

SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 10th June 2019. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. Westbury, Mr G. Curran, and Mr J. Rodrigues. Also in attendance were Mrs K Pickard (Clerk) R Duffield (District Councillor) and fourteen members of the public.

Matters Raised Under Time Allocated to the Public.

Members of the public requested an update following a site visit from the Clerk and Administrator to Davidson Park. It was discussed that a proposal had been put together in the Parish Office to incorporate the opinion of the residents but also to take into consideration the duty we have to the whole village. The proposal includes planting areas and seating. It was agreed that the Councillors would undertake a separate site visit to consider the proposal and decide on a way forward. The public also voiced concern about a planning application for 34 bungalows at Lincoln House. This application has not been very well received by the residents in the Village because of concerns over access and infrastructure. The Councillors took these comments on board in order to put a suitable response together.

District Councillor Reports

Mr Duffield took the floor and updated the Council that the original proposals for 34 assisted bungalows was sent to the Case Officer who wasn't happy with the design and that this has been amended to reflect the input from the Case Officer resulting in the application submitted. Norfolk County Council Highways are going to be considering this but if there are any further queries Mr Duffield has urged people to email the planning department with them. Mr Westbury then added that the Village will not benefit from the development unless there is a contribution made by the applicant. The issues were then raised about the Community Car Scheme being temporarily suspended and the possibility of the bus routes being reduced, as these factors would impact on more elderly residents moving to the village.

Mr Atterwill then took the floor and advised that he has spent some shadowing the call centre and housing department in Breckland Council. He made particular mention of the housing department being under considerable pressure as there are not enough affordable and transitional homes available. According to statistics, in order to just stand still, Breckland Council need to have 400 affordable homes per year built and available. The figure achieved last year was 168.

Mr Atterwill has raised the question with the Planning Department at Breckland Council about how they reach decisions on what is sustainable/not sustainable. Mr Atterwill stated that he will continue to ask questions and feedback any responses.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Apologies were received Mr J Keen

2. To Receive Declarations of Interest

Mr Atterwill declared an interest in item 9a

Mrs O'Dowd declared an interest in item 7g

Mr Westbury declared an interest in item 10c

3. Minutes from the Parish Council Meeting of 13th May 2019 to be accepted, initialled and signed.

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

4. Matters Arising from Minutes of 13th May 2018 (For Exchange of Information Only)

None raised.

5. Minutes from the Parish Council Meeting of 22nd May 2019 to be Accepted, Initialled and Signed.

Mr Westbury 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.

6. Matters Arising from Minutes of 22nd May 2018 (For Exchange of Information Only)

None raised.

7. Finance

a) Accounts to Approve for Payment:

The Clerk advised there has been one additional invoice received from Mr Marsham for £30 for ploughing the allotments.

The following invoices had also been received for payment. Mr Westbury proposed that the following be authorised, seconded by Mrs O'Dowd 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	£4140.88	-
CGM	Grounds Maintenance	BACS	£834.97	139.17
Glasdon UK	Dog Bin	BACS	£224.08	37.35
Viking	Laminator	BACS	£53.49	
NPT&S	Data Protection Course	BACS	£28.00	
Bernie Marsham	Ploughing all Allotments	Cheque	£30.00	
	TOTAL		£5311.42	£176.52

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Klassen	Stall Holder for Fete Day	£10.00
Woodhams	Allotment Payment	£75.47
Thompson	Allotment Payment	£58.00
	Total	£143.47

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

It was agreed that the Finance & Governance Working Group would meet at 7.15pm at Swanton Morley Village Hall on Wednesday 26th June 2019.

d) To Consider the Adoption of an up to Date Pension Policy

The Clerk had previously distributed a draft document to Councillors for consideration. Mr Curran made the suggestion that we amend this document to include a review date.

The Clerk will amend this document for adoption at the July meeting.

e) To Consider a Donation Towards a Memorial for the Soldiers from the Royal Norfolk Regiment who were Massacred at Le Paradis, France 1940.

Mr Atterwill gave a background report on the battle where 97 of the surrendering soldiers were massacred with just two survivors.

A number of Parishioners had served with The Royal Norfolk Regiment in the world wars and Mr Atterwill proposed that we donate a figure of £99, this would represent £1 for each soldier who

surrendered that day. Seconded by Mr Curran and carried. The Clerk is to confirm that this is a Section 137 Payment.

f) To Agree a Donation for the Dereham Town Band for the 2018 Performance for Carols on the Village Green

Mr Atterwill proposed that the Parish Council should make a donation of £50 to the Brass Band for their Christmas performance at Carols on the Green. Seconded by Mr Westbury and carried.

g) To Consider Booking a CILCA Course for the Parish Clerk

Mr Atterwill proposed that a CILCA course should now be booked for the Parish Clerk to begin in the Autumn with Norfolk Parish Training & Support at a cost of £224. Seconded by Mr Westbury and carried.

8. Annual Accounts

a. To Agree Annual Statement of Governance

Mr Atterwill read aloud each of the annual governance statements to which all councillors positively responded. Mr Westbury proposed that the annual governance statement be agreed seconded by Mr Rodrigues and carried. Mr Atterwill and the Clerk signed the document in the meeting.

b. To Agree the 2018/2019 Parish Council Accounts

Mr Rodrigues proposed that the 2018/2019 accounts be accepted seconded by Mr Curran and carried. Mr Atterwill and the Clerk signed the document in the meeting.

9. Land and Planning

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

3PL/2019/0549/F – Hopkins Homes – Erection of 85 Dwellings with Associated Open Space

Mr Atterwill put the plans up on the projector for the councillors to consider. The discussion had included issues such as infrastructure and connectivity, highways, trees, capacity of Swanton Morley Surgery and Swanton Morley School.

Mr Atterwill will contact the Surgery to see if they could cope with the additional residents.

Mr Westbury made a suggestion that a path be installed that would be utilised as more of a bridleway than simply a footpath to suit the needs of children walking, cyclists and dog walkers.

Mr Atterwill had previously sent a draft response to Councillors for discussion and consideration. This states that the Parish Council is generally in support of the application however the above issues should be addressed and it also reserves the right for the Parish Council to comment further when the applicant provides their detailed drainage scheme for the development.

Mr Westbury proposed this response be sent to the Planning department seconded by Mrs O'Dowd and carried.

3PL/2018/1573/F – Merryfield, Greengate – Erection of two detached dwellings (resubmission)

Mr Atterwill showed the plans for this on the projector for Councillors to consider. This application is for two four-bedroom dwellings. This application has received objections by the local residents with regards to access.

It was agreed that the Parish Council object to this application on the grounds of overdevelopment of a garden plot in light of the size of the properties. It is not felt that there is a need for four-bedroom dwellings in the Village however the Parish Council would be receptive to smaller dwellings.

Mr Westbury proposed that this response be submitted seconded by Mr Rodrigues and carried.

3PL/2019/0513/F – Land Adjacent to Lincoln House – Erection of 34 assisted living bungalows and community hall.

Mr Atterwill put the plans on the projector screen.

It was discussed that this planning application has many flaws including the entrance to the development in close proximity to the road bends, no additional infrastructure has been planned or suggested such as bus stops. The loss of the existing permissive footpath was discussed and concern was raised about the extent and accessibility of the proposed path around the site.

Mr Atterwill advised that a previous application for this site was refused on the grounds of landscape sensitivity.

Mr Westbury proposed that the refusal be sent to Breckland Council seconded by Mr Rodrigues and carried.

3PL/2019/0523/HOU – 6 Mason Road – Proposed two storey side extension

It was discussed that this planning application is in close proximity to a local resident.

The comments received from the resident were read aloud in the meeting to highlight that this would be built on the boundary of their property.

Mr Rodrigues proposed that we respond with a no objections response however to note and take into consideration the comments of the residents, seconded by Mr Curran and carried.

3PL/2019/0557/HOU – Papermakers Arms – Erection of timber framed carport as extension to existing outbuilding

It was discussed that this application is an extension of an existing outbuilding and has no visibility issues. Mr Rodrigues proposed this application is responded to with no objections seconded by Mr Westbury and carried.

3PL/2019/0520/F - The Plastic Works Hoe Road East - Use of land for the siting of 24 storage containers (6.1m x 2.44 m) for self-storage purposes

There were some questions raised regarding whether these are associated with a sole business or whether they would be for personal usage? It was also questioned whether they might provide employment opportunities? And whether there would be restrictions on the hours that they could be accessed? As well as what increase of traffic there would be?

It was felt that this application has not provided enough information to enable a full discussion.

Mr Westbury proposed that the application be refused on the grounds that there hasn't been enough information provided seconded by Mr Curran and carried.

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

3PL/2017/1548/O - Land adjacent to Crispins, Gooseberry Hill

Mr Atterwill has requested an update on this planning application. It appears they are still in negotiation with a District Valuer. This application is making progress however it is unsure what the recommendation will be.

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

The Local Plan has gone back out for public consultation on the modifications. This is another six week process. Following this, the Examiner will produce a report and which will hopefully be taken to Cabinet in September to be signed off. Mr Atterwill is aware there could be a second call for sites for development in the near future

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

Mr Atterwill gave an update on the Neighbourhood Plan.

Mr Atterwill had previously sent correspondence to Councillors with his response covering a query regarding affordable housing. It has been requested that Breckland Council bring the SMNP Policy back in line with the Council's amended housing allocations policy. An amended version of Policy 4 was also forwarded to the Examiner that had been suggested by the Neighbourhood Plan Steering Group.

Mr Duffield and four members of the public left the room.

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

a) Churchyard at All Saints' Church

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

b) Swanton Morley Cemetery

Mr Curran 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:

- The wire fences at the eastern and western sides are broken and require replacement to make good. 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.

- Additional beech hedging is also appropriate in the eastern area.
- There is a gap in the perimeter at the south western corner. This would be resolved by item 1.
- Bramble to be removed from the southern beech hedge when conditions improve.
- Some weeds are growing in the memorial garden.

c) Swanton Morley Allotments

Mr Atterwill reported that the allotment site has seen some improvement however there are still certain plots that do require some attention. It was agreed that the Parish Office would draft communication with the tenants to liaise with Mr Turner to put this right. It was also agreed that a working party would be on site on Sunday 23rd June.

d) Swanton Morley Playing Fields and Village Green

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

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 has been in contact with Mr Cozens regarding the quotation to install 54 x new column numbers that were missing. This work will be completed by 20th June.

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 application was now in progress and we should have an installation date by the July meeting.

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

The Councillors agreed a site visit will take place on Wednesday 26th June at 6.30pm to consider the proposal.

11. Highways

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

The Clerk has received reports of the following faults:

The hedge line on Woodgate Park is over hanging on the corner of Norwich Road.

A manhole cover on Davidson Park is making a noise when vehicles drive over it.

Hoe Road East is becoming extremely overgrown.

Rectory Road at the end of Thompson Close down to the church is overgrown.

The grass bank at Davidson Park is extremely overgrown and requires attention.

Work is required on the drainage at Town Street.

It was agreed that the Clerk would invite the Highways Engineer to the Village to drive around the certain areas that require attention.

The Clerk will also follow up on the additional kerbing as agreed with the Parish Partnership Scheme.

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

The Clerk confirmed that the licence for the flower boxes has now been received and Mr Marsham will be installing these in the preferred locations.

c) To Consider the Ongoing Problems of Antisocial Behaviour at the Waterfalls

It was discussed that the Parish Council had received complaints from residents near the Waterfalls regarding anti-social behaviour. There has been noise, cars going through onto the land and rubbish complaints. The Clerk is to draft a letter to Mr Carrick reiterating the complaints that have been received and remind him that he has a duty of care to the residents to do something to resolve this situation. Mr Marsham has suggested that a gate is fitted with a chain and welded hinges.

d) To Receive an Update on the Highway's Rangers Visit to Swanton Morley

The Clerk gave an update that a response was sent to the Highway Rangers however they have not been in contact or turned up since. The Clerk is to follow up on this.

12. To Receive an Update on the Community Car Scheme

Mr Atterwill and the Clerk reported the further decline in the service due to the last available driver needing time because of an injury. This leaves the scheme with no drivers and therefore no longer viable. It was agreed that the Parish Council should temporarily suspend the scheme until the Autumn in a bid to enlist more volunteer drivers and a volunteer coordinator, before considering starting it again. Mr Palmer and Mr Atterwill expressed their thanks to the staff and drivers for their help and support.

*It was Agreed to Extend the Meeting Beyond 9.45pm
Seven members of the Public left the room.*

13. To Receive Update on the Swanton Morley Festival

Mrs O'Dowd updated that the banners had now been received. One had been placed outside Mid-Norfolk Railway in Dereham and the other four would be placed around the village shortly.

The planters are now ready for installation to have the Village dressed for the Festival.

The brochure is a work in progress.

Mrs O'Dowd still requires more volunteers to assist on Fete day.

The Clerk is to chase the Wrestlers to confirm their timings for the Fete.

14. To Review and Agree June's Mardler

The Mardler had previously been sent to the Councillors for consideration.

Mrs O'Dowd proposed that this draft be published seconded by Mr Rodrigues and carried.

15. To Consider the Co-Option of Parish Councillors

It was agreed that the Co-Option of Councillors would be the first order of business at the Parish Council Meeting in July. The Clerk will send the Councillor packs to the two interested candidates for completion and their information. The Clerk will also send the details of the two candidates to the existing Councillors ahead of the July meeting.

Mr Westbury asked if the Parish Council has a co-option policy in place. The Clerk confirmed that there is not a policy in place for co-option. The Clerk will draft a policy to be adopted at the July Parish Council meeting.

16. Correspondence (For Exchange of Information Only)

None raised.

The Meeting Was Suspended for Further Comment from the Public

Mr Palmer requested that the Clerk write a letter of thanks to Mr Beale for the grass cutting at the Church.

The Meeting Went Back Into Session

17. Any Item to be Reported for the Next Agenda

Co-Option of Parish Councillors

To Adopt a Co-Option Policy

To receive an update on the stewardship for Mill Common

18. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 8th July at 7.30pm at Swanton Morley Village Hall.

This was agreed.

19. To Receive a Proposal to Close the Meeting to the Press and Public for Item 5 as Permitted under s2 of the Public Bodies (Admission to Meetings) Act 1960 as Publicity would be Prejudicial to the Public Interest

Mr Atterwill proposed the meeting be closed to the press and public seconded by Mr Rodrigues and carried.

20. To Receive an Update on the Purchase of Land for Amenity Use

Mr Atterwill confirmed that the funds were secure for the auction of the Amenity Land. The Clerk signed three cheques in the meeting for Mr Atterwill to take to the auction.

Mr Atterwill then requested that Councillors need to be mindful of employing a Solicitor to update all of the Land Registry into the correct name and address. All agreed.

The meeting closed at 10.30pm

_____ (Chairman) _____ Date