

SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in the Village Hall on Monday 12th October 2009. The meeting commenced at 7.30pm.

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

Matters Raised Under Time Allocated to the Public

It was asked whether the village hall were able to claim through their insurance company for the theft of the lead from the roof? Mr Atterwill responded that the policy does not cover theft, only the malicious damage caused by the theft. The village hall management committee is considering taking the matter up with the FSA as insurance companies have a duty of care to advise their clients specifically what they are not insured for.

Mr Atterwill advised that he will be declaring a prejudicial interest in item seven and will therefore not be taking part in any discussions nor voting on the subject. He advised the room of the merits of each grant application to be discussed on the evening, particularly those of the village hall extension and improvements project, which will address a lot of historical issues with the fabric of the building and give the hall more room this giving the potential of more income.

Mr Ellis asked whether the Parish Council could do the work on behalf of the village hall thus saving on the VAT. Mr Atterwill responded that this had been investigated and it was not possible.

Mr Leary advised that the new rector has requested that the PCC write to the Parish Council to advise why the church cannot benefit from monies from the grant scheme. Mr Atterwill responded that the 1894 Local Government Act clearly separated the powers of local government and the church, however the clerk will respond fully when the letter has been received.

The Meeting Went Into Session.

1. Apologies for Absence

Apologies were received from Mr Westbury and Mr Borrett.

2. Declarations of Interest

Mr Northall declared a prejudicial interest in item 5a (Finance – expenditure to be authorised).

Mr Atterwill declared a prejudicial interest in all items in item 7 (grant funding)

3. Minutes from Parish Council Meeting of 14th September 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 Marsham. Carried. Mr Perry and Mrs Thomas abstained due to absence from this meeting. The minutes were signed by Mr Atterwill.

4. Matters Arising from Minutes of 14th September 2009.

The clerk reported that Mr Borrett had advised that that an announcement is due in November about a proposed waste recycling area in the vicinity of Dereham.

Mr Northall Left The Room

5. Finance

a) Accounts to approve for payment:

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

Payee	Detail	Cheque Number	Amount
Faye LeBon	Clerk's Salary *	101773	£374.76
Faye LeBon	Clerk's Expenses	101773	£30.67
Norfolk Pensions	Local Government Pension Scheme *	101774	£118.66
HMRC	Clerk's PAYE *	101775	£93.60
EON	Street Lighting (September)	DD	£158.46
Eastern Office Equipment	Name badges for Pride in Norfolk Ceremony	101776	£3.00
Linpac	Litter Bin for village green	101777	£228.28

Mazars	External Audit fees	101778	£632.50
Mrs J Andrews	Community Car Mileage	101779	£7.80
Mrs L Beal	Community Car Mileage	101780	£27.50
Mrs J Cook	Community Car Mileage	101781	£15.40
Mrs M Newland	Community Car Mileage	101782	£11.80
Mr G Northall	Community Car Mileage	101783	£12.00
Mrs J Spauls	Community Car Mileage	101784	£11.10
Mr G Thorpe	Community Car Mileage	101629	£64.44
Mrs J Walden	Community Car Mileage	101630	£15.20
Swanton Morley Village Hall	Room Hire (September)	101631	£13.50
TOTAL			£1818.67

*Amounts include adjustments for backdated payment for final salary agreement

Mr Northall Re-Entered The Room

b) Income

Was reported from the following:

Received From	Detail	Amount
Swanton Morley Village Hall	Loan Repayment	£106.74
Bretts	Memorial fee (Tye)	£100.00
Norfolk County Council	Pride in Norfolk Award	£400.00
RPA	Single Payment Scheme Adjustment	£19.60
Breckland District Council	Community Car Contribution	£82.62
Breckland District Council	Precept (50%)	17474.50
TOTAL		£18183.46

Mr Marsham requested that the Parish Council consider the purchasing of some bulbs for the village using some of the money used from the Pride in Norfolk Awards. This is to be put on the next agenda.

c) To Agree contractor questionnaire and health and safety questionnaire for potential contractors.

The clerk provided councillors with a single 'Contractor Questionnaire' which would be sent to potential contractors. Once completed by the contractor and approved by the council the contractor would be put on an 'approved contractors' list who would be contacted when the opportunity to tender for work is available. The current document is designed for grass cutting contractors however the clerk will modify for any other works, such as the street lighting maintenance contract which is due for renewal in 2010. Mr Northall proposed that this document be accepted, seconded by Mr Fleming and carried.

d) To agree update of Financial Standing Orders to recognise council approved contractors.

The clerk reported that the previously agreed document would allow the Parish Council to create an 'approved contractors' list and therefore complies with the Parish Council's current financial standing orders, and recommended that the current financial standing orders remain as they are. This was agreed.

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/2009/0653/F – Improvements to Swanton Morley Village Hall. Planning Permission granted.

3PL/2009/0774/F – D Savage, 10 Ainsworth Close – Remove hedge at rear and replace with 2m close board fencing. Decision due on 19th October.

b) To receive report on LDF issues affecting Swanton Morley.

The clerk reported that despite Mr Borrett's assurances that the independent inspectors report should be available on 30th September, after a request under the Freedom of Information Act she had been informed that Breckland District Council has the draft report and has 2 weeks to assess it and send any errors and/or comments to the Planning Inspector. The date for this is 13th October, 2009. The Planning Inspector has 5 working days following receipt, dependent on the availability of the Planning Inspector, to issue the final document. It is suggested that the final document will be available from the end of October and will be published on Breckland District Council's website. It was previously agreed to hold back on distributing the Mardler until the Parish Council could report on the independent inspector's decision, however it was agreed that the end of October was an excessive delay for the Mardler and it should go to print.

c) To receive update of land submitted for registration with land registry

The clerk reported that the land on Town Street had not yet been submitted for registration, partly due to complexities with the form and partly due to time being taken up with opposing the attempted registration of an area of Burgh Common in Parish Council ownership by Cemex. The clerk has sent a copy of the Common's Commissioner's decision that Swanton Morley Parish Council owned this land to Land Registry who has lodged this as an official objection to Cemex's application. Mr Marsham advised that another landowner with land adjacent to Cemex's is experiencing similar issues.

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

The clerk reported that a message had been left with Zoe Footer to find out when Breckland District Council could consider this transfer however a response had not yet been received.

Mr Atterwill Left the Room

7. Grant Funding

a) To consider any applications for small grant funding

A small grant application for £500 had been received from Swanton Morley Under 5's Group for the creation of a website to promote their services and facilities. The clerk reported that from a technical perspective the amounts requested for hosting and maintenance should be disregarded from the application as these are not capital aspects, however the capital parts of the project remain in excess of £500 therefore the amount requested in the application should remain as the amount for consideration. Mr Marsham stressed the need for a business to have a good website. Mrs Thomas raised that the village has a website that the Under 5's could use of which the hosting and domain registration has already been paid for and suggested that the Under Fives meet with Mr Thomas to discuss the matter further. The clerk raised concerns about the use of live video streams of children on the Parish Council website and felt this was above her level of expertise to provide the security for this. Mr Perry agreed with the necessity for a website but questioned whether a live video feed was needed and therefore the extra cost of security, advising that the website for Beeston Primary School cost £15 per month and that he is able to put 90% of the information on there himself. Mr Marsham proposed that the Under Five's Group meet with John Thomas to discuss whether the site could be hosted alongside the Parish Council's and defer this item until next month. Seconded by Mr Fleming and carried.

b) To consider large grant application from Swanton Morley Social Club

This application was requesting £1200 which represented 57% funding for a replacement cellar cooler in the social club. It was agreed that the maximum that could be granted under the Parish Council's scheme was 50%. It was established that the only part of this equipment that would not actually be in the cellar was the grill for outside ventilation which was located out of reach of vandals. It was also established that the licence for the premises overrides the constitution for the social club therefore no membership fee is required for the area.

Mr Perry proposed that a grant of £1053.98 be made which represented 50% of the total project be made to Swanton Morley Social Club to replace their cellar cooler, seconded by Mrs Thomas and carried.

b) To consider large grant application for Swanton Morley Village Hall

It was acknowledged that a considerable amount of work had been put in to this grant application. Discussions were had as to the absolute clarity that the village hall would own the extension to the building and it should not be on a permanent rent to the playgroup, it should be available to other users as a source of income to the hall. It was also noted that there was no business plan with financial projections attached to the application which would be useful for the Parish Council and essential for other funders who have not been able to see the recent achievements of the hall first hand. The clerk advised that Mr Carrick had made contact with some preliminary plans for a new club house for the bowls club, but a grant application had not been received.

Mr Perry proposed that a grant of £60,749.95 be agreed, representing 25% funding of the total project with the following conditions to be applied:

- 1) That there is clear, legally binding confirmation that the extension is to be owned by the village hall.
- 2) That a 3 year business plan be produced.

Seconded by Mrs Thomas and carried.

Mr Perry proposed that £3,964.30 of this grant be authorised to pay to the village hall immediately to cover the cost of the design work for the pre-construction phase of this project. Mr Fleming seconded. Carried. Cheque 101633 was drawn to reflect this.

Mr Atterwill Re-Entered The Room

8. Allotments

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

Nothing to report. It is unlikely that there will be any further developments until approximately March when the LDF has progressed.

9. Street Lighting

a) To receive fault reports / matters for attention

Mr Atterwill reported that some youths have been climbing up streetlights and breaking the brackets. Mr Atterwill is to tell the clerk which lights have been affected and the clerk will liaise with the contractor to have them repaired. The cost of the repair is to be made public in a press report so people are made aware of the cost of this vandalism to the taxpayer.

The phone box on Primrose Square still remains in a poor state of repair despite numerous requests for BT to remove it. The clerk is to find out if the electricity has been disconnected. If it has then a voluntary group will remove the box.

b) To receive an update on street light replacement project

Mr Atterwill reported that the street light replacement project is finally complete, with only the safety certificates left to be received for phase one.

10. Highways

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

The following items were reported:

- That the work has been completed on the footpaths from Hannah Road to the Barracks.
- There are no plans to replace the footpath on Greengate by the Angel, however the clerk is to look into the possibility of some patchwork.
- There is flooding on Hannah Road where the site huts were.
- The half collapsed drain has been reported on Manns Lane but has not yet been repaired.

The clerk is to report these matters.

Mr Atterwill reported that he had made enquiries as to the cost of new entrance signs to the village, to include the phrase 'Norfolk Village of the Year 2009' and these would cost £200 for the pair.

b) To consider request for new dog bin on Hoe Road South

It was reported that a request had been received for a new dog waste bin on Hoe Road South however it was agreed that this would not be necessary at present as it would be unlikely to resolve the problem of dog waste in this area.

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 front hedge has been cut at the front but as yet no hedge cutting has been done on the east side. The grass needs to be cut as there is an excess of weeds. She has informed the clerk that the 'Dover' grave has been edged with metal and that this should be removed.

A rose for Mr Broady has been purchased and will be planted at the weekend.

A sub committee meeting has been called for 27th October.

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 formal sub committee meeting had not been held, but a meeting on antisocial behaviour in the village was held on 6th October. A report from the meeting had been circulated to councillors.

b) To receive a report on meeting with partners associated with anti-social behaviour

Mr Atterwill advised that a meeting had been called to discuss the anti-social behaviour in the village and attendees included representatives from Norfolk Police, Norfolk County Council's schools attendance team and Breckland District Council's anti-social behaviour team. As part of the first actions, anti-social behaviour diaries are to be issued to various residents in the village to record the problems had, and a leaflet drop will take place in the anti-social behaviour 'hotspots' so residents know what to do when they witness this behaviour. Mr Atterwill will be meeting with Keith Beckett from Norfolk Police to discuss the plans for the BMX track and whether they are appropriately situated. During this meeting Mrs Vyse had recommended that the Parish Council join Norfolk CVYS, an organisation that gives assistance to groups dealing with young people. The annual membership for this is £30. Mr Atterwill proposed that the Parish Council should join Norfolk CVYS, seconded by Mr Fleming and carried. Cheque 101632 was drawn to reflect this.

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

Mr Atterwill reported that the planning application submitted to Breckland District Council had not been validated because further information was required, including an arboricultural report on the impact of the project on the trees close to the site. Mrs Millbank is to speak with the planning department to see if some of this information is strictly necessary for the development of a BMX track.

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

Mr Atterwill reported that Mr Marsham had started removing the excess vegetation from the old car park site in advance of landscaping the area.

13. Commons, Open Spaces & Environmental

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

Mr Northall reported that a working party had taken place on Mill Common to clear the ditching. A further working party will take place to clear the alders and the scrub. Discussions had occurred as to why the expected number of flora and fauna had not grown and it is suspected that the water level is not high enough. Mr Cobham is to receive some expert advice on the matter and the clerk is to see if it is permissible to raise the water level with a sluice gate under the Parish Council's HLS agreement. Mr Northall advised that the Parish Council needs to consider looking at 'Little Common' in the future with the possibility of creating a walkway through the common.

b) To receive report on improvements to Burgh Common

The clerk report that the Environment agency believes it has secured funding for the Burgh Common access project and it is hoped that the project could be completed this winter.

c) To receive report of erroneous inclusion of land for sale by Cemex and agree further action required

This was discussed in item 6c.

14. To Consider the Replacement of Swanton Morley Village Sign

The clerk advised that when Harry Stebbings returns from holiday he will be contacting Mr Atterwill in regards to a site visit to discuss the village sign.

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

The clerk reported that the policy recommended by the Information Commissioner was mostly irrelevant to an organisation the size of the Parish Council. She has left a message with the Norfolk Association of Local Councils to see if they have a model policy that the Parish Council can amend and adopt. To defer until next month.

16. Correspondence

Mr Atterwill reported that he had received an invite to the Light Dragoons parade on 4th December. He had also been asked by IPSOS/MORI if the Parish Council would assist with an environmental survey. It was agreed that the Parish Council should not participate in this.

Mr Atterwill confirmed that Mr Carrick had provided plans for a new club house at the bowls club but had not yet submitted a grant application. He also advised that the village of the year judges had visited the village on 8th October and the Parish Council should know the results of the competition on 20th October.

The Meeting was Suspended

District and County Councillors Report

Mrs Millbank reported the following from Breckland District Council:

- The Breckland are offering to hire graffiti removal kits free of charge to community groups that need them.
- That the Light Dragoons Parade is on 4th December whereby they will parade from the memorial hall to the church and then follow this with a reception at the Phoenix.
- From mid November local authority housing will all be online and potential tenants will be able to bid for the properties.
- 'Cinema Paradiso' will be touring selected local villages, of which Swanton Morley is one of them, to bring the latest films to local communities.

The following items were raised by the public:

- Mrs Eames was very concerned about the online housing scheme as many elderly people do not have access to the internet.
- When questioned about the investment by Breckland District Council in Barnham Broom Hotel, Mrs Millbank read the statement issued by Trevor Holden.
- It was reported that Swanton Morley Football Club had folded. The clerk is to write to them to request that the pitch marker recently purchased with the assistance of the Parish Council's grant scheme is to be donated to the village hall.

The Meeting Resumed

17. Any item to be reported for the next agenda

- Youth provision in the village
- The land registry application by Cemex for part of Burgh Common
- To agree a security policy so that the Parish Council can register with the Information Commissioner under the Data protection act.
- To consider the purchase of bulbs for the village

- To receive an update on grant application for Swanton Morley Under 5's Group

18. To Agree Date for Budget meeting

It was agreed that this should be held on 30th November at 7.30pm at the village hall

19. To confirm the date & time of next meeting to be held on Monday 9th November 2009 at 7.30pm at the Village Hall.

Carried

The meeting closed at 9.45pm

_____ (Chairman) _____ Date