

SWANTON MORLEY PARISH COUNCIL

A meeting of the Parish Council was held in the Village Hall on Monday 14th August 2006. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chairman), Mrs. R. Northall, Mr J. Carrick, Mr C. Perry, Mrs. Q Wood, Mrs M. Thomas and 8 members of the public.

1. Apologies for Absence

Mr C. Clegg

2. Declarations of Interest

- Mrs R. Northall – Personal interests as a member of Norfolk Wildlife Trust and Swanton Morley Surgery Patient's Participation Group and a remote personal interest in item 8b as Secretary of Swanton Morley Cricket Club
- Mr Atterwill – Prejudicial interest in the grass cutting contract.
- Mrs Thomas - Personal interest as a member of the Village Hall Management Committee.

3. Minutes from Parish Council Annual Meeting of 10th July 2006 to be Accepted, Initialled and Signed.

Amendments to the minutes were noted. Mrs Northall proposed these minutes be accepted, Mrs Wood seconded. All in favour.

4. Matters Arising

Mrs Wood clarified that the Community Car Scheme now applied to patients in neighbouring villages wishing to attend Swanton Morley surgery, but not for parishioners of Swanton Morley wishing to attend neighbouring surgeries.

With reference to item 8, Mr Carrick reiterated the need to abide by the guidelines set out by the Standards Commission. Anyone breaching the code can expect to be reported to the Standards Board.

5. Minute Procedures

a) To agree content for minutes – Mr Atterwill explained that further to discussions with NCAPTC, only proposals, seconds, decisions and actions points should be minuted. Mrs Northall agreed that the minutes should be reduced but felt there is a need for compromise to ensure that the public get a flavour of the meetings. The clerk is to try to reduce the minutes to four pages without losing any clarity of the meeting.

b) To agree distribution procedures – Mr Atterwill read an email from Mr Clegg suggesting a new procedure to distribute minutes to Councillors and the public. Mr Atterwill was of the opinion that minutes should not be distributed to the public prior to being approved and that Councillors should advise the clerk of any amendments in good time before the Parish meeting. All were in agreement.

6. Finance

a) Accounts to be approved for payment – Mr Carrick proposed the following be approved, Mrs Thomas seconded. All in favour.

Payment	Amount	Cheque No.	Comments
Clerk's Salary	£281.22	101239	
Clerk's Expenses (Mrs LeBon)	£29.00	101239	
Mr R Allsop	£615.70	101240	Grass Cutting (June)
May Gurney	£9147.38	101241	Burial Ground Pathways
Playsafety Ltd	£70.50	101242	Safety Inspection of VG & GH
T.T.Jones	£557.29	101243	Q. Maintenance & repairs to columns 29 and 31 dayburners
B Marsham	£50.00	101244	Replace 2 manhole covers OVH
B Woolnough	£310.00	101246	Seat and Bench Maintenance
E-on	£102.57	D/D	
Royal British Legion	£50.00	101245	Donation for Remembrance Wreath
Total	£11,213.66		

The £14.99 payment to Miss B. Hemmant for reimbursement for alleged damage to her shoes by tar on the Burial Ground pathway was not authorised as May Gurney had previously implied that they would accept liability. The clerk is to forward Miss Hemmant's receipt to May Gurney for reimbursement.

b) To agree donation for Royal British Legion for Remembrance Sunday Wreath
£50 agreed as listed in 6a).

c) Income – None reported.

Mr Atterwill instructed that all steering groups and sub-committees need to begin discussions as to what funds they require for next years budget. This will be an ongoing discussion until the precept is set.

7) Public Participation Session

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

Ms Heydon introduced herself to the meeting and advised that she had requested a map of all trees with Preservation Orders within the Parish. The clerk is to advise if she already has such a list. Mr Atterwill formally welcomed Ms Heydon to the meeting.

Mr Barber queried who is responsible for the upstream part of the Wensum within the village as it is overgrown with vegetation. Mr Carrick advised that it is the Environment Agency and that there is currently a 'Wensum Regeneration Project' underway.

Mr Marsham queried the situation of the proposed bus stop on Town Street. He also reported that the bottom of Primrose Hill and the top of Bylaugh Hill had flooded again and requested that Highways clean the pipes.

Miss Paffron advised that she had completed a survey of all neighbouring properties and there were no objections to the streetlight outside her property being shaded.

Mrs Wood proposed the meeting be brought back into order. Mrs Thomas seconded. All in favour.

8) Planning

a) 3PL/2006/1032/F – Dr G and Mrs Jamieson, Pond Farm, 40 Greengate – Proposed first floor extension and alterations to existing dwelling.

Mrs Thomas proposed there be no objections to this application. Mrs Wood seconded. All in favour.

b) 3PL/2006/1132/F – Mr and Mrs M Hammond, Lincolns Barn, 68 Greengate – Alteration to annexe accommodation

Mrs Thomas proposed there be no objections to this application. Mrs Wood seconded. All in favour.

c) To receive a report from Mr C. Clegg on the progress of the Planning & Local Development Working Group – Mr Clegg had given his apologies and therefore was unable to give his report.

9) Old Village Hall & Car Park

a) To receive updates for obtaining outline planning permission on the Old Village Hall site.

All Councillors had previously been provided with updates from Breckland and Nicholas Hancox.

Breckland had given advice on whether planning permission would be considered following an informal request to comment on the plans provided by Sketcher Partnership.

Nicholas Hancox had provided a detailed report of his initial findings. Two points that were crucial to the de-registration process were:

a) The restrictive covenant on Gooseberry Hill would not move to Town Street under current proposals by the Parish Council.

b) Ownership of the Village Green was vested in the Parish Council to ensure its protection. The Parish Council is not the freehold owner however, and once deregistration of the car park area of the village green takes place, ownership of the site would be in dispute and the Parish Council could not sell the land. One solution would be to for Breckland Council to make a Compulsory Purchase Order at the same time as the exchange process took place

Mr Carrick felt that if Mr Hancox was correct then it would greatly facilitate the redevelopment of the site, however disagreed with Mr Atterwill's belief that Breckland should have no financial interest in any sale of the old village hall.

Mrs Northall suggested waiting for the receipt of tenders for demolition of the hall, and then putting in an application for outline planning permission, with Mr Atterwill adding that the Council should be aware of how much income could be made from reclaim materials, and reiterated that the hall was currently costing

the council money in rates, insurance and repairs. Mrs Wood disagreed feeling that the hall should be sold as an ongoing concern.

Mr Perry suggested gauging the opinion of the village, adding that if the village felt affordable housing would be best for the site, then this should be further investigated. Mr Atterwill agreed that affordable housing would solve issues recently raised by the NRCC's Housing Survey.

Mr Carrick strongly opposed any action until ownership of the car park is resolved and was concerned about conflicts of opinion between DEFRA and Mr Hancox.

b) To receive report on the meeting with Nicholas Hancox Solicitor regarding the old village hall and access for adjacent cottage owners. – Mr Atterwill explained to the public that he, Mr Carrick and Mrs Northall had met with Nicholas Hancox, a solicitor recommended by NCAPTC and briefed the public on Mr Hancox's findings to date.

c) Proposal to appoint Nicholas Hancox Solicitor to act on the Council's behalf for legal matters relating to the old village hall and car park - Mr Atterwill proposed that Nicholas Hancox be appointed as solicitor to act on behalf of the Council regarding all matters relating to the old village hall and car park. Mrs Thomas seconded. There were five votes in favour and Mrs Wood objected.

Mr Atterwill proposed and Mrs Northall seconded, that Mr Hancox should be instructed to write to DEFRA and Breckland to clarify the position on the covenant and to further investigate the Council's position on a compulsory purchase order on the car park. He is also to be instructed to change the registered address of the Council at HM Land Registry to the clerk's current address. All were in favour.

There was also general feeling that the owners of the adjacent cottages should request advice from their own legal representative about prescriptive right of way as the Council should not bear the full legal costs in resolving this matter.

10) Streetlighting

a) To receive fault reports / matters for attention

i) Update on removal of column at Farrow Close - This matter has now been resolved at no extra expense to the council, with T. Cartledge removing the column.

ii) Column 31 Gooseberry Hill replacement - Mr Atterwill advised that he had instructed the clerk request TT Jones replace column 31 as a matter of urgency because it was in a dangerous state. TT Jones had obliged and was currently waiting for EDF to connect the supply. The clerk is to contact TT Jones to clarify the disputed column numbering system.

iii) Update on progress regarding proposed streetlight for Middleton Ave. / Hoe Road East - The clerk updated the Council, advising that the original Deed of Easement across the land on Middleton Avenue was to be progressed, as opposed to allowing EDF to proceed with the Wayleave agreement. This was due to excess time scales for a Wayleave agreement and costs to abort the original process. Mrs Wood felt it would be beneficial for the Council to erect an extra streetlight on Manns Lane. Mr Atterwill advised that this would have to be discussed as part of next year's budget.

Mr Atterwill read an email from Miss Paffron regarding the shading of the streetlight outside her property and it was confirmed that there were no objections from neighbouring residents to this action. Mr Atterwill proposed and Mrs Wood seconded that the clerk should write to TT Jones requesting that this be done. All in favour.

11) Highways

a) To Discuss Proposed Bus Stop Infrastructure Improvements - Mr Atterwill felt that the bus stop on Town Street was better were it currently is as opposed to it being re-sited. There were general strong feelings in agreement with Mr Atterwill and the clerk is to write to Norfolk County Council expressing these concerns.

Mr Atterwill also felt that the bus stop at Primrose Square was the wrong side of the T Junction. When buses come into the village from the Barracks and use this stop, no other traffic can get around the bus.

b) To Discuss Proposed pedestrian crossing on Greengate - Mrs Wood was concerned that buses will now be stopping on the narrowest part of the road. The clerk is to write to Norfolk County Council expressing concerns about the unsuitable place for a bus stop. Mr Atterwill was generally very pleased with the scheme and had received no written concerns from parishioners.

c) To Discuss outcome of meeting with Highways Engineer - Mr Atterwill advised the public that he had met on site with Mr Jason Glasspoole, the Norfolk County Council Highways Engineer and briefed the meeting with the report of the outcome of this meeting.

Since that meeting Mr Glasspoole had contacted Mr Atterwill and advised that he is trying to get better 'Keep Left' signage outside Darbys. Mr Glasspoole also suggested that the Council may like the fingerpost on Elsing Road removed as it currently directs traffic to North Tuddenham through Woodgate,

rather than along the main road. The clerk is to write to Mr Glasspoole confirming that the Council agrees and to proceed.

With regards to the ongoing problem of damage being caused to the church wall by traffic, a request is to be made to Mrs Floering-Blackman that she speak with Phillip Shram to make this part of the 2008 Programme Assessment.

The clerk is to send a letter to Mr Keith asking permission to remove three redundant concrete posts on his land. Highways will then cut the trees back to improve visibility.

d) To receive reports of highways faults / matters for attention - The clerk was provided with a list of matters for attention to be forwarded to Highways. The clerk is also to write to Mr Keith requesting that he arrange for the briars to be cut on Gooseberry Hill.

Mr Atterwill requested that the Village Hall Management Committee trim the hedge which is currently obscuring the notice board on Manns Lane.

e) To receive a report from Mr C. Perry on the progress of the Working Group - Mr Perry advised that an engineer from Norfolk County Council had visited the village and advised of acceptable sites for Vehicle Activated Signs to be installed. A quote had then been received for the project totalling £7,602.24 and he thanked all those involved in the project.

f) To agree funding for Vehicle Activated Signs - Mr Atterwill proposed that resulting from the aforementioned report, two Vehicle Activated Signs be purchased. Mrs Wood seconded. The vote was recorded as 5:1 in favour.

12) Churchyard & Burial Ground

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

Mrs Thomas provided the clerk with a report for circulation. In addition she advised that the church wall is officially a listed structure and this would affect any repairs to be made.

13) Youth & Playground Equipment

a) To receive an update report from Mr R. Atterwill on progress of the Sub Committee - Mr Atterwill provided the clerk with a safety inspection to be circulated. He also requested that the clerk write to Mr Woolnough for advice on damage to the village sign.

b) To agree the purchase of additional play bark for Gooseberry Hill and the Village Green – Mr Atterwill advised that the play bark on the village green and Gooseberry Hill had become compacted and that TMA Bark and quoted £218.80 (inc. delivery) plus VAT to top up the bark. He proposed that the Council go ahead with this purchase. Mrs Thomas seconded, all in favour.

14) Commons, Open Spaces & Environmental

a) To agree funding for fencing around Mill Common

Mr Carrick advised that the fencing required would be part of an application to DEFRA for High Level Stewardship for the Common. Should this application be approved, this would provide the Council with additional income of approximately £800 per year for 10 years. Mr Carrick proposed that the Council approve potential expenditure of £400 for professional advice in this matter, but advised that £395 would be recouped if the Council's application is felt to be of satisfactory quality by DEFRA. The actual fencing would not occur until the next financial year. Mr Atterwill seconded, all in favour. Mr Carrick expressed his thanks to Miss Paffron for her assistance in this matter.

Mr Atterwill placed on record the Council's gratitude to Mr Carrick for cutting the grass on Mill Common.

15) Training

a) To agree funding for Clerk's Initial Training Course and Chairmanship and Engagement Course

The clerk advised costings of £30 for the clerk's initial training and £25 for the Chairmanship Course. Mrs Thomas proposed that these be authorised. Mr Carrick seconded, all in favour.

16) Office Furniture

a) To agree funding for two new filing cabinets – Mr Carrick suggested a £200 budget for two new filing cabinets. Mrs Thomas this be authorised. Mrs Wood seconded, all in favour.

b) To agree what documentation is to be retained in filing cabinets – Mr Atterwill advised that NCAPTC had provided a list of recommended retention times of documents and proposed that in addition to this planning applications should be kept for 6 years. Mrs Thomas seconded, all in favour.

17) Correspondence

Mr Atterwill advised that May Gurney had provided a quote of £4,600 + VAT for an additional pathway for the burial ground and that the sub-committee needs to consider this for next year's budget. He also

advised that he had attended a meeting of North Elmham Parish Council and suggested a joint letter with neighbouring parishes, via NCAPTC, to the superintendent raising issues of policing in the area. The clerk is to invite PC Maxwell, the community liaison officer for the area to attend October's meeting, and to write the outgoing officer, Dale Wordley, for his work within the parish. The clerk is also to write to Mr Tye acknowledging his email of 9th July.

18) County / District Councillors' Reports

There was no report from the County Councillor.

Mr Carrick, as District Councillor, advised that the Strategic Alliance between Breckland and the private sector should save about £4m and would help keep Council Tax low. Affordable Housing is high on the agenda and the Parish Council should be considering offering parcels of land to rectify the situation. There had been a good presentation on mental health issues, but otherwise this is the 'quiet season' for Breckland.

19) Any Item to be Reported for the next agenda

Mrs Thomas is to speak with Mr Fearnley about the Community Emergency Plan.

Mrs Northall had received a complaint about dog fouling and the littering of bagged dog excrement. Mrs Northall is to speak with the dog warden and the clerk is to include this matter in reports to the local press. Mrs Thomas suggested the replacement of the notice board at Woodgate, but Mr Atterwill advised that the people of Woodgate had previously objected to a replacement. Mr Carrick requested the Village Hall Management Committee had a key to the notice boards. Mrs Thomas will advise.

21) Public Participation Summary Session

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

Mr Northall queried whether the entirety of the church wall was a listed structure. He also raised strong concerns about previous costs to the parish of dealing with the matter of the old village hall and also with recent contradicting information about ownership of the car park.

Mr Atterwill proposed the meeting be extended. Mrs Thomas seconded, all in favour

Mr Marsham queried whether recently publicised 'Hobbit Homes' would be suitable for the site of the old village hall car park.

Ms Heydon raised concerns about poor visibility due to excess vegetation on the Norwich Road at the junction with the B1145.

Mr Bone asked whether there were any plans for bus stops to service Lincoln House as the nearest is currently at The Angel. Mr Atterwill replied that the plans from Norfolk County Council had no such plans.

22. To confirm the date & time of next meeting to be held on Monday 11th September 2006 at 7.30pm at the Village Hall.

All in Favour

This Part of the Meeting was Closed to Press and Public

23. To finalize the contract of the new Parish Clerk

Having already circulated the proposed contract of employment to all councillors, Mr Atterwill noted that he had not received any comments from Councillors with the exception of Mrs Northall who suggested that some additional items specific to Swanton Morley should be added to the Job specification. Mrs Wood proposed that all the documentation including Mrs Northall's amendments should be adopted and issued to the Clerk. Mrs Northall seconded. All in Favour. Mr Atterwill to issue this with a covering letter as soon as possible.

_____ (Chairman) _____ Date