

## SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 12<sup>th</sup> April 2010. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill, Mr A. Fleming, 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**

None raised

*The Meeting Went Into Session.*

#### **1. Apologies for Absence**

Apologies were received from Mr Borrett and Mrs Millbank

#### **2. Declarations of Interest**

Mr Northall declared a personal and prejudicial interest in item 5b (Community Car invoices for payment)

#### **3. Minutes from Parish Council Meeting of 8<sup>th</sup> March 2010 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 Marsham. Carried (Mr Fleming and Mr Northall abstained). The minutes were signed as a true and accurate record by Mr Atterwill.

#### **4. Matters Arising from Minutes of 8<sup>th</sup> March 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.

Mr Northall queried the status of the agreement to transfer land at Burgh Common to Cemex. The clerk responded that Land Registry had requested an update as to whether negotiations were still in progress. As Cemex had yet to return the signed legal agreement, Land Registry had been advised that the parties were still in negotiation, but subsequently the signed legal agreement had been received and Land Registry advised of the council's decision to withdraw its objection to Cemex's application.

*Mrs Thomas Joined the Meeting*

#### **5. Finance**

##### **a) Accounts to approve for payment:**

Mr Westbury proposed that these payments be authorised, seconded by Mrs Thomas and carried

<b>Payee</b>	<b>Detail</b>	<b>Cheque Number</b>	<b>Amount</b>
Faye LeBon	Clerk's Salary Work for Village Hall and Social Club	101711	£357.06 £329.31
Faye LeBon	Clerk's Expenses	101711	£35.24
Norfolk Pensions	Local Government Pension Scheme (only for Parish Council work)	101712	£113.11
HMRC	Clerk's PAYE Work for Village Hall and Social Club (including NI)	101713	£89.20 £179.25
EON	Street Lighting (March)	DD	£161.43
Eastern Office Equipment	Photocopying Mardler	101714	£52.00
Swanton Morley Village Hall	Room Hire (March)	101715	£13.50
Norfolk Playing Fields Association	Annual subscription	101716	£25.00
Norfolk ALC	Annual Subscription	101717	£245.07
S.M. Pest Control	Mole Control in Churchyard	101718	£88.12
SLCC	Annual Membership (includes joining fee)	101719	£103.00
Breckland District Council	Business Rates	101720	£99.60
CPRE	Annual Subscription	101721	£29.00
<b>TOTAL</b>			<b>£1919.89</b>

Mr Northall queried the progress of the mole control. The clerk responded that S.M. Pest Control were on a 3 month contract so a difference should soon be noticeable, however the problem had been very bad to start with.

*Mr Northall Left The Room*

**b) Community Car Payments to be Authorised**

Payee	Detail	Cheque Number	Amount
Mrs J Andrews	Community Car Mileage	101722	£9.00
Mrs L Beal	Community Car Mileage	101723	£9.60
Mrs J Cook	Community Car Mileage	101724	£14.70
Mr M Horstead	Community Car Mileage	101725	£9.78
Mrs M Newland	Community Car Mileage	101726	£41.50
Mr G Northall	Community Car Mileage	101727	£30.60
Mr G Thorpe	Community Car Mileage	101728	£47.02
Mrs J Walden	Community Car Mileage	101729	£11.20
Mrs A Sadler	Community Car Mileage	101730	£8.70
<b>TOTAL</b>			<b>£182.10</b>

Mr Marsham proposed that all reported community car payments be made, seconded by Mr Westbury. Carried

*Mr Northall Re-Entered the Room*

**c) Income**

The following income was reported:

Received From	Detail	Amount
Swanton Morley Village Hall	Loan Repayment	£106.74
Swanton Morley Village Hall	Refund of clerk's overtime (Jan/Feb)	£955.91
Barclays Bank	Quarterly interest (7 <sup>th</sup> Dec to 7 <sup>th</sup> Mar)	£1.51
Breckland District Council	Community Car Funding	£91.05
<b>TOTAL</b>		<b>£1155.21</b>

**d) To agree to re-appoint internal auditor, Mrs S Rutter, for review of accounts 2009/2010.**

Mr Northall proposed that Mrs Rutter be re-appointed as internal auditor to review the 2009/2010 accounts, seconded by Mrs Thomas and carried.

**6. To Receive Report on Administration of Swanton Morley Village Hall**

Mr Atterwill reported that confirmation had been received from Breckland District Council's standards team that they are happy for the Parish Council to administer the hall on a temporary basis. The clerk is to put this confirmation on circulation. A new cleaner and general caretaker has been appointed. Mr Graham Barry will be responsible for the general cleaning, window cleaning and also basic maintenance works such as testing the fire alarms and checking the oil tank. There was a user group meeting held on 29<sup>th</sup> March, at which a vulnerable persons policy was adopted a copy subsequently sent to the Charity Commission. Regrettably one user group has ceased using the hall citing lack of storage as their reason for leaving. The group has left on good terms with the hall and this reason gives further credence to the extension project which will provide more storage in the hall. It was also agreed that the hire rates for using the hall would increase by 10% for the financial year 2010/2011 and then a further 5% for the financial years 2011/2012 and 2012/2013. With these increases and the correct administration and marketing, projections show that the hall can financially sustain itself. These projections will be presented at the EGM on 26<sup>th</sup> April.

The Charity Commission had received a complaint about the 2008/2009 accounts. The advice from the Charity Commission was not to intervene but to follow the instructions of the internal auditor. The instructions of the internal auditor had already been acted upon when first received.

The clerk advised that the plumber had quoted approximately £94 for repairs to the boiler and approximately £300 for the installation of a new gas shut off valve in the kitchen.

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

The clerk requested that this item be deferred until next month to allow her more time to compare the new standing orders with the adopted orders. She also requested the council authorise the purchase of Part One of the new Standing Orders document, which explains the law and practical implications of the governance of local councils. Mr Fleming proposed that the council authorise the purchase of Part One

of the Standing Orders document, at a price of £25, seconded by Mrs Thomas. The revision of the council's standing orders is to be deferred until next month.

*Item 8 – Land and Planning was to be Deferred until the Relevant Planning File had been Retrieved  
Mrs Thomas Left the Meeting*

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

The clerk reported that Mr Milne's solicitor, Hood Vores and Allwood, had been advised of the council's decision of 8<sup>th</sup> March, that should Mr Milne wish to enter into discussions about a permanent right of way across the village green, then the council would have to employ the services of the District Valuation Office, the cost of which should be met by Mr Milne. This would ensure that a fair price is established for this right of way. To date there had been no response from Hood Vores and Allwood.

**10. Grant Funding: To Receive Any Updates on Grant Projects** No updates had been received.

The clerk reported that the receipts had been received from the Under 5's group for the purchases of their play equipment and these would be placed on circulation.

**11. Allotments**

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

Mr Atterwill reported that Mr Keith is not willing to consider the area of land by the school for allotments as he is uncertain as to his plans for this land.

Mr Carrick has offered to discuss some releasing some of his land for this project and Mr Marsham is to speak with Mr Harris about releasing a portion of his land.

**12. Street Lighting**

**a) To receive fault reports / matters for attention**

Mr Atterwill reported that column 16 on Thompson Close is faulty. The clerk is to report this.

**b) To agree tender document for new street lighting contract**

Mr Atterwill reported that he had updated the street lighting map of the village. He provided a draft contract for councillors to consider and it was agreed that the contract should be offered on a yearly basis. Agreeing the details of the contract will be deferred until next month.

*Mrs Thomas Re-entered the Meeting*

**c) To agree approved contractors to be allowed to tender for street light maintenance contract.**

Four contractors had submitted contractor assessment forms. Mrs Thomas proposed that Amey, TT Jones, MHB Services and Cozens Electrical should form the Parish Council's approved contractors for street lighting. Seconded by Mr Marsham and carried.

**8. Land and Planning**

**a) To consider responses for the following planning applications**

**i) 3PL/2010/0277/F – Mrs E Williamson: 7 Farrow Close – Single Storey Side Extension**

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

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

The clerk reported that Planning Permission had been granted for the following application:

3PL/2010/0086/F – Mr and Mrs M Brown re: Chrismatt, Gooseberry Hill - Single storey side extension to replace conservatory & new front garden wall.

**c) To receive report on LDF issues affecting Swanton Morley**

The proposed changes to the settlement boundaries are due to go to the Breckland District Council Cabinet. When approved by Cabinet they will be put out to further public consultation.

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

The clerk had received an apology from Breckland District Council over the delay in response over the transfer of lands, and an assurance that an update over these land would be provided soon.

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

The clerk advised that Hood Vores and Allwood passed over the 1852 deed that gives further detail on ownership of the village green to Rodney Goodson Solicitors when the area on which the old village hall stood was sold. This states this area was owned by the guardians which then evolved into local authorities. The clerk is to try to track down this document.

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

The clerk reported that the legal document has been signed by both parties and as a result a request to withdraw the council's objection to Cemex's application for adverse possession has been submitted to

Land Registry. Once Land Registry has passed ownership to Cemex, then the council will receive the agreed price for the land.

### **13. Highways**

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

Mr Atterwill reported that Mr Keith has requested that Norfolk County Council proceed with the Mill Street widening project. It is imperative that Norfolk County Council begin work as this will ensure that the money allocated to this project is not spent elsewhere.

It was believed that the drains on Town Street had been jetted.

Norfolk County Council has agreed to resurface the footpaths on Manns Lane between the council houses and the school. They have also agreed to make improvements to the entrance to the Village Hall in the process.

The clerk is to report the following highways matters:

- The hedges require cutting on Mill Hill as they are forcing traffic into the centre of the road.
- There are potholes outside The Beeches and around Middle Camp (the clerk is to locate the exact sites of the pot holes on Middle Camp).
- The 'Keep Left' sign at Lincoln House has been hit.
- The pathway outside Mrs Thomas's house is breaking up (in the area that was not covered by the resurfacing project last year).
- There are water pockets on the Dereham Road bends adjacent to where the resurfacing work has been done.

### **14. Churchyard & Burial Ground**

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

Mrs Thomas reported that unfortunately the Burial Ground had turned into a magnet for vandalism. The police have apprehended some people over one incident of vandalism and a file is being sent to the Crown Prosecution Services for review.

Mr Atterwill suggested that the next sub committee meeting should be an outdoor one to review what actions need to be taken in the burial ground and churchyard this year.

Mr Marsham advised that May Gurney had yet to contact him about the damage to the entrance to the burial ground. The clerk is to chase this.

### **15. 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**

The recent spate of anti-social behaviour had been reported under item 14.

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

Mr Atterwill reported that Mr Marsham and Mrs Vyse had taken some youths to the BMX track in Wymondham to find out their opinion on the project. It was received very favourably. The clerk had circulated details of a bench made out of recycled plastic for the project, which is deemed as vandal resistant. The clerk is to find out if this bench is flame retardant.

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

As covered in item 4.

### **16. Commons, Open Spaces & Environmental**

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

Mr Northall reported that the BTCV volunteers were due to attend Mill Common to clear the alders on 14<sup>th</sup> and 21<sup>st</sup> April. This had been deferred on several occasions due to standing water on the common. It was agreed that Mr Carrick's white Park cattle could be put on Mill Common to graze after the BTCV volunteers had completed their work.

#### **b) To receive report on improvements to Burgh Common**

The clerk reported that the Boardwalk project is nearly complete. Upon completion Natural England would like to do a press release and formally hand over the project to the Parish Council.

The clerk reported that there had been no decision from the RPA as to the Parish Council's entitlement to the SPS payment. It was agreed that the amount should be claimed and then ring fenced in case it needs to be returned.

### **21. Correspondence**

Letters expressing interest in the vacant position on the Parish Council had been received from Mr Carrick and also Mr Somerville. A decision on co-option is to be made at the next meeting.

It was agreed that the clerk should put all items of correspondence on circulation by the first of the month.

*The Meeting was Suspended*

**County and District Councillor's Report**

There was no report from the District Councillor or County Councillor

**Further Time Allocated to the Public**

Regarding the Village Hall, Mr Ellis asked whether any rise in council tax that may not be required could be invested in a fixed term bond. The clerk is to investigate. Mr Ellis also questioned whether depreciation had been taken into account in any budget calculations. Mr Atterwill replied that it had. He added that the plan had no reliance on fund raising for maintenance and running costs, however specific capital projects would then be fund raised for. People are more likely to fund raise if they know it is for a specific purpose.

Mr Ellis asked whether the community car drivers could be commended at the Annual Parish meeting.

Mr Atterwill advised that he would add this to his Chairman's report.

Mr Carrick asked whether it was the councils' intention to permanently administer the hall. Mr Atterwill responded that there would be a proposal on the EGM agenda to that effect. Mr Carrick argued that the essence of village life is about volunteers, and the best halls have volunteer commitment. Mr Atterwill agreed, but advised Mr Carrick that all current user groups and groups listed on the 3<sup>rd</sup> Schedule have been contacted about submitting a representative to be a trustee and not one wished to submit a representative. Mr Atterwill continued that if the Parish Council was the sole managing trustee then it had a legal responsibility to run the accounts properly and run meetings in accordance with the law. Once all liabilities had been removed from individuals and the accounts are transparent then people would be more likely to get involved with the hall. There would also be VAT savings.

Mr Carrick questioned whether the Parish Council would have to add VAT to the hall fees, but Mr Atterwill advised that this was not the case.

Mr Carrick advised that he had been approached by user groups to use his venues for their meetings.

Mr Atterwill advised that he had spoken to the chairman of the Entertainers and the bookings diary had been discussed.

Mr Carrick was insistent that should the Parish Council have attended Village Hall meetings earlier then the hall would not have found itself in this position. Mr Atterwill responded that there was nothing in trust law to say that the custodian trustees could act in any way to manage the hall unless asked.

*The Meeting Resumed*

**22. Any item to be reported for the next agenda**

- Review of Model Standing Orders.
- Street Lighting Tenders
- Co-option of a new councillor

**23. To confirm the date & time of next meeting to be held on Monday 10<sup>th</sup> May 2010 at 7.30pm at the Village Hall.**

Carried.

The meeting closed at 8.45pm

\_\_\_\_\_ (Chairman) \_\_\_\_\_ Date