

## **Swanton Novers Parish Council**

### **Draft Minutes of the Parish Council Meeting held on Thursday 23<sup>rd</sup> June 2022 at 8.00pm**

Councillors Present: Cllr. Chris Armstrong, Cllr. Jeff Smallbones Cllr. Jenny Anderson, Cllr. Shaun Doncaster,

#### **2022/015**

**Apologies for absence** – Norfolk County Cllr. Aquarone.

#### **2022/016**

**To receive declarations of interest** – None.

#### **2022/017**

##### **Public Forum-**

- Asbestos sheeting collected during the recent litter pick is being stored in the shed at the Village Hall, is there a plan to get this collected/removed?
- Parish Councillor Jeff Smallbones commented that there is no facility locally to deposit the offending sheeting. The closest depot that will take the Asbestos is located near to Thetford and a special trip would have to be taken to dispose of the Asbestos with a cost of approximately £60-80.
- A Parishioner asked about the status Dog Waste Bins the PC is going to install. She expressed her opinion that she felt it was a waste of money. It was pointed out that there had been a vote by the PC and it had been passed to install one bin.
- A Parishioner asked District Cllr FitzPatrick a question about staffing at the NNDC. She wanted to know how many paid staff members were now coming into the office as opposed to working from home. Cllr FitzPatrick did not know the answer and suggested that we contact the member of the NNDC who had this area of responsibility in their portfolio. He did not know who this was and did not suggest who to contact.

#### **2022/018**

**Reports from District Councillors** – District Cllr. FitzPatrick attended and presented his report.

- County Councillor Aquarone was absent to present his report and is duplicated from the May Parish Council Meeting.

#### **2022/019**

**Co-option of new Parish Councillors.**

- A vote took place to complete the Co-Option for Mr Ian Watson to be voted onto the Parish Council. A unanimous vote of four Yes votes from all Parish Councillors in attendance to vote Ian Watson onto the Parish Council was carried.

## **2022/020**

### **Matters arising from minutes from the meeting held on Thursday 18<sup>th</sup> May 2022.**

- Dog Waste Bin. A costing has now been received regarding the associated costs of having a Dog Waste Bin within the Parish. A vote was taken by the Parish Councillors regarding the costs and a vote was carried Four to Nil that the Waste Bin would be bought without the installation as this could be installed in the village cheaper than the quote from NNDC.

## **2022/021**

- **To sign as correct - The minutes from the meeting Thursday 18<sup>th</sup> May 2022.**
- The Minutes were signed as correct by the Chair, Parish Councillor Chris Armstrong, and the Parish Clerk Jason Crowe.

## **2022/022**

### **Matters arising from correspondence.**

- The Dog Waste Bin would ideally be at the end of the Public Footpath which runs through the fields starting along Church Lane and joins St Giles Road. The bin would be erected at the entrance closest to Church Lane to allow easiest access for emptying and the area worst effected by fouling.
- It would need to be determined whether this land was publicly owned land or whether this is Astley Estate land. If this was the case permission would need to be sort from Astley to allow the installation of the Dog Waste Bin on their land.
- All other correspondence has been passed on to Councillors.

## **2022/023**

### **Affordable Housing update- Ian Watson Secretary Swanton Novers Community Land Trust**

- The Swanton Novers Community Land Trust secretary Ian Watson confirmed that an application has been submitted to the North Norfolk District Council's community housing fund for the small development on the old allotment site in the village.
- If successful, then a formal planning application may be submitted.
- A pre-planning consultation event was held at Swanton Novers Village Hall on Monday 25<sup>th</sup> April, many details were discussed on the night primarily the design an allocation of additional parking spaces and the amount of the properties that would be of affordable rent (7) but depending on Government funding one property may have to be a market one to help fund the project.

- The CLT are nearing the stage of submitting the formal planning submission which should be completed later in the year, NNDC has already agreed the application for a pre-development loan from their Community Housing Fund. Broadland Housing Assc are to meet with Homes England to finalise full funding and arrangements for the project, only then will contracts be signed, and a formal planning application be submitted.
- A meeting was scheduled for May 26<sup>th</sup> with the Broadland Housing project board and an update was scheduled follow at the next CLT meeting on May 31<sup>st</sup> but due to no real progress from this meeting an update will follow in due course.

## 2022/024

### Planning.

- Breach of Planning permission at 4 The Close – Progress at the property has been seen and a hardcore base has been laid and the vehicle that was parked on the incomplete driveway has now been moved. The concrete boarding has now been put into position so securing the banking and reducing the risk of the earth collapsing. No details yet to when NNDC will be completing the dropped curb to the edge of the roadway.
- No other planning within the Parish.

## 2022/025

### Working groups – Update:

- **Communications** – Cllr Chris Armstrong- Village Newsletter to continue with Hazel Mindham editor for the magazine.
- **Neighbourhood Plan – Cllr Jeff Smallbones-** No further information available currently. An update will be planned in the new council year.
- **Governance structure – Policies, Cllr Jenny Anderson-** Policies are currently being reviewed by the Parish Council for ratification, three policies are currently under review and are work in progress. One policy to be brought to next Parish Council Meeting in July to be approved by Parish Councillors.

## 2022/026

### **Annual Audit: To sign the audited accounts for the financial year 2021/22 and advise of the Public Examination period.**

- The Parish Council Accounts were signed in the presence of the members of the Parish Council by the Chair Chris Armstrong and Parish Clerk Jason Crowe. The dates

of the Public Examination period were stated as from Tuesday 28<sup>th</sup> June 2022 until Monday 8<sup>th</sup> August 2022.

## **2022/027**

### **Financial report and payments for approval.**

- Parish Clerk presented the finances.
- To have the address changed for correspondence for the Parish Council to the Village Hall which would result in an easier process and accessibility to all future mail has now been completed with Barclays Bank. Cllr Jeff Smallbones visited Barclays Bank to resolve the issue. Confirmation received from Barclays Bank 28<sup>th</sup> June 2022 that the mandate had now been confirmed and the changes would be in place from 4<sup>th</sup> July 2022.
- Zoom Membership to be continued and payment was approved by the Parish Council.
- Plaques installed on play equipment are incorrect and do not display the correct information required, Wicksteed Leisure to be contacted to rectify the issue.

## **2022/028**

### **Items from Councillors and registered electors to be considered for inclusion on the agenda for the next Parish Council Meeting.**

- Councillor Jenny Anderson- Governance Policies to be reviewed ongoing and to be discussed and approved at Parish Council Meetings.
- Debris from the trees that have been left positioned to the edge the roadway on Holt Road resulting in a narrower passage for vehicles to pass through have not been cleared still. The pull off area for vehicles to move to allow oncoming traffic to pass is no longer available as full of the fallen trees. Astley Est. has been emailed regarding when the debris will be removed, Chair Chris Armstrong to email Astley Estate again for an update as no correspondence has been received.
- Give Way sign on Church Lane has not been replaced so no signage there to make public aware of approaching junction. Parish Clerk to email NNDC to find out when repair or replacement is likely to occur.
- There was some concern expressed about the 'report' that District Councillor Vincent FitzPatrick presented to the Parish Council. It was felt that not all the report was relevant to the Parish Council and some of it was difficult to understand. It was felt that Cllr. Chris Armstrong would contact District Councillor FitzPatrick to ask for his report to be emailed to the Parish Council prior to the meeting for Councillors to read and understand its content. In this way Councillors can formulate questions to discuss points and time would be used more efficiently.
- Churchyard- donation of a piece of land from Astley Estate to allow the expansion of the churchyard.

There being no other business the meeting closed at 9.25 pm

Chair .....

Date.....

Clerk.....