

**SWANTON MORLEY PARISH COUNCIL**

A meeting of the Parish Council was held in the Village Hall on Monday 9<sup>th</sup> January 2006. The meeting commenced at 7.30pm.

**Present:** Mr. J.Carrick, Mrs.R.Northall, Mrs M. Thomas, Mr C. Clegg, Mr C. Perry and Mrs Q Wood.  
Mrs Susan Allen, Standards Officer – Breckland Council and Dr R Kaushal of Lincoln House Nursing Home. Six members of the public were also present.

**1. Apologies for Absence**

Mrs I Floering-Blackman (County Councillor)

**2. Declarations of Interest**

- Mrs R. Northall – Personal interest in item 5 – Member of Swanton Morley Surgery Patient's Participation Group.

**3. Resolution to Co-opt a Parish Councillor**

Two candidates had expressed an interest in the vacancy- Mr Mike Mullins and Mr Roger Atterwill. The candidates left the room whilst a vote was taken - 4 votes for Mr Atterwill and 2 votes for Mr Mullins. Mr Atterwill signed his acceptance of office and took his seat.

**4. Standards – Overview from Sue Allen, Standards Officer, Breckland Council + Question & Answer session.**

Mrs Allen gave a succinct and comprehensive overview of the standards by which the Council is governed under the Local Authority Code of Conduct. In particular the issue of Declarations of Interest was covered in detail as this has caused some confusion in the past. Points of note include :

- Anything that is noted on a members registered interests form constitutes a personal interest.
- Anything that is noted as a prejudicial interest must also be declared as a personal interest
- For any items in which a prejudicial interest is declared – that member MUST leave the room
- Whilst Declarations of interest are taken at the beginning of each meeting, they can be declared at any point later on in a meeting.

Following this, Declarations of Interest were made as follows :

- Mr Carrick – Personal interest in the Village Hall
- Mr Clegg - Personal and Prejudicial interest in the Old Village Hall
- Mrs Thomas - Personal interest in the Village Hall
- Mr Atterwill – Prejudicial interest in the grass cutting contract  
Personal interests in both the Village Hall and as her employer, the Clerk's Salary

**5. Presentation from Dr Kaushal regarding future plans for Swanton Morley Surgery**

Dr Kaushal outlined proposals to further develop the Lincoln House and Surgery site to incorporate approximately 20 self contained bungalows with on-call facilities to nursing assistance. Draft plans were also available to view. It is intended that the site will set a benchmark for 'Independent Living' which is currently being promoted and worked on in other areas of the County. It was pointed out that residing within the development would not necessarily be prioritised for residents of the village, but it was likely that the majority would be from the local area.

**6. Minutes from the Parish Council Meeting of December 12<sup>th</sup> to be accepted, initialled and signed.**

Amendments were made after which all agreed these were a true record and they were duly signed.

**7. Matters Arising from the Parish Council Meeting of 12<sup>th</sup> December 2005.**

- a) The Village Appraisal working groups as established at the meeting in December had not been progressed and this item was deferred until the next meeting.
- b) The Clerk was asked to clarify how an 'Open Space' is defined in respect of the Open Space Audit being carried out by Breckland Council. It was felt a response could not be made until this definition was obtained.

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c) Mrs Northall pointed out that a letter from DEFRA regarding deregistration of the Old Village Hall was missing from the correspondence. The Clerk was asked to try and trace this.

## 8. Finance

### a) Income Received

Receipt of £1534.01 in respect of the Village Appraisal grant and £20.00 in payment for some of the Churchyard firewood was noted.

b) **Payments for approval** – Mrs Thomas proposed these be approved. Mrs Northall seconded. All in favour.

Payment	Amount	Cheque No.	Comments
Clerk's Salary	£273.14	101207	
Clerk's Expenses	£63.50	101207	
Mr Allsop	£257.33	101206	
E-on	£102.57	D/D	
<b>Total</b>	<b>£696.54</b>		

### c) Small Business Rate Relief

The Clerk was asked to apply for small business rate relief in respect of the Burial Ground.

### d) Village Sign – approval of quotation for refurbishment work from Mr B Woolnough

The quotation was outlined following which Mr Atterwill proposed this be accepted. Mrs Wood seconded. All in favour.

### e) Other finance matters –

- Mrs Wood proposed that the village appraisal account be closed and the money transferred to the Community Account. Mrs Northall seconded. All in favour.
- Mrs Northall requested £105.00 paid in respect of the Employers Liability element of the Village Hall insurance was reimbursed from the Village Hall Management Committee. Mr Carrick agreed to arrange this.
- It was enquired as to why the bank signatories remained unchanged despite agreeing these should be amended several months previously. The Clerk outlined that there had been problems with arranging this and would contact the bank again.
- The Clerk's flat rate expenses were discussed. It was agreed that a proforma should be devised on which the Clerk would claim reimbursement along with receipts. All were in favour.

## 9. Public Participation Session

Mrs Thomas proposed the meeting be adjourned and opened to the public. Mrs Wood seconded. All in favour.

- Mr Bone (Church Warden) requested that Highways be contacted regarding surface water run off from the B1147 which is eroding the car park surface and creating gulleys and uneven surfaces.

The meeting was held open to the public to take items 10 and 11 and thus take questions if posed.

## 10. County/ District Councillors' Reports

There being no report from the County Councillor, the District Councillor outlined the following items :

- Work has started on the new swimming pool in Dereham and is due to open in 2007.
- The 'Prolific and Other Priority Offenders Scheme' is being promoted by the Police. This targets specific 'trouble makers'.
- A Planning and Development Control Review is forthcoming within Breckland Council
- The Breckland area is significantly ahead of targets for recycling.
- A new website has been developed for Breckland Council – [www.breckland.gov.uk](http://www.breckland.gov.uk)

## 11. Youth & Playground Equipment

### a) To receive an update report from Mr Atterwill on progress of the Playing Fields Sub Committee

- It was reported that the Gooseberry Hill car park entrance is very muddy and requires some attention. Mr Carrick and Mr Atterwill agreed to discuss a way forward.

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- Grant applications have been submitted to WREN and the Norfolk Rural Community Council. Application forms for Breckland's Match Funding Reserve have been obtained and will be completed for submission at a later date.
- Approval was sought to remove some of the lower branches from the trees on the Village Green to improve visibility from the road. This was agreed.

*Mrs Wood then proposed the meeting be brought back to order. Mrs Thomas seconded.*

## **12. Churchyard & Burial Ground**

### **a) Update report from Mrs Thomas (Chairman)**

A meeting had not taken place during the last month, however it was reported that Mr Ted Broady had expressed an interest in becoming a member of the Sub Committee and would be welcomed.

### **b) Report on research into surfacing of the Burial Ground Pathways**

It was reported that the surface suggested within the Disability Access Audit would not deter skateboarders etc. Following discussion, Mr Clegg agreed to speak to Mr A Smith regarding a possible surfacing solution.

## **13. Planning**

**a) 3PL/2005/1850/F – Mr & Mrs N Doye – 19 Farrow Close – Proposed 1<sup>st</sup> Floor extension to side –** There were no objections.

**b) Other planning matters –** An enquiry from Mrs Floering-Blackman was raised regarding the development at 'Pettycur'. Mrs Floering-Blackman had requested the Parish Council's view in respect of the permission granted despite their objections and those of Highways. Nothing further could be added other than Councillors obvious disappointment.

## **14. Correspondance**

Mrs Northall again enquired regarding the letter from Mr Ellis sent to Mr Carrick for circulation to Councillors following his resignation. Mrs Northall was advised to suggest that he send another copy to the Clerk.

**At 9.30pm Mr Atterwill proposed an extension be made to the meeting. Mr Clegg seconded. All in favour.**

## **15. Health & Safety**

### **a) Consideration and approval of DRAFT Risk Assessments**

The Clerk had produced risk assessments for all the public areas of the village as well as for the Village Hall, meetings of the Parish Council and financial management. These were accepted on the agreement that they would be reviewed regularly and updated as necessary.

The Clerk volunteered to produce checklists from these assessments by which Councillors could conduct and record their weekly inspections of the areas.

## **16. Mill Common**

### **a) To receive an update report on progress with management of the Common.**

Mr Carrick reported that a meeting had been arranged for Wednesday 11<sup>th</sup> January with English Nature and the Environment Agency to discuss management of both the Mill and Burgh Commons. Councillors, the Clerk, members of the Commons, Open Spaces and Environmental working group, and Mr Marsham were invited to attend.

Mr Carrick also outlined that there is a drive by the government to register all areas of land in the Country with the Land Registry. He therefore suggested that forms were obtained to register those parts of Council owned land were not currently registered. All were in agreement and Mr Carrick agreed to bring the forms to the next meeting.

## **17. Old Village Hall & Car Park**

### **a) To receive an update report from Cllr Carrick on deregistration.**

A letter had been recieved from the District Valuer giving a value of £180,000 for the Old Village Hall.

Breckland had then requested half this value to lift the covenant. Following this, Mr Andy Wright had met with Mr Carrick and Mrs Thomas and visited both the Old Village Hall and Gooseberry Hill, a response from him had not as yet been received. Mr Carrick is therefore to request a reply as soon as possible.

Mr Carrick had also agreed to contact the NCAPTC regarding access across the land for residents of the cottages and is to persue this further.

**b) To consider and agree the contents of the questionnaire to be issued to parishioners regarding the future of the Old Village Hall.**

It was agreed that the questionnaire should give feasible options but also a section for other ideas to be proposed. Mr Atterwill agreed to draft this questionnaire. Councillors were asked to forward any contributions to Mr Atterwill.

**18. Highways**

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

- Drainage into Churchyard roadway (as previously mentioned)
- Damage to the bank on the Lincoln House bend following improvement works to the Woodgate access.
- 3 potholes – Corner on entrance to the village from Dereham , Manns Lane (near the Council Houses) and outside the Church.
- Leaves were still reported as slippery and dangerous on Rectory Road and the erosion at the side of the pathway is increasing.
- Dog fouling problems were again reported on Greengate and Gooseberry Hill

**b) To approve recommendations for tree planting on Ainsworth Close**

The plans were outlined. Mr Atterwill proposed they be approved. Mrs Wood seconded. All in favour.

**19. Streetlighting**

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

- Concrete post on Farrow Close is still in situ and requires removal.
- An outage was reported at Little Hayes Farm.

**b) To consider the report from meeting held with Area Engineer**

Mr Atterwill had not seen this report as yet and in view of his knowledge agreed to consider and discuss at the next meeting.

**20. Any Item to be Reported**

- Health & Safety & Finance – maternity related issues
- Affordable Housing – Talk from Mike Cramp

**24. To confirm date and time of the next meeting.**

Monday 13<sup>th</sup> February 2006 7.30pm at the Village Hall

The meeting closed at 10.20pm.

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