

SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 12th December 2011. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chairman), Mr B. Marsham, Mr A Sommerville CPM, Mr S Westbury, Mr J. Carrick, Mr A Fleming and Mr S. Atterwill. Also in attendance were Mrs F. LeBon (Clerk), Mr R. Richmond (Breckland District Council) and three members of the public. Mr B. Borrett (Norfolk County Council) attended for 20 minutes of the meeting.

Matters Raised Under Time Allocated to the Public

Mr Northall queried the payments for Community Car drivers for the amendments to insurance policies. The Clerk explained that unfortunately some insurance companies were charging an administration fee to just send out letters confirming that drivers were insured under the scheme. Mr Northall stressed that it was imperative that drivers were asking their insurance company for the correct thing as charges should not be levied.

Mr Borrett advised that the meeting called by Breckland District Council to discuss the policy on car parking had been cancelled to allow more time to consult with local businesses and residents. He also advised that the refurbished Dereham Memorial Hall had opened and that Breckland District Council had contributed £250,000 to this project. Finally, he reported that the new recycling centre in Dereham was opening in Friday 16th December. When questioned about the exit via Rash's Green onto Tavern Lane, he advised that there could be problems with this exit but the Highways feasibility studies into an alternative exit would further hold up the opening of this centre. Once the centre has opened then the exit can be looked into if problems occur.

The Meeting Went Into Session.

1. Apologies for Absence

None Received.

2. Declarations of Interest

Mr S. Atterwill advised he would abstain from item 4 due to none attendance at the meeting of 14th November 2011

Mr Westbury declared a prejudicial interest in item11 (allotments).

3. Community Car

a) To Agree the Position of Member for Community Car Liaison

Mr Westbury advised that he had spoken to Mrs Sadler about a Parish Council liaison and she had seen the advantages to such a role. Mr R. Atterwill proposed that Mr Westbury be the Parish Council liaison with the Community Car Scheme, seconded by Mr Sommerville and carried.

b) To Agree Policy on Expenses for Community Car Drivers Regarding Fees from Insurance Companies.

The Clerk explained that some insurance companies were charging volunteer drivers for a change on policy and/or an administration charge.

Mr Westbury emphasised that Community Car drivers should not be out of pocket, however took on board the comments made by Mr Northall during public participation. Mr Westbury proposed that the Parish Council should cover all expenses incurred by volunteer Community Car drivers when charges are made by insurance companies to allow them to drive for the scheme under the new governance arrangements. Seconded by Mr Marsham and carried. The Clerk is to speak to Laura Apps-Green from Breckland District Council to see if Breckland District Council can make a contribution to cover these charges.

4. Minutes from Meeting of 14th November to be accepted, initialled and signed.

Mr Westbury sought clarity from Mr Borrett regarding the accuracy of the draft minutes prior to obtaining any agreement on the minutes by the Parish Council, as the figures quoted by Mr Borrett at the last meeting on the Parish Council support for the King's Lynn incinerator [20% of Parish Councils being in favour and only 8% against] did not seem to reflect any of the figures subsequently researched. Mr Borrett advised that most Parish Council's did not respond to the consultation but would confirm the accurate figures to Mr Westbury the next day.

Mr Sommerville proposed that the minutes be accepted as a true and accurate record of the meeting, seconded by Mr Fleming and carried. The minutes were signed by Mr R. Atterwill.

Mr Borrett Left the Meeting.

5. Matters Arising from Minutes of 14th November 2011

The following items were raised:

1. Mr Sommerville advised that Mr Norman's complaint about his personal details being on the planning website was upheld and the information redacted. Mr Richmond advised that this has been raised to the Overview and Scrutiny Committee to be addressed.
2. Mr Sommerville reported that 40 signatures were collected for the Fare's Fair campaign from the village shop. These had been sent to Norfolk County Council.
3. Mr Sommerville advised that the officer dealing with the Village Hall grants is on long term sick leave. Laura Apps-Green will be dealing with any application now. Mr Sommerville placed on record his thanks to Mr Richmond for help with the Village Hall grants.
4. Mr Sommerville reported that the 'No Entry' signs painted on the road around the traffic island on Town Street were not adequate and could not be seen. This has been reported to Mr Fletcher of Norfolk County Council Highways.
5. The Clerk advised that no further request for the siting of recycling bins in the Middleton Avenue area have been sent to Breckland District Council as there has been no formal refusal of the request to site the bins near the garages, only an officer recommendation for refusal. The Clerk has chased Breckland District Council for a firm decision and Mr Richmond has been made aware of the matter.
6. The Clerk reported that Anglian Water has written to the Parish Council giving reassurances over the continuation of water supply to the village despite the two new boreholes.
7. The Clerk advised that there had been no correspondence received as a result of the consultation on 'e-planning'. Mr Richmond is to follow up.

6. Minutes from Parish Council Meeting of 6th December 2011 to be accepted, initialled and signed.

The Clerk reported a correction to the draft minutes to state that Mr Borrett had given his apologies for this meeting. Mr Marsham proposed that the minutes, as amended, be accepted as a true and accurate record of the meeting, seconded by Mr S. Atterwill and carried. The minutes were signed by Mr R. Atterwill.

7. Matters Arising from Minutes of 6th December 2011

None raised.

8. Finance

a) Accounts to approve for payment:

The Clerk advised an amendment to the amount payable to E-on that differed from the published amount.

Mr S. Atterwill proposed that the following should be authorised, seconded by Mr Carrick and carried.

| Payee | Detail | Cheque Number | Amount |
|-----------------------------|---|---------------|-----------------|
| Faye LeBon | Clerk's Salary | 101982 | £684.82 |
| Faye LeBon | Clerk's Expenses | 101982 | £62.85 |
| Norfolk Pensions | Local Government Pension Scheme | 101983 | £192.14 |
| HMRC | PAYE | 101984 | £46.45 |
| EON | Street lighting Electricity (November) | DD | £199.30 |
| Swanton Morley Village Hall | Room Hire (November) | 101985 | £36.40 |
| Eastern Office Equipment | Ink, Stationery | 101986 | £16.60 |
| Norse | Grass Cutting (September) | 101987 | £526.80 |
| TT Jones | Repair of Street Lights November | 101988 | £48.89 |
| Mr S Powley | Rabbit Control Churchyard (Aug/Sep/Oct) | 101989 | £75.00 |
| | TOTAL | | £1889.25 |

b) Community Car Accounts to approve for payment :

| Payee | Detail | Cheque Number | Amount |
|---------------|-----------------------|---------------|--------|
| Mrs J Andrews | Community Car Mileage | 101990 | £7.86 |
| Mr M Horstead | Community Car Mileage | 101991 | £5.20 |

| | | | |
|------------------------|--|--------------|----------------|
| Mrs M Newland | Community Car Mileage | 101992 | £241.90 |
| Mr G Northall | Community Car Mileage | 101993 | £26.36 |
| Mr N O'Brien | Community Car Mileage | 101994 | £25.94 |
| Mr D Sadler | Community Car Mileage | 101995 | £202.00 |
| Ms L Robinson | Policy Amendment Fees | 101996 | £33.26 |
| Norfolk County Council | CRB Admin fee (to be refunded by Breckland District Council) | 101997 | £25.00 |
| | | TOTAL | £567.52 |

Mr Carrick queried whether the amounts to be paid were only a percentage due to the drivers. The Clerk explained that the passengers had already paid a contribution to the drivers. The Parish Council was to pay the balance, with Breckland District Council paying 50% of this balance directly to the Parish Council.

Mr Carrick queried the validation procedure for claims. The Clerk explained that the co-ordinator checked all claims against the journeys booked. The Clerk and Breckland District Council will then check the claims before making any payment.

Mr Sommerville proposed that these payments be made, seconded by Mr Marsham and carried.

c) Income

The following income was reported:

| Received From | Detail | Amount |
|-----------------------------|-----------------------|----------------|
| Swanton Morley Village Hall | Loan Repayment | £106.74 |
| Barclays Bank | Quarterly Interest | £2.71 |
| Hood Vores and Allwood | Settlement of Account | £246.26 |
| TOTAL | | £355.71 |

The Clerk explained that the refund from Hood Vores and Allwood was a result of an overpayment made to them by the Parish Council for the fees for Mills and Reeve, less some outstanding fees for the registration of the land with Land Registry.

9. Swanton Morley Village Hall

Mr R. Atterwill advised that a matter had recently been raised about the ownership of some property held by the Village Hall. He proposed that this be discussed in camera at the end of the meeting, seconded by Mr Westbury and carried.

a) To Receive Report from Swanton Morley Village Hall Trust

The Clerk reported that a further wedding booking had been taken. Organisation was progressing well for the Christmas Carol performance and also the Christmas Charity Quiz. She also advised that the hall is working with Breckland District Council to host a five week hula hooping course as part of Breckland District Council's 'Sportivate' programme which targets 14 – 25 year olds.

b) To Consider Rectification of Boundary so as to Ensure that it is Suitable for National Archery Competitions

Mr R. Atterwill reported that it had been agreed at the Village Hall meeting to draft an agreement with Dereham Archers that would provide for a sliding scale of repayment for the installation of the support poles and bases for the safety nets should the club decide to leave the hall within a period of five years. Mr Carrick suggested that the work should commence in February/March.

Mr R. Atterwill reported problems with a person horse riding on the field, pictures of which had been taken by Dereham Archers as the rider had put both themselves and the horse in danger by riding past the archery shooting area. The Clerk is to forward the pictures to Councillors to see if the rider can be identified.

10. Land and Planning

a) To consider the following planning applications

i) 3PL/2011/1336/F – Swanton Morley Primary School, Manns Lane - Installation of three small scale wind turbine (14.97m to hub, 5.5m diameter blades)

Mr Westbury advised that, as there seems to be a growing number of applications for these turbines, the Parish Council needs to be more conscious of the visual impact of the turbines. The position of these turbines would be better on the other side of the school field. Mr Westbury proposed that there should be no objections in principal to this application, however consideration should be given to the positioning of them in that they would be less visually intrusive on the other side of the school field. Seconded by Mr Carrick and carried.

It was agreed that the following application should be considered:

ii) 3PL/2011/1361/F – Mr B Shutler, Hill Bungalow, Rectory Road - Installation of one small scale wind turbine (14.97m to hub, 5.5m diameter blades)

Mr Fleming proposed that there should be no objections to this application, seconded by Mr Sommerville and carried.

b) To receive report of planning decisions by Breckland District Council

The Clerk reported that there had been no planning decisions by Breckland District Council this month. Mr R. Atterwill asked Mr Richmond as to the progress of the 20 dwelling application on Greengate and when the application would be being referred back to the planning committee for consideration. Mr Richmond responded that he had spoken to Mr Christopher Barnes in the planning department and to his knowledge this was not going back to the planning committee on 19th December as the Flood Risk Assessment was still being analysed by Breckland District Council.

c) To Receive Report on Breckland District Council's decision to sell land at Middleton Avenue and Agree any Actions Necessary

The Clerk advised that no correspondence had been received from Breckland District Council on the updated valuation of this land. It was agreed to remove this from the agenda until further information is received from Breckland District Council.

d) To receive report on registration of land at Town Street and agree any actions necessary

If he is able, Mr Westbury is to review the historic Parish Council minutes to find further evidence of the ownership of this land in the New Year.

e) To Receive Report on Allocation of s106 Monies

Mr Sommerville reported that information had been received from Breckland District Council on the current s106 monies allocated to the Swanton Morley cluster. It was noted that the s106 fees had not been received on the Mill Bakery Development. S106 monies allocated to the parish groupings are split between outdoor sports and children's play. Mr Westbury queried whether this money could be used to fund the archery netting framework. Mr Sommerville advised that it could not because this would be used for a private club, s106 monies must be spent on items that can be publically accessed.

It was also noted that for sites where there are more than 20 dwellings, the money goes straight to Norfolk County Council for contributions towards education, libraries and highway works with Breckland District Council never having sight of the monies.

Mr Sommerville strongly suggested claiming the monies before April as there is likely to be a change in administration of the monies at Breckland District Council from Capita to the Communities team.

Mr Westbury Left the Room

11. Allotments

a) To Agree Tenancy Agreement for Allotment Tenants

Mr R. Atterwill read through all the proposed amendments. It was also agreed that a clause would need to be added to deal with the death or retirement of an allotment holder. It was agreed that upon the death or retirement of an allotment holder, first refusal would be given to a member of that person's immediate family.

b) To Agree Actions to Progress Allotment set up

Mr Marsham is to mark out all the plots, placing a marker at every ten metres so as to ensure that there will be a marker for each plot. There is to be a meeting of SMART on 14th December at 7pm.

c) To Receive Prices for Fencing Allotments and Appoint Contractor

Mr R. Atterwill reported that four tenders had been received and these were opened earlier by himself and the Clerk. He read out all the submitted prices.

Upon learning which contractors had submitted prices, Mr Sommerville declared a personal interest in this item due to one of the contractors being an associate of his.

Mr Carrick offered to dig the trench for the fencing free of charge so as to keep the cost of the project down.

Mr Fleming proposed that the contract should be awarded to Norfolk Stock Fencing (excluding trench work), seconded by Mr Marsham and carried (Mr Sommerville abstained from voting).

There were no objections to Mr Carrick's offer to investigate a scheme for a borehole for the site as long as there was no cost attached to the Parish Council.

Mr Westbury Re-Entered the Room

12. Street Lighting

a) To receive fault reports / matters for attention

Mr R. Atterwill reported a fault with the street light on the junction between Greengate and Woodgate Lane. This has been reported to the contractor.

13. Highways

a) To receive reports of highways faults / matters for attention

Mr R. Atterwill reported that the Primrose Square street sign had been vandalised. The Clerk is to report this to the police and to Breckland District Council for replacement.

Mr Carrick reported that there are traffic lights just outside of the village on the Bawdeswell Road. This is a result of a wall being struck by a vehicle. Norfolk County Council has provided these traffic lights but will take enforcement action against the owner if the matter is not resolved soon.

14. Churchyard & Burial Ground

a) To Receive Report on Repair of Church Wall and Agree Repair Plan

Mr Sommerville reported that there had been no sub committee meeting as these are to be held quarterly. Further to the agreement at the budget meeting held on 6th December, he and Mr R. Atterwill are to meet with the church architect, Mr R. Waite, to establish exactly what is required to get the urgent repairs done on the church wall.

Mr Carrick confirmed his agreement to allow any equipment required to facilitate the repair of the wall to be placed on his land.

15. Youth and Playing Fields

a) To Consider any Maintenance Issues on Gooseberry Hill, the Village Green and the Youth Area

Mr S. Atterwill reported that there are a lot of molehills on Gooseberry Hill. The Clerk is to arrange for the pest control contractor to address the moles in this area, and also in the burial ground where they are becoming problematic. He also reported that the concrete surface on the basketball court appears to have suffered some damage caused by youths dropping a concrete kerbstone onto it. Mr Marsham is to investigate further.

b) To Consider Diamond Jubilee Status of the village's playing fields

The Clerk reported that she is in possession of the Parish Council's application for Gooseberry Hill. This is to be completed and then sent off.

c) To receive progress report on the landscaping of the old village hall car park

Mr Marsham reported that the grass seeding had been completed. The post and rail fencing is to be installed by the end of February, weather permitting.

16. Commons, Open Spaces & Environmental

a) To receive an update report on the progress of the Working Group

Mr Marsham reported that the sluice has been manufactured and it just needs to be installed on Mill Common. He also sought permission to go ahead with a scrape on the land, which would attract wild birds to the area. This would not jeopardise the Parish Council's stewardship agreement. It would be his intention to erect a bird hide on his land, adjacent to Mill Common, so people can better view the wildlife on the common. The Parish Council were in agreement to this proposal.

b) To receive report on Parish Council's SPS Scheme Claim and consider purchase of entitlements

The Clerk read a letter from the RPA which advised that they had not processed the Parish Council's claim to date and had no timescale to when this was going to be processed.

17. Correspondence

The Parish Council discussed a request for a skateboarding facility in the village. It was agreed that the enquirer should do some sort of feasibility study, to include a specification and how many people would benefit from the facility. The Parish Council will then consider this further.

Mr S. Atterwill advised that he had been approached by some young people to increase the facilities on Gooseberry Hill. These young people are doing a similar feasibility study.

The Meeting Was Suspended

County and District Councillor's Report

Other than the information given by Mr Borrett at the Open Session of the meeting and at Para 4, there was no further report as Mr Borrett had left the meeting.

Mr Richmond reported that Swanton Morley had been taken off the high priority list at the recent CAG meeting. He wished everyone a happy Christmas and New Year.

Further Time Allocated to the Public

Mr Moulton advised that there had been diggers at work on the wall at Bylaugh today. He also requested that Mr Carrick trim back the hedges on his land. Mr Carrick advised that this was the responsibility of his tenant but he would address the matter.

Mr Palmer advised that a long term resident, who wished to remain anonymous, had asked why the Parish Council had elected to grass seed the area of the old village hall car park, despite the fact that this area was originally a sand pit. Mr Carrick replied that the sand pit area was where the swings now stand. Mr R. Atterwill stressed the need to deter cars to park cars on this area as it is village green.

Mr Palmer asked why double yellow lines could not be painted outside the shop to prevent dangerous parking. Mr R. Atterwill responded that enquiries had previously been made about this and the Highways department at Norfolk County Council had responded by saying that they do not like painting double yellow lines in rural locations.

Mr Palmer requested that the Parish Council be consistent in their responses to planning applications for wind turbines, opining that a second turbine on Rectory Road would have a visual impact on as many people as the proposed turbines at Swanton Morley School. He also was concerned that neither he nor Mr Moulton had received a neighbour consultation letter from Breckland District Council about the application, despite these being the nearest neighbouring properties.

The Meeting Resumed

18. Any item to be reported for the next agenda

Water Scheme for allotments
Applications for s106 money
Future of the Standards Committee

19. To confirm the date & time of next meeting to be held on Monday 9th January 2012 at 7.30pm at the Village Hall.

Carried.

It was agreed that the following, deferred from item 7, should be discussed in camera, therefore the press and public were excluded due to the confidential nature of the subject to be discussed.

7c. To Receive Report of Property held by Swanton Morley Village Hall in Disputed Ownership

Mr R. Atterwill reported to the Parish Council, in their position as sole trustee of Swanton Morley Village Hall Trust, that a member of the public was claiming ownership of several items of property in the hall's possession. Most of the claims had no substance to them and the matter was being addressed.

The Meeting was reopened to the Press and Public

The meeting closed at 9.45pm

_____ (Chairman) _____ Date