

SWANTON MORLEY PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Village Hall on Monday 8^h May 2006. The meeting commenced at 7.30pm.

Present: Mr J. Carrick (Chairman), Mrs. R. Northall, Mr C. Clegg, Mr R. Atterwill, Mr C. Perry, Mrs M. Thomas, Mrs. Q Wood and Mrs I. Floering-Blackman (County Councillor) and 15 members of the public.

1. Apologies for Absence

Carolyn Heydon as volunteer for Tree Warden

2. Declarations of Interest

- Mrs R. Northall – Personal interests - Member of Swanton Morley Surgery Patient's Participation Group & Norfolk Wildlife Trust.
- Mr Atterwill – Prejudicial interest in the grass cutting contract.
- Mr Carrick – Personal interest as a member of the Village Hall management Committee.
- Mr Clegg – Prejudicial interest in the Old Village Hall
- Mrs Thomas - Personal interest as a member of the Village Hall management Committee.

3. Election of Chairman and Declaration of Acceptance of Office

Mrs. Northall nominated Mr Atterwill who confirmed he would be willing to stand for office. Mrs Thomas seconded. Mr Clegg proposed Mr Carrick. There was no second. Mr Atterwill signed his Declaration of Acceptance of Office and took his seat. Mr Atterwill thanked Mr Carrick for all his efforts as chairman.

4. Election of Vice-Chairman

Mrs Thomas and Mrs Northall both advised that they would be willing to stand. Mrs Wood seconded Mrs Northall. All in favour.

5. Appointment of Officers as Council representatives and Councillors with special responsibilities:

The following persons were nominated or volunteered and were agreed.

- a) Member to represent the Council on the Village Hall Management Committee** – Mrs. Thomas
- b) Member to represent the Council on Barrett's Charity Committee** - Mrs. Northall
- c) Members for Churchyard & Burial Ground sub-Committee** – Mrs Thomas and Mr Clegg
- d) Members for Playing Fields sub-Committee** – Mr Carrick, Mr Atterwill and Mr Perry. Mr Perry to assist with inspections.
- e) Members for Village Appraisal Working Groups**
 - i) Traffic and Pedestrians** – Mr Atterwill, Mr Perry, Mrs. Northall, Ms. Heydon and Mr Willis
 - ii) Commons and Open Spaces and Environmental** – Mr Carrick, Mr Northall, Mrs Wood and Mr Marsham
 - iii) Planning and Local Development**– Mr Clegg and Mr Willis.
 - iv) Old Village Hall** – Mr Atterwill, Mrs Walden and Mrs Woods
- f) Members to be responsible for**
 - i) Noticeboards** - Mrs Thomas
 - ii) Public Footpaths** – Mrs Wood
 - iii) Weekly inspection of Old Village Hall** - Mr Clegg. **Burial Ground and Churchyard** – Mr Broady and Mr Clegg.
- g) Appointment of Parish Tree Warden** – Ms Heydon.

6. Review of Registers of Interests

All Councillors were asked to review their register of interests and completed forms to be returned to the clerk as soon as possible.

7. Confirmation of Dates for Future Meetings

Every 2nd Monday in each month was again agreed for Parish Council meetings. The 9th of April 2007 was also agreed for the Annual Parish Meeting. All in favour.

8. Minutes from the Parish Council Meeting of April 3rd to be Accepted, Initialled and Signed.

Regarding the planning application for the development at the Lincoln House site, Mrs Northall pointed out that the minutes in item 7 of the 3rd of April meeting should have read that there were no objections from the Councillors and no written objections had been received by the Council from parishioners.

Mrs Wood stated that the clerk had received a written report with regards to section 8 – Highways.

Mrs Northall corrected the timescale noted in item 4. The Parish Council voluntarily accepted responsibility for the churchyard 13 years ago, and not 4-5 as stated.

Mrs Wood proposed the minutes be accepted and signed. Mrs Thomas seconded. All in favour.

9. Minutes from the Extraordinary Meetings of April 12th and April 18th to be Accepted, Initialled and Signed.

Mrs Wood proposed these to be accepted and signed. Mrs Thomas seconded. All in favour.

10. Matters Arising from the Minutes of Parish Council Meeting of April 3rd

Mr Carrick advised that the Lincoln House development was to be discussed at Breckland Council on Monday 15th May. Mr Carrick, Mr Atterwill and Mrs Northall advised that they would be in attendance, Mrs Northall stated she had been shocked by the shameful display of rudeness shown to Dr. Kaushal by some objectors while his planning application was being discussed.

11. To Receive and Comment upon the Minutes of the Annual Parish Meeting held on 10th April.

Mrs Wood commented that when a question with regards to the usage of a £40,000 grant from the Arts Council was raised by Miss Hart, the Chairman passed it to Mr Atterwill but no satisfactory response was given. Mrs Northall raised that any under spend was deducted from the budget, not precept (p4). The minutes are to be taken forward to next years meeting on 9th April 2007 to be proposed, seconded and agreed by the parishioners.

12. To Confirm the Appointment of Parish Clerk

Following the extraordinary meetings of 12th and 18th of April, Mrs Thomas proposed that Faye LeBon be appointed as Parish Clerk. Mrs Wood seconded, all in favour.

13. Finance

a) To Authorise Faye LeBon, Parish Clerk, as Signatory on the Barclays Bank Accounts, and Remove Louise Woolnough.

In view of the change of officers, all signatories were reviewed and it was decided that Mr Atterwill and Mrs Northall become signatories on the account.

The Councillors considered the Barclays Customer Agreement and other documents which the bank has provided and resolved that:

- 1) the Council appoint Barclays Bank PLC (the Bank) as the Council's bankers;
- 2) the Council accept the terms and conditions of the Barclays Customer Agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of Bankers;
- 3) the Council authorise any individual named in Section 2 (an 'authorised person') either individually or, if relevant, with other authorised person(s) in accordance with section 3 to:
 - a) enter into any agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the best interests of the Council from time-to-time; and
 - b) give instructions concerning the operation of the Council's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the Customer Agreement; and
 - c) register the Council for the Bank's computer and telephone banking services.

The Councillors noted that if the Council has registered for the Bank's computer and telephone banking services, any of the authorised person(s) acting in accordance with the current approval processes for the services would be responsible for amending the Council's 'customer profile' which (among other things) determines:

- the accounts that can be accessed by computer or telephone;
- security procedures and the number of individuals required to approve each instruction issued to the Bank (approval processes);
- the individuals ('Users') allowed to use the service form making payment and other purposes (within specified limits).

The Councillors also noted that the Bank is entitled to act on all instructions given by a User in accordance with the correct security procedures until the Council notifies the appropriate computer or telephone banking service that the User is no longer authorised to act for it.

b) Accounts to Approved for Payment – Mr Clegg proposed these be approved, Mrs Thomas seconded. All in favour

Payment	Amount	Cheque No.	Comments
Clerk's Salary	£281.22	101226	
Clerk's Expenses	£48.35	101226	
Pest Control	£129.00	101227	
E-on	£102.57	D/D	
Wensum Valley Services	£115.53	101228	Photocopying for Annual Parish Meeting & OVH Questionnaires
TT Jones	£465.30	101229	Quarterly Maintenance
Allianz Cornhill	£1,357.04	101230	Insurance Premium
Total	£2,499.01		

Mrs Northall queried why the council had to pay TT Jones for quarterly maintenance when the contract only began on 1st April 2006. Mr Atterwill explained that payment must be made in advance for services.

c) Income

Income	Amount	Comments
Village Hall Management Committee	£105.00	Employers Liability Insurance Reimbursement
Awards For All	£5,000.00	Grant for Playing Fields
Precept	£18,764.00	50% of Requirement
Burial Fee	£100.00	H Brett & Sons re: Baillie-Haig
Total	£23,969.00	

Public Participation Session

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

Mrs Walden felt that a lot of points had not been answered at the Annual Parish Meeting. She also reaffirmed that she had spoken to DEFRA (Hugh Craddock on 0207 2385663 and Gina Warman on 01173 728210) with regards the exchange of land. She also had some information relating to the Crow's Act to be passed to Mr Atterwill.

Mr Ellis questioned whether sufficient care was taken by Councillors when setting the annual budget, in particular with regards to the accuracy of the rates figure. Mr Atterwill responded that it was of his opinion that insufficient thought was put in, but only four Councillors were available at the time. Mr Atterwill advised that the Council should receive estimates prior to setting budgets but also pointed out that funds should be set aside in case of emergency. Mr Carrick also advised that any under spend is carried forward into the following year.

Mr Ellis questioned control of expenditure with regards to tenders. Mr Atterwill stated that he and the clerk would review regulations with regards to tenders, in particular the use of standard envelopes for returned tenders.

Mr Marsham commented on the narrowness of the roads on Mill Hill because of overgrown hedges. These will be reported by the Clerk.

Mrs Leary responded to Mrs Northall's comment about the inappropriate behaviour at the previous meeting but still had concerns that the residents were not being listened to. The Lincoln House planning application had been approved by the Parish Council despite the resident's objections.

Mrs Gauntlet was concerned about the behaviour of local children in Thompson Close. She felt that trees were being damaged and football games were causing a disruption and requested that ball games be banned. Mr Atterwill stated that Breckland Council cannot enforce any instruction banning ball games. Mr Perry suggested that a 'No Ball Games' sign be put up as a deterrent despite being unenforceable. Mrs Gauntlet also felt disgusted at the state of the New Village Hall. Mr Atterwill requested this be put in writing to Mr Carrick as Chairman of the Village Hall Management Committee.

Mr Brandford referred to planning application 3PL/2006/0433/F and stated that he felt that plans for three houses were an overdevelopment of this site. He suggested that the site does not comply with current building regulations and that the ridge height was higher than the current cottages and thus could not be described as cottage style dwellings.

Mrs Brandford commented that the response from Breckland Council had been poor, in that only a standard response had to be sent.

Mrs Hill, speaking on behalf of herself and Mr Hill, stated that Woodgate is a dangerous road already and that the current application of three houses was too much for the site.

Mrs Floering-Blackman advised that unlike other District Councils, Breckland does not have a planning code of conduct and felt that there was no continuity with regards to planning at Breckland. She had also spoken to the Drainage Officer with regards to this planning application.

Mr Parker disagreed with the comments of Mrs Floering-Blackman and stated there had been much 'mis-information' with regards to his application. He had worked closely with the Environment Agency and Building Regulations Department at Breckland Council and his plans had been passed.

Mrs Brandford felt disappointed that Breckland Council's planning policy was not open to scrutiny and hoped the Council would consider this application in their favour.

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

14) Planning

a) To receive an update report from the Chairman of the Planning & Local Development Working Group - Mr Clegg's report stated that Swanton Morley had been earmarked for 50-100 new houses (inclusive of any properties built since 2001) of which 30% were to be defined as 'affordable'. Mr Clegg clarified that this meant that these houses should be purchased at cost. Mr Atterwill asked if the reports of potential sites for housing would be open to public consultation. Mr Clegg confirmed that they would be.

Mr Clegg requested that he be permitted to attend forthcoming conferences on planning. Mr Carrick proposed this be accepted. Mr Perry seconded, all in favour.

b) 3PL/2006/0433/F – Mr & Mrs R Parker, Pettycur, Woodgate – Proposed demolition of existing dwelling and the erection of 3 cottage style dwellings and garages.

5 objections, 1 in favour and 1 abstention.

The issue of morality versus the legality of this application was discussed. It was agreed that all comments from Councillors to be sent to Breckland Council and that Mr Atterwill is to write to Breckland Council to request that this application goes before the full Planning & Development committee.

3PL/2006/0524F – Mrs E Wood, 13 Harris Road – Proposed single storey extension

Mrs Northall proposed this be passed, Mrs Wood seconded. Vote was unanimous that this be passed.

15 Highways

a) To Receive Reports of Highways Faults / Matters for Attention

Mrs Northall reported that there had been complaints about the condition of the footpath on Manns Lane. Mr Clegg reported that the wall on the junction between Gooseberry Hill and Town Street was missing flints and was becoming dangerous. Highways are currently denying ownership but this land was part of a compulsory purchase order.

Mrs Thomas reported a large pothole between Home Farm and Greengate.

Mrs Northall requested a larger sign between Town Street and Elsing Road. The clerk advised that this had been looked into two years ago but would readdress.

Mr Atterwill reported that there had been no progress on the footpath on Rectory Road

Mrs Wood reported an overhanging tree near the Old Post Office.

b) To Receive an Update Report from the Chairman of the Traffic & Pedestrians Working Group

Mr Perry's report stated that although there had been some improvement to pavements, speeding was still a problem. Investigations had been made into the best location for a pedestrian crossing and that a crossing located near Manns Lane would be the most feasible.

Mrs Floering-Blackman agreed with Mr Perry that Swanton Morley should have a pedestrian crossing within twelve months. A sign that would flash when traffic exceeds thirty miles per hour would cost approximately £3,500 but the running costs would require further investigation.

The School had completed a travel plan with the County Council and had secured a grant of £5,000 to be used for items such as cycle shelters. A request was also made for the use of the village hall car park as a meeting point for a walking bus during the week commencing 22nd May. Mr Carrick authorised this on behalf of the Village Hall Management Committee.

Mrs Wood suggested that the footpath on the school side of Manns Lane be extended to the village hall. It was stated that this was unlikely to be feasible due to private land restrictions.

16) Street lighting

a) To Receive Fault Reports / Matters for Attention

It was advised that the contractors for maintenance of the village’s street lighting had been changed to T.T. Jones due to poor service from the previous contractor.

Mrs Northall advised that there was an issue with a day burner on Gooseberry Hill

17) Churchyard and Burial Ground

a) Update Report by Mrs Thomas (Chairman). – Mrs Thomas reported that the tree felling at the Churchyard had been completed and that two further memorials had been found to be unstable but had been repaired at no cost. The diocese had been asked for informally if permission for the removal of the church wall and improvement of kerbs would be feasible.

It was requested that the whole of the £5,000 in this Committee’s budget, as well as some of the under spend from the previous year be used on resurfacing the footpath on the Burial Ground. A Fiberdec surface would be used to comply with the disability act. The cost would be £7,785 (plus VAT, which could be reclaimed) and the maintenance cost would be negligible.

It was reported that the Memorial Garden Project would be started in the autumn.

Mrs Northall raised objections to the cutting of the ivy on the church wall on 13th May and suggested that it be deferred until after the bird nesting season. It was agreed that this Working Party be deferred until October.

b) To Consider the Tenders for Work to the Burial Ground Pathways and Agree/ Instruct a Suitable Contractor. – Following the presentation in the previous meeting, Mrs Wood proposed and Mr Clegg seconded that May Gurney be appointed as contractor for this work. 5 in favour 2 against. The clerk to contact May Gurney for a suitable start date.

It was reported that the Holly Trees were now touching overhead power lines.

c) To enquire re: progress with the felling of trees from the Churchyard Car Park Mr Clegg and Mr Atterwill agreed to meet with Mr Carrick to discuss the Arboriculturalists report in respect of the Church Car Park.

d) Outline report regarding enquiries being made to the Diocese regarding the possible removal of the Church wall and grading of the bank – This was outlined under item 17 a).

Mrs Wood proposed and Mrs Thomas seconded that the meeting be extended after 9.30pm. All in favour.

18) Old Village Hall and Car Park (Mr Clegg left the room for this item)

a) To Receive an Update Report from the Chairman of the Old Village Hall Working Group - No report was submitted.

b) To Consider and Discuss Responses to the Public Questionnaire, and to Formally Adopt a Planned Proposal for the Future of the Old Village Hall – The results were as follows:

Response Rate	17.2%
Preferred demolition of the hall but the green should remain in use.	15.3%
Preferred that the Council should pursue de-registration of the car park and then sell the whole site for the benefit of the village.	58.2%
Preferred the sale of the building and de-registration of the car park	14.3%
Any other suggestions	12.2%

Mr Atterwill suggested that the comments be published on the Council’s website. All in favour.

c) To Receive a Report from Mr Carrick Regarding the Meeting with Mills & Reeve Regarding De-registration, and to Consider the Proposal to Use Land at the New Village Hall as Exchange Land within the De-registration Process for the Old Village Hall Car Park – Mr Carrick provided a written quotation from Mills and Reeve, in the region of £10,000 plus VAT plus disbursements. Mr Atterwill requested an up to date valuation of the old village hall by an independent chartered surveyor. Mr Atterwill to meet with the chartered surveyor to explain all the options. This was unanimously agreed. Any written valuations are to be sent to the clerk.

14) Correspondence

a) To Consider the Provision of a Village Community Car Scheme – There was some support for this in the village appraisal. Mrs Northall stated that Breckland Council have not provided a written response, but have verbally indicated that there is a current lack of funds. Mrs Wood stated that she would make enquiries about the Dial-A-Bus service from Fakenham.

b) Consideration of letter received from Mrs D Turner re: hedging at Ward Crescent/ Old Worthing Road – It was suggested that Highways are responsible for this hedge and therefore to forward the letter to Highways and send a response to Mrs Turner advising her of the action taken.

20) To Discuss the Points Raised by the Standards Officer

This item was deferred until the June meeting.

21) To Agree which Parish Records should be sent to the Norfolk Records Office

Mrs Thomas proposed and Mr Perry seconded that Mrs Floering-Blackman take the following documents to the Records Office:

6 Minute Books (1918-1928, 1929-1964, 1964-1975, 1975-1982, 1982-1990 and 1990-1996)

Declaration of Office Book (1907-2000)

2 Petty Cash Books (1961-1993 and 1993-1994)

3 Receipts and Payments Books (1941-1963, 1963-1979 and 1979-1995)

Register of Public Graves Book (closed and replaced by a new book)

Box of assorted Maps

A receipt is to be received for these items.

Mr Atterwill and the clerk to consider items in a second box.

22) Youth and Play Equipment

a) To Receive an Update Report from Mr R. Atterwill on Progress of the Playing Fields Sub Committee – Mr Atterwill reported that a decision on the £5,000 grant application to Breckland Council should be received on or around the 6th June 2006. It was also suggested that the Parish Council may also need to consider the erection of chain link fence at the Gooseberry Hill Play Area to prevent access to the barbed wire fencing of an adjoining landowner.

23) Mill Common and Burgh Common

a) To Receive an Update on Progress with Management of the Common – Mr Carrick requested permission to complete the RPA single payment scheme forms. All in favour. It was agreed that the clerk should arrange the tender documents for the fencing proposal.

Mrs Wood queried the progress of the clearing of the ditch. Mr Carrick responded that there had been no progress.

Mr Carrick advised that Burgh Common had been cleared and that the fisheries were interested in making the site more accessible for public fishing. Mr Atterwill thanked Mr Carrick for all his work.

24) County/District Councillors' Reports

Mrs Floering-Blackman had nothing to report.

Mr Carrick reported that planning had been discussed at Breckland Council with regards to Swanton Morley being a local service centre. Mr Carrick also reported that Awards For All had increased their minimum grant from £5,000 to £10,000 and that there was currently work ongoing with the police amalgamation. There is a major re-organisation of Local Government programmed within the next eighteen months with the likely result that councillors will be responsible for larger areas.

25) Any Item to be Reported for the Next Agenda

Mrs Thomas queried whether planning permission should be sought for a mobile home in the front garden of 29 Greengate. Mrs Northall had contacted Breckland Council and had been advised that Planning Permission was not required

- Points Raised by Standards Officer

- Further Update on Traffic Calming

- Review Standing Orders with regards to Public Participation

26) To Confirm Date and Time of the Next Meeting.

Monday 12th June 2006 7.30pm at the Village Hall

The meeting closed at 10.10pm

_____ (Chairman) _____ Date