

## SWANTON MORLEY PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Village Hall on Monday 12<sup>th</sup> May 2008. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill, Mr G. Northall, Mrs M. Thomas, Mr C. Perry, Mrs L Vyse and five members of the public. Also in attendance Mrs F. LeBon (clerk)

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

- Unsavoury people frequenting the play area, often bullying younger children. Mr Atterwill and Mr Perry advised that the police had been made aware. Mrs Vyse suggested that the PCSO's are requested to patrol in the evenings to give a more visible presence.
- Whether the play area is adequately insured? Mr Atterwill replied that all play equipment is physically insured and the clerk added that it is also covered under public liability as the council adheres to the requested ROSPA inspections.
- That the B1147 Tuddenham Road is in a serious state of disrepair. The clerk is to follow up a previously written faults report with Jason Glasspoole.
- There had been recent trouble at the Waterfalls. The clerk reported that she had spoken with Mr Carrick about the matter after a recent complaint.

*The Meeting Went Into Session*

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

Mr Atterwill stated that he was prepared to continue in the position of Chairman. 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 Mrs Millbank.

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

Mr Atterwill declared a prejudicial interest in item 9a and a personal interest in items 9b, 13 and 20.

Mr Perry declared a personal interest in item 20.

Mr Northall declared a prejudicial interest in item 9a.

Mrs Vyse declared a prejudicial interest in item 10b.

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

Mr Perry confirmed that he would be prepared to continue in the position of Vice Chairman. Mrs Thomas proposed that Mr Perry should continue in the position of Vice Chairman, seconded by Mr Northall. Carried. Mr Atterwill thanked Mr Perry for his support during the past year.

### **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 Northall proposed Mr Atterwill, seconded by Mrs Thomas. Carried.

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

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

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

Mr Atterwill proposed Mrs Thomas, seconded by Mrs Vyse. Carried.

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

Mr Atterwill proposed that he, Mr Perry and Mrs Vyse should be elected members, seconded by Mr Northall. Carried.

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

Mr Atterwill proposed Mr Northall and Mr Perry, seconded by Mrs Vyse. Carried

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

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

**ii) Public Footpaths** – Mr Atterwill proposed Mrs Vyse, 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**

It was agreed that this should be deferred until the next meeting.

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

The clerk confirmed that Mrs Sadler and Mrs Northall would be prepared to continue in their roles. Mr Atterwill proposed that Anne Sadler be reappointed as organiser and Mrs Northall as deputy organiser. Seconded by Mrs Vyse and carried.

**6. Minutes from Parish Council Meeting of 2<sup>nd</sup> April 2008 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 2<sup>nd</sup> April 2008**

The clerk is to address the matter of mud on the footpath adjacent to the development on Greengate with the builders on the site.

**8. To Receive and Comment Upon Minutes from the Annual Parish Meeting on 14<sup>th</sup> April 2008**

It was agreed to defer this item until the next meeting to give all councillors the chance to review them.

*Mr Atterwill and Mr Northall Left the Room – Mr Perry Took Position as Chair*

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

The clerk read out an amendment to the advertised amount for the Quality Council fee. Mrs Thomas proposed that the following be paid, seconded by Mrs Vyse. carried

Payee	Detail	Cheque Number	Amount
Faye LeBon	Clerk's Salary	101435	£416.22
Faye LeBon	Clerk's Expenses	101435	£52.56
Faye LeBon	Reimbursement of Quality Council Application	101435	£58.75
Norfolk Pensions	Local Government Pension Scheme	101436	£102.39
E.O.E	Folders and Dividers	101437	£22.10
N O'Brien	Community Car Payment	101438	£28.68
M Newland	Community Car Payment	101439	£62.90
G Northall	Community Car Payment	101440	£30.60
G Thorpe	Community Car Payment	101441	£31.96
J Spauls	Community Car Payment	101442	£25.50
A Sadler	Community Car Payment plus expenses	101443	£11.50
B Marsham	Creation of Base for picnic table on village green	101444	£79.00
B Woolnough	Repair of Picnic benches	101445	£185.00
NCAPTC	2008/2009 Subscription	101446	£240.72
NPTP	1 x Initial Councillor Training Course	101447	£30.00
Allianz Cornhill	Insurance Renewal Premium	101448	£2306.24
Anglia Memorials	Repair of Unstable Memorials in Churchyard	101449	£411.25
Norfolk County Council	2no. Vehicle Activated Signs	101450	£7000.00
JP's Maintenance	Grass cutting March and April	101451	£830.00
R Sherlock	Oak posts for Plaques – Gooseberry Hill	101452	£136.30
Wensum Valley Services	MOT Type 1 for Gooseberry Hill car park (£299.40 + VAT) Wood for Goal Surrounds (£20.24 + VAT) Plaques, concrete and flowers for opening ceremony (£316.49 + associated VAT) Telephone Expenses (£8.97 + VAT)	101453	£771.63
Staples	Black Ink	101454	£25.99
<b>TOTAL</b>			<b>£12859.29</b>

*Mr Atterwill and Mr Northall Re-entered the Room – Mr Atterwill Resumed Position as Chair*

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

Income was reported as received from the following:

Description	Amount
Breckland Council 50% of Precept	£15776.11
Breckland District Council – Community Car Payment	£93.07
HMRC (final VAT reclaim for 07/08)	£5062.86
Ash interment fees (Caston)	£50.00

RPA – Environmental Stewardship	£121.60
Allianz Cornhill – Insurance Claim for picnic bench	£391.00
Breckland District Council – Recycling Credit	£253.53
HMRC Credit to PAYE account – Incentive for filing PAYE Annual return Online	£100.00
<b>TOTAL</b>	<b>£21848.17</b>

Mr Northall queried why last years recycling advice had been placed on circulation. Mrs Vyse is to find out if the Brownies still receive income for the paper recycling unit.

**c) To agree to give notice to Alliance and Leicester to withdraw £6,434.00 (Burial Ground pathway)**

Mrs Thomas proposed that notice should be given to Alliance and Leicester so that the forthcoming bill for the Burial Ground pathways can be authorised for payment at a future meeting, seconded by Mr Perry. Carried.

**d) To Re-appoint Larking Gowen as internal auditor for Swanton Morley Parish Council**

Mrs Vyse proposed that Larking Gowen be re-appointed as the auditors for the Parish Council, seconded by Mrs Thomas. Carried.

**e) To agree Parish Council policy for members of the Local Government Pension Scheme**

It was agreed to defer this until next month and the clerk is to complete the draft policy and circulate.

**10. Planning**

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

**i) 3PL/2008/0510/F – Mrs and Mrs R Parker, Pettycur, Woodgate Lane. Erection of 2 dwellings (amendment to 3PL/2006/0433) with addition of utility rooms and resiting of garages.**

Mr Northall proposed that there be no objection to this application, seconded by Mrs Vyse. Carried.

**ii) 3PL/2008/0617/F – Mr and Mrs Cook, Angel Cottage – Conversion and change of use of former retail and wholesale sweet shop to annexe and holiday unit.**

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

*Mrs Vyse Left the Room*

**b) To receive an update on potential affordable housing for Swanton Morley**

The clerk distributed draft plans from Breckland District Council for some potential affordable housing around the Middleton Avenue area. Mr Atterwill reported that, following the walk round the village with representatives from Breckland District Council and Broadland Housing Association, it was thought that there may be a possibility of the garages being knocked down and rebuilt and some play equipment installed. The clerk reported that a planned onsite public consultation was due to commence on 5<sup>th</sup> June but had had to be postponed.

The clerk is to get further clarification on the garage blocks and play equipment and obtain a clearer map.

*Mrs Vyse Re-Entered the Room*

**11. Grant Scheme**

**a) To receive an update on application requests**

The clerk reported that there had been eleven requests for grant scheme application forms but to date no completed forms had been returned.

**12. Allotments**

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

The clerk reported that twelve electors had written to the council showing an interest in an allotment.

The clerk is to write to each advising that there was sufficient interest to take the project further and that the Parish Council will keep them informed.

**13. To Agree Response to Breckland District Council on BT Proposed Pay Phone Rationalisation**

Mr Atterwill reported that BT wished to remove the phone boxes on Greengate and Primrose Square. He proposed that there should be no objections to this but requested that BT improve their maintenance program on the phone box on Town Street. Seconded by Mrs Vyse and carried.

**14. To Agree for Mrs L. Vyse to attend NCAPTC Initial Councillor Training Course**

Mr Northall proposed that Mrs Vyse should attend this course, seconded by Mr Perry. Carried.

**15. Street Lighting**

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

The clerk explained that the remaining old column on Lincoln Close was to be removed when TT Jones and EDF Energy could agree a date to visit the site together as the location of the cable was problematic.

**b) To open tenders for Phase Two of Street Lighting project and to award contract**

Two sealed tenders had been received for Phase Two of the street lighting project which were opened in public. The tenders are to be circulated to all councillors and the contract award at the next full council meeting.

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

The clerk reported that all remaining concrete columns should have their supply transferred and columns removed week commencing 25<sup>th</sup> May and the wooden columns week commencing 1<sup>st</sup> June.

**16. Highways**

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

The condition of the B1147 Tuddenham road will be followed up with Jason Glasspoole. Pot holes on Primrose Square and outside the telephone box on Hannah Road will be reported, as will holes starting to appear where previously were repaired on Hoe Road East. Mr Atterwill is to follow up with Jason Glasspoole on the condition of Rectory Road and the crossing area near Thompson Close.

Mrs Vyse reported that the grass is beginning to recover on Gray Drive after being damaged by heavy machinery.

**17. Churchyard & Burial Ground**

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

The last meeting had had to be cancelled due to lack of a quorum.

**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 Gooseberry Hill opening ceremony was a great success and thanked Mr Perry for help installing the marquee and Mrs Eames for helping with refreshments. An updated funding summary was handed out. He reported that both he and the clerk had had serious problems contacting the fencing contractor to start work on Gooseberry Hill and will seek advice from EW Crane. Andrew Bonham from ENTRUST is arranging the transfer of funds from Cemex on our behalf.

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

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

Mr Northall reported that on Mill Common good progress had been made clearing the ditch, but more work was required on scrub clearance. This cannot be done until after bird nesting season. He has placed a temporary notice on the common to make people aware that cattle are grazing but requested a more permanent one on behalf of the Parish Council.

Mr Northall raised concerns about the elevation of the boardwalk on Burgh Common.

**20. To Receive a report from Mr C Perry as a representative from Swanton Morley Village Hall.**

Mr Atterwill provided councillors with a comprehensive report on maintenance issues for the hall. Mr Perry confirmed that the social club had agreed to pay a quarterly rent of £750. He ran through a report on village hall finance. The hall now has options that will make the hall easier to administer. Janice Howells from the Village Halls Association will be meeting the village hall management committee on 22<sup>nd</sup> May to give advice on the constitution. Members of the Parish Council were invited to attend.

**21. Correspondence**

The clerk reported that there had been no responses to Breckland Council for either of the two vacant positions on the council and therefore the council can look to co-opt as it sees fit.

Complaints had been received regarding children playing football around Middleton Avenue and Gray Drive, and also about the litter around the Waterfalls

Mr Northall suggested feedback to NCAPTC about wanting better guidance for co-opting in the standing orders.

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

There was no report from the County Councillor

Mr Atterwill read a written report from the District Councillor.

The following items were raised by the public:

- That a gate would be a good idea at the end of the footpath to Mill Common.

- That clear ownership should be established for the small area of land as part of Burgh Common that the Parish Council owns.
- That a recent allotment site had been created at Hardingham. The clerk is to further investigate.
- That there was no payment listed for the electricity payment. The clerk advised an invoice had not been received.
- Whether the council were happy with their expenditure in the last financial year. The clerk reported that she was.

*The Meeting Resumed*

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

- To agree a new gate on the entrance to Mill Common
- To agree the accounts
- To agree the next edition of the Mardler
- Update on allotments
- To award the street lighting contract for Phase Two of the street light replacement project.
- Report on the Cemex grant
- Report on the Gooseberry Hill fencing.

**23. To confirm the date & time of next meeting to be held on Monday 9<sup>th</sup> June 2008 at 7.30pm at the Village Hall.**

Carried

**24. Resolution to Exclude the Press and Public from Section 25 of this Meeting as the Discussion Relates to Matters Arising from the Terms of Service of an Employee.**

Mrs Thomas proposed that the meeting should be closed to the press and public, seconded by Mr Perry. Carried.

**25. To Agree response to correspondence from Mrs J Walden**

A response was agreed. Mr Atterwill will draft this response with Mrs Vyse.

The meeting closed at 9.40pm

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