

**SWANTON MORLEY PARISH COUNCIL**

A meeting of the Parish Council was held in the Village Hall on Monday 11<sup>th</sup> July 2005. The meeting commenced at 7.30pm.

**Present:** Mr. J.Carrick, Mrs.R.Northall, Mrs M. Thomas, Mrs. M. Baker, Mr. A. Ellis, Mr C. Clegg, Mrs Q. Wood and County Councillor, Mrs I Floering-Blackman. Three members of the public were also present.

**1. Apologies for Absence**

None

**2. Declarations of Interest**

- Mrs R. Northall – Personal interest in item 8 b) Planning application – Mr G.M.Clarke.
- Mr. J. Carrick – Personal Interest in item 4a) Mill Common – approval of application for fencing
- Mr A. Ellis – Prejudicial Interest in Item 8 b) Planning application – Mr G.M. Clarke

**3. Minutes from the Parish Council Meeting of June 13<sup>th</sup> to be accepted, initialled and signed.**

Mrs Northall proposed these be accepted and signed. Mr Clegg seconded. All in favour.

**4. Matters Arising from the Parish Council Meeting of 13<sup>th</sup> June 2005.**

**a) Mill Common – approval of application for fencing and advertising costs of £107.82 + VAT**

The fencing application had been prepared, however it was found that the proposal must be advertised in the local press. Mr Ellis proposed the advertising costs be accepted and finance approved under item 5. Mrs Baker seconded. The vote was 5:2 in favour.

b) Mrs Northall registered her continued dissatisfaction with the way the £2000 Parish Council grant had been entered in Village Hall Management Committee accounts.

c) Mr Carrick agreed to erect the new noticeboard on Primrose Square before the next meeting.

d) Mr Ellis clarified that under item 6a) – Amendment of Bankers Authorisation - only the Clerk should have authority to transfer money between accounts. All other instructions should be in writing by the signatories.

e) It was noted that the cheque for £175.00 for application for a faculty to fell trees must be cancelled in last years accounts as the amount was incorrect and an alternative cheque has now been issued.

f) Mr Ellis was also appalled at the letter sent to the Clerk in response to her request to maintain hedges on Ainsworth Close. It was agreed that in future the Clerk should make all such reports to the Highways department.

**5. Finance**

**a) Income Received**

Receipt of £317.50 from the insurance claim for the damaged noticeboard was noted.

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

Payment	Amount	Cheque No.	Comments
Clerk's Salary	£259.10	101175	
Clerk's Expenses	£97.78	101175	
Common Land Register (copy)	£4.00	101171	Copy required for fencing application – Mill Common
Rospa Report	£69.33	101172	
Wicksteed Leisure	£40.54	101173	Swing seat
Swanton Morley Primary School	£30.00	101174	Playing fields competition prize money
Wensum Valley Services	£196.11	100062	Village Appraisal – copying costs
Inland Revenue	£164.93	101167	Outstanding Tax y/e 31.3.05
Roger Atterwill	£87.03	101165	Playing Fields Expenses
Staples	£229.49	101168	Photocopier
T.M.A.Bark Supplies	£380.70	101169	
Oasis Leisure Products	£444.15	101170	Picnic bench – Gooseberry Hill

Archant Norfolk	£126.69	101176	Advert – Fencing Mill Common
Clerk's Back Pay	£56.13	101175	
<b>Total</b>	<b>£2185.98</b>		

**Please note : Cheque 101166 cancelled due to error when writing.**

It was agreed that on future agendas the Clerk would identify a suggested budget from which expenditure would be approved. Mr Ellis also requested that the recently renewed, general parish insurance policy be circulated to Councillors and suggested that cover needed reviewing.

## 7. Public Participation Session

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

- Mr Atterwill outlined that the draft Village Appraisal report was complete and would be forwarded to Breckland Council and the Rural Community Council for comment. The report will then be finalised before applying for the second stage of funding.

- Mr Atterwill also gave his report as Chair of the Playing Fields Committee in which he outlined that safety surfacing work was programmed for the Gooseberry Hill site on 16<sup>th</sup> July. Response to the school competition had been good and had now been judged. Prizes would be presented on 21<sup>st</sup> July. The Rospa inspection of the play areas was complete and there were no further issues for concern. Thanks were given to those people who had helped with the play areas so far.

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

## 7. Youth & Playground Equipment

### a) Approval to purchase 3 x swing seats @ £23.50 each

Mr Ellis proposed these be purchased. Mrs Baker seconded. All in favour.

## 8. Planning

**a) 3PL/2005/0907/F – Mr A Miles, The Beeches, 82, Greengate** – Proposed replacement of conservatory – No objections.

**b) 3PL/2005/0913/O – Mr. G.M. Clarke – 2 Keith Road** – Single storey dwelling. 2 Councillors had declared interests and therefore were excluded from discussion. No objections were raised, nor had been received from the public.

## 9. Resolution to adjourn the meeting for County/ District Councillors' Reports

*Mr Ellis proposed the meeting be adjourned and opened to the public. Mrs Baker seconded. All in favour*

Mrs Floering- Blackman gave her report which outlined that NCC will be finalising plans for the Northern Distributor Route in September. Proposed improvements to the B1147 were now competing for finance along with other high priority road proposals. Mr Ellis enquired about progress with a replacement waste disposal site following closure of Beetley. Mrs Floering-Blackman gave an outline of action to date and advised that she would convey concerns to Norfolk County Council.

As District Councillor, Mr Carrick highlighted that the Parish Council has the opportunity to be involved in both the Community Safety and Community Involvement Strategies of Breckland Council.

*Mr Ellis then proposed the meeting be brought back into order. Mrs Baker seconded. All in favour.*

## 10. Correspondance

### a) BT Payphones

Information had been obtained from BT regarding the amount of use of the payphones on Dereham Road and Rectory Road. There were no strong opinions expressed regarding the potential removal of one of the kiosks.

### b) Litter on Mann's Lane

A letter had been received from Northgate High School girls regarding a project they had conducted to address litter problems at the school. It was found that a significant amount of litter was being dropped outside the school by parents and people walking past. Dog fouling was also a problem further along the lane. They had suggested that litter and dog bins in this area may alleviate the problem. The Clerk was asked to respond, advising that current plans are to install a dog waste bin further along Manns Lane.

**c) Parochial Church Council request – Garden of Remembrance**

A further letter had been received enquiring of the reasons for the Parish Council rejection of the P.C.C.'s request. The Clerk was asked to reply stating that decisions could not be reviewed until 6 months had elapsed and therefore this would be placed on the agenda for September's meeting.

**d) Dog Waste Bins**

Mr Carrick advised that he had received notification that providing the Parish Council accept responsibility for the proposed Dog bins, that the installations could go ahead. The Clerk was therefore asked to send the acceptance terms and location maps to Breckland Council accordingly

**e) E-on Electricity Contract**

Mrs Wood proposed that the renewal contract with E-on be signed and returned. Mrs Thomas seconded. All in favour.

**11. Old Village Hall & Car Park**

- There had been no further progress with the lifting of the covenant.
- Mr Clegg was asked to make a written record of his weekly inspections of the hall.

**12. Village Appraisal**

A revised Action Plan was circulated. Mr Carrick commended the efforts of those who had been involved in carrying out the appraisal and Mr Ellis suggested that Mr Atterwill's name should be added into the introduction. Mr Ellis proposed the report and action plan be accepted. Mrs Baker seconded. All in favour.

**13. Churchyard & Burial Ground**

Weeds were reported on the Burial Ground pathways and the Clerk was asked to write to Mr Allsop again, requesting a further spray with weedkiller.

It was reported that the Church Architect had viewed the Church wall briefly and was going to submit his quotation for a full engineering survey, after which he would make recommendations for repairs.

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**14. Highways**

An obscured 'Give Way' sign was reported along with rotten and damaged signposts opposite the Church and the poor condition of the pavement along Rectory Road.

There were further suggestions for road improvements which were the possibility of making the junction outside the shop into a roundabout and extending the 30mph speed limit on the approach to Roberston Barracks. The Clerk was asked to write formally to highways with these requests. There was general dissatisfaction regarding the response from Highways to issues reported for action. The clerk was therefore asked to write formally requesting progress with the improvements to the junction outside Lincoln House and the road widening scheme alongside the Church.

The Clerk was also asked to enquire of Highways whether they will be able to progress vegetation issues with homeowners on the Parish Council's behalf.

**15. Streetlighting**

**a) Grant of Easement to lay cable across Breckland Council Land – approval of legal costs.**

Legal costs were outlined at approx £850.00. *Mrs Northall proposed the meeting be adjourned to ask for Mr Atterwill's input. Mrs Wood seconded. All in favour.* As original quotations were given by David Webster's, Mr Atterwill suggested obtaining two alternative quotes from Cartledge – one for routing cable under the pathways (for which no easement is required) and one for soft dig across Beckland land. Mr Ellis proposed this be agreed. Mr Clegg seconded. *Mr Ellis then proposed the meeting be brought back into order. Mrs Thomas seconded.* It was agreed a letter should also be sent to W.F. Smith & Co outlining that the Council find their charges excessive.

**b) Reports**

Covers had fallen off columns on Lincoln Close and Manns Lane. These will be reported by the Clerk.

**16. To agree the format for future agendas**

Mrs Northall proposed that agenda items should include action verbs e.g. 'to consider' so that all Councillors are aware of what action will be required. Mrs Baker seconded. All agreed.

**17. Location of Parish Records**

There was general discussion to try and identify the location of a missing minute book. Mr Carrick advised that he and a previous Parish Councillor had tidied the records and disposed of unnecessary paperwork and archived an amount of records at Park Farm. He was asked to pass these records to the Clerk for storage or archiving at the Records Office in Norwich. The Clerk was then asked to go through the minutes and identify exactly what is missing.

**18. Emergency Planning**

It was agreed that a working party should be formed in September to work on an community emergency plan.

**19. Website**

It was agreed that membership details, committees information, minutes, agendas, Freedom of Information details and a list of Councillors should be posted on the website. All Councillors were in agreement to have their contact details on the site.

**20. To consider the draft Contract of Employment for the Clerk**

A draft contract had been circulated to all Councillors. This was discussed at the end of the meeting and agreed.

**21. Resolution to amend Standing Orders**

Mr Ellis proposed that all amendments agreed since January should be made within both Standing orders and Financial Regulations and the paragraph regarding appointment of a school governor should also be removed. A figure of £250.00 for donations was also proposed subject to review as necessary. Mrs Wood seconded. All in favour.

**23. Any Item to be Reported**

- To provide a Health & Safety Policy Statement
- Budget preparation

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

Monday 8<sup>th</sup> August 2005 7.30pm at the Village Hall

The meeting closed at 10.30pm.

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