

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in the Village Hall on Monday 10th March 2008. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chair), Mr C. Perry, Mrs J Andrews, Mrs M Thomas, Mrs L. Vyse and Mrs J Walden. Also in attendance were Mr M Grayley from the Norfolk County Association of Parish and Town Councils, two members of the public and Mrs F. LeBon (clerk)

Presentation by Mr M. Grayley on the Benefits of Quality Council Status

Mr Grayley explained that the Quality Council accreditation process is a test of the council's involvement in the community, its process of consultation and its knowledge of the legal framework to spend money from the tax payer on projects that are necessary or desirable. The government is very keen on local communities and Quality Councils will have proven that they are representative of what the community needs and thus will have a stronger voice with other authorities. Quality Councils will have passed all relative tests required to be able to use the 'Power of Wellbeing' which removes the restrictive limits currently placed on councils by Section 137 of the Local Government Act 1972. Quality Councils will also have the ability to bid for services that are currently provided by District and County councils in an attempt to get better value or a better service for the community.

Mr Grayley provided examples of where working groups have been put together by county and district councils where the parish and town representatives were from those of Quality Councils.

The following items were raised under Time Allocated to the Public

- Whether other companies would be allowed to tender for the new pathway in the Burial Ground. Mr Atterwill responded that only May Gurney hold the licence for Fibredec in East Anglia.
- There were still problems with loose chippings on the Tuddenham Road.
- Promotion of the Swanton Morley Festival beginning 14th June and concluding with the tractor rally on 22nd June.

The Meeting Went Into Session

1. Apologies for absence

Apologies were received from Mr G Northall, Mrs I Floering Blackman and Mrs K Millbank.

2. Declarations of Interest

Mr Atterwill declared a personal interest in item 9a and a prejudicial interest in item 5a.

Mr Perry declared a personal interest in item 9a

Mrs Vyse declared a prejudicial interest in item 5a

3. Minutes from Parish Council Meeting of 11th February 2008 to be accepted, initialled and signed.

Mr Perry requested an amendment to item 12a and proposed these minutes should be accepted as amended, seconded by Mrs Andrews. Carried.

4. Matters Arising from Minutes of 11th February 2008

Mr Atterwill corrected his statement over item seven and Mrs Walden's request to have her vote recorded against the proposition. The vote may be recorded as long the discussion has not moved on to the next agenda item. He apologised to Mrs Walden for the error.

Mr Atterwill and Mrs Vyse Left the Room

5. Finance

a) Accounts to approve for payment:

The following accounts were proposed for payment:

Payee	Detail	Cheque Number	Amount
Faye LeBon	Clerk's Salary	101412	£249.69
Faye LeBon	Clerk's Expenses	101412	£36.16
Norfolk Pensions	Local Government Pension Scheme	101413	£81.04
HMRC	Clerk's Income Tax	101414	£70.40

Eastern Office Equip.	Information point, A1 photocopying & Stationery	101415	£86.31
Staples	Printer Ink, Stamps and Stationery	101416	£35.73
Bank of England	Loan repayment	101417	£8904.00
NRCC	08/09 Membership	101418	£25.00
JPs Maintenance	Cutting of Gooseberry Hill Hedge	101419	£220.00
Glasdon	Dog Bin	101420	£136.28
Norfolk Rescue	Donation (S137)	101421	£50.00
Victim Support	Donation (S137)	101422	£50.00
GLC Metal Spinning	Clearance of fallen trees	101423	£80.00
TT Jones	11no EDF Transfers plus removal of column in alleyway	101424	£3918.62
EON	Street Lighting Electricity (February)	DD	£140.34
TOTAL			£14083.57

Mrs Walden proposed that the above be paid, seconded by Mrs Andrews. Carried.

Mr Atterwill and Mrs Vyse Re-Entered the Room

b) Income

The following income was reported:

Received From	Detail	Amount
RPA	ELS and HLS Payment	£575.90
Barclays Bank	Interest 3 rd Dec to 2 nd Mar	£924.06
TOTAL		£1499.96

The clerk reported that Alliance and Leicester only produce bank statements bi-annually but would send extra statements at a cost of £5 per statement. It was agreed that a statement from the online banking system would be sufficient for financial year end.

6. Planning

a) To consider the following planning applications

i) 3PL/2008/0106/LB – Ministry of Defense, Robertson Barracks – Repairs/replacement of metal guard rails to the perimeter of the flat roof and verandah

Mrs Vyse proposed that there be no objections to this application, seconded by Mrs Thomas. Carried.

ii) 3PL/2008/0263/F – Mr and Mrs N Mower, Woodgate Hall Farmhouse – Proposed new dwelling at Hospital farm including demolition of existing building (renewal)

Mrs Thomas proposed that there be no objections to this application, seconded by Mr Perry. Carried.

7. To agree grant application form and terms and conditions of funding

Mr Atterwill proposed that the following breakdown of use for the monies from the land sale be used:

Parish Council Projects	£44,179.80
Grants for Project Covered Under Section 137	£7,581.70
Small Grant Scheme (100% of funding available for projects up to £500 per application with a one month decision period)	£10,000.00
Large Grant Scheme (Operating 50% matchfunding of total project costs) with a three month decision period	£75,000.00
TOTAL	£136,761.50

Seconded by Mrs Vyse. Carried.

Amendments were made to the grant application form and criteria. The packs will be made available at the Annual Parish meeting on 14th April and from the clerk after this date.

It was also agreed that any projects that the Parish Council wished to consider using the monies for should be capital projects with a proven need, benefit the people of Swanton Morley and provide best value for the village.

8. To agree actions resulting from Risk Assessments

It was agreed that the sub-committees should take responsibility for the actions suggested in the relevant sections of the risk assessments and that an accident book should be purchased.

9. Village Hall

a) To receive an update report on the management of the village hall

Mr Perry reported that the Village Hall Management Committee had discussed the purchase of a model constitution so that they can be better guided to change their constitution. The Social Club has donated a further £1000 to the village hall management committee and further negotiations are taking place as to a quarterly rent payment.

Accounts were presented by the social club to the village hall showing a £26K turnover. Mrs Walden had analysed that accounts and stated that £12,848 of this turnover was profit. Mrs Walden felt that this was proof that the village hall could run itself and only required a re-constitution rather than being taken over by the Parish Council.

10. To Agree Agenda for Annual Parish Meeting 14th April 2008

Mrs Thomas proposed that the agenda presented be agreed, on the understanding that there may be more village groups wanting to do presentations. Seconded by Mr Perry, carried. It was also agreed that councillors will deliver the leaflets for the surgery whilst delivering these agendas.

11. To Agree Response to Norfolk County Council Waste and Minerals LDF Consultation

The only proposed waste site close to Swanton Morley was at North Tuddenham. Mr Atterwill proposed that there be no objections to this proposed site, seconded by Mrs Thomas. Carried.

12. To Agree Attendees to the Meeting with the Boundaries Committee on March 13th

It was agreed that Mr Atterwill should attend this meeting and, in the absence of another available councillor, Mr Marsham could attend.

13. Street Lighting

a) To receive fault reports / matters for attention

Mr Atterwill reported an inoperative light on Rectory Road and also a day burner on Lincoln Close.

b) To receive an update on street lighting project

Mr Atterwill had produced the maps and work specifications based on the agreement made at the previous meeting. It was agreed that the third contractor to be instructed should be T. Cartledge on the basis that best value for the village should not always be a financial consideration.

Mr Atterwill proposed that the street light that should have been placed at Horseshoe Cottage in Woodgate be re-sited on the other side of the road with a 35watt light, after concerns were raised by a parishioner about the darkness in this part of the village. Seconded by Mr Perry. Carried.

Mr Atterwill had spoken to TT Jones about the maintenance contract and TT Jones will investigate the possibility of lowering the contract cost. It had also been agreed that TT Jones will not receive the final payment for the project until all BS7671 test certificates had been received.

14. Highways

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

It was reported that the bollard on the traffic island outside Darbys was broken and that the builders at the plot at 80 Greengate were causing an obstruction on the pavement. Also overgrown vegetation at Chaconia Cottage.

b) To receive a report from Mr Atterwill on meeting with Highways department on 20th February

Mr Atterwill read a report from his meeting with Jason Glasspoole and the actions agreed by the Highways department. This report is to be circulated.

15. Quality Council

a) To receive an update on the Quality Council Project

The clerk reported that the information point had been installed and selected leaflets placed in it, including the Mardler and the Parish Council feedback form. The council is still on target to submit its portfolio to the Quality Accreditation Panel on 25th April.

b) To agree March edition of The Mardler

Mr Atterwill proposed that The Mardler be agreed as circulated, subject to amendments to the information on Parish Council grant funding, seconded by Mrs Vyse. Carried.

16. Churchyard & Burial Ground

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

It was reported that Mr Marsham is to order the tanalised timber for the Memorial Garden in the Burial Ground.

b) To receive a proposal to install a new footpath in the Burial Ground.

Mr Atterwill proposed that May Gurney be instructed to install an additional pathway in the Burial Ground at a cost of £6,434 (plus VAT) seconded by Mrs Thomas. The motion was carried with Mrs Walden objecting to the proposal.

The clerk is to place any known costs on the agenda in the future.

17. Youth & Playground Equipment

a) To receive an update report on progress of the Sub Committee.

Mr Atterwill reported that the total playing fields project now totalled in excess of £72,000. There had been an issue with receiving the funding from Cemex but this had been resolved by Miss Woolnough. As a result Adventure Playgrounds were due to start installing the aerial slide on 11th March. The fencing contractor had also been instructed to complete work prior to the opening ceremony on 16th April. Mr Atterwill and Mr Sherlock had cleared the branches on the village green, and the clerk is to write to Mr Milne to thank him for tidying the area of the village green that was left untidy as a result of tree work on his land.

18. Commons, Open Spaces & Environmental

a) To receive an update report on progress of the Working Group.

Mr Atterwill reported that work had begun on improvements to Burgh Common. He is to measure the recycling area so that a new concrete area can be priced by three builders. Concrete in front of the area was also required to make the clearing up of breakages easier. It was also reported that a tree had fallen by the waterfall bridges.

It was Agreed that the Meeting Should be Extended Beyond 9.45pm

19. Correspondence

None that had not already been addressed or circulated

The meeting was suspended.

District Councillor's Report

Mr Atterwill read out a written report from Mrs Millbank

County Councillor's Report

None

Public Comments

The following items were reported:

- Encouragement was given for the Village Hall Management Committee to set up a meeting with the Social Club as soon as possible.

The meeting resumed

20. Any item to be reported for the next agenda

None

21. To confirm the date & time of next meeting

It was agreed that the next meeting should be on Wednesday 2nd April at 7.30pm at the village hall.

22. Resolution to exclude the Press and Public from Item 23 as it relates to the terms and conditions of service of an employee

Mr Atterwill proposed that the Press and Public from Item 23 as it relates to the terms and conditions of service of an employee, seconded by Mrs Thomas, carried.

The public left the room

23. To discuss item 20 in the clerk's contract of employment

Concerns were raised over the aspect of conciliation and mediation in the clerk's contract. It was agreed that the contract was specific and need not be changed. Concerns were also raised over what information can be circulated under the Data Protection Act. The clerk had sought advice from the Information Commissioners Office and Mr Atterwill had sought advice from a solicitor and a paper copy of information from a personnel file being distributed to councillors was not deemed as secure. Mrs Walden proposed the notes be circulated, seconded by Mrs Andrews. The proposition was lost.

The meeting concluded at 10.05pm

_____ (Chairman) _____ Date