

SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on 13th September 2010. The meeting commenced at 7.30pm.

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

Matters Raised Under Time Allocated to the Public

Mrs Millbank raised concerns that the One Stop Bus was not being very well used in Swanton Morley. The clerk advised that she had had problems contacting the One Stop Bus Team when she was offering assistance with promotion of the project. Apparently the team had done a leaflet drop but did not have sufficient leaflets to do the whole village. There had also been a problem with the sheer amount of electricity needed to power the equipment in the bus and it had repeatedly tripped the circuits at the hall. Concerns were raised that, whilst the incidents of anti-social behaviour had decreased in the vicinity of Primrose Square, there was still a small group of young people causing problems in the Norwich Road area. This has been reported to the police and the Parish Council pledged to continue its support to reducing this type of behaviour within the village. It was also noted that the anti-social behaviour that resulted in the closure of Waterfall Meadows was caused by a group of individuals and not by all users.

The Meeting Went Into Session.

1. Apologies for Absence

Council accepted apologies from Mrs Thomas

2. Declarations of Interest

Mr Atterwill declared a prejudicial interest in item 9b (grant application for stage curtains).

Mr Northall declared a prejudicial interest in item 5c (community car).

3. Minutes from Parish Council Meeting of 9th August 2010 to be accepted, initialled and signed.

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

4. Matters Arising from Minutes of 9th August 2010

Mr Northall advised that the matter of agreeing to use the BCTV was agreed last month and therefore did not need to be discussed on this agenda.

The clerk advised that further to comments made last month about the lack of signage on some roads whose junctions adjoin Greengate, Breckland District Council has investigated and has decided, subject to the agreement of the Highways department, that extra signage will be put up at Farrow Close, Bedingfield Road, Lincoln Close and Hoe Road South.

5. Finance

a) Accounts to approve for payment:

Mr Marsham questioned whether Dereham Hire had charged for a turf cutter for the BMX track as they had agreed they would not. The clerk replied they had not.

Mr Marsham proposed that the following should be authorised, seconded by Mr Westbury and carried.

Payee	Detail	Cheque Number	Amount
Faye LeBon	Clerk's Salary Village Hall (15 Hours) and Social Club (6 hours)	101774	£460.13 £198.44
Faye LeBon	Clerk's Expenses	101774	£46.69
Norfolk Pensions	Local Government Pension Scheme	101775	£120.76
HMRC	PAYE Village Hall and Social Club	101776	£0.71 £83.37
EON	Street lighting Electricity (August)	DD	£161.43
Swanton Morley	Room Hire (August)	101777	£14.85

Village Hall			
Norse	Grass Cutting (June)	101778	£505.00
	Grass Cutting (July)		£625.00
TT Jones	Street Lighting Repairs (July/Aug)	101779	£132.89
Playsafety Ltd	Annual Play Equipment Inspection	101780	£109.28
Dereham Hire & Sales	Equipment Hire (BMX Track)	101781	£380.71
CAB	Annual Appeal	101782	£50.00
British Legion	Annual Poppy Appeal	101783	£50.00
Came & Company	Amendment to insurance policy (BMX Track)	101784	£25.00
	Amendment to insurance policy (Councillors Indemnity)		£220.50
Bank of England	Public Works Loan	101785	£8094.35
	TOTAL		£11279.11

Mr Northall Left the Room

b) Account to Approve for Payment (Councillors with Prejudicial Interests)

Mr Fleming proposed that these payments be approved, seconded by Mr Marsham and carried.

Payee	Detail	Cheque Number	Amount
Mrs J Andrews	Community Car Expenses	101786	£15.60
Mr M Horstead	Community Car Expenses	101787	£15.80
Mrs M Newland	Community Car Expenses	101788	£156.00
Mr G Northall	Community Car Expenses	101789	£12.30
Mrs J Walden	Community Car Expenses	101790	£36.10
Mrs A Sadler	Community Car Expenses	101791	£19.70
	TOTAL		£255.50

Mr Northall Re-Entered The Room

c) Income

The following income was reported:

Received From	Detail	Amount
Swanton Morley Village Hall	Loan Repayment	£106.74
Swanton Morley Village Hall	Refund of clerk's overtime (July)	£282.04
Rural Payments Agency	Environmental Stewardship	£586.35
Breckland District Council	Community Car Scheme	£125.00
Barclays Bank	Credit Interest (June/Sept)	£2.34
TOTAL		£1102.47

d) Any Items to be Considered for 2011/2012 Budget

None reported. This is to be a standing item between now and the finalising of the budget to remind councillors to have all requirements for the next financial year costed.

e) To Consider Opening of Bank account with Scottish Widows for Capital Projects Fund

The clerk reported that the interest rate on a Scottish Widows 7 day notice bank account was 2% whereas the rate currently being obtained on the Alliance and Leicester 30 day notice account was 0.15%. Mr Westbury proposed that an account with Scottish Widows be opened with the majority of the funds from the Alliance and Leicester being transferred over. The Alliance and Leicester account is to remain open with the minimum amount being kept in the account so that, should interest rates become more favourable with the Alliance and Leicester, the money could easily be moved back. Seconded by Mr Northall and carried.

It was agreed that the third signatory on the bank accounts should be the vice chairman, Mr Westbury.

6. To Receive report on the possibility of increasing councillor numbers to nine

Mrs Millbank is to follow this up with the officers at Breckland District Council as no response had been received.

7. Swanton Morley Village Hall

a) To Receive Report on Administration of Swanton Morley Village Hall

A dispensation had been granted by the Standards Department to all councillors to enable them to make decisions about the hall.

The clerk reported that the production of 'Yes – The Adrian Mitchell show' had made a profit of £437.80 for the hall. The Village Hall part of the website had been updated to reflect this performance and future performances.

The electricity bill, having been accurately ready by Siemans, stands at £385.65 in credit. After the winter months the clerk will request a review by NPower if necessary.

Oil had had to be ordered earlier than was predicted, however this was necessary to ensure that the building had hot water.

The social club remains in organisational difficulty as it still does not have enough committee members and there are insufficient signatories on the account to ensure that the Club's financial commitments can be met. However Mr Westbury had accompanied Mrs Goldsmith to remove the cash from the safe to settle the Social Club's debt to the hall. The efforts of Mr Westbury were recognised by the council. The clerk is to circulate the Social Club's constitution to all councillors as there is very little in the club that is being run in accordance with the constitution. The clerk is also to circulate the documentation relating to the guidance on the percentage turnover of sales of alcohol that necessitate the need for a separate Social Club.

Mr Atterwill proposed that the clerk speak to Breckland District Council about a separate dispensation for the Social Club as its constitution states that any expenditure by the Social Club over and above its trading costs must be authorised by the Village Hall. Seconded by Mr Sommerville and carried.

The clerk asked that now the Village Hall part of the village website had been updated, whether councillors would like the minutes from meetings put on there. It was agreed not to consider this until the matter of the constitution had been agreed.

c) To Finalise Scheme to send to Charity Commission to update constitution

The clerk advised that a response from the Charity Commission on the previous submission had advised that details on the conduct of meetings should not form part of the trust document. It was agreed to remove the details and place them in a separate Terms of Reference. Both documents were discussed and Mr Marsham proposed that the Trust deed amendments be accepted as amended, seconded by Mr Westbury and carried. Mr Northall proposed that the Terms of Reference be adopted as amended, seconded by Mr Fleming. Both documents are to be sent to the Charity Commission for approval.

8. Land and Planning

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

The clerk advised that the following application had been granted planning permission:

3PL/2010/0736/F – Swanton Morley Cricket Club – Demolition of existing changing rooms and construction of new changing rooms.

The clerk advised that the following application had had planning permission refused:

3PL/2010/0669/F – Postmill Developments – Erection of a pair of semi-detached houses

b) To receive report on LDF issues affecting Swanton Morley

None reported

c) To Agree Response to Breckland District Council with Regards to Future Use of Land at Middleton Avenue/Gray Drive

The clerk advised that Breckland District Council is consulting on the future use of this land. An extensive consultation was held with local residents in September 2009 regarding the future use of this land, and as a result councillors agreed to object to future development on this land and to request the land is transferred to the Parish Council with a restrictive covenant on to protect from future development. Mr Northall proposed that this should still be the council's opinion on this area of land, seconded by Mr Fleming and carried.

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

The clerk is to liaise with Mr Westbury so that he can visit the Norfolk Records Office to obtain more information on this area of land.

9. Grant Funding

a) To Receive Any Updates on Grant Projects

The clerk sought advice from councillors regarding the documentation provided by Swanton Morley Rovers Football Club. It was agreed that the invoices provided did not exceed to the total grant payments made so further information is required. The clerk and Mr Atterwill are to contact Mr Amos to discuss.

Mr Atterwill Left The Room & Mr Westbury Took The Chair

b) To Consider amendment to grant payable to Estrella productions re: curtains for Village Hall

The clerk advised that a grant application had been submitted by the Village Hall for stage curtains. There is currently an approved grant outstanding for Estrella Productions for £500 for the same project, however the future of Estrella looks uncertain due to lack of adult membership.

An agreement had been made with Swanton Morley Entertainers to purchase their curtains in exchange for a £100 donation to Quidenham Children's Hospital and the curtains had been obtained and installed prior to the production held on 14th August.

Mr Sommerville proposed that this grant for £265.98 for purchase and installation of the curtains should be approved as 100% of the project cost and that this application should supersede the application agreed from Estrella as the objective for both applications was the same. This was seconded by Mr Marsham and carried.

Mr Atterwill Re-Entered the Room and Resumed as Chair

10. Allotments

a) To receive progress report on allotment project

There has been no response from Breckland District Council regarding the process for compulsory purchase or compulsory rent. Mrs Millbank is to follow up.

11. Street Lighting

a) To receive fault reports / matters for attention

Mr Atterwill reported that the broken light on Ainsworth Close has been replaced. Unfortunately turning the light at a 180° angle has failed to illuminate more of the footpath.

The clerk has spoken to TT Jones about the annual cleaning and inspection of the lights and these will be done within the next two weeks with a formal date being advised.

12. Highways

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

Mr Atterwill reported that the resurfacing of the footpaths on Manns Lane has commenced, with the entrance to the village hall being much improved. The safety barrier outside the school is also to be replaced.

Formal notification of the road closure of Mill Street has been received, with work due to start on the road widening project on 4th October.

Mr Fleming reported pot holes on Ward Crescent and Mr Atterwill reported pot holes on Primrose Square.

Mr Sommerville advised that Sean Simpson from the Highways Dept at County Hall had taken on board comments about the nettles on Gooseberry Hill and had taken appropriate action to cut them back.

Mr Atterwill reported that the phone box outside Darbys had been painted and looks much improved.

The clerk is to speak to BT to advise them that the door closer on the phone needs replacing as do several panes of glass.

b) To consider the purchase of 2no. village entrance signs which celebrate the east of England Village of the Year Achievement

Mr Atterwill reported that Jason Glasspoole had advised that two new village entrance signs celebrating the East of England village of the year award would cost £600. Highways would be responsible for maintaining them. Mr Fleming proposed that these should be purchased, seconded by Mr Marsham and carried.

13. Churchyard & Burial Ground

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

The church architect has yet to respond to calls regarding the repairs to the church wall.

Mr Powley has provided his insurance details for the rabbit elimination in the churchyard. It was requested that only contractors approved by the council be permitted to shoot rabbits in the churchyard.

b) To receive report on possible water connection to the burial ground

The clerk reported that she had contacted Anglian Water to discuss a water connection. They had advised that the mains water was on Middleton Avenue so the best way to connect water to the Burial ground would be to lay a pipe under the ground at Middleton Avenue belonging to Breckland District Council. The clerk is to speak to Breckland District Council to see if a wayleave agreement is needed for this action. A quote had been received from Anglian Water and the cost of a connection would be £518.00.

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 sub committee meeting will be held until after completion of the BMX track.

Mr Sommerville raised the low risk items that had come to the attention of the RoSPA inspector. The clerk is to ask Adventure Playgrounds to make an appointment with Mr Atterwill to discuss these. Mr Marsham is also to attend.

b) To receive update on youth provision project at the village hall and to agree purchase of signage and concrete

Wording was finalised on the safety signage for the BMX Track and it was agreed that this should be purchased at a cost of £198.46 plus VAT. It was becoming problematic to order concrete as the Parish Council did not have an account with any concrete provider. All merchants would only deliver upon receipt of cleared funds. As it would be preferable to receive the concrete this week it was agreed that Mr Atterwill and the clerk should meet at the bank and arrange for whatever method necessary to ensure that the cleared funds (£805) are received by the cheapest merchant to purchase 10m³ of concrete at the earliest opportunity.

c) To consider possible purchase of teenage shelter from Hethersett Parish Council

It was reported that Hethersett Parish Council is selling its teenage shelter on the provision that the buyer dismantles it and takes it away. Mr Westbury proposed that Swanton Morley Parish Council offer £510 for the shelter, seconded by Mr Marsham and carried. Hethersett Parish Council will consider all bids on 20th September

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

Mr Marsham is to continue work on this after the BMX track has been completed.

e) To receive report on possible utilisation of CCTV in the village

The clerk is waiting for a response from Graham Green at Breckland District Council.

Mr Atterwill Left the Room – Mr Westbury Took the Chair

15. Commons, Open Spaces & Environmental

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

Mr Northall reported that prep work needs to be done on Mill Common from the end of September in anticipation of the BCTV group. The clerk is to find out if funding is still available for sluices. The White Park cattle will be grazing on Mill Common until the end of September.

Mr Atterwill Re-Entered the Room and Resumed the Position of Chair

b) To consider quotation from Norse for Management of Burgh Common

It was agreed that the quotation from Norse to brushcut the common annually was too expensive. The clerk is to give Mr Northall and Mr Marsham a map of the common and its boardwalks to mark out what needs cutting and then get a different price.

The clerk is to ask Mr Buck to cut the hedge at the Village Hall.

It Was Agreed to Extend the Meeting Beyond 9.45pm

c) To agree utilisation of BCTV group for 2 days work on Mill Common in Nov/Dec

The item was agreed in August.

d) To receive report on Parish Council's SPS Scheme and to Formally Agree for Brown and Co to become the Parish Council's Agent for this Scheme

The clerk reported that Brown and Co had advised that the council has good grounds to appeal to the RPA against its decision that Mill Common was not entitled to funding. The clerk recommended that the council formally agree to have Brown and Co as agents to act on behalf of the council for the SPS scheme in a similar way that they do for the HLS scheme. Mr Atterwill proposed that Brown and Co act as agents for the council for all matters regarding the SPS Scheme, seconded by Mr Fleming and carried.

16. To Consider Replacement of Village Sign

No response had been received from parishioners regarding the potential designs for the village sign. Further publicity is to be put in The Mardler.

17. To Consider Formal Appointment of Mrs A.Beckett as Parish Litter Warden

The clerk advised that Mrs Beckett had applied to the CPRE to be a Parish Litter Warden, however the CPRE needed confirmation from Parish Council that they approved of this. Mr Northall proposed that Mrs Beckett's application be supported, seconded by Mr Westbury and carried.

18. To Agree September Editions of Mardler and Young Mardler

Mr Fleming proposed that the Young Mardler be distributed as circulated and the Mardler be circulated as amended. Seconded by Mr Marsham and carried.

19. Correspondence

The clerk was asked to circulate correspondence a week earlier than usual to enable all councillors time to view.

The Meeting was Suspended

County and District Councillor's Report

Mrs Millbank reported that Breckland District Council would be receiving back £1.87m from the Icelandic Banks (45% of what is owed). Mr Marsham suggested that Mrs Millbank's report could be heard earlier in the meeting. Mrs Millbank advised that she would rather stay throughout the whole meeting so as to be aware of the overall business and problems being discussed

Further Time Allocated to the Public

Mr Palmer advised that it would be better for the Parish Council to not omit references to the Secretary and Treasurer in the Trust deed amendments, but to appoint these positions as part of the committee and then have the committee delegate the functions of these roles to the clerk.

The Meeting Resumed

20. Any item to be reported for the next agenda

- Budget items
- Land at Town Street
- Village Sign and Village of the Year Signs
- CCTV

21. To agree dates/location for Parish Council Meetings in January and April

The clerk advised the dates designated for Parish Council meetings in January and April 2011 were being sought by other user groups and suggested that the Parish Council meeting could be held in the Social Club to facilitate the other groups. This was agreed by council.

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

Carried.

The meeting closed at 10.15pm

_____ (Chairman) _____ Date