

## **SWANTON MORLEY PARISH COUNCIL**

The Annual Meeting of the Parish Council was held in the Village Hall on Monday 11<sup>th</sup> May 2009. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill, Mr G. Northall, Mrs M. Thomas, Mr S Westbury, Mr B Marsham and three members of the public. Also in attendance Mrs F. LeBon (clerk)

### **Matters Raised Under Time Allocated to the Public**

- Mr Atterwill gave an update as to the actions of the Light Dragoons in Afghanistan
- Mrs Northall encouraged a councillor to become the council representative on the Patients' Participation Group, and advised that she and Anne Sadler were willing to continue as deputy community car organiser and organiser respectively.

### *The Meeting Went Into Session*

#### **1. Election of Chairman**

Mr Atterwill stated that he was prepared to continue in the position of Chairman, although stressed that this is not his intention for future years. Mr Northall proposed that Mr Atterwill should continue as Chairman, Mrs Thomas seconded. Carried. Mr Atterwill signed the Declaration of Acceptance of Office.

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

Apologies were accepted from Mr Perry and Mr Fleming.

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

Mr Northall declared a prejudicial interest in item 9a (accounts for payment) and a personal interest in item 19b (training at the Norfolk Rural Community Council).

Mrs Thomas declared a prejudicial interest in item 10a (Planning application for Lincoln House).

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

Mr Atterwill advised that Mr Perry would be willing to stand as vice chairman but would prefer not to hold the position indefinitely. Mr Marsham proposed that Mr Perry be elected as vice chairman until someone else is prepared to take over the position, seconded by Mr Westbury and carried. The clerk is to see whether chairmanship courses are available through Norfolk ALC for any interested council members.

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

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

Mrs Thomas proposed Mr Marsham, seconded by Mr Westbury. Carried.

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

Mr Northall proposed Mr Atterwill, seconded by Mr Westbury. Carried.

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

Mr Atterwill proposed Mrs Thomas, seconded by Mr Marsham. Carried. Mr Atterwill proposed Mr Marsham, seconded by Mrs Thomas and carried.

##### **d) Members for Playing Fields sub-Committee**

Mr Westbury proposed Mr Atterwill, seconded by Mr Marsham. Carried. Mr Atterwill proposed Mr Perry, seconded by Mr Northall and carried.

##### **e) Commons & Open Spaces & Environmental**

Mr Atterwill proposed Mr Northall, seconded by Mrs Thomas and carried. Mr Atterwill proposed Mr Marsham, seconded by Mr Westbury and carried.

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

**i) Notice Boards** – Mr Atterwill proposed Mrs Thomas, seconded by Mr Marsham. Carried.

**ii) Public Footpaths** – Mr Atterwill proposed Mr Westbury, seconded by Mrs Thomas. Carried.

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

It was agreed that this should be deferred until the clerk has spoken with Ms Heydon.

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

Mr Atterwill proposed Mr Fleming, seconded by Mr Westbury and carried.

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

Mr Westbury proposed that Anne Sadler be reappointed as organiser and Mrs Northall as deputy organiser. Seconded by Mr Marsham and carried.

**6. Minutes from Parish Council Meeting of 6<sup>th</sup> April 2009 to be accepted, initialled and signed.**

Mr Northall proposed these be accepted, seconded by Mrs Thomas. Carried. Mr Atterwill signed the minutes as a true representation of the meeting.

**7. Matters Arising from Minutes of 6<sup>th</sup> April 2009**

As a result of the NRCC Play Equipment Inspection Course being cancelled, it was agreed that as the clerk is still in possession of the payment cheque, she will resubmit the payment as soon as the course becomes available again and the date is agreeable with Mr Sherlock and Mr Marsham.

Mr Atterwill advised that he was of the belief that Mr McBride is going to resubmit a planning application for a temporary caravan on the campsite at Park Farm, following the refusal of planning permission for a permanent caravan. The clerk advised that the decision relating to the application from Mr Keith for new grain storage unit was due on 18<sup>th</sup> May.

**8. To Receive and Comment Upon Minutes from the Annual Parish Meeting on 26<sup>th</sup> April 2008**

It was agreed that, subject to an initial being placed with Mrs Wharton's name, these minutes should be put forward for the public to agree at the next annual parish meeting.

*Mr Northall Left the Room*

**9. Finance****a) Accounts to approve for payment:**

There was an amendment to the advertised accounts for payment, to include a payment for £25.50 for Swanton Morley Village Hall for the room hire in April. It was also agreed that the payment to MHB services be authorised, but not released until all electrical safety certificates are received for the new street lights. Mrs Thomas proposed that the following be paid, seconded by Mr Marsham. Carried.

Payee	Detail	Cheque Number	Amount
Faye LeBon	Clerk's Salary	101589	£428.64
Faye LeBon	Clerk's Expenses	101589	£41.17
Norfolk Pensions	Local Government Pension Scheme	101590	£108.69
HMRC	PAYE	101591	£13.20
M Newland	Community Car Payment	101592	£24.90
G Northall	Community Car Payment	101593	£17.00
G Thorpe	Community Car Payment	101594	£10.38
J Spauls	Community Car Payment	101595	£28.00
J Walden	Community Car Payment	101596	£0.10
A Sadler	Community Car Payment plus expenses	101597	£16.60
TT Jones	Quarterly Maintenance and Repairs	101598	£445.80
MHB Services	Street lighting Phase II	101599	£931.50
EON	Street lighting Electricity	DD	£137.59
E.O.E	Photocopying for Annual Parish Meeting and Stationery	101600	£194.23
J Piller	Grasscutting (April)	101601	£247.25
Swanton Morley Village Hall	Room Hire (April)	101602	£25.50
<b>TOTAL</b>			<b>£2670.55</b>

*Mr Northall Re-entered the Room*

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

Income was reported as received from the following:

Received From	Detail	Amount
Swanton Morley Village Hall	Loan Repayment	£106.74
Breckland District Council	50% of Precept	£17,474.50
Breckland District Council	Community Car Payment	£44.30
Anglia Memorials	Memorial Fee (Askew)	£100.00
Anglia Memorials	Memorial Fee (Amiss)	£100.00
<b>TOTAL</b>		<b>£17,825.54</b>

**c) To receive a proposal to waive standing orders regarding the tender process for the purpose of agreeing annual Insurance Contract**

Mr Atterwill proposed that standing orders be waived regarding the sealed tender process for the purpose of agreeing the annual insurance contract. Seconded by Mrs Thomas and carried.

**d) To award annual insurance contract and authorise expenditure**

Two insurance quotes had been received for the Parish Council's insurance policy, of three requested. A comparison of the two levels of policy cover and premiums had been circulated to councillors. Mr Westbury proposed that the Parish Council's insurance for the ensuing year be taken out with Zurich at a cost of £2248.80, seconded by Mrs Thomas and carried.

*Mr Atterwill Declared a Prejudicial Interest in This Item and Left the Room*

**e) To appoint internal auditor for Swanton Morley Parish Council**

Four quotations had been received for the business of carrying out the internal audit for Swanton Morley Parish Council. Mr Northall proposed that Mrs S. Rutter be allowed to provide this work for the council at a cost of £20-£30, subject to satisfactory references. Seconded by Mrs Thomas and carried.

*Mr Atterwill Re-Entered the Room*

*Mrs Thomas Left the Room*

**10. Planning**

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

**i) 3PL/2009/0242/F – Dr S Kaushal – 30 bed care unit at Lincoln House**

Mr Northall proposed that there be no objections to this application, subject to the following comments being raised.

- Concern about the size of the development as it is larger than the one put forward in 2006.
- The Highways department is to consider the extra traffic that this development would cause, especially as it would lead out onto a narrow road that has bends with very limited visibility.
- The proposed lounge is also very close to the highway boundary.
- Clarification is also to be given regarding what sort of specialised care the unit is intended for. There may be some patients whose condition may cause them to be noisy and thus risk disturbing residents of neighbouring properties. In which case the window glazing must be taken into account.

Seconded by Mr Atterwill and carried.

*Mrs Thomas Re-Entered the Room*

**b) To receive report of planning decisions by Breckland District Council**

The clerk reported that there had been no decisions this month and the decision on the planning application submitted by Mr Keith for a new grain storage building was due by 18<sup>th</sup> May.

**c) To receive update on LDF issues affecting Swanton Morley**

Mr Atterwill will be attending a pre-hearing meeting on 19<sup>th</sup> May regarding the independent inspection of the Core Strategy under the LDF at Breckland District Council. The clerk is to attend if possible.

**d) To receive update on correspondence from Breckland District in relation to land at Middleton Avenue**

There had been no updates from Breckland District Council. The clerk is to chase Zoe Footer.

Mr Marsham reported that he and Mr Leary had attended a meeting at Breckland District Council regarding the proposed privatisation of the planning department to Capita. There was a disappointing attendance from parishes, with only Swanton Morley, Yaxham and Garvestone being represented. There were concerns raised that the planning department was being taken over by a development company, although the Chief Executive stressed that Breckland District Council would remain in overall control of decisions. Mr Atterwill read the report of the deputy chief executive regarding the project, which suggested that the contract is not substantial enough, however all were agreed that they anticipate the project to be agreed at the cabinet meeting on 12<sup>th</sup> May.

**11. Grant Scheme**

**a) To consider grant application from Swanton Morley Football Club**

After clarification that the equipment purchased would be owned by Swanton Morley Football Club, Mr Northall proposed that £500 be granted for the purpose of assisting with the purchase of a pitch marker. Seconded by Mrs Thomas and carried.

**b) To consider grant application from Estrellita kids**

It was agreed that several items that Estrellita were requesting were not deemed as capital expenditure. Mr Westbury proposed that an amount of £292 be granted to Estrellita for the purpose of purchasing scenery, costumes, a stereo and backing tracks, seconded by Mr Marsham and carried.

**c) To consider any other applications for small grant funding.**

There had been no further requests received.

The clerk reported that Swanton Morley Cricket Club had submitted an interim report regarding the progress of their project to build a new pavilion. Mr Northall continued, that a restructure in the grant scheme from lottery funds means that there has been a delay in the project. However, Breckland District Council has looked favourably on the project providing that match funding is obtained from two other agencies.

**12. Allotments**

**a) To receive an update on parishioner responses for potential allotments and agree further action**

Mr Northall reported that Mr Carrick had yet to respond to the council's enquiry about land for allotments. The LDF still remains problematic in that landowners are reluctant to make any commitment until they are clear which areas of land will be put forward for development under the LDF. The clerk is to speak with Norfolk ALC about what is involved in the compulsory purchase process.

**13. To Agree Parish Council's Response to the Boundaries Commission regarding Phase Six of Unitary Proposals**

The clerk reported that she had spoken to the Boundary Committee who had advised that the Parish Council has the freedom to respond with any comments they like, however, this part of the consultation specifically deals with the two unitary proposals, the single unitary and the two unitary model (Norwich and the rest of Norfolk). Mr Atterwill advised how much the expenses of the District Councillors were and how much of a saving it would be to remove this tier. Mr Atterwill proposed that Swanton Morley Parish Council favours a single unitary council, seconded by Mr Northall. The motion was carried on a majority vote of 4:1.

**14. Training**

**a) To consider attendance of Mr A Fleming to Norfolk ALC Initial training course and authorise expenditure.**

Mrs Thomas proposed that Mr Fleming should be permitted to attend this course, seconded by Mr Marsham and carried. Cheque number 101603 was drawn for £35 to facilitate this.

**b) To consider attendance of Mr G Northall to NRCC Funding Application Course and authorise expenditure**

Mr Westbury proposed that Mr Fleming should be permitted to attend this course, seconded by Mrs Thomas and carried. Cheque number 101604 was drawn for £5 to facilitate this.

**15. Street Lighting**

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

Mr Atterwill reported that the faulty columns on Manns Lane and Middleton Avenue had been reported to TT Jones.

**b) To receive an update on street light replacement project**

Mr Atterwill reported that he had spoken to TT Jones about the final two columns as part of phase one. The clerk advised that EDF should be programming in the final overhead work as part of phase 2 and is to chase this up.

**16. Highways**

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

Mr Atterwill reported that the manhole cover on Gary Drive is missing again. This is to be reported to Highways. He also advised that the patch repair had been done on Gooseberry Hill and work had started to resurface the footpaths on Greengate. Jason Glasspoole had been asked to look into 'skirting' work on Woodgate Lane, but does not want to risk providing an incentive for traffic to speed on this road. It was agreed that, further to a request from Mr and Mrs Keene, a traffic assessment should be done between 8am and 10am on a Friday morning to establish whether a footpath is required at the top of Dereham Road.

Mrs Thomas advised that cars parking on the path near Lincoln house are causing problems for pedestrians in this area.

Mr Atterwill reported that he had met with the activities coordinator at Lincoln House who is pleased with the work on the paths on Greengate as it makes it easier to transport residents in wheelchairs to the village hall.

#### **17. Churchyard & Burial Ground**

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

The clerk has written to the mole catcher about using a more appropriate method of mole disposal than leaving them for predatory birds in the churchyard.

Mr Atterwill advised that there is still a big problem with rabbits in the churchyard.

Mr Northall reported that there have been complaints about cut grass sticking to gravestones, particularly when the grass is damp. The clerk is to ask JP's Maintenance if a little time can be spent after cutting the grass, brushing the cut grass off the headstones.

#### **18. Youth & Playground Equipment**

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

Mr Atterwill reported that the sub-committee had not met but he and Mr Marsham need to fix the picnic bench in.

##### **b) To agree funding for village seating and sign maintenance (£425)**

Mr Atterwill read the details of the quotation to councillors and Mr Woolnough's recommendations. Mr Marsham proposed that Mr Woolnough provide the maintenance recommended, seconded by Mrs Thomas and carried.

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

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

There was nothing to report from the working group this month. The clerk is speak with Rob Dryden to find out if he wishes to resubmit the planning application for disabled access boardwalks on Burgh Common,

#### **20. To Agree Future of Parish Council Saturday Surgeries**

The next surgery is to be held on 23<sup>rd</sup> May and Mr Atterwill and Mrs Thomas will be in attendance. It was agreed that the attendance by parishioners has been very low, except when the Parish Council is considering a controversial issue. It was agreed that after this initial pilot the Saturday surgeries should cease, except when there is a current issue that would demand them.

#### **21. Correspondence**

Mr Northall requested that correspondence be circulated more quickly.

*The Meeting was Suspended for Further Time Allocated to the Public*

There were no reports from the District or County Councillors.

The following items were raised by the public:

- Whether the public works loan was still being repaid. Mr Atterwill advised that it was, and was being done in two instalments per year, in March and September.
- It was requested that the Parish Council take care not to discuss matters with the public when the meeting was still in session.
- A query was raised about the soil by the Waterfalls. Mr Marsham advised that he had put this there to prevent camping around this area and the resulting littering and vandalism. It was also agreed that a piece should be placed in the Mardler requesting that people so not paddle in the river in summer because a van crashed into the river earlier in the year and the resulting broken glass is still on the river bed.

*The Meeting Resumed*

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

- To agree the accounts
- To agree the next edition of the Mardler

#### **23. To confirm the date & time of next meeting to be held on Monday 8<sup>th</sup> June 2009 at 7.30pm at the Village Hall.**

Carried

The meeting closed at 9.40pm

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