

SWANTON MORLEY PARISH COUNCIL

The Annual Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 13th May 2019. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. Westbury, Mr G. Curran, Mr J. Keen and Mr J. Rodrigues. Also in attendance were Mrs K Pickard (Clerk) Mrs M Heinrich (Administrator) and fifteen members of the public.

Matters Raised Under Time Allocated to the Public.

The first question from the public was to request an update from the findings of the survey for Davidson Park's Green Open Space. They were informed that no decision has currently been made. The survey results are available on the Parish Council website. They were advised that the Clerk and Administrator are going to compile a possible proposal for the next meeting using the information provided in the survey and following a site visit by the Councillors.

The public then expressed their concerns about the possible new Development by Hopkins Homes, that allowing for the permissive paths and possible road widening, the site will still accommodate the same number of dwellings.

They also asked whether the new residents of the proposed dwellings should be made aware of the possibility of any Green Open Space being transferred to the Parish Council with the view of siting leisure equipment there.

Mr Atterwill responded that, that would be something for Hopkins Homes to put forward to potential new residents.

A further question was raised regarding the new development about how the slope may have an effect on surface water drainage. Mr Atterwill suggested that Hopkins Homes would need to provide engineering solutions for this. Mr Atterwill also advised Breckland Council is still weeks away from making any decision and later in the meeting the Parish Council would be discussing this planning application with a view to submitting a formal response.

The Parish Council were then asked directly if they are in support of this new development with this number of dwellings. Mr Atterwill responded that this number of dwellings has already been agreed as part of Breckland Council's local area plan.

The Parish Council were then made aware of the decline of two trees on the Meadowview estate that require tending to. A resident has raised this with Hopkins Homes and they advised that they are looking into it.

District and County Councillor Reports

Mr Atterwill took to the floor and advised that he had taken office on Tuesday 7th May 2019.

Mr Atterwill has begun various items of induction training. The first full meeting of Breckland Council which he will attend will be on Thursday 16th May.

The Meeting Went Into Session

1. To Elect Parish Council Chairman for the Forthcoming Year

Mr Westbury proposed that Mr Atterwill should continue as Parish Council Chairman for the forthcoming year, seconded by Mr Keen and carried.

Mr Atterwill is happy to continue for a period of six months while finalising a handover. Mr Atterwill wanted it recorded that he will stepping down as Chairman at the October meeting.

2. To Accept Apologies for Absence

Apologies were received from Mr R. Duffield (District Councillor).

Mr S O'Dowd has confirmed his resignation from post.

3. To Receive Declarations of Interest

Mr Atterwill declared a pecuniary interest in item 9d.

Mrs O'Dowd declared an interest in item 9b.

4. Election of Vice Chairman

Mr Keen proposed that Mrs O'Dowd should continue as Vice Chairman, seconded by Mr Rodrigues and carried.

5. Appointment of Council Representatives and Councillors with Special Responsibilities:

a) Member to Represent the Council on Barrett's Charity Committee

It was agreed that Mr Marsham will continue to be responsible for the Barrett's Charity Committee.

b) Members to be Responsible for the Churchyard & Burial Ground

It was agreed that Mr Curran should be the member responsible for the Churchyard and Burial Ground.

c) Members for Commons & Open Spaces & Environmental Working Group

It was agreed that Mr Marsham will continue with the responsibility for Commons & Open Spaces & Environmental Working Group.

d) Member to be Responsible for Public Footpaths

It was agreed that Mr Westbury should be the member responsible for public footpaths.

e) Member to be Responsible for Playgrounds and Youth Areas

It was agreed that Mr Keen should be the member responsible for the playing fields.

f) Member to Represent the Parish Council on the Patients' Participation Group

It was agreed that Mrs O'Dowd should be the Parish Council representative on the Patients' Participation Group.

g) Member to be Responsible for the Community Car Scheme

It was agreed that Mr Westbury should be the Parish Council representative for the Community Car Scheme.

h) Member to be Responsible for Allotments

It was agreed that Mr Dave Turner would be responsible for Allotments

i) Members to form the Personnel Working Group

It was agreed that Mr Atterwill, Mrs O'Dowd, Mr Westbury and Mr Rodrigues would form the Personnel Working Group.

j) Members to form Finance & Governance Working Group

It was agreed that Mr Atterwill, Mrs O'Dowd, Mr Keen, Mr Rodrigues and Mr Curran would be the members to form the Finance & Governance Working Group.

k) Member to be Responsible for SAM Signs

It was agreed Mr Atterwill would be the member responsible for SAM signs

l) Member to be responsible for the Streetlights

It was agreed that Mr Atterwill would be the member responsible for Streetlights

m) Members to Represent the Parish Council on the Neighbourhood Plan Steering Group

It was agreed that Mr Atterwill, Mr Rodrigues, Mr Curran and Mr Westbury should be the members to represent the Parish Council on the Neighbourhood Plan Steering Group

Mr Atterwill proposed all of the above responsibilities be accepted seconded by Mr Rodrigues and carried.

6. Minutes from the Parish Council Meeting of 8th April 2019 to be accepted, initialled and signed.

Mrs 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.

7. Matters Arising from Minutes of 9th April 2018 (For Exchange of Information Only)

None raised.

8. To Receive Draft Minutes from the Annual Parish Meeting Held on 15th April 2019 and Agree that they be put forward for Agreement by the Public at the 2020 Annual Parish Meeting.

Mr Rodrigues proposed that the draft minutes from the Annual Parish Meeting held on the 16th April be put forward for agreement at the 2020 Annual Parish Meeting. Seconded by Mr Curran and carried.

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

The Clerk advised that three additional invoices have been received from CGM Group, Eastern Office Equipment and Mr Sid Banham.

The following invoices had also been received for payment. Mr Atterwill proposed that the following be authorised, seconded by Mr Rodrigues and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Salary/HMRC/Norfolk Pension Fund	Staff remuneration package	Direct to Bank	£2,837.46	-
CGM	Grounds Maintenance	Direct to Bank	£1000.85	£166.80
Community Car Drivers	Quarterly Payments	Direct to Bank	£219.55	
Eastern Office Equipment	Mardler & APM Copying & Stationery	Direct to Bank	£206.08	£34.36
CGM	Additional April Invoices	Direct to Bank	£1242.76	£207.11
Sid Banham		Cheque	£40.00	
	TOTAL		£5546.70	£408.27

b) Festival Accounts to Approve for Payment.

Payee	Detail	Total Amount Payable	Of Which VAT Reclaimable
Beatroot Ceilidh Bankd	Village Hall - 19 th July	£600	
Klezmerized Folk Group	Village Hall Fete Day - 20 th July	£400	
Emma Halnan	Classical Musicians in Church	£657.50	
Mid Norfolk Singers	Church – contribution towards costs	£100	
Barry Lee	Performing at Darby's	£130	
Beatz Boutique	Disco & Karaoke Village Hall Fete – 20 th July	£300	
Brenda O'Dowd	Refund of Membership fee Making Music	£44.50	
Raffle Tickets	Printing of event and raffle tickets	£100	
Flyers	Estimate	£50	
Brochure/Programme	Tangerine Creative	£240	
Festival Sponsorship	Banners	£280	
St Johns Ambulance	Village Fete First Aid	£168	£33.60
	TOTAL	£3070	£33.60

c) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Breckland District Council	50% of Precept	£41,857.34
Breckland District Council	Refund Credit	£775.41
	TOTAL	£42,632.75

*Mr Atterwill Left the Room
Mrs O'Dowd Took the Position of Chair*

d) To Agree Payment of £278.46 as 50% of Chairman's Allowance for 2019/2020.

Mr Westbury proposed that £278.46 be paid to Mr Atterwill as 50% of the annual Chairman's allowance for 2019/2020. Seconded by Mr Rodrigues and carried. Cheque number 102921 was drawn to reflect this.

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

e) To Consider the Quotations for Business Cards for the Clerk and Administrator

This item has been deferred.

f) To agree the transfer of £1,000 to the Swanton Morley Festival Account

Mr Atterwill proposed this payment be authorised. Seconded by Mr Westbury and carried.

g) To Agree a Date for the Finance & Governance Working Group to Meet

It was agreed that the Finance & Governance Working Group meet at 7pm on Wednesday 29th May.

12. Land and Planning

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

3OB/2019/0013/OB & 3OB/2019/0014/OB – Woodgate Park – Proposed modification to obligation in respect of qualifying person to delete reference to age.

The application seeks to remove the age limit so that younger people with an identified medical need can live in the bungalows.

Mr Rodrigues proposed The Parish Council respond with no objections. Seconded by Mr Curran and carried.

3BT/2019/0002/BTM – Clarke Telecom – Installation of 15M slimline monopole & equipment cabinets at Manns Lane.

It was agreed that the response drafted by the Clerk with no objection be submitted.

3PL/2018/1246/F – Hopkins Homes – Erection of 85 dwellings, Rectory Road.

Mr Atterwill produced the plans in the meeting for Councillors to review with a view to responding.

A revised application has been received from Hopkins Homes for a development of 85 homes located at the corner of Rectory Road and Hoe Road East. The Parish Council is pleased to note that the applicant has taken on board its previous comments and made a number of positive changes to the layout of the site. These include the widening of a large section of Hoe Road East and construction of footpaths, retention of the existing permissive footpath between Hoe Road East and Harkers Lane, a new pedestrian access from the development onto Harkers Lane and revised layout and design of some housing plots. The Parish Council also considers that the proposals provide a good mix of different sized dwellings with greater emphasis on providing smaller sized houses. The development will also consist of 6 shared ownership dwellings and 15 affordable rent dwellings.

Mrs O'Dowd proposed that Mr Atterwill respond with no objections but reserving the right to comment further when the finalised drainage proposals for the site are received seconded by Mr Rodrigues and carried.

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

The Clerk reported the following:

3PL/2018/0003/F - Aslan, Hoe Road East planning appeal

An appeal has been made to the Secretary of State against the decision of Breckland District Council to Refuse to grant planning permission. The appeal will be determined on the basis of Written Representations.

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

Mr Atterwill updated that The Local Plan is going back out for a further 6 Week Consultation following incorrect information being published by Breckland Council.

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

Mr Atterwill updated that the examination start date was delayed by a contractual delay between Breckland Council and the chosen examiner. This has meant a delay in starting the examination starting on 1st May. Mr Atterwill and Mr Westbury attended a meeting at Elizabeth House at the end of last month to get to the bottom of why there has been a delay. In attendance were our then district councillors, Richard Duffield and Robert Richmond, Gordon Bambridge (planning cabinet member), the director of planning – Simon Wood and the Planning Policy Manager – Phil Mileham. Mr Atterwill confirmed that the examination has now started and that the examiner has been to visit the village as part of his work.

Mr Atterwill asked at the meeting why we had not yet received the comments received from the 6 week public consultation and was told that the examiner does not yet want this information in the public domain. It was agreed to send these comments to Mr Atterwill on the understanding that they are for his eyes only at the moment until the examiner agrees to release the information. Mr Atterwill confirmed that apart from some negative comments made by one party, none of the other comments gave him cause for concern and were generally positive

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

a) Churchyard at All Saints' Church

Mr O'Dowd had sent his inspection report to Councillors and all was deemed as in order.

b) Swanton Morley Cemetery

Mr O'Dowd had previously sent his inspection report to Councillors.

It was reported that two graves are still in disarray. The Clerk had previously sent correspondence to the Funeral Directors to request the necessary remedial work to be carried out. The Clerk will follow up. It was suggested that a work party be formed to carry out the following jobs:

1. The wire fences at the eastern and western sides are broken and require replacement. 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.
2. Beech hedging would also be appropriate in the eastern area.
3. There is a gap in the perimeter at the south western corner. This would be resolved by item 1.
4. Bramble to be removed from the southern beech hedge when conditions improve.
5. Weeds are growing in the memorial garden.
6. The Notice board requires updating with current information.

c) Swanton Morley Allotments

Mr Atterwill reported that there has been a visible improvement on the Allotment site. Mr Turner has been addressing any issues with Mr Atterwill and there has been the suggestion of a working party on the 19th May. Mr Turner has agreed to carry out all inspection reports going forward

d) Swanton Morley Playing Fields and Village Green

Mr Keen had sent his report to Councillors.

It was reported that there is a large pothole in the entrance to the Gooseberry Hill carpark, Mr Marsham to fill this.

It was also reported that both Swings on Gooseberry Hill and The Village Green require servicing as the swing brackets need adjustment. The Clerk is to contact NGF Equipment and schedule this in.

Mr Keen reported that there was no net on the basketball hoop. Mr Atterwill responded that this was removed due to health and safety concerns.

e) Swanton Morley Common Lands

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

The Clerk reported that this work is still in progress.

f) Street Lights

The Clerk reported that all Street light certificates had now been received and checked. There is a recommendation for all columns to have a structural test.

The Clerk has also received a quote from Cozens to install 54 x new column numbers that were missing. For labour and materials the total cost would be £345.00 + VAT

Mr Atterwill proposed that the work is carried out for £345.00 + VAT seconded by Mr Rodrigues and carried.

g) Meadowview Estate (Davidson Park)

i) To Receive an Update of the Purchase of a New Dog Bin on Meadowview Estate

Mr Atterwill updated that the Clerk has sent the application and request to both Norfolk County Council and Breckland Council. The Clerk will send a follow up email to Mr John Cohen.

ii) To Receive an Update Report Following Communication from SMPC to Residents of Meadowview Estate Regarding the Purchase of Play Equipment

The Councillors were asked for any further comments to be made regarding this survey. None were given. It was agreed that the Office Team would work on a possible proposal taking into consideration the views and opinions of the residents. This will include a site visit and visual plan.

12. Highways

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

The Clerk has received reports of the following faults:

Potholes	Hoe Road North/Outside the Barracks
Road giving way	Town Street/Elsing Road Traffic Island
Surfacing Work required	The Junction on Farrow close
Pothole	Junction where Bedingfield meets Greengate
Drainage Gully	Junction of Gray Drive

b) To Receive an Update Regarding the Installation of Flower Boxes on the Town Street/Elsing Road Traffic Island

The Clerk updated that the location of the flower boxes and the design of them had been agreed with Mr Marsham. The Clerk has completed the application form and sent this to Norfolk County Council for approval.

13. To Receive an Update on the Community Car Scheme

Mr Atterwill reported that the Community Car Scheme is struggling with minimal drivers and increased calls. Mr Atterwill has requested that the Administrator keep a record of calls and drives requested and whether we have been able to accommodate them as this is becoming increasingly labour intensive in the office. Mr Westbury suggested that the Parish Council purchase a second mobile phone to be purely for the Community car and to implement a time frame that this will be switched on. Mr Atterwill approves of the idea of a separate phone however would like to monitor the calls and drives for the next month so that the Parish Council can then consider a way forward with the Scheme. All agreed

14. To Receive Update on the Swanton Morley Festival

Mrs O'Dowd reported that the Festival is taking shape but there is still a lot to do.

Mrs O'Dowd updated that the artwork for the banners and a Festival Programme are currently outstanding.

Mr Atterwill read out an email from George Freeman requesting any information regarding fetes or events in the District. Mr Freeman is happy to publicise and support these events within local communities. This email was forwarded to Mrs O'Dowd.

The next meeting of Swanton Morley Festival is Wednesday 22nd May at 7pm.

15. To Consider any Information or Articles Required for the Mardler

It was agreed that the three vacancies on the Parish Council be advertised.

16. To Confirm Information Required from the Parish Councillors for the Website and Mardler

This item was deferred.

17. Correspondence (For Exchange of Information Only)

Mr Atterwill read out correspondence received from Norfolk County Council with regards to proposed 7.5t Environmental Weight Restriction in Lyng and the surrounding area. The concerns raised included the impact such a restriction would have on the old and narrow bridges in Swanton Morley with more heavy traffic being diverted over. Mr Rodrigues proposed that this concern should be raised with Norfolk County Council in response to the proposal seconded by Mr Keen.

*It was Agreed to Extend the Meeting Beyond 9.45pm
The Meeting Was Suspended for Further Comment from the Public*

A member of the public raised a concern about waste and rubbish being left behind under the bridges. It was agreed that the Clerk would draft a letter to send to the Landowner raising the concerns discussed and request a solution. Mr Atterwill will also contact the Environmental Health department.

The Meeting Went Back Into Session

19. Any Item to be Reported for the Next Agenda

Davidson Park proposal.
Anglian Water visit.

20. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 11th June at 7.30pm at Swanton Morley Village Hall.

This was agreed

The meeting closed at 10pm

_____ (Chairman) _____ Date