

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 13th August 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, Mr J. Rodrigues, Mr J. Keen, Mr S. Westbury and Mr K. Tidman. Also in attendance were Mr R. Richmond (District Councillor), Mr J. Lefever (Hastoe Housing), Mrs F LeBon (Clerk) and four members of the public.

Matters Raised Under Time Allocated to the Public.

It was requested that the initial plans for the next phase of development along Rectory Road be displayed. Mr Atterwill advised that they would be put up on the projector under item 9c.

Concerns were raised that the new Davidson Park sign was too close to the entrance to Moffett Road, and concerns were raised over fireworks being used at Swanton Morley Village Hall.

Mr Lefever apologised for the delay in the finalising of the Housing Needs Survey and advised that to progress the project, the Parish Council would need to agree to a land finding exercise.

Mr Westbury advised that he agreed with the proposal for half allotment plots and a deposit scheme, and advised that some plots are under-utilised because they are too big. He suggested that should a full plot become available, those with half plots should be given priority. He agreed that a deposit scheme would incentivise people to rescue untidy plots, but requested that the deposit amount should not put off less affluent people. The scheme should encourage people to ask for help at an earlier stage.

District and County Councillor Reports

Mr Richmond reported that he had attended the recent SNAP meeting, and was advised that rural crime had gone up. A new community engagement officer for Breckland Police had been appointed, and Mr Richmond had requested clarity on the crime statistics provided for the Lincoln Ward. The police priorities this month would be addressing drug use on Dereham recreation ground, anti-social behaviour in Dereham and speeding. He advised that 17 people had been caught speeding along Quebec Road.

He had also attended the recent PPG meeting and advised that the running of Toftwood Surgery by Swanton Morley and North Elmham Surgery was working well. He also advised that the Dereham Practices have re-opened their books again.

He advised that the planning application for Aslan should be a delegated decision, but further consideration is to be given on the planning application for the land adjacent to Crispins. He advised that the Director of Planning and Building Control will be leaving Capita, which caused great concern amongst the Parish Council as this is yet another example of high staff turnover in the Breckland District Council planning department. Mr Atterwill advised that the Leader of Breckland District Council needs to take responsibility for this as it was he who was in post when the Capita contract was agreed and the result has been that the promised additional income for Breckland Council from commercial planning business has not materialised and the district suffers from a poor quality of service due to high staff turnover and decisions being made by staff in other parts of the country with no local knowledge. Mr O'Dowd reiterated his concerns raised last month, about Capita opening a Planning and Shared Services Centre in Belfast, and suggested that it could be possible that a centralising exercise was in process.

Mr Marsham raised concerns about the initial plans for a new Garden Town at North Elmham. Mr Atterwill asked if there was a bigger plan to include Robertson Barracks, which is earmarked for closure in 2031, and could potential hold up to 3,000 houses. The Clerk asked if Breckland District Council would make the planning decision on a garden town, or whether this would be the Secretary of State.

Mr Westbury, referring to the Housing Needs Survey which identified a need for affordable bungalows for elderly people, raised concerns that current affordable housing stock of bungalows is being allocated to younger people with families, rather than those who need a single storey dwelling.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Apologies were received from Mr Duffield.

2. To Receive Declarations of Interest

Mr Atterwill declared a pecuniary interest in item 10d(iii)

Mrs O'Dowd, Mr O'Dowd and Mr Marsham declared an interest in item 7c (as current members).

Mr Tidman declared an interest in item 10c

Mr Westbury declared an interest in item 10c

3. Minutes from the Parish Council Meeting of 9th July 2018 to be accepted, initialled and signed.

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

4. Matters Arising from Minutes of 9th July 2018 (For Exchange of Information Only)

None raised.

5. Minutes from the Parish Council Meeting of 25th July 2018 to be accepted, initialled and signed.

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

6. Matters Arising from Minutes of 25th July 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 O'Dowd proposed that the following be authorised, seconded by Mr Keen and carried.

| Payee | Detail | Payment Method | Total Amount Payable | Of Which VAT Reclaimable |
|--|--|----------------|----------------------|--------------------------|
| Faye LeBon / Kelly Pickard / HMRC / Norfolk Pension Fund | Staff Remuneration Package (July) | Direct to Bank | £3,060.22 | - |
| Mr D. Palmer | Pressure Wash Play Equipment | Direct to Bank | £275.00 | - |
| Anglian Water | Quarterly Water Bill | Direct to Bank | £46.83 | - |
| Mr J. Keith | Annual Rental of Manns Lane Field | Cheque 102843 | £1,200.00 | - |
| Mr A.C. Banham | Installation of Davidson Park Sign / Straigten and Concrete Street Light | Cheque 102844 | £60.00 | - |
| Mr A.C. Banham | Gooseberry Hill Repairs | Cheque 102844 | £1,233.70 | - |
| Viking Direct | Stamps and Stationery | Direct to Bank | £102.03 | £1.98 |

| | | | | |
|--------------------------|-----------------------------------|----------------|------------------|----------------|
| Eastern Office Equipment | Stationery | Direct to Bank | £44.44 | £7.41 |
| Tangerine Creative | Signage for Davidson Park Lectern | Direct to Bank | £351.60 | £58.60 |
| CGM | Grounds Maintenance | Direct to Bank | 1098.32 | £183.04 |
| Abzag | Neighbourhood Plan to Examination | Direct to Bank | £1,200.00 | £200.00 |
| BT | Cloud Phone and Broadband* | DD | £11.77 | £1.96 |
| E-on | Street Light Electricity | DD | £66.15 | £3.15 |
| | TOTAL | | £8,750.06 | £456.14 |

*Invoice under query due to not being charged for the cloud phone

b) Income to be Reported

The following income was reported as being received:

| Income Received From | Details | Amount |
|-----------------------------|-------------------------------------|-------------------|
| Allotment Holders | Water Bills | £110.93 |
| Allotment Holders | Tenancies | £125.66 |
| Swanton Morley Village Hall | Donation to Swanton Morley Festival | £500.00 |
| RPA | 2017 ELS | £74.76 |
| Awards for all | Grant for Cabin | £10,000.00 |
| H. Brett and Son | Ash Interment Memorial Fee | £75.00 |
| | TOTAL | £10,886.35 |

Mrs O'Dowd, Mr O'Dowd and Mr Marsham Left the Room

c) To Consider Renewal of Subscription to Norfolk Wildlife Trust

Mr Curran proposed that the Parish Council should renew its subscription to Norfolk Wildlife Trust, at a cost of £45 for the year. Seconded by Mr Rodrigues and carried.

Mrs O'Dowd, Mr O'Dowd and Mr Marsham Re-Entered the Room

*It was Agreed that Item 9f be Discussed at this Point
The Meeting was Suspended to Allow Mr Lefever to Speak*

d) To Receive Housing Needs Survey for the Village and Agree Subsequent Actions

Mr Lefever summarised the Housing Needs Survey, advising that the survey received a 28% return rate. The recommendation is for 15 affordable houses of one, two and three bedrooms (to include bungalows, some with disabled access). The concept of delivery is down to the Parish Council. The next stage, should the Parish Council wish to proceed, is a land finding exercise, which would be done by Hastoe Housing, and architect and the Parish Council. It was requested by the public that the Housing Needs Survey be made public. Mr Lefever advised that the report belonged to the Parish Council and thus the Parish Council could make the report public if it wished to. The Clerk raised concerns in that, although the survey and its results are to be proud of, some of the comments recorded against affordable housing are at best in very poor taste, and at worst racist. Mr O'Dowd recommended putting a disclaimer on the report to advise that the comments in the report are not those of the Parish Council.

The Meeting Went Back Into Session

Mr Atterwill proposed that Hastoe Housing should proceed with a land finding exercise to find potential sites for an exception site. Seconded by Mr Westbury and carried.

Mr Atterwill will join Hastoe Housing and the architect for the land finding exercise in the village.

8. To Consider Adoption of 2018 Standing Orders

It was agreed to defer this item.

9. Land and Planning

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

i. 3PL/2018/0807/LB – White House Farm Mill Street - Internal Alterations and Installing new windows (Listed Building Consent)

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

ii. 3PL/2018/0806/HOU – White House Farm Mill Street - Internal Alterations and Installing new windows

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

iii. 3PL/2018/0860/HOU – Flint Lodge, Hoe Road South - Single storey rear lounge extension

Mrs O'Dowd proposed that there should be no objections to this application. Seconded by Mr Marsham and carried.

iv. To Make Any Representation to the Planning Inspectorate on Planning Application EN010079 (Vanguard Offshore Wind Farm)

Mr Marsham raised concerns about the location of the satellite site for storage and the resulting increase in traffic.

It was agreed not to make representation at this stage.

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

The Clerk reported the following:

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

3OB/2018/0721/HOU – 9 Primrose Square - Single Storey Side Extension. Planning Permission Granted

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

3PL/2018/0607/HOU – Pleasantness, Gooseberry Hill, Single Storey Extension to rear
This is still showing as undecided, but went before the planning committee on 30th July with a recommendation for approval.

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

3PL/2018/0045/DOC – 9 new dwellings on Gooseberry Hill. Discharge of Conditions on Archaeological report. This Condition has been discharged in full

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

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

This was reported under the District Councillors report

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

This was reported under the District Councillors report

c) To Receive and Comment Upon Initial Plans for Next Phase of Hopkins Development

The initial plans were displayed on the projector for the meeting to see. Discussions occurred as to the main access and whether a mini roundabout would be better in this vicinity. There were also discussions about the proximity of the proposed new development to the Rectory Road development, and the effect this development would have on school places. It was agreed after a proposal from Mr Atterwill and a second from Mrs O'Dowd to feedback the following to Hopkins Homes:

- The Parish Council would like to see the permissive pathway retained and upgraded to the specification of Harkers Lane.
- There must be sufficient space to allow for Hoe Road East to be widened to allow for any future development.
- Whilst the housing mix is an improvement from the Meadowview development, it is still not in line with the emerging Neighbourhood Plan.

It was noted that there were no elevation plans available.

d) To Receive Consider Response to Latest Consultation on Breckland District Council's Local Plan and Agree Attendance at September Hearings

It was agreed to submit the following questions for the additional hearing:

1. How thoroughly have the delivery rates been risk assessed, in particular the large applications?
2. It is noted in para 22, a lapse rate has been added to those sites where delivery has not been confirmed. What is the number of permissions (and associated dwelling number) where delivery has not been confirmed and what is the lapse rate that has been applied.
3. Para 25 notes that 'Breckland District Council has a strong track record of windfall delivery within settlement boundaries'. Could we please ask how many of these were granted due to Breckland District Council's policies being out of date by not having a 5 Year Housing Land Supply?
4. Are there any contingency plans in place, should the reliance on deliverability in Thetford and Attleborough not be forthcoming?

It was agreed that Swanton Morley Parish Council should be presented at the hearing relating to Matter 4 (housing trajectory and deliverability).

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

Hopkins has advised that works to improve the drainage on the Meadowview Development will commence in September. After this has been completed, the transfer can take place.

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

This was discussed earlier in the meeting.

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

Further to the Parish Council meeting on 25th July, all policies agreed in this meeting have been communicated to Breckland Council. Breckland Council has provided a programme for completion of the next stages of the Neighbourhood Plan.

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

a) Churchyard at All Saints' Church

Mr O'Dowd had completed the inspection of this area. The tree work has now been completed in the churchyard.

i. To Consider Correspondence from Swanton Morley Bell Ringers

Correspondence had been received from Swanton Morley Bell Ringers requesting support for a project to mark the centenary of the formation of the RAF and the end of the First World War. Mr Atterwill proposed that a letter of full support be sent from the Parish Council, seconded by Mrs O'Dowd and carried.

b) Swanton Morley Cemetery

Mr O'Dowd had completed the inspection of this area. A quote of £84.23 (plus £30 delivery) had been received to purchase the stakes, wire and staples to create a fence area in the cemetery. Mr Keen proposed that the Parish Council should proceed with this project, seconded by Mr Rodrigues and carried.

Mr Westbury and Mr Tidman Left the Room

c) Swanton Morley Allotments

i. To Receive Update Report on Allotments (as per correspondence from SMART)

Mr Atterwill had completed the inspection report for this area, and he had arranged a programme of future inspections with a representative from SMART. Mr Marsham is to arrange for the topping of plot 24.

It was agreed to purchase 35 stakes at a cost of £3.24 each for the purpose of numbering the allotment plots (to include any half plots should this be agreed under item ii). This was after a proposal from Mr Atterwill and a second from Mr Keen.

ii. To Consider Issuance of Half Plot Allotments

It was agreed that half plots would be more manageable for some. They would have to be divided lengthways so these plots would measure 20mx5m, so as to ensure that sheds would not shade plots to the rear. It was agreed to look to issue half plots at an annual cost of £31, after a proposal from Mr Atterwill and a second from Mr Rodrigues.

iii. To Consider Treatment of 2016 Water Bills and Consider Alternative Method of Collection of Water Bills

Mr Atterwill proposed that the Standing Orders for the plots should be increased by £10 per plot (£5 per half plot) to cover the water bills and individual meters should be removed. This will be reviewed annually and if the income is not covering the water bill, then this will be increased. Seconded by Mrs O'Dowd and carried. Mr Atterwill will advise SMART and the Clerk will arrange for new tenancy agreements and standing order mandates.

Mr Atterwill proposed that the 2016 water bills should be written of and the process started afresh, seconded by Mr O'Dowd and carried.

iv. To Consider Deposit Scheme for New Allotment Holders

Concerns were raised about the condition that allotments were being left. Mr Atterwill proposed that a deposit scheme for new allotment holders should be brought in, so if the plot is abandoned, the tax payer does not have to pay to bring it back into a manageable condition. This deposit should be £50 for a full plot and £30 for a half plot. Seconded by Mr Marsham and carried. Mr Curran suggested that 'before tenancy' and 'after tenancy' photos be taken, so that there can be no arguments about change of condition. This was agreed.

Mr Tidman and Mr Westbury Re-Entered the Room

It was Agreed to Extend the Meeting Beyond 9.45pm

d) Swanton Morley Playing Fields and Village Green

Mr Keen had completed the inspection reports for these areas. The Clerk is to ensure that the outdoor gym is added to these reports.

Due to the poor service from Playmaintain, Mr A. Banham has completed the repairs to the wooden play equipment.

The Clerk continues to chase HAGS for a resolution to the damaged rowing machine.

The repairs to the nest swing and to the play board (steering wheel) have been quoted at £149.62 + VAT.

As part of the Annual Inspection, it was noted that signage to reflect not hanging on the basketball ring be installed and also advising not to wear jewellery whilst using sports equipment. This could be added as a separate sign, but the main sign is very out of date (out of

date emergency number for the police, and advising that there is a public phone on Town Street). It is suggested that this is replaced (£266.04 + VAT).

CGM has quoted £95 + Vat for a topsoil and nitrogen feed of the area under the slide.

Mr Westbury proposed that all three repair and maintenance works be authorised, seconded by Mr Tidman and carried.

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

the table tennis table has arrived onsite and requires a working party to put install it. This was arranged for 15th August at 10am.

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

Due to the poor performance of Playmaintain, and alternative quote had been obtained to install the safagrass, however this was £464.80 more expensive. Mr Tidman proposed the Parish Council should go ahead with the alternative contractor, seconded by Mr Rodrigues and carried. A 30% deposit was required to commence works, and this was also agreed. It was requested that this work take place after the summer holidays.

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

1) To Agree Order of Cabin

All costings and detail of the cabins had been previously sent to councillors. Mr Atterwill had explained the detail of the options for the cabin in the Village Hall meeting. Mr O'Dowd proposed that the loglap cabin be ordered, seconded by Mr Rodrigues and carried.

2) To Agree Order of Service Trench and Pathway

Mr Keen proposed that the order for the service trench and pathway be agreed, seconded by Mrs O'Dowd and carried.

Mr Atterwill Left the Room

Mrs O'Dowd Took the Position of Chair

3) To Agree Order for Electrics

Mr Keen proposed that the order for the electric works to the cabin be agreed, seconded by Mr Rodrigues and carried.

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

iv. To Consider Project to Obtain Additional Land for Sports Fields

Mr Atterwill reported that the youth football club had approached him for more pitch space. The landowner of the meadow to the rear of the plastic works had offered this land, but there is a stewardship agreement on there until 2019. Mr Atterwill will speak to the school on behalf of the football club as another option. Currently there is confusion over who owns the land, but the original landowner has confirmed that it was gifted to the LEA, with a covenant on it to prevent building on it.

e) Swanton Morley Common Lands

Mr Atterwill reported that a new facebook group has been set up regarding the preservation of the River Wensum. Concerns were raised over the amounts of litter being left at the waterfalls. The Clerk is to ask Breckland District Council's Environmental Health department for advice. Mr Curran queried whether getting the EDP involved at a later date would help.

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

Mr Marsham and Mr Banham are arranging this.

f) Street Lights

i. To Authorise Expenditure for the Testing and Cleaning of Street Lights

The quote received was £1,980 + VAT for the following:

- 1) Carry out a full clean of 81 x street light lanterns/glass lenses .

- 2) Carry out a 6 Yearly NIC Highways Inspection & Test of 81 x streetlights and provide test certificates once completed.
 - 3) Trim back any foliage or branches covering any lanterns while cleaning.
- This is what the Parish Council had budgeted for. Mr Rodrigues proposed the Parish Council should proceed with these works, seconded by Mr Tidman and carried.

11. Highways

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

The Clerk is to chase the repairs on Primrose Square, which have been marked out for repair, but the repairs not completed.

The Clerk advised that the landowner has erected signage noting the permissive rights of way in the village. This has caused confusion with the Primrose Hill public right of way, however, has generated further support for the continuance of the permissive rights of way in the village. Mr Westbury and the Clerk will arrange a meeting with the landowner in September to discuss this further.

b) To Receive Correspondence Regarding Better Pedestrian Access to Dereham

The Clerk provided correspondence requesting better and safer pedestrian access to Dereham, and also the response sent which agreed with the sentiment, however the project would not currently be feasible due primarily to excessive costs and the majority of the project not being under the control of the Parish Council, but in the parish of Dereham.

12. To Receive Update on the Swanton Morley Festival

Mrs O'Dowd advised that she has kept councillors regularly updated via email. The order has been placed for the logo design and template for memos, posters and the website.

A facebook page has already been set up.

Mr Atterwill thanked Mrs O'Dowd.

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

The Clerk reported that Breckland District Council had only received one response to their initial letter, which was disappointing.

Mr Atterwill suggested that the Parish Council concentrate on the two blocks of garages at Middleton Avenue, as the block closest to Ward Crescent was not quite so bad. It was suggested that Breckland Council write to the owners of these garages and find out if there would be any support for demolishing them and putting the land to community use.

Mr Atterwill advised that a new padlock had been installed by Breckland Council on the land at Gray Drive.

14. To Consider Actions for Better Adherence to GDPR Legislation

Consideration was given for individual councillor email addresses, and for better security a tablet for each councillor. A quote had been forwarded to councillors to this effect. Concerns were raised that the quality of tablet was not sufficient for what was required for the work of the council.

Mr Tidman was asked whether he would benefit from parish IT equipment, as he was experiencing problems receiving Parish Council emails. Mr Tidman advised he would not require individual IT equipment.

There was no appetite for individual IT equipment, however a cloud based system with secure login should be explored, combined with individual councillor email accounts.

Mr Atterwill advised that the position of Chairman required a laptop, so as to prevent the copious amounts of information being printed. Mr O'Dowd proposed a laptop be purchased for the position of Chairman, seconded by Mr Keen and carried.

15. Correspondence (For Exchange of Information Only)

None raised.

16. To Receive Statement on Correspondence from Mr Tidman

Mr Tidman queried fire training for Village Hall staff.

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. Mr Atterwill advised this has now been addressed.

The Meeting Went Back Into Session

17. Any item to be reported for the next agenda

Cabin

Allotments

GDPR

Laptop for the position of Chairman.

18. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 10th September at 7.30pm at Swanton Morley Village Hall.

This was agreed

The meeting closed at 10.45pm

_____ (Chairman) _____ Date