

## SWANTON MORLEY PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Village Hall on Monday 14<sup>th</sup> May 2007. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill, Mrs A. Evans, Mr G. Northall, Mrs M. Thomas, Mr C. Perry, Mrs K. Millbank (District Councillor) and nine members of the public. Also in attendance Mrs F. LeBon (clerk)

### **1. Election of Chairman (Including Declaration of Acceptance of Office and Undertaking to Observe the Parish Council Code of Conduct)**

Mr Atterwill stated that he was prepared to continue in the position of Chairman. Mrs Thomas proposed that Mr Atterwill should continue as Chairman, Mr Northall seconded. All were in favour. Mr Atterwill signed the Declaration of Acceptance of Office, including observation of the Parish Council Code.

### **2. Apologies for Absence**

Apologies were accepted from Mr Clegg, Mrs Walden, Mrs Floering-Blackman and Mrs Heydon.

### **3. Declarations of Interest**

Mr Northall expressed a prejudicial interest in item 10ai) as a Trustee of Swanton Morley Cricket Club

### **4. Election of Vice Chairman**

Mrs Thomas and Mr Perry both advised that they were prepared to stand. Mr Atterwill proposed Mr Perry for the position, Mr Northall seconded. All were in favour.

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

#### **a) Member to represent the Council on the Village Hall Management Committee**

Mr Atterwill proposed Mr Perry, Mrs Thomas seconded. All were in favour.

#### **b) Member to represent the Council on Barrett's Charity Committee**

Mr Northall proposed Mr Atterwill, Mrs Thomas seconded. All were in favour.

#### **c) Members for Churchyard & Burial Ground sub-Committee**

Mrs Evans proposed Mr Clegg and Mrs Thomas, Mr Atterwill seconded. All were in favour.

#### **d) Members for Playing Fields sub-Committee (including monthly inspections of play equipment)**

Mrs Thomas proposed Mrs Evans, Mr Atterwill and Mr Perry, Mr Northall seconded. All were in favour.

#### **e) Members for Village Appraisal Working Groups**

**i) Traffic & Pedestrians** – It was felt that there was no longer any need for this group and all matters could be discussed in full council.

**ii) Commons & Open Spaces & Environmental** - Mr Atterwill proposed Mr Northall, Mr Perry seconded. All were in favour.

**iii) Planning & Local Development** – Mr Atterwill proposed Mr Northall and Mr Clegg, Mrs Thomas seconded. All were in favour.

**iv) Old Village Hall** – It was agreed that this group would no longer be required.

#### **f) Members to be responsible for:**

**i) Notice Boards** – Mr Atterwill proposed Mrs Thomas, Mrs Evans seconded. All were in favour.

**ii) Public Footpaths** – Mr Atterwill proposed Mr Peachment, Mrs Thomas seconded. All were in favour.

**iii) Weekly inspection of Burial Ground & Churchyard** – Mr Atterwill proposed Mr Clegg for inspections of the churchyard and Mrs Thomas for inspections of the Burial Ground. Mrs Evans seconded, all were in favour.

#### **g) Appointment of Parish Tree Warden**

Mr Atterwill proposed that Mrs Heydon continue in her role as tree warden. Mrs Thomas seconded, all were in favour.

#### **h) Appointment of Parish Council representative on the Patients' Participation Group**

Mr Perry proposed Mr Atterwill, Mrs Evans seconded. All were in favour.

#### **i) Appointment of Community Car Organiser and Deputy Organiser**

Mr Atterwill proposed that Anne Sadler be appointed as organiser and Mrs Northall as deputy organiser. Mrs Evans seconded, all were in favour.

### **6. Minutes from Parish Council Meeting of 2<sup>nd</sup> April 2007 to be accepted, initialled and signed.**

Mrs Thomas proposed these be accepted, Mr Atterwill seconded. All were in favour and Mr Atterwill signed the minutes as a true representation of the meeting.

## 7. Matters Arising from Minutes of 2<sup>nd</sup> April 2007

Mr Northall raised concerns that no gate had been erected by the fencing contractor around Mill Common to allow pedestrian access. Mr Atterwill requested that Mr Northall raise this with Mr Carrick and if necessary contact the contractor to amend.

## 8. To Receive and Comment Upon Minutes from the Annual Parish Meeting on 16<sup>th</sup> April 2007

It was agreed to defer this item until the next meeting as all new Councillors had not yet seen these minutes.

## 9. Finance

### a) Accounts to approve for payment:

After the clerk had read out two amendments, Mrs Thomas proposed that these amounts be paid. Mr Perry seconded, all were in favour with the exception of Mrs Evans who abstained.

Payment	Amount	Cheque No.	Comments
Breckland Council	£132.50	101299	Planning Application for Old Village Hall Site
Clerk's Salary	£249.61	101300	
Clerk's Expenses	£42.19	101300	
Staples	£116.26	101301	APM Expenses
Norfolk Pensions	£81.04	101302	Clerk's Pension
HMRC	£70.40	101303	Clerk's PAYE
Pest Control	£150.00	101304	Moles in Churchyard and Playing Field
NCAPTC	£15.50	101305	Parish Councillors Guide
Allianz Cornhill	£1610.15	101306	Insurance Renewal
D. Watson Contracting	£1280.75	101307	Grass Cutting to 25 <sup>th</sup> April
E-On	£280.34	DD	Street Lighting Electricity March and April
Steeles	£558.13	101308	Wayleave Agreement
Gary Ashman	£15.00	101309	Investigation of Bees in Churchyard
<b>Total</b>	<b>£4601.87</b>		

### b) Income – Received from the following:

Description	Amount
War Graves Commission	£80.00
NPFA Grant Funding	£500.00
Breckland Council 50% of Precept	£19379.74
WREN Grant Funding	£7500.00
NEWS Grant Funding	£2000.00
Morways Developments re: Old Village Hall reclaim materials	£7350.00
<b>TOTAL</b>	<b>£36809.74</b>

### c) To agree Signatories for Barclays Bank Mandate

Mr Atterwill proposed that Mr Perry should replace Mrs Northall as a signatory on the Council's bank accounts. Mrs Thomas seconded, all were in favour.

## 10. Planning

### a) To consider the following planning applications

#### i) 3PL/2007/0467/F – Mr and Mrs C Beal – Erection of a Cottage Style Dwelling and Garage (Amendment)

*Mr Northall left the room and Mrs Thomas declared a Personal Interest being a neighbour of the applicants*

Mr Perry proposed that there be no objection to the amendment. Mr Atterwill seconded, all were in favour.

*Mr Northall re-entered the room*

#### ii) 3PL/2007/0682/F - Ministry of Defence – Conversion of Robertson Barracks Control Tower into Offices/Storage and Siting of Temporary Accommodation (Renewal)

Mr Northall proposed that there be no objection to this application. Mr Perry seconded, all were in favour.

**b) To receive an update on disabled access to church**

Mr Atterwill reported that the new design had been approved by English Heritage however there had still been no formal agreement over the transfer of land. He proposed that a formal comment be sent to the PCC and Friends of All Saints Church stating that the Parish Council have no objections to the structure in principle but will not accept maintenance until the land transfer issue is resolved. Mrs Thomas seconded, all were in favour. The clerk is to arrange for this letter to be sent.

**11. To Consider a Public Works Board Loan for Village Projects**

The clerk explained the purposes for which a Public Works Board Loan can be taken out.

Mr Atterwill stressed that the capital asset in the village may not be realised and should it be realised then there are other projects more worthy of this funding. He also quoted from the village appraisal, stating that 407 people wanted more street lighting and 326 people felt the village's street lighting was poor.

Mr Northall raised concerns about the five year term of the loan, with Parish Councillors only committing themselves for a term of four years.

Mr Atterwill proposed that the Parish Council proceed with the loan to improve street lighting and to address speeding traffic through Middle Camp. Mrs Thomas seconded. The vote was 4:1 in favour with Mr Northall objecting.

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

**a) To receive an update on submission of planning application for the Old Village Hall site**

Mr Atterwill reported that a planning application had been submitted To Breckland Council at half the anticipated cost. The Parish Council will not be able to comment on this application.

**b) To receive an update on the right of way for adjacent cottage owners**

The clerk reported that there had been no update from Nicholas Hancox.

**c) To consider the hire of skip to remove wood pile**

It was agreed that this was no longer applicable as Mr Marsham had agreed to remove the wood.

**d) To agree submission of application for registration of village green land with the Land Registry**

Mr Atterwill reported that the Parish Council are not the registered owners of the village green. After investigation the clerk reported that it would be financially more beneficial to register all unregistered land belonging to the Parish Council at the same time, the price of which is based on the value of the land.

Other lands to be registered included Mill Common, Burgh Common and CL165.

Mr Atterwill proposed that all these lands be registered, Mrs Thomas seconded. All were in favour.

**13. Street Lighting**

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

Mr Atterwill requested the clerk report a street lighting fault on Rectory Road

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

Mr Atterwill reported that once Steeles have been paid for the Wayleave Agreement, the Parish Council can proceed with the erecting the new street light.

**14. Highways**

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

The clerk reported that Mrs Floering-Blackman and Jason Glasspoole will be visiting the village on 18<sup>th</sup> May to inspect the highways. Mr Atterwill is to update the previous Highways report to send to Mrs Floering-Blackman.

Mr Northall reported that the paths on Ainsworth Close were in need of full replacement rather than partial repair.

Mrs Thomas reported that the paths to Lincoln House were still flooding.

The clerk reported that the grass cutting contractor had quoted a price of £10 per cut to cut the grass on the traffic island on the junction of Town Street and Elsing Road. Mrs Thomas proposed that this work be added to the grass cutter's contract. Mr Perry seconded, all were in favour.

The clerk is also to make investigations into the possibility of the grass cutting contractor doing the work of Norfolk County Council, the cost still being borne by the Highways department.

**15. Churchyard & Burial Ground**

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

There had been no sub committee meeting since the last full council meeting.

**b) To consider ash interments in the open part of the churchyard**

The clerk read a response from the PCC. Mr Atterwill proposed that there be no interments in the closed part of the churchyard with the exception of interments in existing plots of loved ones. Interments in the

open part of the churchyard required further discussion with the PCC. Mrs Evans seconded, all were in favour.

#### **16. Youth & Playground Equipment**

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

Mr Atterwill reported that all grant monies were now in from Phase One and that two grant applications were being considered for Phase Two. Responses for these applications should be received in June.

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

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

Mr Atterwill read a letter received from Mr Carrick, updating the Council on the position of the Common Lands. Mr Carrick also volunteered to carry on his work on these lands.

##### **b) To agree submission of application for registration of Common Land with the Land Registry**

This was agreed in 12d.

#### **18. To Consider an Invitation for Mr C. Hodge of Breckland Area Homewatch to attend the Parish Council meeting of July 9<sup>th</sup>**

Mr Northall proposed that Mr Hodge be formally invited to the meeting of 9<sup>th</sup> July. Mr Perry seconded, all were in favour. The clerk is also to send out invitations to local Homewatch Co-ordinators and also to P.C. Maxwell.

#### **19. Correspondence**

Mr Atterwill reported that the Parish Council had received a copy of a letter sent from Mr and Mrs James to Norfolk County Council objecting to the proposed pedestrian crossing.

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

Mr Atterwill reported that two presentations had been arranged on the proposed Norwich City Council unitary status. One will be a presentation by Norwich City Council and the other by Norfolk County Council.

There will be Planning Conference on 14<sup>th</sup> June and it was suggested that Mr Clegg should be informed and that he should attend if he so wished.

Elections for the Executive Committee are to be held soon.

#### **21. Code of Conduct**

##### **a) To consider the adoption of the Revised Code of Conduct including Paragraph 12(2)**

##### **b) To consider to revision of Standing Orders to include Paragraph 12(2) of the Revised Code of Conduct.**

Both items were deferred until the next meeting to allow sufficient time for all Councillors to study the revised code.

*The meeting was suspended for the District Councillor's report*

Mrs Millbank introduced herself to the room and advised that as the first full meeting of Breckland District Council was not until the 17<sup>th</sup> May there was nothing to report.

#### **22. Any item to be reported for the next agenda**

To comment on the Minutes from the Annual Parish Meeting

The Revised code of conduct

Disposal and replacement of the Notice Board on Woodgate

*The meeting was suspended for public participation summary*

#### **23. To confirm the date & time of next meeting to be held on Monday 11<sup>th</sup> June 2007 at 7.30pm at the Village Hall.**

All were in favour

The meeting closed at 9.40pm

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

## **Public Comments**

Mr Peachment reported that the current printer for the Link Up magazine was unable to continue, however, an alternative printer had been found that had secured the magazine until 2008. A proof was also being done in A5 for consideration of the Link Up Team.

Mrs Northall raised concerns that Public Participation was now at the start of the meeting. Mr Atterwill responded that Public Participation should not officially form part of the meeting.

Mr Ellis queried whether a loan should be taken out when the village has an asset to be realised.

Mr Bennett raised concerns about the decision made by the Burial Ground Sub-Committee regarding his son's memorial. A meeting of the sub-committee is to take place on 21<sup>st</sup> May to resolve this matter.

Mr Marsham confirmed that the wood pile at the Old Village Hall would be cleared within the week.

Mr Ellis requested that a letter of appreciation be sent to outgoing councillors, that solar panel be considered in the forthcoming street lighting project. He also disagreed with the budget figures.

Mrs Northall stressed that the public are able to join Parish Council sub-committees and working groups.

Mr Bone requested that the village guides be reprinted. Mr Atterwill responded that this was not in the budget for this year.