

## **SWANTON MORLEY PARISH COUNCIL**

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 8<sup>th</sup> February 2010. The meeting commenced at 7.30pm.

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

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

- Mr Moulton requested a green waste bin beside the recycling area as people often leave items that cannot be recycled in this area. Mr Atterwill advised that Breckland District Council would not collect this as the waste is not classed as domestic waste. Mr Marsham and Mr Moulton volunteered to tidy the area on 9<sup>th</sup> February.
- Concerns were raised over the condition of land recently purchased by Mr Todd and the effect it will have on fishing by the river. It was clarified that presently none of the Parish Council's land had been touched, however the Parish Council's land will be relinquished because it is not inaccessible by any means bar the river.
- Mr Ellis raised concerns about the quality of the highways in the village, particularly where they have been dug up by utility companies, filled to a proper level but not refilled after a period of time when the filling has settled and sunk down.
- Concerns were raised about the increase in traffic along Norwich Road whilst the Tuddenham Road is closed for widening work.
- Mr Northall advised that he had received an anonymous letter. He made clear that he is happy to take up any point raised by any parishioner, even if he personally disagrees with the matter. However anonymous letters are not appreciated. The Parish Council were in agreement.

*The Meeting Went Into Session.*

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

None received

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

None declared

### **3. Minutes from Parish Council Meeting of 11<sup>th</sup> January 2010 to be accepted, initialled and signed.**

The minutes were amended to reflect Mrs Thomas' apologies for the last meeting. Mr Northall proposed that the minutes as amended be accepted as a true and accurate record of the meeting, seconded by Mr Marsham. Carried (Mrs Thomas abstained). The minutes were signed as a true and accurate record by Mr Atterwill.

### **4. Matters Arising from Minutes of 11<sup>th</sup> January 2010**

Mr Westbury and Mr Northall advised they were unable to get into the village website. Mrs Thomas is to follow up.

The clerk advised that the Parish Council would be expected to provide safety signage at the proposed BMX track and an example of suitable signage had gone round in correspondence.

The clerk clarified the situation about the nib of land unregistered with Land Registry on Town Street.

When the clerk had originally spoken with Land Registry about registering the area of land that was clearly village green unbeknown to her Land registry started the process of amending the original registration at no cost. The Parish Council then voted to try to register the further area of land that adjoins the Highway on Town Street and cheque 101672 was drawn for £40 to reflect this application.

When it became apparent the process had started for amending the original application, the clerk delayed sending the subsequent application until the decision had been made on the amendment. As a result cheque 101672 had not been submitted and can now be cancelled.

The clerk is to arrange an appointment with Hood Vores and Allwood to view the archived village green documents.

### **5. To Consider the Position of Vice Chairman**

It was agreed that this item should be deferred until a subsequent meeting to allow councillors more time to consider the position.

## 6. Finance

### a) Accounts to approve for payment:

The clerk read amendments to the published accounts for payment

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 Work for Village Hall	101690	£356.86 £304.27
Faye LeBon	Clerk's Expenses	101691	£40.41
Norfolk Pensions	Local Government Pension Scheme (only for Parish Council work)	101692	£113.11
HMRC	Clerk's PAYE Work for Village Hall*	101693	£89.40 £162.11
EON	Street Lighting (December)	DD	£158.00
Swanton Morley Village Hall	Room Hire (January)	101695	£18.00
Eastern Office Equipment	Stationery (black ink)	101696	£57.68
Quinn Construction	Repair higher level windows	101697	£496.38
All Saints' Church PCC	Donation for Christmas Tree Festival	101698	£10.00
<b>TOTAL</b>			<b>£1805.81</b>

### b) To consider funding of repairs to church clock (£164.50)

Mr Atterwill advised that the maintenance of the church clock was included in the Parish Council's budget, but not repairs. It was agreed that this item should be deferred until a decision has been made on item 7.

### c) Income

Was reported from the following:

Received From	Detail	Amount
Swanton Morley Village Hall	Loan Repayment	£106.74
Bartrams	Burial Fee (Whittle)	£100.00
<b>TOTAL</b>		<b>£206.74</b>

## 7. To consider future management of the village hall and temporary funding for administration

Mr Atterwill explained that a letter had been received from the Chairman of Swanton Morley Village Hall Trust requesting that, after several resignations from the committee, the Parish Council take over the administration of the village hall on a temporary basis until such time that a suitable committee could be found to administer the building

He explained that the hall is very short on cash and further explained that the electricity bill is now at £665 per month after action was delayed on the electricity supply contract and a bill of approximately £3k was allowed to run up. The phone at the hall is now on a contract that cannot be cancelled until September without financial penalty. There is also a deficit in the budget. However, there is scope in the budget for increasing rents and more fund raising. A very productive meeting has been had with user groups to discuss the situation.

Mr Westbury questioned the fact that the social club is not currently running. Mr Atterwill responded that a meeting is being held on 9<sup>th</sup> February to appoint a new Designated Premises Supervisor.

It was the opinion of Mr Atterwill that the clerk needs to be paid until April 26<sup>th</sup>, the date of the Annual Parish Meeting, to bring the accounts of the hall up to date and bring in new procedures, particularly those insisted upon by the Charity Commission. After this date, if the Parish Council is still required to run the hall then only 5 hours per week would be required by the clerk to administer the facility.

Mr Westbury advised that having looked through the accounts left by the Trustees he feels that these are not of an acceptable standard.

Mr Marsham felt that the Parish Council, as custodian trustees, needs to be safeguarded for the future.

Mr Atterwill believed that the hall cannot carry on with the constitution it has and that the people of Swanton Morley should decide the way the hall is managed on 26<sup>th</sup> April at the Annual Parish Meeting.

Mr Northall expressed his dismay of the events that had happened. The Parish Council had always been told that the hall was in a strong financial position and grants had been made to the hall on this basis.

The accounts were very unclear as to where monies from large fund raising events went to and the 250 club was in reality a 160 club. No accounts had been seen for the social club and he would like to know where the social club stood. The clerk responded that the social club finished the year with

approximately £3500 in their bank account. As a rule they would normally transfer any balance over £5000 to the hall, and in previous years had transferred £2000 to the hall. This year this would not be possible.

It was clear that money had been spent by the hall without clear knowledge of the hall's financial situation.

Mr Atterwill presented councillors with a revised budget based upon a contingency figure that would be required if the Parish Council were to administer the hall. The clerk had contacted Breckland District Council about amending the precept amount that was agreed in November and Breckland had agreed that this could be amended but a decision had to be made by councillors at this meeting.

Mrs Thomas proposed that the £2000 won from Calor for the Village of the Year should be paid directly to the village hall to cover the cost of administering the hall up until April 26<sup>th</sup>. This was seconded by Mr Northall and carried. Originally this money was to be used to offset the works on the village hall roof but this is now to be drawn down from the village hall's grant money.

Mr Westbury proposed that the precept should be amended by £2111.29 from the amount originally requested from Breckland District Council and used as a contingency should be the Parish Council be required to administer the hall in the 2010/2011 financial year. This was seconded by Mr Fleming and carried. The new precept amount is £37,060.29.

It was stressed that this was an exceptional decision made by the Parish Council forced by the dire financial situation that the hall found itself in.

Mr Atterwill advised that there is an outstanding bill for the hall payable to Abacus copiers in relation to the second half of the purchase of the photocopier (£250) and the maintenance charge for December (£95.36) which related to the production of the Village Voice. It was agreed that this should be paid.

Mr Atterwill also advised that a health and safety risk assessment of the hall has been done. One serious issue still outstanding from the previous assessment 2 years ago is that there is no emergency gas valve within the building to turn off the gas. Mr Atterwill proposed that this be rectified, subject to a limit of £300. Seconded by Mr Fleming and carried.

The emergency lighting has been tested and two lights had been replaced.

It was agreed that the District Councillors report should be heard next.

#### *The Meeting was Suspended*

#### **District and County Councillors Report**

There was no report from the County Councillor.

Mrs Millbank reported that the LDF would be going into a 6 week consultation period to receive comments on the siting of new dwellings and associated changes in the settlement boundaries. She also reported that Breckland District Council were organising freestyle art and dance lessons over half term and also a youth Masterchef competition.

#### *The Meeting Went Back into Session*

It was agreed that item 6b should be considered at this point.

#### **b) To consider funding of repairs to church clock (£164.50)**

Mr Westbury proposed that this invoice should be paid, seconded by Mrs Thomas. The motion was carried with a vote of 5:1. Cheque 101699 was drawn to reflect this.

#### **8. Land and Planning**

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

##### **i) 3PL/2009/1209/F – Mr and Mrs G Wilton, The Hawthorns, Frogs Hall Lane, Woodgate – Proposed extension to existing dwelling**

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

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

The clerk reported that Planning Permission had been granted for application 3PL/2009/1134/F for the repositioning of dwellings at the Elms, Woodgate.

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

This had been covered in the District Councillors report.

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

The clerk reported that she had written to Zoe Footer requesting that the transfer of Breckland District Council's lands at Middleton Avenue to the Parish Council be prioritised and Councillor Millbank had

backed this request. The clerk is to follow up with Zoe Footer as to Breckland District Council's decision over this matter.

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

Further to correspondence from Land Registry that the Parish Council's evidence did not support a claim for registration, the clerk is to contact Hood Vores and Allwood and view the legal documentation in relation to this land held by them.

**f) To formally agree to withdraw objection to Cemex claim for adverse possession on Burgh Common in exchange for financial sum offered.**

Mr Northall proposed that the Parish Council formally withdraws its objection to Cemex's claim for adverse possession in exchange for the financial sum offered. Seconded by Mr Marsham and carried.

**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 Norfolk ALC had advised that Mr Milne had an easement over the village green through long usage, however it still was not clear as to whether this easement would pass to residents of his proposed development. The clerk is to clarify.

**10. Grant Funding**

**a) To receive any update on grant projects**

There were no updates from groups granted money under the Parish Council's grant scheme. Mr Northall asked if the Entertainers were to return to the hall whether they would bring back the stage curtains, thus negating the need to grant money to the Estrella curtain project. Mr Atterwill responded that discussions had occurred but to date there was no progress.

**11. Allotments**

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

Mr Atterwill is to arrange to meet Mr Keith to discuss the project.

**12. Street Lighting**

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

The clerk is to chase the repairs to the brackets on several village street lights.

**b) To agree any applications to be an approved contractor for street light maintenance contract**

The clerk is to chase prospective contractors for their approved contractor applications.

**13. Highways**

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

The clerk is to follow up when the repairs to the blocked drain in Town Street and the bent barrier outside the shop will be addressed. An email from Mr and Mrs Preedy was read out raising concerns about traffic using the Norwich Road while the Tuddenham Road is closed. The clerk is to respond providing Mr and Mrs Preedy with the correct diversion and then forward the comments to Norfolk County Council.

**14. 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 when the weather improves

**b) To consider quotations for mole elimination in churchyard**

The clerk advised that SMP Pest Control (the contractors for Breckland District Council) quoted a price of £75 per month for 3 months and then review the price for controlling moles in the churchyard. Castle Pest Control had quoted £60 per treatment but could not guarantee how many treatments it would take to address the matter. A quote from Willowdale Pest control was still awaited. Mr Fleming proposed that the clerk instruct SMP Pest Control to commence work on mole control for the next 3 months, seconded by Mrs Thomas and carried.

**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**

Mr Atterwill reported that a meeting was held on 28<sup>th</sup> January with representatives from Breckland District Council, Norfolk County Council and Norfolk Police to discuss the results of the anti-social behaviour survey and actions to help resolve the problems that residents are experiencing. He stressed that there was a need to report every single incident of anti-social behaviour, however trivial, as the survey showed a picture of many more incidents occurring than were reported to the police. The details of the families causing the most problems were given to Sgt Goodbody who will discuss the matter with their Housing

Association if appropriate. From experience if the families are aware that their homes are under threat they will be stricter with their children.

A police surgery was held on 14<sup>th</sup> January at Swanton Morley Village Hall. Unfortunately the Police were unaware that they had to pay for the hall hire. Mr Fleming proposed that the Parish Council pay £9 to cover the hall hire for this surgery, seconded by Mr Marsham and carried.

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

A decision on Planning Permission for the proposed BMX track is due by 24<sup>th</sup> February. Mrs Millbank is to follow up.

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

Mr Marsham will recommence work when the weather improves.

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

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

Mr Northall reported that the volunteers are due to fell the alders on Mill Common on 25<sup>th</sup> February and 4<sup>th</sup> March.

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

The clerk reported that Dr Dryden has advised that work will start shortly on the boardwalk project at Burgh Common. Dr Dryden had requested that temporary storage units be placed on the common while this work is being done. It was agreed that there should be no objections to these units being sited on the common.

The clerk explained that she had been contacted by the RPA regarding the Parish Council's Single Payment Scheme award. Mr Marsham had shown the representative from the RPA around Mill Common and a report is awaited on whether the Parish Council's claim is valid. Discussions with the RPA suggest that the Single Payment Scheme can only be claimed if there are grazing rights lodged with Norfolk County Council. The clerk is to speak with Mr Carrick who originally arranged the SPS claim to obtain clarification and see if any of his grazing rights were transferred. This does not affect the ELS or HLS claims.

**17. To Receive update on village sign replacement**

The clerk had fed back comments to Harry Stebbings and is awaiting a colour drawing based upon councillor's suggestions.

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

The clerk clarified the data retention recommendations from Norfolk ALC. Mr Westbury is to forward the clerk recommendations from the Association of Record Keepers. The clerk is to amend the policy and circulate to councillors and put higher on the agenda for next month.

**19. To Agree Agenda for Annual Parish Meeting**

The clerk is to circulate a draft to councillors for agreement at the next meeting.

**20. Correspondence**

Nothing reported

*The Meeting was Suspended for Public Comments*

Mr Ellis expressed concerns about the direction of the one way traffic being proposed at the new recycling centre in Dereham. He also stressed that the trustees of the Village Hall cannot just walk away from their responsibilities and suggested that they may have been negligent. It was clarified that there are only 2 trustees at present and it was these trustees who had asked the Parish Council for assistance. He also thought that the Parish Council should have been more insistent on receiving information such as minutes and accounts from the hall. He also stressed that the Parish Council should be clearer on its acceptance of administering the hall.

It was clarified that the VAT would be reclaimable if the Parish Council were management trustees, but in their current position of custodian trustees it is not.

Mr Palmer advised that the Charity Commission would look favourably on organisations that asked for their help. Mr Atterwill replied that the Parish Council is in contact with the Charities Commission, and he read out the Commission's advice to the Parish Council on having a trustee declaration form and also a children and vulnerable person's policy. He also read out the report from the internal auditor and the letter from the Chairman of the Village Hall Trust.

Mr Palmer thanked the Parish Council for the grant for the noticeboard and assisting with the repairs on the church clock.

*The Meeting was Resumed*

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

- Agenda for the APM
- Data Protection Policy

**22. To confirm the date & time of next meeting to be held on Monday 8<sup>th</sup> March 2010 at 7.30pm at the Village Hall.**

Carried.

**23. To formally accept temporary administration of the Village Hall.**

Mr Atterwill proposed that the Parish Council continue to administer the hall as custodian trustee until the Annual Parish meeting on 26<sup>th</sup> April when the village will be consulted on the management of the hall. Seconded by Mr Westbury and carried.

The meeting closed at 10pm

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