

## SWANTON MORLEY PARISH COUNCIL

A meeting of the Parish Council was held in the Village Hall on Monday 12<sup>th</sup> February 2007. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill (Chairman), Mrs. R. Northall, Mrs M. Thomas, Mr J. Carrick, Mrs. Q Wood, Mr C Perry, Mrs C. Clegg and 15 members of the public.

### **1. Apologies for Absence**

Mrs Thomas had previously advised that she would be late.

### **2. Declarations of Interest**

Mrs Northall expressed a personal interest in item 8ai) as secretary of the local cricket club.

Mr Clegg expressed a personal and prejudicial interest in all matters relating to the old village hall and car park.

Mr Atterwill expressed a personal interest in the expenses payable to Wensum Valley Services.

### **4. Minutes from Parish Council Meeting of 8<sup>th</sup> January 2007 to be accepted, initialled and signed.**

After minor typographical amendments, Mrs Northall proposed that these minutes be signed. Mr Clegg seconded – All in favour.

*Mrs Thomas Entered the Room*

### **5. Matters Arising from Minutes of 8<sup>th</sup> January 2007**

Item 3 – Mrs Northall requested the clerk send her research on an A5 Parish Magazine to Mr Peachment together with a request for further financial information on Link Up.

Item 9c – Mrs Wood provided the clerk with some documentation claiming that the footpath running from Hoe Road South to Dereham Road has always been used as a public right of way.

Item 16 – The clerk confirmed that she now had access to the village website and that agendas as well as minutes would now be published. Mrs Northall requested this information be placed in Link Up, but stressed that hard copies would also be available for those who require them.

### **5. Finance**

#### **a) Accounts to be approved for payment**

Mr Atterwill proposed the following payments be authorised, explaining that he had negotiated a reduction in charges from Steeles for the aborted Deed of Easement from £375+VAT to £205+VAT:

<b>Payment</b>	<b>Amount</b>	<b>Cheque No.</b>	<b>Comments</b>
Clerk's Salary	£281.22	101269	
Clerk's Expenses	£73.58	101269	
Mr J Keith	£1.00	S/O	Annual Payment
Air Ambulance	£50.00	101270	Annual Donation
Victim Support	£50.00	101271	Annual Donation
Norfolk Rescue	£50.00	101272	Annual Donation
NPTP	£55.00	101273	CiLCA Qualification
NEWS	£204.08	101274	3 <sup>rd</sup> Party Funding Payment
Brown and Co	£587.50	101275	HLS Agreement
Parkers Skip Hire	£152.75	101276	Skip Hire Old Village Hall
Steeles	£240.08	101277	Aborted Deed of Easement
Wensum Valley Services	£152.75	101278	Refund for Skip Hire Old Village Hall
Wensum Valley Services	£58.77	101278	Stationery Expenses
Mr R Atterwill	£6.00	101279	Refund for NCAPTC Publication
<b>Total</b>	<b>£1962.73</b>		

Mrs Thomas seconded the proposal. Vote was 6 in favour with Mrs Wood abstaining due to payments for skips for the Old Village Hall.

Mr Carrick confirmed that an amount of £395 would be received for providing a quality HLS application.

**b) To agree recipient of £50.00 donation to a village organisation**

Mr Atterwill proposed this went to the Link Up in recognition of the contribution they make to the village. Mrs Wood seconded, all in favour. Mr Atterwill also suggested raising the matter of a donation to village groups in the Annual Parish Meeting to make groups aware that there were funds available.

**c) Income –** The following items were reported:

£58.75 – Miss S. Paffron re: reimbursement for darkening of street light

£100.00 – Burial fees re: Mr P Cron

£117.08 – RPA (Counter Credit)

**d) Appointment of Internal Auditor**

Further to the previous quote for £250 plus VAT from Larking Gowen, the clerk advised that she had requested quotes from Taxassist (who quoted £750 plus vat) and Haworth and Co (who had not responded). Mr Atterwill proposed that Larking Gowen be appointed the Internal Auditor for the Parish Council. Mr Clegg seconded. All in favour.

**e) To discuss recommendations resulting from 2005/2006 audit**

The clerk reported that the Audit Commission had recommended the Council Fidelity Guarantee Insurance be increased to a minimum of half the precept. Subject to a formal proposal being completed this should cost no more than £15 per annum. The clerk also reported that the Audit Commission recommended separating the Council's financial risk management from non-financial. The previous clerk had already completed a thorough Health and Safety assessment of the village's assets, and it had already been agreed in the budget meeting in November 2006 that the Council's assets should be reassessed and revalued, and insurance for libel and slander be taken out in the new financial year.

Mr Atterwill proposed accepting the clerks advice, Mrs Thomas seconded – all in favour. The clerk is to complete the proposals for increasing the fidelity guarantee insurance and adding libel and slander insurance to the current policy.

**f) To agree wording for Statutory Resolution to join Local Government Pension Scheme and that 28 days notice begins as of 12<sup>th</sup> February 2007.**

The clerk provided all Councillors with the wording for the following proposal to be placed on the agenda for 12<sup>th</sup> March 2007:

“To resolve under Regulation 4 (5) of the Local Government Pension Scheme Regulations 1997 that Faye LeBon should be treated as a pensionable employee for the purposes of those Regulations (as amended from time to time) with effect from 1<sup>st</sup> April 2007.”

Mr Atterwill proposed this wording be accepted. Mrs Wood seconded – all in favour. The clerk is to display this notice in the main parish notice board at the close of the meeting.

**7. Public Participation Session**

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

Mr Ellis questioned the agreed donation to the Air Ambulance as they have a trading arm that allegedly makes an annual profit of £1.8m. Mr Atterwill responded that the Air Ambulance has twice been required for the village this year, and requested the clerk obtain the registered charity number for the Air Ambulance.

Six Parishioners had attended the meeting to raise objections to the proposed pedestrian crossing. Mrs Rudderham reminded the Council that she had requested the minutes from the Parish Council meeting where the pedestrian crossing was agreed. Mr Atterwill assured her that she will receive these within 20 working days as stated in the Freedom of Information Act. Mrs Rudderham also objected to the use of the 2003 petition to warrant the crossing.

Mrs Foster insisted that the village did not warrant a crossing and suggested that the pedestrian count results had been falsified by Norfolk County Council.

Mrs Leary questioned the location of the crossing, and whether it would be better further down Gooseberry Hill, as the danger to children was really the Manns Lane crossing.

Mr Perry stated that the danger on Manns Lane was the leylandii trees, however, when the owner had tried to cut them Breckland Council had objected. The clerk is to speak to the owner and Breckland to see if these trees can now be cut.

The use of a lollipop lady was also suggested. Mr Atterwill advised that this would have to be at least part funded by the school.

Mrs Rudderham suggested a road island. Mr Atterwill advised that the road is not wide enough, and that the proposed pedestrian crossing was the best engineering solution for the village and that the Parish council must be guided by the expertise of Norfolk County Council.

Mrs Northall advised the objectors of the procedure for issues involving Highway matters, and this is that that any problems reported to the Parish Council were subsequently escalated to the Highways department at Norfolk County Council. This department would then investigate the matter and prioritise where necessary. The proposed pedestrian crossing was Norfolk County Council's direct response to the Parishioners' concerns raised in the 2003 petition and the Parish Council supported the result.

Mr Peachment thanked the Parish Council for their offer of a £50 donation but would like to speak with the rest of the Link Up team prior to accepting it.

Mr Northall reiterated his comments made at the previous meeting about the new Orchard planning application, stating that the cricket club had no objections to a dwelling on the land, but the current application had placed the dwelling virtually on the boundary.

Mrs Beal confirmed that the caravan on the land would be removed when the dwelling is built.

Mr Parker reported that the current application was the preferred one of the planning department at Breckland Council, and they in turn have requested their solicitors draw up a 106 agreement to prevent further development, and that the Beal's are willing to sign.

*Mr Atterwill proposed the meeting be brought back into order. Mrs Wood seconded. All in favour.*

## **8. Planning**

### **a) To consider the following planning applications**

**i) 3PL/2006/1832/F – Mr & Mrs C Beal, New Orchard, Greengate – Proposed erection of a cottage style dwelling & garage – Amendment** - Mr Atterwill proposed that the Parish Council object to the amendment and continue to support the original application. Mrs Wood seconded. There were 6 votes in favour with Mrs Northall objecting. Mr Carrick will attend the development committee meeting to represent the Parish Council.

**ii) 3PL/2007/0016/F – Friends of All Saints Church c/o O. Diggle – Resubmission of application for new ramped access from car park and improve existing path** – Mr Atterwill raised concerns about the ownership of the land. Mr Carrick responded that he would speak to his family about the donation of this section of land. Mr Atterwill also questioned whether steel ramps were the best engineering solution. Mr Carrick replied that they also had the option of using concrete slabs. Mr Clegg raised concerns that should the Mill Street road improvements go ahead the ramp would be redundant. Mr Carrick responded that disabled people required access from the car park, and this ramp could be in place by July, whereas any potential road improvements would not occur for at least 3-4 years. Mr Atterwill proposed that the plan be accepted on the understanding that all legal documentation be in place for the associated land and that a new planning application be submitted for the consultation of the Parish Council should any amendment to design or material be made. Mrs Wood seconded, all in favour.

Mrs Thomas requested that the PCC be made aware of any subsequent applications being put to Breckland Council.

*Mrs Thomas left the room after declaring a personal and prejudicial interest in the next item*

**iii) 3PL/2007/0115/D – Dr S Kaushal Lincoln Care Homes – Proposed high dependency care assisted living units and communal hall** – Mr Atterwill proposed there be no objections to this application. Mrs Northall seconded – all in favour.

*Mrs Thomas re-entered the room*

**b) To receive a report from Mr C. Clegg on the progress of the Planning & Local Development Working Group**

Mr Clegg reported that two potential sites for affordable housing had been identified, one on Middleton Avenue and one on Rectory Road. Broadland Housing have advised of tight timescales for their scheme, however, he felt that other associations should be approached prior to making a decision and basing this on their plans and costings. He is currently talking to Hayes Affordable Housing, who buy and sell their properties at 70% of the market price.

Mr Atterwill asked whether there had been any progress on the LDF. Mr Carrick responded that there hadn't.

*Mr Clegg left the Room*

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

**a) To receive an update on demolition of the Old Village Hall.**

Mr Atterwill advised that good progress was being made on the demolition of the Old Village Hall and completion is expected in approximately 2 weeks.

Mr Carrick confirmed that his insurances will be in place to remove the rubble.

**b) To agree Right of Way route for adjacent cottage owners**

Mr Atterwill provided the room with a diagram of a proposed route, 4m wide with a passing place. He confirmed that there is pedestrian access between the Old Village Hall and Wayside Cottage, but all vehicular access on this section of land would need to be relinquished and the proposed route utilised. Mr Atterwill proposed that the diagram shown represents the access to the cottages, that vehicular access beside Wayside Cottage be relinquished and that flexibility is written in to the contract. Mr Perry seconded, all in favour. The clerk is to advise Mr Hancox of the Council's decision.

**c) To agree the future of the footprint of the old village hall and if necessary to appoint an Agent to produce and submit any planning application**

Mr Atterwill urged Councillors to consider what to do with the land on which the Old Village Hall currently stands as demolition is nearing completion. He continued, by reporting that he had obtained a valuation from Hammond Lee, that should Outline Planning Permission be obtained for two 2 bedroom houses, then the value would be approximately £100-110K. This must be spent on capital projects in the village, not on precept reduction.

Mr Carrick confirmed that the site would be more valuable if a change of use to residential were to be granted.

Mr Atterwill advised that the quotation obtained from Sketcher Partnership was £265 planning fees and £450 + VAT for Sketchers to produce and submit the plans. Mr Atterwill proposed that Sketcher Partnership be appointed as agents for the work. Mr Perry seconded, all in favour.

*Mr Clegg Re-entered the Room*

**10. Streetlighting**

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

Mrs Wood provided the clerk with a report of streetlight faults.

**b) To receive an update on the proposed new streetlight for Middleton Avenue**

Mr Atterwill explained that as soon as Steeles had received the payment as agreed in item 5a), then Steeles would proceed with processing the Wayleave Agreement. The clerk had sent WF Smith a letter requesting they reconsider their fees and as a result WF Smith had requested a meeting with himself and the clerk. This is to be arranged.

**11. Highways**

**a) To receive reports of highways faults / matters for attention**

Mr Atterwill reported that the debris from the trees cut back from the Highway on Rectory Road needed tidying and requested the clerk send a letter to the landowner.

Mrs Thomas reported that the land on the Dereham Road bend had been eroded to the manhole cover and that there was still persistent flooding on Greengate. Mrs Wood reported that the surface of the road outside 9 Lincoln Close had been removed by the emptying of a water pipe. The clerk is to report all these matters to the Highways Department. Mr Atterwill also asked the clerk to remind the Highways Department that they were going to review the extension of the 30mph speed limit on Woodgate Lane.

**b) To receive an update on the proposed zebra crossing**

Mr Atterwill reported that he had met with Barry Lloyd, Mike Smith and Fenella Potter at County Hall to discuss the project. They are currently putting together their final report for Mrs Floering-Blackman and Adrian Gunson. Mr Atterwill has written to the school informing them of this and Mrs Floering-Blackman has pledged her full support to this project.

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

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

Mrs Thomas reported that the meeting due to be held on 6<sup>th</sup> February had been cancelled and rearranged for 19<sup>th</sup> February.

Mr Atterwill advised that a tree in the Burial Ground had fallen during the recent storms and that he had cleared the debris.

## **13. Youth & Playground Equipment**

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

Mr Atterwill reported there had been a setback in the grant application for Biffaward, in that the NRCC had not submitted the application in time for it to be considered in March. As a result it will not be considered until June. After consulting with Rural Action East, plans are being drawn up to proceed with the proposed improvements in two phases. Miss Woolnough had provided the clerk with information to be sent to current funders advising them of the Parish Council's intentions. Phase one would begin after the Parish Council had given approval to plans in the March meeting. Phase two would go ahead if funding from Biffa was successful. In the meantime Miss Woolnough had been applying for other funds, and a cheque for £200 had been received from the Fitzmaurice Trust this week.

Mrs Northall requested that the matter of 'All Dogs on Leads' signs be raised with the Playing Fields Sub-Committee.

## **14. Commons, Open Spaces & Environmental**

### **a) To receive an update report from Mr J. Carrick on progress of the HLS application.**

Mr Carrick reported that on Mill Common, written permission was still being sought from Cemex to place fencing round the common adjacent to their land. An updated price should be requested for this fencing, and that should this price be within 3-4% of the original quote then he recommended that the Parish Council permit this work to proceed in May.

### **b) To agree and sign ELS/HLS agreement**

Mr Carrick reported that should the HLS agreement be signed, then funds would be allocated to the Parish Council for scrub clearance and fencing. This is in addition to over £1000 p/a for the HLS agreement and also the ELS agreement and Single Payment Scheme. The life expectancy of the fences would be approximately 30 years.

Mr Carrick proposed that the HLS agreement be signed, Mr Atterwill seconded. All in favour bar Mrs Wood who objected. The clerk signed the agreement.

*Mr Atterwill proposed the meeting be extended, Mrs Wood seconded – all in favour*

### **c) To consider proposed improvements to Burgh Common**

Mr Carrick reported that he and the Commons Working Party had met with English Nature and that they are prepared to invest in this area to improve access for anglers because the area is open to the public, as opposed to most areas that are in private ownership. English Nature is to provide the clerk with an updated proposal for the area.

## **15. Community Car**

### **a) To receive an update on the Community Car Project**

Mrs Northall reported that she had recruited two more volunteer drivers and that there were now six in total. She requested that the clerk follow up with Breckland Council for written confirmation of funding.

## **16. Village Hall Management Committee**

### **a) To discuss the Disability Access Audit for the Village Hall**

Mrs Northall raised concerns that the Parish Council had paid for a Disability Audit of the Village Hall, yet none of the recommendations had been acted on.

Mr Carrick reported that lever taps had been installed, however, the fundraising impetus had dropped and rising fuel prices had prevented any further funds being spent on this matter.

### **b) Matters arising from minutes of VHMC**

Mr Atterwill raised concerns that the village hall management committee are having problems, in that oil is not being ordered on a timely basis, there are double bookings, booked rooms have been locked and routine maintenance is not being performed. Mrs Northall strongly advocated the need for the clerk to have full set of keys to the building.

Mr Carrick acknowledged that there had been problems but more help is required from the community. Mr Atterwill suggested that a debate should be promoted at the Annual Parish Meeting to help the Village Hall Management Committee find more volunteers.

*Mr Perry Left the Meeting*

**17. To agree agenda for Annual Parish Meeting on 16<sup>th</sup> April 2007**

This was agreed to be deferred until the meeting of 12<sup>th</sup> March.

**18. Correspondence**

Mr Atterwill reported a meeting had occurred to assist with the completion of the Community Emergency Plan, and that Mr Carrick will present his findings at the meeting of 12<sup>th</sup> March.

Mrs Northall reported that Breckland Council were hosting a seminar for potential Parish Councillors in light of the forthcoming Local Elections. The clerk is to place this information in Link Up as nominations have to be in by April 3<sup>rd</sup>.

**19. Chairman's report from N.C.A.P.T.C.**

Mr Atterwill reported that he had been appointed as an Executive Member of NCAPTC and he believed that this would raise the profile of Swanton Morley.

**20. To agree response to Norfolk County Council on proposed unitary status by Norwich City Council**

Mr Carrick reported that the Government were keen to remove the role of County Councils and promote District and Parish Councils. He believed that the opposition provided by Norfolk County Council was only on the grounds of self preservation.

Mr Atterwill was of the opinion that the Parish Council had received very good service from the County Council and proposed that the Parish Council should support the County Council's objection to this bid. Councillors had mixed views on the matter and required more information prior to making a decision.

**21. County / District Councillors' Reports**

There was no report from the County Councillor.

Mr Carrick, as District Councillor, reported that information about monies received by Becky Hellard was now in the public domain. Breckland Council's legal department had advised that the monies paid were approximately 3 times less than the cost of an unsuccessful court case against Ms Hellard. The new chief constable had reported that the tactic of 'sitting on' persistent criminals had assisted in the reduction of petty crime.

Mr Carrick also reported that Breckland Council are now reluctant to apply funds to the Citizens Advice Bureau because statistics show that most problems relate to personal debt, and they are of the belief that this should be funded by financial institutions.

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

Agree Agenda for the Annual Parish Meeting  
Proposal for the siting of play equipment on Gooseberry Hill  
Proposal for improvements to Burgh Common  
Planning Committee report  
Proposal to make the clerk a pensionable employee  
Report from Mr Carrick on the Community Emergency Plan

Mrs Thomas requested that the persistent dog fouling on Greengate be raised in Link Up.

*Mr Atterwill proposed the meeting be opened to the public. Mrs Northall seconded, all in favour*

**21. Public Participation Summary Session**

Mr Ellis questioned whether there could be something to commemorate the Old Village Hall. Mr Atterwill replied that the National School stone had been saved with the intention of re-siting this in any building that replaces the hall. Mr Carrick reported that Mr Marsham currently has the bell in storage. Mr Ellis also complimented Mr Carrick on the work he had done to ensure that the village had a new hall in the first place. Mr Atterwill responded that if the Parish Council gets a sum of money from the Old Village Hall then some of it could go to the village hall management committee should they provide a good, costed presentation. This would be open to all village groups.

**22) To confirm the date & time of next meeting to be held on Monday 12<sup>th</sup> March 2007 at 7.30pm at the Village Hall.**

All in Favour.

The meeting closed at 10.45pm

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