

SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 14th December 2009. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill, Mr A. Fleming, Mr G Northall, Mr B. Marsham, Mrs M. Thomas, Mr S. Westbury, County Councillor Mr B. Borrett, District Councillor Mrs K. Millbank and one member of the public. Also in attendance the clerk.

Matters Raised Under Time Allocated to the Public

None raised

The Meeting Went Into Session.

1. Apologies for Absence

No apologies received. The clerk is to contact Mr Perry to remind him that apologies are required if he is not able to attend a meeting.

2. Declarations of Interest

Mr Atterwill declared a prejudicial interest in item 7a (finance).

3. Minutes from Parish Council Meeting of 11th November 2009 to be accepted, initialled and signed.

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

4. Matters Arising from Minutes of 11th November 2009.

None Raised.

5. Minutes from Parish Council Meeting of 30th November 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 Mr Marsham. Carried (Mrs Thomas abstained due to non attendance at the meeting). The minutes were signed by Mr Atterwill.

6. Matters Arising from Minutes of 30th November 2009.

None Raised.

Mr Atterwill Left The Room

7. Finance

a) Accounts to approve for payment:

It was agreed that Mr Northall should chair this part of the meeting.

The clerk explained the arrangement with the village hall, in that the Parish Council would pay the clerk's overtime to reconcile the hall's accounts and this would be repaid by the village hall.

Mrs Thomas proposed that the below payments be made, seconded by Mr Westbury and carried.

| Payee | Detail | Cheque Number | Amount |
|--------------------------|--|----------------------|---------------|
| Faye LeBon | Clerk's Salary (£357.06) Work for Village Hall (£190.33) | 101642 | £547.39 |
| Faye LeBon | Clerk's Expenses | 101642 | £43.41 |
| Norfolk Pension Fund | Local Government Pension Scheme | 101643 | £113.11 |
| HMRC | Clerk's PAYE (£89.02) Work for Village Hall (£78.14) | 101644 | £167.16 |
| EON | Street Lighting (November) | DD | £157.89 |
| Eastern Office Equipment | Stationery | 101645 | £14.46 |
| Rod Buck | Cut of hedges at village hall, Gooseberry Hill and burial ground | 101646 | £195.50 |
| Lynnscaff | Scaffolding at Village Hall (from grant money) | 101647 | £2130.00 |
| TT Jones | Final Column of street light replacement project | 101649 | £548.32 |

| | | | |
|-----------------------------|-----------------------------------|--------|-----------------|
| Wensum Valley Services Ltd | Purchase of Christmas decorations | 101648 | £39.10 |
| TT Jones | Quarterly Maintenance and Repair | 101649 | £521.06 |
| CAB | Annual Appeal | 101650 | £50.00 |
| Swanton Morley Village Hall | Room Hire (November) | 101651 | £31.50 |
| TOTAL | | | £4558.90 |

It was agreed that in future when a councillor has a prejudicial interest in just one item of expenditure, then the accounts for payment are to be split so that that councillor is only excluded from that particular item of expenditure and may vote on all others that he does not have an interest in.

Mr Atterwill Re-Entered The Room

b) Income

Was reported from the following:

| Received From | Detail | Amount |
|-----------------------------|----------------------|----------------|
| Swanton Morley Village Hall | Loan Repayment | £106.74 |
| Barclays Bank | Quarterly Interest | £2.38 |
| Alliance and Leicester | Half Yearly Interest | £91.83 |
| TOTAL | | £200.95 |

c) To receive report on repairs to village hall roof

Mr Atterwill reported that the repairs to the village hall roof had been completed. There had been additional problems, in that the builders had discovered that the high level windows had not been secured properly and work had been delayed because an asbestos survey was required. However the builders had fixed the high level windows and the product found was established as being an asbestos substitute.

The clerk is to confirm with Allied Westminster that the work has been completed. The clerk confirmed that the complaint with Zurich regarding the disputed insurance cover had been escalated to their customer relations department.

8. Planning

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

None received

b) To receive report on LDF issues affecting Swanton Morley

Mr Atterwill reported that a meeting of the Local Development Framework steering group had been attended to discuss proposed changes to the settlement boundary for the village. Aside from the changes along Rectory Road to accommodate the fifty new dwellings, the most significant change for the village was to remove the settlement boundary at Woodgate. This will restrict future development in this area whilst still allowing local residents to extend their properties upon application to the planning authority. It is hoped that this will be agreed by the Cabinet at Breckland District Council in February.

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

There had been no update from Breckland District Council. The clerk is to follow up with Zoe Footer.

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

Mr Atterwill read a letter received from Mr Clegg which suggested that the right of way granted to the cottage owners two years ago was not adequate. Mr Atterwill's response was also read out. The clerk explained that correspondence had been received from land registry requiring further information and as a result the map of the village green from the common's registry will be forwarded.

e) To receive report on registration of land at Burgh Common and agree any actions necessary

It was agreed that this item should be deferred until the end of the agenda, where the meeting will be closed to the press and public as a financial offer has been received for this area of land and making this sum public could jeopardise the transaction and thus be prejudicial to the public interest.

It was agreed that planning application 3PL/2009/1134/F (Mr and Mrs Fisher, The Elms, Woodgate – repositioning of dwellings) should be discussed as the deadline for response to Breckland District Council was prior to the next meeting. Mr Marsham proposed that there should be no objections to this application, seconded by Mr Fleming. Carried.

9. Grant Funding

a) To consider any applications for small grant funding requests, including application for £360 from All Saints' Church for a new notice board

The application from All Saints' Church PCC for £360, representing 100% of a project to replace the notice board in the church car park, was considered. Mr Northall proposed that the full grant be made, seconded by Mrs Thomas. Carried.

An application from Estrella productions had been received for £500 representing 50% of a project to install new stage curtains at the village hall to enhance the quality of local productions. It was clarified that the curtains would belong to the village hall. Mr Northall proposed that £500 be granted, seconded by Mrs Thomas. Carried.

A further application had been received for £1434, representing 18% of a project to enhance youth football in the village. Mr Westbury proposed that this grant be approved in principle subject to proof of a bank account being provided and also subject to other match funding be obtained in order to complete the project. Mr Fleming seconded. Carried.

The clerk is to publicise that all money from the sale of the old hall land has now been allocated but applications will be accepted and held on file and considered should any of the allocated monies not be required.

Mr Atterwill updated the room on the project to improve equipment for the Under 5's Group. Norfolk County Council has approved the group's quality grant, and a further grant from Breckland District Council's BELA2 fund had been approved and this will be used to create a website for the group.

b) To consider any submissions for grant funding to Norfolk ALC (Your Parish Your Decision)

None received

10. Allotments

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

As a clear direction has now been established regarding land allocated to new housing under the LDF, landowners can now be approached about allotment land. A meeting is to be held with Mr Keith after Christmas.

11. Street Lighting

a) To receive fault reports / matters for attention

None reported

b) To receive an update on street light replacement project

The street lighting replacement program is now complete. The clerk is to send out street lighting contractor assessment forms ready for the contract to be renewed in the spring.

12. Highways

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

A possible collapsed drain on Woodgate Lane has been reported.

Concerns were raised about cars obstructing footpaths by parking half on the pavement and half on the road. The clerk is to raise this to the safer neighbourhood team.

13. Churchyard & Burial Ground

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

Mrs Thomas reported that there has been no meeting this month, however a mole problem was raised in the churchyard. The clerk is to obtain a price from Castle Pest Control.

14. Youth & Playground Equipment

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

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

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

Mr Atterwill reported that the response rate to the Primrose Square anti social behaviour questionnaire had been good and a meeting is to be held in the New Year to discuss the results of the questionnaire and the best methods to address the anti social behaviour.

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

Mr Atterwill reported that the CAD drawings for plotting the trees at the BMX track site were almost complete. It is hoped that planning permission will be granted in the New Year.

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

Mr Marsham reported that the Under 5's group had assisted in planting the spring bulbs in the area and landscaping will recommence in the New Year.

Mr Atterwill reported that Miss Woolnough had resigned as a member of the sub committee due to her other commitments and appealed for another member to join.

15. Commons, Open Spaces & Environmental

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

Mr Northall reported that the Conservation Trust volunteers would be working on Mill Common on 21st and 28th January

b) To receive report on improvements to Burgh Common

The clerk is to follow up with the Environment Agency to find out if funding has been obtained for the board walk project

c) To agree financing of £600 for works to clear scrub on Mill common

Mr Northall advised that volunteers would come from the Conservation Trust, complete with equipment and help to clear the alders at a cost of £600 for two days work. This would be funded from the HLS payment received. Mr Atterwill proposed that this work should commence, seconded by Mr Westbury and carried.

16. To Receive update on village sign replacement

The clerk is to follow up with Harry Stebbing as to a timescale for the receipt of sketches of the proposed new sign.

17. Approved Contractors

a) To consider the following to be classed as a Swanton Morley Parish Council approved contractor:

i) Rod Buck

Mr Northall proposed that Mr Buck be accepted as an approved contractor for Swanton Morley Parish Council. Seconded by Mrs Thomas and carried.

18. To agree data protection security policy and funding of £35 to secure registration with the Information Commissioner.

The clerk is to confirm with Norfolk ALC the recommended timescales for retaining data on quotations and tenders. To be deferred until next month.

19. To Agree December Edition of The Mardler

The clerk is to amend the article about the grant scheme to advise that the scheme now has all monies allocated. The front page is also to be reformatted to make reading easier.

20. Correspondence

Mr Atterwill reported that he will be representing the Parish Council at the Friendship Club Christmas meal.

The Meeting was Suspended

District and County Councillors Report

Mrs Millbank reported that there is a cash incentive for recycling this Christmas period. A bin will be inspected at random and if all items in there are recyclable then a £20 voucher will be given. There is also a Christmas get together at the Twin Brothers in Dereham on 17th December to celebrate diversity in Breckland.

Mr Marsham queried whether Breckland could increase its recycling capabilities and extend to items such as yoghurt pots as they do in other part of the country. Mrs Millbank is to follow up.

After questioning from Mr Atterwill, Mrs Millbank is also to see if Breckland District Council still has a Portuguese liaison officer and also to see if Breckland District Council's large grant scheme is still open and if so what the upper limit is.

Mr Borrett reported that a meeting will be held at the church regarding the Mill Street widening project in an attempt to avoid a compulsory purchase of the land required to widen the road.

Mr Moulton and Mr Marsham raised concerns about the likelihood of the traffic just 'bottle-necking' further up Mill Street by the Waterfalls instead of at the church. Mr Atterwill agreed with this but suggested the planned scheme is a good start and Norfolk County Council could be lobbied for further improvements to Mill Street in the future.

Mr Westbury asked whether there was a date for placing the definitive Right of Way map online. Mr Borrett is to follow up.

Mr Atterwill raised concerns about the remit of the Norse Group and its effect on smaller contractors and ultimately jobs in Norfolk. Mr Borrett agreed to follow this up.

The Meeting Resumed and Mr Marsham proposed that the meeting be closed to the press and public due to the confidential nature of the business to be transacted. Seconded by Mrs Thomas.

Carried

8e) To receive report on registration of land at Burgh Common and agree any actions necessary

The Report of the District Valuation Office was discussed and, based upon this report, a price was agreed at which the Parish Council would accept Cemex's claim for adverse possession for the land. The clerk is to communicate this to Cemex and to Mr Todd who is the prospective purchaser of the land.

The Meeting was Re-opened to the Press and Public

21. Any item to be reported for the next agenda

- Response from Cemex regarding Parish Council's offer to relinquish land
- To agree a security policy so that the Parish Council can register with the Information Commissioner under the Data protection act.
- Update on the board walk project at Burgh Common

22. To confirm the date & time of next meeting to be held on Monday 11th January 2010 at 7.30pm at the Village Hall.

Carried.

The meeting closed at 9.05pm

_____ (Chairman) _____ Date