

## SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in the Village Hall on Monday 10<sup>th</sup> August 2009. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill, Mr A. Fleming, Mr G Northall, Mr S. Westbury, Mr B. Marsham, Mrs M Thomas, Mr C. Perry, District Councillor K. Millbank and two members of the public. Also in attendance Mrs F. LeBon (clerk)

*The meeting began with a minutes silence in memory of Trooper Phillip Lawrence of the Light Dragoons and Craftsman Anthony Lombardi from the Royal Electrical and Mechanical Engineers who was attached to the Light Dragoons. Both were killed in action in Afghanistan.*

### **Matters Raised Under Time Allocated to the Public**

None raised

*The Meeting Went Into Session.*

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

Apologies were received from County Councillor Bill Borrett, and the meeting was advised that Mr Perry would be a little late.

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

None.

#### **3. Minutes from Parish Council Meeting of 13<sup>th</sup> July 2009 to be accepted, initialled and signed.**

Mr Fleming proposed that the minutes be accepted as a true and accurate record of the meeting, seconded by Mrs Thomas. Carried.

#### **4. Matters Arising from Minutes of 13<sup>th</sup> July 2009.**

Mr Northall raised concerns about the location of the money held by the old youth club and why it took so long to retrieve it. Mr Atterwill advised that the money was held in the youth club's bank account and that one signatory on the bank account could not be contacted. Mrs Vyse was able to negotiate with the other signatory to retrieve the money for use for future teenage provision.

Mr Northall queried from whom the invitation was from for the Light Dragoons to march through Swanton Morley. Mr Atterwill responded that whilst the invite was prompted by Mr Diggle, the invite to the Dragoons had come from the Parish Council.

The clerk gave feedback on the NALC/SLCC summer seminar that was attended on 28<sup>th</sup> July. The presentation given by Nicholas Hancox on the Freedom of Information Act and Data Protection Act, and subsequent free legal advice given on questions directly applicable to the Parish Council were very valuable. The clerk has also obtained a good local contact at HMRC and will approach them for advice when required for projects at the village hall such as the project to increase teenage provision.

#### **5. Finance**

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

The clerk reported that the amount payable to Eastern Office Equipment was £89.65 and not £81.99 as published. There was also an additional invoice for Swanton Morley Village Hall for £22.50 for the room hire in July.

Discussions occurred as to the invoice for Brown and Co for completion of the HLS Capital Works Claim form and whether this should have fallen under their remit. Mr Northall proposed that all invoices be paid including Brown and Co and that that an item be placed on the agenda next month for Brown and Co to formally act as the Parish Council's agent for completion of the HLS Capital Works Claim form. Seconded by Mr Marsham and carried.

Payee	Detail	Cheque Number	Amount
Faye LeBon	Clerk's Salary	101624	£353.44
Faye LeBon	Clerk's Expenses	101624	£38.61
Norfolk Pensions	Local Government Pension Scheme	101625	£112.00
HMRC	Clerk's PAYE	101626	£88.40
EON	Street Lighting (July)	DD	£158.46

British Legion	Donation for Wreath (s137)	101627	£50.00
Light Dragoons Charitable Trust	Donations (includes £50 under s137)	101628	£160.00
Swanton Morley Village Hall	Room Hire (May and June)	101657	£27.00
Eastern Office Equipment	Black ink & Mardler copying	101658	£89.65
Playsafety Ltd	Inspection of play equipment	101659	£106.95
TT Jones	Street light quarterly maintenance and repairs	101660	£670.66
Brown and Co	Completion of Higher Level Stewardship form	101661	£57.50
Swanton Morley Village Hall	Room Hire (July)	101662	£22.50
<b>TOTAL</b>			<b>£1935.17</b>

*Mr Perry Entered the Room*

## b) Income

Was reported from the following:

Received From	Detail	Amount
Swanton Morley Village Hall	Loan Repayment	£106.74
Donations	for Light Dragoons Charitable Trust	£110.00
All saints' PCC	Funding for maintenance of war graves (£80), capital from Webb Bequest (£18.30) and Loombe Bequest (51.33)	£149.63
Bartrams	Burial fee (Tye)	£100.00
<b>TOTAL</b>		<b>£466.37</b>

The clerk explained that as a result of the removal of a street light not being charged for, there being no necessity to 'make good' any public highways damaged by street light installation and removal, and because the Parish Council project managed the Phase two street lighting project, this project had come in at £2108 under budget. This amount would therefore be transferred back to the Alliance and Leicester account for use on other capital projects. The clerk is to write to the cottage owner who did not want the old pole removed from his garden, advising that the Parish Council is happy for him to keep the column and transfer ownership.

## 6. Planning

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

#### i) 3PL/2009/0656/F – J Colbeck-Rowe, 1 Bedingfield Road – Improvements to front entrance and garage and erection of conservatory to side.

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

#### ii) 3PL/2009/0653/F – Swanton Morley Parish Council re: village hall – single storey extension to SW, conservatory to NE, new entrance and disabled access ramp.

As this application was fronted by the Parish Council, the council has an interest in the matter and agreed not to pass comment.

Mr Atterwill advised that the tender documents are being put together by the village hall and will be submitted to four contractors. A grant application will be submitted to the Parish Council in late September or early October and is expected to be in the region of £60,000. Mr Atterwill confirmed that all issues raised in the disabled access audit will be addressed by this work.

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

Mr Atterwill reported that the two applications for Mr McBride (standing of a permanent caravan on Park Farm camp site) and the Environment Agency (installation of boardwalks on Burgh Common) that the Parish Council had insisted be considered by the Development Control Committee had been given planning permission. Mr Atterwill placed on record his thanks to Councillor Millbank and Councillor Borrett for their assistance in these matters.

### c) To receive report on LDF issues affecting Swanton Morley and agree response to 'minor amendments' consultation

Mr Atterwill reported that he had attended his final session of the independent LDF inspection on 14<sup>th</sup> July. This had been a productive meeting whereby he had proved that the figure provided by Breckland District Council for new dwellings permitted were incorrect, with the omissions of several developments including the new development at Lincoln House'. The inspector had also acknowledged that Swanton Morley believed it had 'done it's bit' for local development and that the village wanted its extra allocation of housing reduced to 30. Despite this, the 'minor amendments' consultation that had been received from Breckland District Council still had incorrect figures for new builds permitted in the village, and still had a proposed figure of 50 extra dwellings under the LDF. Mr Atterwill and the clerk are to establish

the correct figures for the village, including the Lincoln House development as this has still had an impact on the village infrastructure, and email to councillors for approval.

**d) To agree to transfer of 2no. areas of land on Middleton Avenue from Breckland council subject to legal fees**

Mr Atterwill advised that Breckland District Council will discuss this transfer of land to the Parish Council at its cabinet meeting on 15<sup>th</sup> September. It is likely that the land will be transferred to the Parish Council free of charge, but the Parish Council will have to pay all associated legal costs and disbursements. This would have to come out of the contingency budget.

Discussions occurred as to the potential uses for these areas of land.

Mr Fleming proposed that the Parish Council take on these two areas of land, seconded by Mr Marsham. Carried.

**7. To Consider Position of Vice Chairman and Agree Training Where Necessary**

Mr Perry advised that it was becoming difficult to commit to the position of vice chairman due to the time constraints of his job and would prefer it if someone else were to take over. The clerk advised of a forthcoming training course being run by Norfolk ALC on Chairmanship and Engagement. It was agreed to defer this item until next month to allow councillors to consider the position.

**8. Grant Funding**

**a) To consider any applications for small grant funding**

None received.

**9. Allotments**

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

Nothing to report

**10. Street Lighting**

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

The clerk advised that the inoperative street light on Mason Road had been reported to TT Jones.

**b) To receive an update on street light replacement project**

It was previously reported that Phase two of the street light replacement project is now complete. With regards to Phase One, there are still two areas in Woodgate where both old and new lights are operative. The clerk is to call EDF Energy to find out when these are going to be disconnected, and in the meantime, request that TT Jones make the old lights inoperative as the current situation is wasting energy.

**11. Highways**

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

The following items were reported:

- A complaint had been received about the developer at Pettycur installing a drain cover in the wrong direction and a drainage pipe with no protective grille that could be a hazard to young children. Jason Glasspoole has written to the developer requesting that these errors are corrected.
- The drop kerbs have been installed on Rectory Road making road crossing easier for people with limited mobility.
- That it is not possible to paint zig-zag lines opposite the entrance to Gooseberry Hill as these are restricted for schools. Jason Glasspoole has suggested placing leaflets on the windscreens of cars parked in hazardous places.
- The work on footpaths from Hannah Road to the Barracks is scheduled to begin the 1<sup>st</sup> week in October.
- Negotiations are still underway regarding the compulsory purchase of land on Mill Street and work is still intended to begin in the last quarter of this financial year.

The clerk is to report the following:

- Test patches on the Tuddenham Road have become too deep and require filling
- The footpath on Cullum close is in a poor state of repair and requires inspection by Highways
- Photos are to be taken of the phone box on Rectory Road as it is an eyesore. These pictures are to be sent to BT with a strong letter insisting that they remove it.

**12. Churchyard & Burial Ground**

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

Mrs Thomas reported that the committee had met on 22<sup>nd</sup> July. The Parish Council has received monies from the PCC after they had wound up two trusts and a decision has to be made how to best spend this money. Ferrets are to be used to assist with the problem of rabbits in the churchyard, Mrs Thomas and the clerk had met subsequently to inspect the burial ground and had made a list of plots that require attending to and write to the families if required.

Mr Atterwill has spoken to members of the PCC requesting an invite to their next meeting to discuss the project for work on the church wall and west gate.

There have been further complaints about the grass cutting in the churchyard and burial ground. The clerk is to call Mr Piller urgently and tell him that the whole village needs to be done within the next seven days.

### **13. Youth & Playground Equipment**

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

Mr Atterwill advised a very productive meeting had been had on 30<sup>th</sup> July and the majority of the discussions were had around teenage provision. Mrs Vyse had done some investigative work on teenage provision in Wymondham. On Friday 7<sup>th</sup> August Roger Atterwill, Bernie Marsham, Lorna Vyse and Roy Sherlock visited this site. After this inspection those present felt that a 50m bmx bike track and 8m<sup>2</sup> square concrete pad with a basketball hoop could be installed at the village on the site of the old Scout huts. Seating and litter bins could also be provided. The project could be partly funded using the money received from the youth club. Questions were raised over the ownership of such a facility and who would insure it. It was agreed to produce some plans and costings for discussion at the next meeting and also to discuss the proposals with the village hall management committee.

The clerk is to speak to Norfolk County Council regarding the possibility of getting more trees for Gooseberry Hill.

The next meeting is on 1<sup>st</sup> September.

#### **b) To agree purchase of new litter bin on village green**

Mr Atterwill reported that the metal bin by the garage does not get used often, therefore the subcommittee wishes to move this to Harkers Lane and purchase a new bin to be installed approximately 2m from the picnic bench. They also wish to move the existing dog bin further up Harkers Lane and site this beside the litter bin. Mr Atterwill proposed that a new litter bin be purchased, seconded by Mr Perry. Carried.

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

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

Mr Northall reported that, regarding Mill Common, the nesting season is coming to a close therefore a meeting can be called for September to discuss plans for the winter. Mr Marsham reported that the Hawk and Owl Trust are willing to provide a working party to clear some of the elders. The clerk is to find out whether the council's insurance policy covers volunteers.

Regarding Burgh Common, this has become quite overgrown where the boardwalks are to be installed. Mr Marsham reported that Cemex are trying to sell an area of land belonging to the Parish Council. The clerk has sent details of the commons registry to the estate agents and requested that these be sent to Cemex's solicitors.

### **18. To Consider the Replacement of Swanton Morley Village Sign**

Discussions occurred as to the suggestions from parishioners about the design of the sign. The clerk had received some details from Harry Stebbing about materials and approximate prices. This is to be circulated.

### **19. Correspondence**

Mr Atterwill reported that Mrs Andrews had complained about the Parish Council installing a bollard on land between her house and the new cottages. The clerk is to speak with land registry about this.

A quotation had been received for the maintenance of the church clock for £140 + VAT. Mrs Thomas proposed that the Parish Council pay this, seconded by Mr Perry and carried.

Mr Atterwill had received an invitation to attend the Institution of Rev. Sally Theakston and that he will be attending.

There will be an open party evening at the village hall on 11<sup>th</sup> September to celebrate Swanton Morley winning its category in the Pride in Norfolk Awards. Gina Eames was formally invited to the award ceremony on 10<sup>th</sup> September. Invites are also to be sent to David Stone and Capt. Mick Reid. Alan Fleming will attend on behalf of the Parish Council, with Mr Westbury in reserve.

It was asked whether the Parish Council would consider a memorial in memory of those who had lost their lives in the Afghan conflict. This needs to be discussed with the army and the church.

*Mrs Thomas Proposed that the Meeting be Extended Past 9.45pm. Seconded by Mr Northall and carried*

Mr Atterwill reported that a letter had been received as a result of the inspection of accounts, wanting certain information and assurances relating the 2008/2009 accounts. This information has already been denied on two occasions on the basis that the information relating to the tenders for phase two of the street lighting project is commercially sensitive. The letter states that 'if these reassurances are not forthcoming then the file will be forwarded to the external auditor for his decision with the tax payers of Swanton Morley once more having to meet the cost of his investigation'. The Parish Council is concerned that that this is tantamount to blackmail. The clerk is to draft a response and, when agreed, all members of the Parish Council team will sign the letter so it is not misconstrued as a response that only the chairman and clerk have agreed on.

*The Meeting was Suspended*

**District and County Councillors Report**

There was no report from the County Councillor as Mr Borrett had given his apologies.

Councillor Millbank reported on the following:

- She was pleased about the results of the two planning applications that were reviewed by development control.
- A limited number of poop scoop bags had been received by the village shop.
- Breckland District Council is saddened by the loss of the Light Dragoons and is pleased about the possibility of a march through Swanton Morley.
- The Spirit of Breckland photography contest ends on 17<sup>th</sup> August.
- £14m has been allocated to Breckland District Council to provide affordable housing.
- Swanton Morley was congratulated on its Pride in Norfolk success.

The following items were raised by the public:

- Mrs Eames raised that there is an excess of cars parking at the new cottages on Town Street. The Parish Council is to monitor and take action if necessary. She also thanked Mr Atterwill and Mr Marsham for their assistance with the plans for the Village Hall. Mrs Eames also questioned who the author of the letter was threatening to complain to the external auditor. Mr Atterwill responded that it was Mrs Jean Walden.

*The Meeting Resumed*

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

- To consider replacement of the village sign
- To report on improvements on Burgh Common
- To consider the position of vice chairman
- To consider Brown and Co formally completing HLS Capital Works Claims forms

**22. To confirm the date & time of next meeting to be held on Monday 14<sup>th</sup> September 2009 at 7.30pm at the Village Hall.**

Carried

The meeting closed at 10.10pm

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