

SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in the Village Hall on Monday 9th March 2009. The meeting commenced at 7.30pm.

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

Matters Raised Under Time Allocated to the Public

- What the procedures were for children playing football at the village hall. Mr Atterwill advised that this should be raised with the village hall management committee, and not the Parish Council, however Mrs Eames was able to clarify that no football can be played on the field when archery is in progress, and that 'ad hoc' football can also not be played when the football clubs have paid to hire the pitches. Despite the fact that this is private land, children can play 'ad hoc' football when the pitches are not in use, however it was recommended that children do not utilise the land after dark as the area is regularly patrolled by police.
- Advice that Dr Strickland is retiring after 22 years serving people of the village. It was agreed that the Parish Council should write to Dr Strickland expressing the parish's appreciation of his service.
- The benefits of joining the CPRE were raised but it was also accepted that the Parish Council may not be in a financial position join the group.

The Meeting Went Into Session.

1. Apologies for Absence

Apologies were received from Mr Perry and County Councillor Mrs Floering-Blackman

2. Declarations of Interest

Mr Atterwill declared a prejudicial interest in item 6a (finance) and a personal interest in item 5 (co-option of a councillor).

Mr Northall declared a prejudicial interest in item 6a (finance)

Mr Westbury declared a personal interest in item 5 (co-option of a councillor)

3. Minutes from Parish Council Meeting of 9th February 2009 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.

4. Matters Arising from Minutes of 9th February 2009.

Mr Marsham raised that the land on which Mr James had recently received planning permission did not belong to him, however this was not a matter for the planning authorities

It was agreed that item 5 should be deferred until later in the meeting

Mr Atterwill and Mr Northall left the room. Mrs Thomas took chair of the meeting.

6. Finance

a) Accounts to approve for payment:

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

Payee	Detail	Cheque Number	Amount
Faye LeBon	Clerk's Salary	101552	£341.23
Faye LeBon	Clerk's Expenses	101552	£43.28
Norfolk Pensions	Local Government Pension Scheme	101553	£104.90
HMRC	Clerk's PAYE	101554	£85.20
Mazars LLP	Costs incurred in connection of objection (£7,049.50) Audit Fee (£1,006.25)	101555	£8,055.75
Bank of England	Public works loan Repayment	101556	£8,094.34
EON	Street Lighting Electricity (February)	DD	£137.59
Swanton Morley VH	Room Hire (January)	101557	£27.00
Eastern Office	Photocopying Affordable Housing Survey (£53.90)	101558	£75.95

Equipment	Stationery (£13.97)		
PO Counters	Stamps (Affordable Housing Survey)	101551	£36.72
TT Jones	Quarterly Maintenance and repairs	101559	£304.19
NPFA	2009/2010 Subscription	101560	£25.00
Wensum Valley Svs	Councillor Phone Expenses (April 08 to Jan 09)	101561	£45.66
Help for Heroes	Donation (s137)	101562	£50.00
Victim Support	Donation (s137)	101563	£50.00
Air Ambulance	Donation (s137)	101564	£50.00
Nfk Accident Rescue	Donation (s137)	101565	£50.00
Swanton Morley Social Club	Grant Funding (Purchase of Television)	101566	£500.00
Mrs J Andrews	Community Car Mileage	101567	£8.00
Mrs J Cook	Community Car Mileage	101568	£25.10
Mrs M Newland	Community Car Mileage	101569	£63.30
Mr G Northall	Community Car Mileage	101570	£27.80
Ms J Spauls	Community Car Mileage	101571	£14.30
Mr G Thorpe	Community Car Mileage	101572	£26.88
Mrs A Sadler	Community Car Mileage (£7.20) and replacement for cheque 101494 (£34.60)	101573	£41.80
Mrs Walden	Community Car Mileage	101574	£9.60
Rod Buck	Cut of Village Hall Hedge	101575	£80.50
TOTAL			£18,374.09

Mr Atterwill and Mr Northall re-entered the room. Mr Atterwill resumed position as chair.

The council discussed where the money was to be found in the budget to cover the audit bill which had been greater than expected. Mr Atterwill proposed that £800 that was originally designated for the All Weather Sports Pitch feasibility study is used to cover the audit fees. A further £400 could be found in the 2009/2010 budget by reducing money spent by the sub-committees, most notably chemicals for weed spraying in the churchyard and maintenance and repairs in the playing field. Seconded by Mrs Thomas. Carried.

b) Income

Income was reported as follows:

Received From	Detail	Amount
Barclays Bank	Credit Interest (Tracker Account)	£6.11
Breckland District Council	Community Car Payment	£91.09
RPA	HLS (half yearly payment)	£575.00
TOTAL		£672.20

c) To Receive Report by External Auditor

Mr Atterwill read the report from the external auditor:

1) The council must ensure that it complies fully with its standing orders/financial regulations when entering into contracts for goods and services (this was not done in the case of the award of Phase 1 of the street light replacement project).

2) The council minutes must clearly record all decisions made by the council.

Other matters that the council should consider:

1) The current financial regulations state that contracts exceeding £1000 in value must be subject to formal tender (ie: sealed tenders). The formal tendering process is normally only applicable to major contracts for goods and services and the council may wish to consider increasing the limit below which 3 estimates are required.

Mr Northall proposed that the tender limit remain at £1000, seconded by Mr Marsham and carried.

2) The current financial regulations (11.1(b)) require the council to invite tenders from an approved suppliers list. As the council does not maintain such lists the regulations should be amended to reflect an appropriate alternative arrangement (eg: reliance on approved lists maintained by the District Council or seeking advice from their purchasing department in complex situations).

Mr Atterwill advised that he had spoken to Breckland District Council and they do not have an approved list of contractors; however they do have Health and Safety and Contractor questionnaires. These are to be sent to the Parish Council and Mr Atterwill and the clerk will devise a version that is appropriate to the Parish Council.

3) As council reserves have increased significantly, the council may wish to review its level of fidelity guarantee once more.

Mr Northall proposed that the level of Fidelity Guarantee Insurance be raised to £50,000, seconded by Mrs Thomas and carried.

It was also agreed that the Council's Standing Orders should be reviewed annually at the Annual Meeting of the Parish Council.

Mr Atterwill reported that the objection was not upheld and the financial cost to the council, including all overtime was £6,329.26. Mr Atterwill went on to say that the cost of the objection had added 23% to the overall cost of the disputed TT Jones contract for phase one of the street lighting project.

Mr Atterwill also reported that he had investigated the financial stability of the banks where the council holds money. Both Barclays and Alliance & Leicester scored AA- in the Fitch rating. The clerk is to obtain written confirmation from both banks on the security of the Parish Council's money.

7. Planning

a) To consider responses for the following planning applications

i) 3PL/2009/0096/F – Mr A McBride – Stationing of permanent caravan on Park Farm Camp Site

Discussions occurred as to Mr McBride's situation and the precedent being set of allowing a permanent caravan on a campsite. Mr Westbury proposed that there be no objections to this application on the provision that the application is reviewed in 5 years. Seconded by Mr Marsham and carried. The vote was 4:1 in favour with Mr Northall objecting.

b) To consider formal response to Breckland District Council regarding the LDF Additional Sites Consultation

Mr Atterwill reported that the Core Strategy is going to Full Council at Breckland on 12th March. He had asked to be permitted to address this meeting, however he had been denied this request and been told that all representations must go through the Ward Representative. As Mrs Millbank is unable to attend the council will be left unrepresented.

A copy of the Parish Council's complaint to Breckland District Council had been circulated and Mr Northall proposed that this complaint be given to Trevor Holden, Chief Executive of Breckland District Council, and also emailed to all Ward representatives. Seconded by Mr Marsham and carried.

A copy of the letter to be sent to Hazel Blears, Secretary of State for Communities and Local Government, had also been circulated to councillors. Mrs Thomas proposed that, subject to minor amendments, this letter be sent. Seconded by Mr Marsham and carried.

In relation to the Second Site Specifics Consultation, Mr Northall proposed that Breckland District Council is written to asking whether other stakeholders have agreed the suitability of these sites. Seconded by Mrs Thomas and carried.

c) To receive results of affordable housing survey and agree response to Broadland Housing Association

Mr Atterwill read through the results of the Middle Camp Affordable Housing Survey. Only 26% of respondents were in favour of the scheme for the three affordable bungalows, and whilst 60% of respondents were in favour of the four affordable starter homes, concern was raised over the level of investment in the village should only one scheme go ahead.

Mr Atterwill advised that he had spoken to Zoe Footer at Breckland District Council and there is a possibility that the parish can take ownership of these areas of land with a restrictive covenant for £1 plus legal fees (approximately £750).

Mr Atterwill proposed that after the consultation the council does not think it is appropriate to transfer these areas of land to Broadland Housing Association to build affordable housing and that the Parish Council investigate the possibility of buying the land with a restrictive covenant. Seconded by Mrs Thomas and carried.

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

Mr Northall reported that there had been no further development on this project and there was unlikely to be until land allocation under the LDF had been agreed.

10. Street Lighting

a) To receive fault reports / matters for attention

The Middleton Avenue Survey revealed an inoperative light on Thompson Close. The clerk has reported this to TT Jones.

b) To receive an update on street light replacement project

Mr Atterwill reported that MHB services have removed all the old columns under Phase 2 of the project, except the column near the shop as they are awaiting EDF Energy to complete the transfer.

11. Highways

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

The clerk reported that May Gurney had inspected the Fibredec path at the Burial Ground and advised that it was breaking up due to the water running off the highway directly into this area. This had been reported to Highways and they are to inspect the drainage in this area.

Mr Atterwill reported that the hedge cutting was to be done shortly on Hoe Road South. He also reported on the following highways projects that are due to begin in the 2009/2010 financial year:

a) Mill Street widening: A land purchase had been agreed with the bowls club and negotiations were still ongoing with Mr Keith.

b) B1147 - Tuddenham Road widening: A land purchase is being negotiated with Mr Atkins to allow widening of the road. Highways are also investigating the reconstruction and resurfacing of the S Bends.

c) Footpaths: The footpath from Lincoln House, through Greengate and as far as the Gooseberry Hill playing field is to be resurfaced, as is the footpath along Hannah Road and Worthing Road, as far as the Barracks.

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 subcommittee had not met, however she had received the specification of the headstone requested by Mr Clegg. Mrs Thomas proposed that there should be no objection to this headstone in the churchyard, seconded by Mr Marsham. Carried.

13. Youth & Playground Equipment

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

Mr Atterwill reported a subcommittee meeting is to be arranged for April and more play bark will be required at the start of the next financial year.

14. Commons, Open Spaces & Environmental

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

Mr Northall reported that there had been no further work on Mill Common due to the inclement weather. The clerk is to follow up with Dr Dryden about whether an appeal should be made against Breckland District Council's decision to refuse planning permission on Burgh Common for the access boardwalks. Mr Atterwill reported that one further working party is needed to clear the vegetation on Rectory Road. This was arranged for Tuesday 7th April at 5.30pm.

15. To Receive a Report on Parish Council Surgery and Agree Date for Future Surgeries

Mr Atterwill and Mr Westbury reported that the pilot surgery was well attended with approximately 12-15 people coming to speak to the councillors, primarily on the affordable housing at Middleton Avenue and the LDF. Further surgeries were agreed for 21st March (Mr Northall and Mr Marsham) and 18th April (Mr Atterwill and Mrs Thomas).

16. To Consider Parish Council Membership of CPRE

Mr Northall proposed that, due to the Parish Council's financial situation as a result of the audit bill, this should be postponed until November when the 2010/2011 budget is agreed, seconded by Mrs Thomas. Mr Westbury proposed an amendment that due to the current situation with the LDF membership should commence immediately. This was seconded by Mr Marsham and carried.

It was agreed that council should address Item 5

5. To Consider Co-option of New Councillor

Mr Northall proposed that Mr Alan Fleming be co-opted on to the council, seconded by Mrs Thomas and carried. Mr Fleming signed his declaration of acceptance of office and took his place as a councillor.

17. To Consider Parish Council Participation in Swanton Morley Carnival

It was agreed that the Parish Council should be supportive of the carnival and will be discussed at a later date.

18. To Agree Latest Edition of *The Mardler*

Mrs Thomas proposed that the edition circulated be accepted as amended, seconded by Mr Marsham and carried.

19. Correspondence

Mr Atterwill requested that the clerk write to the grass cutter and request that the final cut of the year is not as short so as to reduced problems on the football pitches.

It was agreed that the Play Equipment Inspection Course correspondence from NRCC should be sent to Mr Sherlock to see if he is interested in attending as he assists with the Gooseberry Hill and Village Green Inspections.

The clerk is to email all time specific correspondence to councillors.

The Meeting was Suspended

District and County Councillors Report

There were no reports from the County or District Councillors

The following items were raised by the public:

- Mrs Eames booked the 6th April for the next council meeting. She also advised that the 'Village Diner' at the village hall is now open for food between 9am and 3pm 6 days a week. The floor in the main hall is to be resurfaced starting on the 30th March
- Mrs Northall thanked councillors for supporting membership of the CPRE. She also raised concerns about the emails reaching 'webmaster@swantonmorely.info'. Mrs Thomas requested these be sent to Mr Thomas' personal email.

The Meeting Resumed

20. Any item to be reported for the next agenda

- The village carnival
- To agree agenda for the APM

21. To confirm the date & time of next meeting to be held on Monday 6th April 2009 at 7.30pm at the Village Hall.

Carried

The meeting closed at 9.20pm

_____ (Chairman) _____ Date