funding from Awards for All. Updated quotations have been received, however the quote for the cabin itself had increased significantly. Alternative sources are to be explored.

e) Swanton Morley Common Lands

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

The Clerk is to give instructions to the contractor that the concrete pad for the picnic bench needs to be the same size as the largest pad at the Gooseberry Hill Playing field.

f) Street Lights

Mr Banham has straightened the street light on Rectory Road.

It is to be checked whether the vegetation around the street light on the Hoe Road South/Greengate junction has been cut back.

Mr Marsham is to remove the books and shelving from the phone box outside Darbys, then Mr Atterwill can install the defibrillator.

9. Highways

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

Mr Rodrigues raised that the footpath is overgrown on Manns Lane. The Clerk advised that this had been raised to Norfolk County Council, and would chase the engineer that covers Swanton Morley.

Mr Atterwill raised that the carriageway damaged on Primrose Square had been marked out for repair, but repairs had not been forthcoming. The Clerk is to follow this up.

It was reported that the white lines in front of the Barracks, and also the 'Slow' signage at the bridges had been worn away. This is to be reported to Norfolk County Council.

10. To Receive Update on the Swanton Morley Festival

Mrs O'Dowd reported that the next milestone is in Autumn 2018, where a full colour leaflet will be delivered alongside the Mardler giving more information about the dates and headlining acts of the Festival. Sponsorship packages are going to be offered for businesses to help fund the festival and keep costs minimal for attendees. A Pride grant is to be applied for from Breckland District Council, and Hopkins Homes will be approached for a donation.

It was requested that £2,000 be earmarked from the Parish Council in support of the festival. It was acknowledged that this is not in the 2018/2019 budget, but an amount can be placed in the 2019/2020 budget. An amount can be taken from reserves if necessary this year and replaced when the 2019/2020 precept is received. It is likely that £1,000 would be required this financial year, and a further £1,000 in 2019/2020.

Mr Rodrigues proposed that £2,000 be earmarked for the festival, seconded by Mr Curran and carried.

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

This was reported under the District Councillors' report

12. Correspondence (For Exchange of Information Only)

The Clerk advised that the £10,000 from Awards for All had now been deposited in the Parish Council's bank account

Mr Atterwill advised that he had emailed out a copy of the letter received from Major General David Rutherford-Jones thanking the Parish Council for the opening ceremony on Davidson Park on 17th June.

The Meeting Was Suspended for Further Comment from the Public

Concerns were raised about the hedge on Hoe Road East (Rectory Road junction) being overgrown. The Clerk will report this to Highways.

It was advised that the collection from the Light Dragoons memorial service raised £600, and this will be split between the church and the Light Dragoons Charitable Trust.

The church clock will be collected for repairs on 11th July.

Mr Marsham can now install the noticeboard at the church, now the nearby groundworks have been completed.

Work is continuing with the transfer of the land on which the ramp standards. This has been made problematic by problems with the company formally acting as treasurer for the PCC.

Mr Marsham is to repaint the bricks.

The Meeting Went Back Into Session

13. Any item to be reported for the next agenda

Cabin

Allotments

14. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 13th August at 7.30pm at Swanton Morley Village Hall.

This was agreed

15. To Receive Proposal to Close the Meeting to the Press and Public for Item 16 as Permitted under s2 of the Public Bodies (Admission to Meetings) Act 1960 as Publicity would be Prejudicial to the Public Interest.

It was agreed that this item was not required as all information had been disclosed under item 7f

16. To Receive Update on the Swanton Morley Neighbourhood Plan and Consider any Resulting Actions

It was agreed that this item was not required as all information had been disclosed under item 7f

17. To Receive Proposal to Close the Meeting to the Press and Public for Item 18 as Permitted under s2 of the Public Bodies (Admission to Meetings) Act 1960 as Publicity would be Prejudicial to the Public Interest.

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

The Press and Public Left the Meeting

18. To Receive Update Report on Amenity Land Auction

It was reported that the Parish Council had been unsuccessful in its bid for further amenity land in the village.

The meeting closed at 9.45pm

_____ (Chairman) _____ Date