

## SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in the Village Hall on Monday 9<sup>th</sup> November 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 and seven members of the public. Also in attendance the clerk.

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

Mr Ellis raised the matter of the very poor condition of the B1147 Tuddenham Road. He also questioned whether the Parish Council held a copy of the original insurance documents for the village hall. Mr Atterwill produced a copy given to him by Zurich where the original applicant in 1999 on behalf of the village hall trust had completed the form clarifying that cover would not be required for theft by forcible entry. This was reviewed and confirmed again by the village hall trustees in 2004. It is the opinion of the loss adjuster that the theft of the lead is not malicious damage. The new insurers have stipulated that an alternative to lead should be used as a replacement and they have also given details of how to fight Zurich's decision not to pay the claim via the FSA.

*The Meeting Went Into Session.*

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

Apologies were received from Mr Perry and Mrs Millbank.

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

Mr Atterwill declared a prejudicial interest in items 5a (finance) and 7b (Under 5's group grant application).

### **3. Minutes from Parish Council Meeting of 12<sup>th</sup> October 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 Westbury. Carried. The minutes were signed by Mr Atterwill.

### **4. Matters Arising from Minutes of 12<sup>th</sup> October 2009.**

None Raised.

*Mr Atterwill Left The Room*

### **5. Finance**

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

The clerk read an amendment to the advertised invoice payable to Eastern Office Equipment and also additional invoices for payment for the delivery of the Mardler and for grant funding for Swanton Morley Social Club.

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

<b>Payee</b>	<b>Detail</b>	<b>Cheque Number</b>	<b>Amount</b>
Faye LeBon	Clerk's Salary	101634	£357.06
Faye LeBon	Clerk's Expenses	101634	£61.09
Norfolk Pensions	Local Government Pension Scheme	101635	£113.11
HMRC	Clerk's PAYE	101636	£89.02
EON	Street Lighting (October)	DD	£158.46
Eastern Office Equipment	Stationery and Mardler Printing	101637	£180.58
Swanton Morley Social Club	Grant Funding (Cooling Unit)	101638	£1,053.98
Miss M Atterwill	Mardler Delivery	101639	£10.00
Mr S Atterwill	Mardler Delivery	101640	£10.00
Swanton Morley Village Hall	Room Hire (October)	101641	£31.50
<b>TOTAL</b>			<b>£2,064.80</b>

*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
<b>TOTAL</b>		<b>£106.74</b>

### **c) To consider financial assistance for Swanton Morley Village Hall for repair of roof**

Mr Atterwill provided background information regarding the theft of lead from the roof of the village hall and the insurance company's refusal to pay for the repairs. He also advised that the new insurance company had given the hall an ultimatum of 90 days to make the repairs to the roof. Should the repairs not be done, after this date (20<sup>th</sup> December) the insurance company would refuse to cover the hall in its entirety. A copy email from Allied Westminster was circulated to all councillors.

Concerns were raised regarding the hall's accounts and the fact that the Parish Council had not been able to obtain any recent financial information. Mr Atterwill responded that, after discussions with the village hall trustees it had been acknowledged that the accounts were in disarray and that the treasurer had recently resigned. It was also acknowledged that the village hall management committee had paid out a lot of money in the last two years on maintenance that was required because previous committees had neglected these issues.

Mr Atterwill went on to advise that the village hall trustees have asked if the Parish Clerk would be willing to reconcile the village hall and social club accounts on a temporary basis until the end of January. The village hall would reimburse the parish council for the additional overtime. There could then be the possibility of a small steering group being created consisting of representatives from the hall, the social club and the Parish Council whose remit would be to review the accounts, to put in place a three year plan and to review the constitution, making recommendations as required. All agreed.

Mr Atterwill clarified that if the Parish Council agreed to assist financially with the roof repairs, and then the dispute with the insurance company was resolved in the hall's favour, then the Parish Council would receive its money back.

It was agreed that there was an opportunity to save money on the roof repairs by doing this at the same time as the higher level works required for the extension project. The hall had already gone out to sealed tender for the higher level roofing works to ensure that the lowest price was obtained. This was discussed at the Parish Council meeting of 12<sup>th</sup> October under item 7c. The building contractor (Quinn Construction) had offered a further saving by employing a separate scaffolding company rather than utilising the scaffolding used by the builder. The total cost would be £12,527.15 inclusive of VAT. The clerk is to further investigate with HMRC to obtain a definitive answer as to whether the VAT can be reclaimed if the Parish Council takes full control of this project.

It was acknowledged that there was a further £2000 of income coming into the village as a result of winning the Eastern Region village of the year award and it would have been unlikely that the village would have won this without the help of the village hall.

Mr Westbury proposed that the Parish Council fund these repairs out of the money from the hall's grant application as agreed by the Parish Council in October 2009, which would give time for the accounts to be properly prepared for the Parish Council to view. The High Level work is also to be authorised at the same time.

It was noted that the repair work would not be match funded.

Mr Atterwill proposed an amendment. The Parish Council fund these repairs out of the money from the hall's grant application, which would give time for the accounts to be properly prepared for the Parish Council to view. The High Level work is also to be authorised at the same time. The £2000 won from the Calor Village of the Year would also be contributed to the project. The Parish Council would completely manage the works, instructing the contractors and paying the associated invoices, but would liaise with the village hall trustees at all times. In addition to this, due to the urgent nature of the work that requires completion by 20<sup>th</sup> December, and the season of inclement weather fast approaching and the resulting damage to the hall that this would cause, the Parish Council's financial standing orders should be waived regarding going out to tender to three contractors and the quotations from Quinn Construction to do the repairs and Lynnscaff to do the scaffolding work should be accepted. Mr Westbury seconded and the motion was carried.

The clerk agreed that she would assist with bringing the hall's accounts up to date and the Parish Council would bill the village hall for this work.

## **6. Planning**

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

The clerk reported that Breckland District Council had agreed the following actions:

3PL/2009/0774/F – D Savage, 10 Ainsworth Close – Remove hedge at rear and replace with 2m close board fencing. Permission granted.

**b) To receive report on LDF issues affecting Swanton Morley and agree response to Norfolk County Council re: Norfolk Minerals and Waste LDF**

Mr Atterwill reported that it was unfortunate the Local Development Framework independent inspector had not taken on board numerous requests to reduce the number of new dwellings allocated to Swanton Morley from 50 to 30. Mr Atterwill had attended a meeting of the Breckland District Council LDF Steering group on 3<sup>rd</sup> November with regards to recommending where these new dwellings should be built. Whilst the planning officers at Breckland District Council thought that 35 should be built on Gooseberry Hill and the remaining 15 on Manns Lane, it was argued that the traffic generated on Gooseberry Hill would be a danger to children using the new playing field and the road on Manns Lane would be far from suitable to cope with the increased traffic. The village's preferred site on Rectory Road, site [098.007], had originally been classed by Breckland District Council as an alternative site, however the road widening project on Mill Street had not been taken into account and this project would alleviate the concerns originally had by the Highways department about this site. The LDF Steering Group will therefore be recommending to Breckland District Council's Cabinet that the site on Rectory Road be the preferred site for 50 houses.

Councillors considered the latest consultation from Norfolk County Council on the LDF and agreed, upon a proposal by Mr Northall and a second by Mr Marsham, that as the only site that would have affected Swanton Morley, the site at Tuddenham, had been withdrawn from the proposals then there would be no need to comment on this particular phase of the consultation.

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

The clerk reported that the Cabinet at Breckland District Council had agreed to sell or transfer all their small areas of land at a rate of 10 parcels of land every 6 months. Zoe Footer is to put together a proposal on how to prioritise the land transfers, but whilst she could not comment on where Swanton Morley's parcels of land would be placed, she hoped that the two areas of land at Middleton Avenue would be quite highly placed because a lot of the work relating to the transfer has already been completed. A further report will be given when Breckland District Council has agreed the priority of the lands at Middleton Avenue.

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

It was reported that Mrs Walden, Mrs Andrews, Mr Clegg and Mr and Mrs Holdsworth had objected to the Parish Council registering the nib of land between the footprint of the hall and Wayside Cottage claiming that they would not object to the Parish Council's registration if they were granted prescriptive pedestrian and vehicular right of way over this land.

Councillors agreed that there had always been a pedestrian right of way over this land but there was no agreement over vehicular access. There was confusion over why the cottage owners would want vehicular access over this land when a legally binding access had been granted across the village green that provided a safer entry and exit onto Town Street.

*The Meeting was Suspended to Allow Mrs Walden and Mrs Andrews to Speak*

Mrs Andrews commented that the access at the side of her house was more convenient for unloading her car. Mrs Walden felt that her deeds had a written statement that there was a vehicular right of way along this area of land.

*The Meeting Resumed*

Mr Atterwill proposed that the Parish Council continue with the registration and allow for a prescriptive pedestrian right of way. Seconded by Mr Fleming.

Mr Westbury proposed that the land be registered allowing for all current rights of way across the land. There was no second for this proposal.

Mr Marsham proposed that the status quo be kept and the bollard on the land remains in its place. There was no second to this proposal.

A vote was taken on Mr Atterwill's proposal and it was carried with 5 in favour and one abstention. The clerk is to advise Land Registry of the Parish Council's decision to continue with the application and send Land Registry the map of the vehicular right of way that has already been agreed by all parties.

**e) To agree further action on Burgh Common Cemex Land Registry objection**

Mr Northall reported that the claim for adverse possession of the land arises from a statement made by William Gagie who claims that a representative from Cemex has walked across the land every day. Mr Northall proposed that the Parish Council should negotiate with Cemex over this area of land, seconded by Mr Marsham and carried. The clerk is to advise Land Registry of the council's decision.

**7. Grant Funding**

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

None received

*Mr Atterwill Left The Room*

**b) To consider application for large grant funding from Swanton Morley Under 5's Group**

Disappointment was expressed by Mrs Thomas that the Under 5's group chose not to discuss their website needs with the designer of the village website.

Queries were raised about the current finances of the Under 5's Group.

*The Meeting Was Suspended to Allow Mr Atterwill to Re-Enter the Room and Answer Questions of Councillors*

Mr Atterwill gave a brief summary of the group's financial position and long term viability and answered councillors' questions. The grant application to Norfolk County Council referred to in the document before councillors had already passed the first tier for approval

*Mr Atterwill Left the Room and the Meeting Went Back Into Session*

Mr Northall proposed that funding of £1044.45 be granted representing 17.3% of a total project valued at £6,036.50 to improve the quality of equipment for the children. Seconded by Mr Marsham and carried.

*Mr Atterwill Re-Entered The Room*

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

The clerk reminded councillors that the deadline for this grant scheme from Norfolk ALC was 31<sup>st</sup> December therefore any applications to go forward would have to be approved by the Parish Council at the December meeting. No applications had been received to date. The playing fields committee are to consider if they have any projects to go forward for this scheme.

**8. Allotments**

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

As reported in item 6b), progress is being made on the LDF with recommendations agreed for the site specific allocations. Mr Northall is to contact Strutt and Parker, as land agents for Mr Keith, to find out if Mr Keith would have any land available for allotments. Costings are to be made in time for the budget meeting for fencing and legal fees.

**9. Street Lighting**

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

None reported

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

The clerk is to follow up with TT Jones as to whether they have completed the safety certificates for Phase One and whether they have completed their annual maintenance inspection.

**10. Highways**

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

The following items were reported:

- Mr Ellis' comments about the poor condition of the B1147 were noted
- The 'Slow' road markings on approach to the Waterfall Bridges had been worn away.
- Excess surface water at the bottom of Primrose Hill
- A potentially blocked/collapsed drain on Town Street
- Leaves on the path on Rectory Road
- A large crack down the centre of Woodgate Lane, possibly caused by heavy farm machinery

The clerk is to report these matters.

**11. Churchyard & Burial Ground**

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

Mrs Thomas reported that the budget for the sub committee for 2010/2011 had been agreed. It was also agreed by the subcommittee to move the West gates back from the road, thus taking the strain of the pillars. This would also allow a safer space for vehicles away from Mill Street.

There was general concern about the condition of the grass in the burial ground. Mr Atterwill proposed that due to the poor performance of the current contractor, the council's previous contractor, D. Watson, is to be asked to do the last cut of the season. Seconded by Mr Westbury and carried.

**12. Youth & Playground Equipment**

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

Mr Atterwill reported that a meeting had been arranged for 18<sup>th</sup> November to agree the sub committee's budget for 2010/2011.

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

Mr Atterwill reported that anti social behaviour diaries are to be issued. A letter is also to be sent to every household in the Middle Camp area with a questionnaire to be sent back to Breckland District Council so their anti-social behaviour team can have a better idea of the problems being experienced in this area and then can put a plan in place to address the issues.

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

Mr Atterwill reported that the CAD drawings of the site had been completed by a young person in the village on a volunteer basis and work had started on the tree drawings. It was hoped that the planning application would be ready to send to Breckland District Council on 18<sup>th</sup> November.

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

Mr Marsham had continued work in this area, and appealed for volunteers to help to trim the bank. It was agreed that the £40 of garden centre vouchers won in last year's Pride in Norfolk Awards should be used to purchase some spring bulbs for this area.

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

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

Mr Northall reported that he had met with the local community volunteer manager with the intention of utilising this group to clear the scrub from Mill Common. The intention is for this group to come out for one day in November and one day in the New Year. The cost for this service is £600 plus VAT, but this is adequately covered by the grants received under the HLS Scheme. This is to be placed on the next agenda for agreement.

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

There had been no update as to whether the Environment Agency had received funding for the Boardwalk project as yet.

**c) To consider purchase of spring bulbs for the village**

This was agreed in item 12d.

*Mr Northall Proposed that the Meeting be Extended Beyond 9.45pm. Seconded by Mr Marsham and Carried*

**14. To Consider the Replacement of Swanton Morley Village Sign**

Mr Atterwill advised that he had met with Harry Stebbing regarding a potential replacement of the village sign. Mr Stebbing believes that the best material for a new sign is die cast aluminium. He has taken some photographs of different aspects of the village and has also suggested that the army and RAF insignias and the village's achievements in the Pride in Norfolk Awards could be recognised in a new brick plinth. Mr Stebbing is going to create some sketches to present to the council of how the new sign would look, free of charge. The potential cost of a new sign is £2500 and the time frame for the project is approximately 12 months.

**15. Approved Contractors**

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

**i) D Watson Contracting**

**ii) CGM Maintenance**

**iii) Norse Commercial Services Ltd**

Further to the applications of all three contractors being circulated to councillors, Mr Atterwill proposed that all three contractors be accepted as approved contractors for use by the Parish Council, seconded by Mrs Thomas and carried. The clerk is to circulate the grass cutting tender document to councillors prior to sending to these contractors to ensure that all areas of the village that require maintenance in 2010 are covered.

**16. 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.

**17. Correspondence**

Mr Atterwill reported that All Saints Church is having a Christmas Tree Festival from 13<sup>th</sup> to 23<sup>rd</sup> December. Mr Atterwill proposed that the Parish Council should decorate a tree and all funds raised should go church maintenance. Seconded by Mr Marsham and carried.

A letter had been received from BT regarding the adoption of phone boxes. It was agreed to adopt the boxes at Primrose Square and at the Angel but to leave the box at Darby's functional.

Further to the village winning the East of England category in the Village of the Year Awards, the judge's comments had been received which were very complimentary. The clerk advised that the BBC had agreed to send a copy of the footage shown on BBC Look East of the village.

*The Meeting was Suspended*

**District and County Councillors Report**

There were no reports from either the District or County Councillors

The following items were raised by the public:

- That the District and County Councillor could be moved to the beginning of the meeting, as the county councillor was rarely able to stay until the end of the meeting. Mr Atterwill responded that the theory of having the reports at the end of the meeting was to encourage the County and District representatives to stay until the end of the meeting so they are aware of all issues in the village.
- Mr Ellis stressed the need for the Parish Council to receive a copy of the village hall accounts and that proper budgetary control is required by the hall. Mr Leary, as a newly appointed trustee, recognised these concerns and advised that they are being addressed.
- Mr Leary questioned the use of aluminium for the sign due to the likelihood of the material being stolen.
- Mr Palmer also stressed the need for the village hall to have proper audited accounts.
- Mrs Eames requested that the village hall field is not cut due to the need to play football on it.
- Two local events were promoted, the concert at All Saints Church on 16<sup>th</sup> December, which is to be broadcast on Radio 3. Also a 'Big Chef, Little Chef' event by the Under 5's group on 18<sup>th</sup> November at 11am.

*The Meeting Resumed*

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

- Update on the village hall lead replacement.
- To agree a security policy so that the Parish Council can register with the Information Commissioner under the Data protection act.
- To agree funding for the scrub clearance on Mill Common

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

Carried. It was also noted that there is a meeting to set the 2010/2011 budget and precept on 30<sup>th</sup> November.

The meeting closed at 10.15pm

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