

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 14th January 2019. 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, Mrs B. O'Dowd and Mr S. O'Dowd. Also, in attendance were Mr R. Richmond and Mr R. Duffield (District Councillors). Mrs K Pickard (Clerk). And four members of the public.

Matters Raised Under Time Allocated to the Public.

Members of the public requested information on the new development for 31 bungalows near Woodgate Park (Corner Field). Mr Atterwill explained that the Developer came to the November Parish Council Meeting to answer any questions but as yet no application had been put forward. The concerns raised by the public was traffic flow and the positioning of the entrance to the new proposed development. Mr Marsham confirmed that the piece of land in question is still owned by the existing Land Owner.

The public then addressed concerns highlighted from Decembers Parish Council Meeting regarding the new Hopkins Homes development for 85 new dwellings, specifically the drainage for plots 1, 2, and 3. An existing homeowner raised the fact that the proposed plan meant the drainage would be going into an open ditch as the ground is very steep and impractical. Mr Atterwill responded that there needs to be an engineering solution to the drainage. He also advised that NCC Highways have informed the developer the entrance needs to be located at Hoe Road East, but to include widening the entrance, NHS England have also fed back that the Surgery would not be able to cope, however they have suggested a £10,000 subsidy from the Developer towards the cost to improve the existing building however this does not include service. Mr Atterwill suggested that with the amendments needed to the application it could take a number of months before the application is heard by Breckland Council's planning committee.

A Resident of the Meadowview Development has also requested the possibility of a Dog Bin to be placed on the development due to an increase in dog walkers, the Clerk is to obtain quotations for this for the next Meeting.

Mr Atterwill also advised the public that as of the 17th January 2019 Swanton Morley Parish Council owns the land at Meadowview, and has suggested this could be utilised by possibly erecting some play equipment on site for the residents, Mr Atterwill advised that he is open to suggestions for this from residents.

District and County Councillor Reports

Mr Richmond took the floor and gave an update on the Local Plan, the changes have been requested and accepted and the Consultation will reopen this month, however an exact date has not been given but it should be Friday 17th January 2019. Mr Richmond advised that Mr Steve Ottewell is in charge of the Capita led planning department for three days and that Mr Simon Wood has also returned to help manage the department. Mr John Berry has also returned to work. It is hoped that these resources will help to improve the poor communication and service received in recent months

Mr Richmond informed the meeting that he attended the Dereham Town Council meeting where they were addressed by Sgt Matt Howes highlighting key topics that had been raised during the Christmas Period, this was Drink Driving and Drug driving. This is an ongoing issue for Dereham.

Mr Richmond also advised on investigation of the 5 Year Land Supply that this changes every week and the planning committee still have not offered any numbers. Mr Atterwill responded that Breckland's figures were challenged by the Housing Minister during a recent meeting in Westminster and it is clear there will be another call for sites for the Local Plan this year.

It was also raised by Mr Richmond that the next Town and Parish Forum was to be held on the 21st January at 5.45pm.

Mr Richmond closed by asking the Parish Chairman and Parish Clerk if they were aware of a new grant system in place to combat loneliness and isolation, Mr Atterwill advised that the Clerk had seen this information and raised it to him, this will be investigated in more detail for Swanton Morley.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Apologies were received from Mr K Tidman.

2. To Receive Declarations of Interest

Mr Keen declared a personal interest in item 6Ai – 3PL/2018/1517/F – Freshfields, Harkers Lane, Conversion of agricultural building to a dwelling (resubmission).

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

3. Minutes from the Parish Council Meeting of 10th December 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 Westbury and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

4. Matters Arising from Minutes of 10th December 2018 (For Exchange of Information Only)

None raised.

5. Finance

a) Accounts to approve for payment:

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

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
F. LeBon/K.Pickard/HMRC/Norfolk Pension Fund	Staff Remuneration Packages (November)	Direct to Bank	£3301.03	-
S2 Computers	Microsoft Office 365 Business and Business Premium	Cheque	£33.84	£5.64
Cozens UK Ltd	Street Lighting 6 Yearly Test and Clean	Cheque	£2376.00	£396
Eastern Office Equipment	Mardler Print	Cheque	£60.00	£0.00
E-On	Street Light Electricity	Direct to Bank	£69.70	£3.32
Nicholas Hancox Solicitors	Acquisition of Rectory Road Public Open Space from Hopkins Homes	Cheque	£1110.00	£180
Norfolk Playing Fields Association	Renewal of Membership	Cheque	£25.00	£0.00
	TOTAL		£6975.57	£584.96

There was an additional Payment request from Swanton Morley Village Hall for £947.71 For the Staff Wage for the Clerk, this was unable to be paid from the Parish Council Account due to lack of Signatories, Mr Atterwill proposed this be accepted seconded by Mr Rodrigues and carried.

This brings the total amount of Accounts to Approve to £7923.28

b) Income to be Reported

The following income was reported as being received:

Income Received From	Details	Amount
Norfolk County Council	Refund on Parish Partnership	£850.00
	TOTAL	£850.00

c) To Receive an Update to Changes to Bank Signatories

Mr Atterwill advised that this is an ongoing issue, and Barclays has proved difficult to change the mandate forms. Mr Tidman has contacted Mr Atterwill and highlighted that he is unable to use the online banking facility. It was agreed that Mr Tidman is to be removed as Signatory and Mrs O’Dowd to be added along with the Clerk. The paperwork from Barclays Mandate Team needs to be signed off by Mr Atterwill and Mr Tidman and then posted back to the Mandate Team for them to action the request. A further update will be provided at the next Parish Meeting.

d) To consider changes to Financial Regulations

It was agreed that the replacement temporary Administrator will not require any bank authorisation so there is no need for any changes to the Financial Regulations. This will remain the same and will be advised if there are any change to the circumstances.

Mr Keen left the Room.

6.Land and Planning

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

i) 3PL/2018/1517/F – Freshfields, Harkers Lane – Conversion of agricultural building to a dwelling (resubmission)

Mr Atterwill advised that Mr Keen had been told by the Planning Department to withdraw the application and resubmit with a fee of £250. This application remains the same as the previous application therefore Mr Atterwill suggested that the Parish Council keep the same comments as previously submitted with no objections. Mr Westbury said that he was not in agreement as he felt that the issue of access to the site has still not been resolved to his satisfaction. Mr Atterwill suggested that as the parish council had already discussed and agreed its position at the last meeting it could not really change it now. Mr Atterwill proposed that there should be no objections to the application, seconded by Mr Rodrigues and carried. Mr Westbury requested that his objection be noted.

ii) 3PL/2018/1573/F – Merryfield, 39 Greengate – Erection of 2no. dwellings (resubmission)

The previous application had been refused, this has now been re-submitted with amendments to the access instead of Merryfield this has now been proposed to go directly onto Greengate.

Mr Curran proposed an objection of this application re-submitting the same response as prior highlighting 4 bedroom dwellings are not required. This was seconded by Mrs O’Dowd and carried.

iii) To Consider Acceptance of Ownership of Green Open Space should the Planning Application 3PL/2018/1246/F be approved (85 Dwellings for Hopkins Homes) A decision should be made by 18/02/2019.

Mr Atterwill suggested acceptance of this subject to suitable conditions and a Section 106 Legal Agreement in addition to suitable funds.

Mr Keen proposed this seconded by Mr Westbury and carried.

iv) To Consider Projects for Off Site Sports Provision Should Monies Become Available.

Mr Atterwill requested Volunteer Councillors to help with this project, to look around the Village and Consider projects that could be put in place. With a view to possibly purchasing more land. Funding for such facilities would partially come from Developer contributions. It was discussed that there is potential for an ‘all weather’ sports pitch to include floodlights. Mrs O’Dowd suggested a combination sports pitch and tennis courts and Mr Marsham suggested it runs on the land adjacent to Swanton Morley Village Hall as the building is the ‘Hub’ of the Community.

Mr Keen has volunteered to start looking into this and the Clerk will look at previous supplier lists for equipment.

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

Mr Atterwill reported the following;

3PL/2018/0968/0 – 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)

This has been refused

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 – a decision should have been made by 26/10/18 – conditions have still not been discharged.

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

No further information – no decision made – This application should have been decided by 08/12/18 Mr Richmond to follow up.

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

This matter was discussed under the District Councillors report, it was reported that the Local Plan is due out for its 6 week consultation very soon, Parish Council should receive an email of confirmation for this.

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

Mr Atterwill confirmed that the s106 funds should be transferred by the 17th January 2019.

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

Mr Atterwill reported that Breckland District Council's planning policy team have completed the Habitats Regulation Assessment and there is a slight amendment with flood risk being added.

This is now reflected in the new version 3.1 Breckland Council have requested this is not distributed at this time. The Public Consultation has been put back a week to 17th January 2019 and then the link will be published. The consultation will last for 6 weeks

Breckland Council will produce the document to highlight the changes as agreed, and this is what will be consulted on again instead of the whole document. A new Examiner has been appointed following the 6 Week Consultation period, and once the examination is complete there should be a Full document to be published. The resulting Referendum will most likely take place at the same time as the Local Elections in May.

Mr Richmond, Mr Duffield and all members of the public left the room.

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

a) Churchyard at All Saints' Church

Report has been sent to councillors, nothing additional to add.

b) Swanton Morley Cemetery

Report sent to councillors

Mr Atterwill also reported that an issue had arisen regarding a reserved plot, over the years the two plots either side had been excavated in such a way that the plot in question could not have been excavated safely or respectfully. Mr Atterwill advised that the issue had been resolved by offering an alternative plot.

c) Swanton Morley Allotments

Mr Atterwill reported that there had been an issue with the standing order bank instructions for the tenancy agreements, and some of the tenants had paid twice due to them not cancelling the original standing order with their bank when setting up the new payment. Mr Turner is in communication with the Clerk to cross reference the plots and payments and it was agreed that any refunds due to the allotment holders would be by cheque rather than obtaining and storing individuals private bank details. Mr Atterwill advised that like December he has not inspected the allotments as agreed with Mr

Turner. It is felt that SMART have a number of repair jobs to catch up on before the inspections recommence when the growing season start in earnest in March

Mr Marsham then provided an update regarding the Parish Council's Water supply to the allotments being used by the occupier of the neighbouring field, he has been in touch with him and advised that the bill he produced should have been addressed to Swanton Morley Parish Council. The Clerk advised that she has spoken to the water company and was unable to rectify this as the bill is in a different name, so the Clerk contacted the occupier directly to request that he calls the water supplier and has the bill changed back into the name of Swanton Morley Parish Council, the Clerk is now awaiting confirmation that this has been completed.

d) Swanton Morley Playing Fields and Village Green

Reports have been sent to councillors.

Mr Keen advised that there was an issue with a 'rotting' picnic bench on the Village Green, upon inspection this has worsened over time and the Clerk obtained two quotations for a replacement bench, it was proposed that we go ahead with the replacement bench in brown for £333.71 by Mr Keen and seconded by Mrs O'Dowd and carried. The Clerk is to place the order.

Mr Atterwill also discussed the Notice Boards around the community looking 'tired', he advised that the Clerk has spoken to the Caretaker and requested he clean and oil the locks on all of them in order for the Clerk to update them with current and relevant information.

e) Swanton Morley Common Lands

i) Mr Banham has provided the quotation for the plastic decking on Burgh Common ready to install a picnic bench, this came in at £1421. This is slightly more expensive than the previous quotation for a concrete base provided by Mr Banham. Mr Westbury proposed we accept this new quotation for the work to be completed seconded by Mr Rodrigues.

f) Street Lights

Mr Atterwill gave an update following the 6 Year testing of the streetlights, this was failed by Cozens due to apparent new UK Power Networks Laws involving G39 Regulations.

Each streetlight needs its own Double Pole Isolator along with its own designated switch fuse carrier.

Cozens stated they are no longer allowed to use the DNO UK Power Networks fuse as a point of isolation & Fuse protection.

Mr Atterwill confirmed he had tried on a number of occasions to contact Mr Cozens regarding this and to request a copy of a blank certificate and evidence that the isolator issue really warrants a failure of each column. There has so far been no response from Mr Cozens, Mr Atterwill stated an electrically safe streetlight can not be failed, it should be reported as a Code 3 'Improvement recommended'. Mr Atterwill has also contacted another contractor to obtain a second quotation for the work to be carried out. It was agreed that the payment for Cozens be raised however it will be withheld until receipt of the certificates requested by Mr Atterwill.

8. Highways

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

The following highway matters were reported.

- There is a pothole on Primrose Square to be reported.
- The verges between the footpath and field along the section of footpath on Rectory Road (between Thompson Close and Hoe Road East) need cutting back.
- Mr Atterwill also requested that Mr Rodrigues report any drainage issues on the bend of Gooseberry Hill, Mr Rodrigues agreed.

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

Mr Atterwill and the Clerk advised on a temporary basis that Mr Brooks is very kindly covering the bookings sent via email from the Clerk. It was advised this has been an effective system and Mr Atterwill extended his thanks and gratitude to Mr Brooks.

10. 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 21st January and it was raised that the Festival Committee would benefit from more volunteers.

Mr Atterwill has sent Mrs O'Dowd information to assist with the production of sponsorship packages.

11. Correspondence (For Exchange of Information Only)

The Clerk reported that she had been advised of a number of courses to assist with her training, the three courses are a total of £157.60 Mr Atterwill proposed that the courses be booked seconded by Mr Keen and carried.

Mr Atterwill also reported that he had received an email to discuss the opportunity of 'Twinning' with communities in America that have links to Abraham Lincoln. It was agreed that this is a good opportunity for the community and would be an excellent opportunity for the local businesses if American visitors come to Swanton Morley. It was agreed that Mr Atterwill would make contact to extend an interest in this. It was also suggested that he highlight Swanton Morley Festival.

Mr Atterwill also reported that he had received communication from the Bell Ringers and they have confirmed that the fund now stands at £15,000. It was suggested there could be an update about this in the next Mardler and progress of this project linked to the Facebook sites to boost fundraising. The Bell Ringers have stated that they would like the new Bells installed by Remembrance in November 2019.

The Meeting Was Suspended for Further Comment from the Public

No Public comment.

The Meeting Went Back Into Session

12. Any item to be reported for the next agenda

To receive an update on the Banking Mandates.

To receive an update on the forthcoming Parish Council Elections and encouraging people to stand.

To discuss the possible re-design of the Mardler for the March edition.

To receive an update from the Clerk on the update of the website, to include photos and short biographies from each Councillor. This could also include an 'ask your councillor' section.

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

This was agreed.

It was agreed to extend the meeting beyond 9.45pm

14. To Receive Proposal to Close the Meeting to the Press and Public for Item 15 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 15 should be closed to the press and public for the reason that the content of the discussion relates to staff employment. Seconded by Mr Westbury and carried.

The Clerk left the room.

15. To Receive an Update Report on Staff Recruitment and Agree any Actions Necessary.

Mr Atterwill advised that following discussion with the staffing group, Kelly Pickard was offered the temporary position of Acting Clerk on 19th December with pay increased commensurate with the council's previously agreed substantive benchmark pay rates. It is proposed that this arrangement will be in place until the end of March. Mr Atterwill opined that Mrs Pickard had settled into the role extremely well and was doing a good job. Norfolk Parish Training & Support had been asked to attend

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the parish office on 10th January to support Mrs Pickard. Mrs Pickard found this to be a very useful exercise and NPT&S continue to provide telephone and email support.

Mr Atterwill advised that an advert had been posted on social media for an Administration Assistant based on the hours and pay previously agreed for the post by the council. This post will initially be temporary until the end of March. A good response has been received so far and interviews will be held later in the month.

The meeting closed at 10.00pm

_____ (Chairman) _____ Date