

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL

**SWANTON MORLEY PARISH COUNCIL**

A meeting of the Parish Council was held in the Village Hall on Monday 13<sup>th</sup> February 2006. The meeting commenced at 7.30pm.

**Present:** Mr. J.Carrick, Mrs.R.Northall, Mrs M. Thomas, Mr C. Clegg, Mr R. Atterwill, Mr C. Perry and Mrs Q Wood. Mr Mike Cramp of Norfolk Rural Community Council and two members of the public were also present.

**1. Apologies for Absence**

No apologies were received.

**2. Declarations of Interest**

- Mrs R. Northall – Personal interests - Member of Swanton Morley Surgery Patient's Participation Group & Norfolk Wildlife Trust. Personal interest also declared in planning application 3PL/2006/0103/F.
- Mrs Thomas – Personal interests in planning application 3PL/2006/0103/F and as a Member of the Village Hall Management Committee.
- Mr Atterwill – Personal interests in the Clerk's Salary and as a member of the Village Hall management Committee. Prejudicial interest in the grass cutting contract.
- Mr Carrick – Prejudicial interests as a member of the Village Hall management Committee.

**3. Election of a Vice Chairman**

Mrs Northall proposed the reinstatement of Mr Atterwill who agreed that he was willing to stand for election. Mrs Thomas seconded the proposal. There were no further nominations and Mr Atterwill was duly elected.

**4. Presentation from Mr Mike Cramp of Norfolk Rural Community Council regarding affordable housing for local people in Swanton Morley.**

Mr Cramp's presentation was well received by Councillors. The NRCC are looking to address the problems of increasing house prices by working in conjunction with Housing Associations to provide low priced rental accommodation and shared ownership housing. Providing there is a need within a village, and that a suitable site can be located, local people will be given priority for the housing. Following Mr Cramp's presentation it was decided that a survey will be carried out in April 2006, as a first step to determine whether there is a need for this type of development within Swanton Morley.

**5. Minutes from the Parish Council Meeting of January 9<sup>th</sup> to be accepted, initialled and signed.**

All agreed these were a true record and they were duly signed.

**6. Matters Arising from the Parish Council Meeting of 9<sup>th</sup> January 2006**

- a) Mrs Northall had some outstanding queries for clarification by the Standards Officer and would circulate the response to Councillors.
- b) Mrs Northall asked that a list of the Village Appraisal working group members and Chairmen be circulated.
- c) Mr Carrick reported no further progress with the registration of Parish owned land.
- d) Mr Carrick also confirmed he had made enquiries about access across the Village Green. He reported that this was not a clear issue and this would need to be looked into in some depth.

**7. Finance**

a) **Income Received** - Receipt of £100 in Burial Fees 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	101211	
Clerk's Expenses	£63.50	101211	
Pest Control	£98.31	101208	Mole Catching - Churchyard
T Cartledge	£310.42	101209	
Diane Hall	£25.00	101210	Admin Fees
E-on	£102.57	D/D	
<b>Total</b>	<b>£ 872.94</b>		

### **C) Approval of Expenses Claim Form**

Mr Atterwill proposed that a signature box for the Chair or Vice Chair to sign approving the payment needed to be included. The form was then approved subject to this amendment and it was agreed to commence use from 1<sup>st</sup> April 2006.

### **8. Public Participation Session**

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

- Mr Marsham suggested that Highways be asked to reinstate the pathway which previously ran from the cottages opposite the Village Green up to the Church as this would make access safer.
- Mr Northall also requested a progress report be requested from the County Councillor regarding plans to provide a new waste disposal site following the closure of Beetley.

The meeting was held open to the public to take items 9, 10 and 11 and thus take questions if posed.

### **9. County/ District Councillors' Reports**

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

- The 'Prolific and Other Priority Offenders Scheme' is working well.
- The Planning and Development Control Review is ongoing.
- Over 800 applications have been received by Breckland Council in respect of the Local Development Framework. It was suggested that the Council should put forward some proposals in the very near future.
- Forthcoming emphasis is foreseen regarding the Clean Neighbourhoods & Environment Act (CNEA)

### **10. Youth & Playground Equipment**

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

- It was reported again that some remedial work is required at Gooseberry Hill car park entrance as it is very muddy.
- Grant applications have been submitted this month to Breckland's Match Funding Reserve, Awards for All and the Norfolk Community Fund. Responses to most applications are due in March. A further two grant schemes open their application processes in April and therefore it is planned to submit further applications at that time.
- It was reported that the new inspection checklists for insurance purposes had been received and would be trialled prior to formal approval by the Council.
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#### **b) To consider and approve the instruction of a contractor to control moles on the Gooseberry Hill playing field.**

Mr Atterwill outlined the problems with mole hills on the field and the difficulties for grass cutting. Mr Perry added that mole activity in this area can bring flints to the surface with a subsequent hazard to children. Mrs Thomas proposed the contractor be instructed. Mr Perry seconded.

### **11. 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 Clegg had obtained information regarding the Burial Ground pathways. A suitable surface was used in Cromer and it was therefore agreed that Mr Clegg and the Clerk put together a specification based on Cromer's example and issue tenders.

Mrs Northall then requested that Mr Allsop be asked to cut the Beech hedging at the Burial Ground as tendered for, as well as quote for cutting the rest of the hedges on the site.

Mrs Northall also asked that a tactful letter be sent to the Parish Office requesting a response to the letter send some months ago, requesting the interment of ashes within the Churchyard cease.

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

### **12. Planning**

#### **a) The following planning applications received No Objections :**

3PL/2006/0005/F – Mrs K Kirk, 78 Greengate – Erection of mahogany PVCU conservatory to rear

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3PL/2006/0051/F – Robertson Barracks – Glass reinforced plastic kiosk

3PL/2006/0103/F – Christopher K & Lynwen A Beal, New Orchard, Greengate – Standing of mobile home

3PL/2006/0114/F – Rev Richard Ames-Lewis, Church House, Church Street, Dereham – Re: All Saints Church – Replace existing octagonal wooden clock face with a replica in glass reinforced plastic.

**Objections were raised regarding the following application in respect of access to the site :**

3PL/2006/0060/D – 39, Greengate – Proposed erection of a one and a half storey dwelling – Plot 3.

**13. Correspondance**

It was noted that files of correspondence were not being circulated in time for each meeting. The following principles were agreed:

- Councillors to inform the Clerk of periods of unavailability e.g. holidays etc.
- A general guide of 3 days was set for each Councillor to read correspondence files.
- It was agreed to circulate completed comments sheets

**14. Open Space Audit – Consideration of response to be made to Breckland Council**

The map sent with the Audit documents was discussed. It was pointed out that areas of Common Land had not been included in Breckland's list of open spaces in the village. It was therefore agreed to respond highlighting this omission and also confirming that the Council considered that Open Space in Swanton Morley is sufficient for current and future needs.

**15. Emergency Planning – Consideration of Draft Emergency Plan & Nomination of a Deputy Emergency Co-Ordinator**

It was reported that Mr Fearnley had been asked if he would act as Deputy in view of his emergency services experience and he was willing to accept the position. Councillors were in agreement with this proposal. Subject to a minor amendment, some additional resources to be included and information from the Barracks, the draft plan was then agreed.

**16. Mill Common**

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

Mr Carrick reported that a meeting had taken place with English Nature and the Environment Agency and Councillors had been advised that Mill Common would qualify for the Higher Level Scheme. Mr Carrick proposed an application be submitted. It was agreed by the two agencies that fencing would be required on the Northern Boundary so that cattle can be grazed. The Clerk was therefore asked to write to Cemex (the landowner) to request permission to erect fencing on the boundary which would not require permission from the Secretary of State.

Mr Carrick also reported that in respect of Burgh Common, advice had been received that the Fisheries may be interested in developing the area for use by the public.

It was agreed that Mr Richard Leishman should be invited to the next Council meeting.

**17. Old Village Hall & Car Park - (Mr Clegg left the room for this item)**

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

Mr Carrick gave some options for progressing this matter in view of Breckland's request for £90,000 to lift the covenant. The options outlined were as follows :

1. Offer the site for Social Housing thus obtaining a significant sum from a Housing Association for the site and offering Breckland Council a maximum of £10,000 of the proceeds. (It was noted that Breckland may accept this offer as they are desperate for social housing sites)
2. Offer the land currently earmarked for the Under 5's at the Village Hall for exchange instead of Gooseberry Hill.
3. The possibility of 2 private sites being offered in exchange as opposed to Gooseberry Hill.

Mr Carrick requested agreement from Councillors to investigate the feasibility and implications of Option 1. He agreed that any enquiries would be set out in writing and all correspondence circulated. Mr Atterwill requested that he be invited to any meetings held regarding this matter, to which Mr Carrick agreed. Five Councillors agreed to this proposal.

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

Mr Atterwill reported that the Old Village Hall working group had met and presented a report. Options for the future of the Old Village Hall were outlined for inclusion in the questionnaire which will be distributed and collected personally. Mrs Northall proposed that a further option be included – 'To sell the Old Village Hall site in its current state'. Mr Atterwill requested any further comments be forwarded to him as soon as possible so that a final draft can be prepared for agreement at the March meeting.

Mrs Wood wished it noted that a football is blocking one of the drain pipes at the Old Village Hall.

**18. Update on the Under 5's proposal to lease land.**

Mr Carrick reported that there had been no progress with this matter and the Under 5's were no longer pursuing it. Mr Atterwill expressed concern that is the land was to be offered as Village Green (see item 17 a) Option 2) that a suitable alternative site should be provided and sought an undertaking *in principle* that this would be the case. All Councillors were in agreement.

**At 9.30pm Mr Atterwill proposed an extension to the meeting. This was agreed.**

**19. Highways**

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

- The new pathway which gives access to the Surgery & Lincoln House requires pedestrians to cross Woodgate Lane on a blind corner. A sign was requested on Woodgate Lane on the approach to the Surgery to warn of pedestrians and the elderly crossing.
- Kerbing is still required along Rectory Road, particularly at the entrance to Mr Keith's field.

**20. 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 & Columns 46,48 & 49 are still out.
- A day burner was reported on Gooseberry Hill (outside the Octagon House)

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

Mr Atterwill had spoken with the Area Engineer and expressed the Council's displeasure with the service. He had also discussed Cartledge's advice that Columns needed testing for safety every 6 years. He had discussed this with the Clerk and it was agreed that in view of the large numbers of concrete columns in the village, the need for this would be risk assessed. Lastly Mr Atterwill proposed that an alternative quotation for maintenance be obtained from T.T Jones who currently maintain North Elmham's streetlights.

**21. Consideration of Agenda Format for the Annual Parish Meeting**

The 2005 agenda was used as a basis and amendments made. It was agreed that a separate meeting of the Council be held on 3<sup>rd</sup> April to deal with routine business. It was agreed that invites to present reports be sent to Village organisations and the village hall be booked.

**22. Health & Safety – To review and update the Health & Safety Policy & Risk Assessments**

A 'New & expectant Mothers' clause which legally is required in the Health and safety policy of the Council and a maternity risk assessment prepared in view of the Clerk's pregnancy were submitted and approved.

It was agreed to place an advert for a temporary Clerk in the Link Up, on notice boards and in the Dereham and Fakenham Times. The Clerk agreed to draft this in conjunction with the Chairman.

**23. Any Item to be Reported for the next agenda**

- Donations to Norfolk Air Ambulance & Victim Support as well as Membership of NRCC
- Arrangements for Temporary Clerk - Selling of Oil Tank at the Old Village Hall

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

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

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