

SWANTON MORLEY PARISH COUNCIL

The Annual Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 10th May 2010. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill, Mr B. Marsham, Mr S. Westbury, Mr G. Northall, Mrs M Thomas and five members of the public. Also in attendance Mrs F. LeBon (clerk)

Matters Raised Under Time Allocated to the Public

Further to recent reports of a Swanton Morley youth carrying a knife, and concern amongst some councillors as to whether the proposed BMX track should go ahead, Mrs Vyse asked whether the Parish Council was in a position to put more pressure on the police to allocate resources to the village to address the anti-social behaviour problem. Under advice from Mrs. Vyse it was agreed that Community Action Group and Local Action Group meetings should be attended, and the clerk should write a strong letter to Inspector Wheatley advising him of the problems in Swanton Morley and what the village expects from the police to rectify them.

Mr Ellis asked whether there is any reconciliation between the amount Breckland District Council pay Swanton Morley Parish Council in precept and how much Breckland District Council collects from parishioners. Mr Atterwill advised that this is not a reconciliation done by the Parish Council.

The Meeting Went Into Session.

1. To Elect Parish Council Chairman for the Forthcoming Year

Mr Atterwill advised that he was willing to stand for a further year. Mr Marsham proposed that Mr Atterwill should be elected as chairman for the forthcoming year, seconded by Mr Westbury. Carried. Mr Atterwill signed his declaration of acceptance of office.

2. Apologies for Absence

Apologies were received from Mr Fleming and Mrs Millbank. Mr Borrett had advised that he would be late for the meeting.

3. To Consider the Co-option of a New Councillor to Fill the Vacant Position on the Parish Council

Mr Atterwill read out the two written applications received from parishioners regarding the vacant position on the council. After careful consideration, Mr Marsham proposed that Mr Sommerville C.P.M. be co-opted as a member of Swanton Morley Parish Council, seconded by Mr Westbury. Carried. Mr Sommerville signed his declaration of acceptance of office and took his place as a member of the Parish Council.

4. Declarations of Interest

Mr Atterwill declared a personal and prejudicial interest in item 11b (invoices for payment for delivery of Mardlers and Annual Parish Meeting material) as the recipient is his son.

5. Election of Vice Chairman

Mr Atterwill proposed that Mr Westbury should be elected as vice chairman, seconded by Mr Marsham. Mr Westbury confirmed he was willing to stand. The motion was carried.

6. Appointment of Officers as Council representatives and Councillors with special responsibilities:

a) Members to represent the Council on the Village Hall Management Committee (3 no.)

Mr Atterwill proposed that he, Mr Westbury and Mr Marsham should form part of the future Village Hall Management Committee, seconded by Mrs Thomas and carried.

b) Member to represent the Council on Barrett's Charity Committee

Mr Atterwill proposed that Mr Marsham should be the Parish Council representative on Barrett's Charity, seconded by Mrs Thomas. Carried.

c) Members for Churchyard & Burial Ground Sub-Committee

Mr Atterwill proposed that Mrs Thomas, Mr Marsham and Mr Sommerville should stand on this sub committee. Seconded by Mr Westbury and carried.

d) Members for Playing Fields Sub-Committee

Mrs Thomas proposed that Mr Atterwill, Mr Sommerville and Mr Marsham should stand on this sub committee. Seconded by Mr Westbury and carried.

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

Mr Atterwill proposed that Mr Northall and Mr Marsham form this working group, seconded by Mr Westbury and carried.

fi) Member to be responsible for Notice Boards

Mr Atterwill proposed Mrs Thomas be responsible for monitoring notice boards, seconded by Mr Northall. Carried.

fii) Member to be responsible for Public Footpaths

Mr Atterwill proposed Mr Westbury be responsible for monitoring footpaths, seconded by Mr Northall. Carried.

g) Appointment of Parish Tree Warden

Mr Atterwill proposed that Mr Westbury be the parish tree warden, seconded by Mrs Thomas. Carried.

h) Appointment of Parish Council representative on the Patients' Participation Group

The clerk advised that Mr Fleming had expressed an interest in continuing on this group. Mr Atterwill proposed that Mr Fleming be the Parish Council's representative on the Patients' Participation group, seconded by Mr Westbury. Carried.

i) Appointment of Community Car Organiser and Deputy Organiser

Mr Atterwill proposed that Mrs Sadler continue her work as organiser of the community car scheme, and that Mrs Northall continue as deputy organiser. Seconded by Mr Westbury and carried.

7. Minutes from Parish Council Meeting of 12th April 2010 to be accepted, initialled and signed.

Mr Northall proposed that the minutes be accepted as a true and accurate record of the meeting, seconded by Mr Westbury. Carried. The minutes were signed as a true and accurate record by Mr Atterwill.

8. Matters Arising from Minutes of 12th April 2010

Mr Marsham advised that he had not yet had the chance to do any further landscaping work on the old village hall car park but hoped to commence work this month as the weather was improving.

9. To Receive Minutes from the Annual Parish Meeting on 26th April 2010 and Agree that they be put forward for agreement by the Public at the Annual Parish Meeting on 25th April 2011

Further to an amendment to the report given from Swanton Morley Surgery, it was agreed that these minutes should go forward to be agreed at the Annual Parish Meeting on 25th April 2011.

10. Village Hall

a) To Discuss and Accept Position of Sole Managing Trustee of Swanton Morley Village Hall (Further to Vote Held at Extraordinary general meeting of Swanton Morley Village Hall Trust on 26th April 2010)

Mr Atterwill explained that the vote at the Extraordinary General Meeting of Swanton Morley Village Hall Trust held on the 26th April 2010, was that the Parish Council should become sole managing trustee of Swanton Morley Village Hall. The motion was carried at the EGM by 49 votes to 13.

Mr Westbury proposed that the Parish Council should accept the position as sole managing trustee of Swanton Morley Village Hall, seconded by Mr Marsham and carried.

b) To Agree to invite Lucinda Leonard from NRCC to assist with change of Swanton Morley Village Hall Management Trust constitution

It was agreed to invite Lucinda Leonard from the Norfolk Rural Community Council to attend a meeting on 24th May at 7.30pm to assist the Parish Council with amending the constitution. Mr Northall questioned whether the social club constitution could also be addressed at the same meeting? Mr Atterwill advised that several members of the Social Club committee had expressed an interest in disbanding the Social Club and allowing it to become part of the Village Hall, as the Social Club is only run to support Village Hall events. This is an option that would have to be investigated.

c) To Discuss and Agree the Requirements of the Administration of the Village Hall

Mr Atterwill advised that the clerk is currently doing the accounts and bookings of the hall. In the 3 year budget presented at the Village Hall Extraordinary General Meeting an amount was set aside in the budget to pay someone to perform these administrative tasks. Mr Westbury continued that it was his understanding that all tasks were now computerised and any new person taken on would have to have computer equipment provided and be trained in the manner of how to perform these tasks. It was of his opinion that there would be an excessive time cost should another clerk be taken on at a lower rate. Mr Atterwill proposed that the clerk continue with the Village Hall administration and her contract of employment be amended to add a further 15 hours per month to account for this extra work. The Village Hall can then refund the Parish Council every month for these hours. The proposal was seconded by Mr Westbury and carried.

d) To Receive Report on Administration of Swanton Morley Village Hall

The clerk provided meetings with a financial report. She explained that over £1200 was owed by the Social Club to the hall, however, as a result of several errors by Lloyds Bank, the bank mandate for the

social club had yet to be changed, leaving the group with insufficient signatories. However, this should be rectified shortly.

The electricity meter had been read and initial calculations show that deficit on the account to NPower, which was £3,000 at the beginning of 2009, had almost been cleared. A bill was due on 13th May and after this NPower will review the monthly direct debit. The accounts for 2009/2010 will be going to the internal auditor shortly.

It had been agreed that the hall will participate in the Breckland Theatre Festival, whereby Breckland District Council will fund the fees of a theatre group to perform at the hall. The hall will receive 50% of the proceeds of the ticket sales, with Breckland District Council receiving the other 50%.

Mr Atterwill provided an updated quotation for the automatic smoke and heat detection system. A wired system, would cost approximately £2138, as opposed to a wireless system that would cost in excess of £6000.

Mr Northall requested clarification over the email sent by Sue Allen from the Breckland District Council Standard's department about the Parish Council temporarily managing the hall. The clerk is to speak to Sue regarding the change in circumstances now the Parish Council is to become sole managing trustee.

11. Finance

a) Accounts to approve for payment:

The clerk read out amendments to the advertised invoices for payment. Mrs Thomas proposed that these payments be authorised, seconded by Mr Westbury and carried.

Payee	Detail	Cheque Number	Amount
Faye LeBon	Clerk's Salary Village Hall (15 Hours) and Social Club (6 hours)	101731	£460.13 £198.64
Faye LeBon	Clerk's Expenses	101731	£28.47
Norfolk Pensions	Local Government Pension Scheme	101732	£120.76
HMRC	PAYE Village Hall and Social Club	101733	£0.71 £83.17
EON	Street lighting Electricity	101734	£161.43
E.O.E	Photocopying for Annual Parish Meeting and Stationery	101735	£269.92
S.M. Pest Control	Mole Control in Churchyard	101736	£88.12
Norfolk ALC	Hire of Equipment and Purchase of Standing Order Book	101737	£55.00
Swanton Morley Village Hall	Room Hire	101738	£41.25
TT Jones	Quarterly Maintenance (Apr to June) and Repairs	101739	£474.80
BTCV	Volunteer work on Mill Common	101740	£705.00
Norfolk Accident Rescue	Donation (09/10)	101741	£50.00
Victim Support	Donation (09/10)	101742	£50.00
East Anglian Air Ambulance	Donation (09/10)	101743	£50.00
TOTAL			£2837.40

The clerk is to locate the maintenance contract for the photocopier at the hall to find out if it is more beneficial to copy the Mardler at the hall rather than at Eastern Office Equipment.

Mr Atterwill Left The Room

b) Accounts for payment for councillor(s) with prejudicial interests

Mrs Thomas proposed that the following be paid, seconded by Mr Marsham. Carried

Payee	Detail	Cheque Number	Amount
Mr S Atterwill	Delivery of Mardlers and Annual Parish Meeting Documentation	101744	£20.00

Mr Atterwill Re-Entered the Room

c) Income

The following income was reported:

Received From	Detail	Amount
Swanton Morley Village Hall	Loan Repayment	£106.74
Breckland District Council	50% of Precept	£18,530.15
Cemex	Payment re: Burgh Common	£4,360.00
Bartrams	Ash Interment Fee (Wharton)	£50.00
Anglia Memorials	Memorial Fee (Wharton)	£50.00
TOTAL		£23,096.89

The clerk explained that the cheque from Cemex had been paid into the current account, and £4,000 of this had then been transferred to the capital projects account, as £360 was utilised to cover the expense of the District Valuation Officer.

d) To consider insurance contract renewal options and authorise expenditure.

The clerk reported the renewal prices for the current insurance company, inclusive of the insurance of the boardwalks at Burgh Common would be £2464.97 for a one year premium, or £2344.43 fixed for three years. However, a price had been received from Came and Company, a broker specialising in Parish Council insurance, for £2,210.38 for a single year premium, or £2,099.86 per year for a 3 year contract.

Mr Westbury proposed that the quotation for Came and Company be accepted for a 3 year period, subject to the written documents being received and being satisfactory. Seconded by Mrs Thomas and carried.

12. To consider the update on Standing Orders to Reflect new Models issued by NALC

The clerk advised councillors that the new standing orders book had been purchased, and had provided councillors with her opinion on what should be amended from the new model standing orders. She advised that the current standing orders were perfectly legal, so there was no immediate need to adopt the model. Councillors are to respond to the comments on the model standing orders by email and defer this item until the next meeting.

13. Land and Planning

a) To consider responses for the following planning applications

i) 3PL/2010/0311/F – Mr Aston & Ms Peel, 13 Lincoln Close – Erection of Side Extension and Conservatory

Mr Northall proposed that there should be no objections to this application, seconded by Mrs Thomas and carried.

ii) 3PL/2010/0224/F – Mr and Mrs R Drury, 20 Lincoln Close – Proposed Extension to Form a Hydrotherapy Swimming Pool and Enlarged Porch

Mr Northall proposed that there should be no objections to this application, seconded by Mr Westbury and carried. Mr Marsham and Mrs Thomas abstained due to knowing the applicant and their circumstances personally.

iii) 3PL/2010/0371/F – Mr Coppen & Ms Scales, Lincoln Barn, Greengate – Variation of Condition 5 on 3PL/1994/0736/F to use annexe as a holiday let.

Mrs Thomas proposed that there should be no objections to this application, seconded by Mr Westbury and carried.

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

There had been no decisions by Breckland District Council this month

c) To receive report on LDF issues affecting Swanton Morley

The clerk reported that the approved Core Strategy has been received and will be going round on circulation.

d) To receive update of transfer of lands at Middleton Avenue

The clerk reported that Zoe Footer had recommended that the lands at Gray Drive and Middleton Avenue be transferred to the Parish Council. Her report goes to the Executive Committee at Breckland District Council on May 24th, after which the Parish Council should be made aware of Breckland District Council's decision.

e) To agree further action on land at Town Street submitted for registration

The clerk reported that the deed transferred to Rodney Goodson solicitors only refers to the old sandpit area on the village green. She has approached the Norfolk Records Office to find out if they have any asset register for the Guardians of the Poor of Mitford and Launditch, which they are currently investigating free of charge.

f) To receive report on withdrawal of claim for adverse possession at Burgh Common

This has been concluded and the land transferred to Cemex in return for £4,000. This has been allocated to the allotments project. The clerk is to send the deed agreed with Cemex to Hood Vores and Allwood for safekeeping.

14. To Consider Request from Mr A. Milne to enter into a permanent arrangement for Right of Way over the village green.

The clerk has spoken to Mr Milne's solicitor and they have yet to have received a response from Mr Milne regarding the Parish Council's offer to enter into negotiations for a formal right of way, subject to Mr Milne paying for the District Valuation Officer to value the land.

15. Grant Funding: To Receive Any Updates on Grant Projects

Mr Northall reported that Swanton Morley Cricket Club was successful in receiving a grant of £40,000 from the Norfolk Youth Fund, giving them a total of £65,000 pledged. It is hoped that Breckland District Council will now match fund to complete the project. The club's next step is to apply for full planning permission (outline planning permission is already in place).

16. Allotments

a) To receive a report on allotment project and agree further actions

Mr Atterwill reported that with £4000 allocated from the release of the land at Burgh Common, momentum had now been given to the project. He requested that Mr Northall's open spaces group speak with Mr Carrick and also Mr Harris (as it was believed he had the better quality land) to discuss various options. Three to four acres of land are required.

The clerk is to write to Snettisham Parish Council to arrange a visit to their newly completed allotment site.

Mr Westbury stressed that not only is a compulsory purchase option open to the Parish Council, a compulsory rent is also an option.

Sproston Parish Council is also offering a visit to their successful allotment site on 28th June.

17. Street Lighting

a) To receive fault reports / matters for attention

None reported

b) To agree tender document for new street lighting contract

It was agreed that included in the tender would be an annual clean of the street lights and two inspections. Mr Atterwill proposed that the tender document be accepted as amended, seconded by Swanton Morley and carried. This is to be sent to the Parish Council's four approved contractors.

16. Highways

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

The clerk is to report the following highways matters:

- There are weeds growing through the newly resurfaced path on Worthing Road
- Pot holes still remain on Primrose Square and Middleton Avenue
- Work is yet to commence on the Town Street Footpath Extension

The following is to be reported to Breckland District Council for clearance:

- Rubbish that was cleared from the ditches when Norfolk County Council resurfaced the Tuddenham Road
- An old paddling pool has been dumped near the old 'C site' close to the Barracks.

Mr Atterwill reported that the gullies have been jetted outside Horstead's garage. He is also to speak with Miss Reynold's to obtain her permission to remove the old 'Primrose Square' sign attached to her property.

Firm prices are to be obtained from Highways regarding village entrance signs that state that Swanton Morley was the East of England Village of the Year winner. This is to be added to the agenda for next month.

17. Churchyard & Burial Ground

a) To receive an update report from Mrs M. Thomas on progress of the Sub Committee

Mrs Thomas is to arrange a meeting with the clerk. This meeting is to be in the format of a site meeting at the Burial Ground and the churchyard to establish what work is required. The clerk is also to chase the contractor to cut the grass at the Burial Ground.

18. Youth & Playground Equipment

a) To receive an update report from Mr R. Atterwill on progress of the Sub Committee

Mr Atterwill reported that no sub committee meeting had been held this month.

b) To receive a report on anti-social behaviour reduction project

Mr Atterwill stated that he believed the BMX track project should go ahead and succeed, however it should not go ahead unless there is a great deal more support from the Police and Safer Neighbourhood Team, who at present do not seem to be addressing a small number of youths in the village who are responsible for the recent spate of vandalism. Mr Marsham agreed that the majority of young peoples in the village deserved this project, however the youngsters causing trouble in the village would have to prove that they are able to respect village property before this is built.

Mr Westbury questioned the location of the track, but Mr Atterwill replied that the police had inspected the site and they believed it was suitable.

Mr Sommerville suggested speaking to Norfolk County Council to see what funds they have for resources such as youth buses, or IT buses visiting the village.

The Meeting Was Suspended to Allow Mrs Vyse to Speak

Mrs Vyse, in her capacity of locality youth worker, advised that it is best to get the children involved in the project, but not until there is firm commitment that this project is going ahead. Otherwise the children become disappointed and disheartened and it is likely more anti-social behaviour will result.

It seemed that there was some prevention in flow of information between the police and the anti-social behaviour team at Breckland District Council, and recommended that the clerk write to Inspector Wheatly of Norfolk Police to ensure this is addressed.

Breckland District Council is currently looking to extend the holiday provision for young people, alongside other services provided by Norfolk County Council.

Mr Borrett advised that North Elmham had similar problems with anti-social behaviour and their pavilion being vandalised. When a PCSO spoke to the parents of the youths responsible it resolved the matter.

The Meeting Went Back Into Session It Was Agreed to Extend the Meeting Beyond 9.45pm

c) To receive update on youth provision project at the village hall

It was agreed that an open forum was to be held for the young people of the village. Mrs Vyse is to arrange and is to write an article to be published in June's edition of The Mardler, explaining the project and why it is vital that the behaviour of a few young people improves.

d) To receive update on landscaping of old village hall car park

As covered in item 8.

19. Commons, Open Spaces & Environmental

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

Mr Northall reported that the BTCV volunteers and done a good job of clearing the alders on Mill Common. Their assistance may be required in the autumn for further work.

The White Park cattle are now grazing the common. A sluice system is to be costed so as to ensure the common stays damp during dry periods.

b) To receive report on improvements to Burgh Common

Now that the boardwalk project is complete on Burgh Common, the Parish Council needs to take steps to ensure this area is adequately maintained. The clerk is to speak with Norse to see if they can survey the area and provide a price for brushcutting the area twice a year to keep the weeds down. They can meet with Mr Northall and Mr Marsham onsite to discuss.

The clerk advised that Dr Dryden is going to arrange to place some more Type 1 material between the end of the boardwalk and the road. He is also still keen to do a formal handover of the project to the Parish Council and will be arranging a press release.

20. Correspondence

Mr Atterwill advised he had received a letter from Mrs Maxwell in support of the Parish Council's plans to replace the village sign. He requested that the clerk write to Mr Carrick advising him of the Parish Council's decision on co-option.

Mr Atterwill also advised that he had attended the AGM of the Friends of All Saints church and will be placing the minutes on circulation.

The Meeting was Suspended

County and District Councillor's Report

There was no report from the District Councillor

Mr Borrett advised that a 'Stop Notice' had been issued to Mr Todd regarding the work he is doing on Billingford Common.

The next phase of the LDF is now going out to consultation

Mr Atterwill asked about the poor quality of grass cutting that Breckland District Council is responsible for. Mr Borrett is to investigate.

Mr Atterwill asked whether Norfolk County Council has any small pots of money available for youth projects. Mr Borrett replied that Breckland District Council was better suited to youth projects.

Further Time Allocated to the Public

Mrs Northall thanked the Parish Council for reinstating herself and Mrs Sadler onto the Community Car Scheme. However she was disappointed that no volunteer drivers came forward as a result of the appeal in the Annual Parish Meeting. She requested that an A5 leaflet be distributed with The Mardler. Mr Ellis suggested specifying a specific week for street light inspections to ensure that they are done. He also questioned the amount paid to BCTV for volunteer work on Mill Common. Mr Northall responded that these are the British Conservation Trust Volunteers and this is to cover their expenses.

Mr Ellis also requested clarification on the budget that the donations approved at this meeting came out of. The clerk clarified that, whilst being expended in the 2010/11 financial year, they were as a result of the 2009/10 budget.

The Meeting Resumed

22. Any item to be reported for the next agenda

- Review of Model Standing Orders.
- Agreement of the June Mardler and Promotion of the Community Car Scheme
- Street Light Maintenance Contract
- Highways Entrance signs

23. To confirm the date & time of next meeting to be held on Monday 14th June 2010 at 7.30pm at the Village Hall.

Carried.

The meeting closed at 10.20pm

_____ (Chairman) _____ Date