

Swanton Novers Parish Council

Draft Minutes of the Parish Council Meeting Held on 25th November 2021 at 7.00pm

Councillors Present: Cllr. Chris Armstrong, Cllr. Jeff Smallbones Cllr. Jenny Anderson, Cllr. Gerard Eaton, Cllr. Hazel Mindham, Cllr. Shaun Doncaster,

2021/141

Apologies for absence – Cllr Steffan Aquarone, Cllr Vincent Fitzpatrick, Cllr David Harman

2021/142

To receive declarations of interest – None

2021/143

Public Forum-

- Rosemary asked about an update on the village post box situation in that it is not fit for purpose. It was noted that our post box in the village has a very small aperture and was impractical.
- It was discussed that was there a possibility of a new post box for the village but to retain the original which adds character to the village and to keep for prosperity or to possibly re site the original to the village hall. This matter would have to be discussed further with the Royal Mail.
- Cllr Smallbones said that he had been asking about this and not getting very far but information from the local postman stated there was a new manager at the Royal Mail offices and contact would try to be made to discuss further.
- It was felt that we did not want to lose our Victorian post box and that an additional post box could be the answer.
- We also felt that if a change was made the village would want to find a way of keeping the old post box and possibly re site to the Village Hall depending on the cost.
- An update on signage for the Village Hall exercise equipment was made and Cllr J Smallbones that contact had been Made with Wicksteed (Equipment Supplier) and upon an invoice these would be ordered.

2021/144

Matters arising from minutes

- Cllr Armstrong informed the meeting that Jason Crowe had taken the position of Parish Clerk and was introduced to the councillors and public attending.

2021/145

- To sign as correct - The minutes from the meeting 14th October 2021 was signed as correct.

2021/146

Matters arising from correspondence

- As mentioned Jason Crowe has been appointed Parish Clerk.
- All other correspondence has been passed on to Councillors.

2021/147

Cllr Mindham reported to the PC regarding the latest developments.

- The Swanton Novers Community Land Trust (CLT) held its Annual General Meeting in the Village Hall at 7pm on Thursday 4 November 2021.
- There are currently have 22 members on the CLT.
- The CLT Board were formally appointed: Christine Armstrong, Val Hart, Gary May, Hazel Mindham, Jeff Smallbones, Ritchie Tennant and Ian Watson. This replaces the original steering group. Gary May will continue as chair, Ian Watson will continue as Secretary. A Treasurer will be appointed in due course.
- A presentation from Mole Architects and Broadland Housing Association showed the most recent design for the housing development preferred from the previous consultation event a site of a minimum of 6 and maximum of 8 properties consisting of a mix of 1-, 2- and 3-bedroom properties.
- At this stage, we believe a development of 7 properties (to include 1 market, 2 affordable shared ownership and 4 affordable rent) may be the optimum number fitting within the design layout and affordability.
- A village drop-in event will be organised at the Village Hall prior to the formal planning application stage, so that parishioners can view and comment further on the final proposal (Early 2022).
- The new housing development is on what is called an 'exemption site' the planning process itself can take up to 12 months so if approved building on the site is unlikely to start until 2023.
- The proposed community orchard an exciting part of the scheme will be discussed further when Hazel Mindham and Ian Watson meet with the Landscape officer from Broadland Housing Assoc to discuss the options available for the project.
- Chair of the PC Chris Armstrong commented in regards to the proposed project who will be responsible for the cost and upkeep of the proposed orchard? Will this be voluntary or Broadland Housing Assoc?

2021/148

Planning

- Breach of Planning permission 4 The Close – The application has now been approved but the edging to the road is deemed to be completed before use of

altered landscape can begin. Enforcement officers will need to attend to view the current alterations and police as required to see that current permissions of planning are adhered to. Cllr J Smallbones to liaise with Kevin Peacock in regards to dropped kerb.

- Planning – 8 The Close- A pre-application for a single one and half storey 2 bed detached dwelling.

2021/149

Working groups

- **Communications –**
- **Village Plan-** To see the direction that the village will develop into (or not) what areas need protecting, if any and what services will be needed over the next 25 years ie Fibre Broadband , drainage, lighting etc.
- The initiative is village driven, not PC to make this succeed members of the public are needed.
- A working party needs to be set up with preferably no more than 3 councillors and around 5 villagers to take the plan through to the initial stage to have a village meeting and presentation. An open forum within the village hall was suggested in which members of the public could attend.
- A Rachel Leggett could hold this forum with the public and explain the benefits of the Village Plan and go through the details and requirements of the village plan to succeed. A cost of £3-400 would be required to finance the forum plus any overheads.
- The initial discussion looked at a plan for the forum to possibly being held early springtime 2022 upon availability of the village hall to hold this.
- If the decision is to proceed the cost will be up to £25K over the approx 3 years that it takes to get the plan adopted. Grants of 18k will be made available from central government who are encouraging this initiative.
- In conclusion: A village plan will take commitment from villagers and support from the pc to succeed. It will bestow much greater power over planning than the pc has presently and the pc will need to be consulted and listened to in all matters relating to any changes / services. I do wonder with the person power available in the village if we will be able to get enough committed people to carry this to completion. Let's hope that we do.
- **Governance structure –**

2021/150

Financial report

- Cllr Smallbones presented the finances.
- There was discussion regarding where the bills could be delivered to as we are still having bills forwarded to us from Emma so the resolution of the issue was put

forward to have the address changed for correspondence to the village hall which would result in an easier process and accessibility to all future mail.

- There has been a letter received from HMRC in regards to an unpaid taxation of the previous parish clerk wages Cllr C Armstrong had contacted Emma and was informed that the belief was there was no further monies to be paid.
- The HMRC query is the PC liability so Cllr Smallbones suggested that the PC settled the outstanding monies to avoid further interest being added to the bill and to recover the monies in the future from Emma herself.
- A mobile phone for the parish clerk for public contact.
- Key for Village Hall post box to access mail once addresses are changed on future correspondence.

2021/151

Budget 2022-23

- Cllr Smallbones presented the budget for 2022-23 parish council precept and asked if any extras or changes to the precept budget and proposal were required and a guide to these costs were discussed.
- Grants for a new defibrillator are these available as current one is 8 years old and warranty is only for 7 years? The defib does not require replacing until 2024-26.
- New batteries for the defibrillator are required every 2 years which were changed in 2020 so new would be required in 2022-23.
- The upkeep of the hedges and cutting only currently occurs twice yearly and it was discussed this to be increased to possibly 3 times per annum.
- Zoom subscription to be continued due to the uncertainty in current time due to Covid 19.
- Upgrading of current heating controls of the Village Hall to incorporate an App related system to reduce heating costs and reduce carbon emissions.
- A speed restriction sign which is portable and to highlight excessive speeding through the village. Parish clerk to research and determine costs and report at future PC meeting.

2021/152

H.M. Queen's Platinum Jubilee planning

- Cllr Armstrong reported that the date had been saved at the village hall and that the Village Hall Committee were planning on a family funday and a beacon lighting time. The beacon lighting will be confirmed by Bruno Peek. We will have to ensure that our beacon is registered in order to get a lighting time.
- Discussions continuing regards to celebrations, possible Hog Roast which would be pre-sold as ticket only to determine village interest and whether viable.
- Parish Clerk to research grant possibility and requirements to receive this.

2021/153

Report from District Councillor – Cllr Vincent Fitzpatrick

Report from County Councillor – Steffan Aquarone

- Cllr Fitzpatrick and Cllr Aquarone were unable to attend the meeting. Reports attached to minutes

2021/154

Items from Councillors and registered electors.

- Councillors were asked to think about items on the budget as we will soon have to think about the precept.
- Platinum Jubilee celebrations
- The post box.

There being no other business the meeting closed at 8.50 pm

Chair

Date.....

Clerk.....