

# **Swanton Novers Parish Council**

## **Draft Minutes of the Parish Council Meeting held on Monday 16th January**

**2023 at 7.30pm**

Councillors Present: Cllr. Chris Armstrong, Cllr Ian Watson, Cllr. Jeff Smallbones Cllr. Jenny Anderson and Cllr. Gary May.

**2022/070**

**Apologies for absence** – Norfolk County Cllr. Stefan Aquarone, District Councillor Vincent Fitzpatrick, Shaun Doncaster, and Virginia Riseborough.

**2022/071**

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

**2022/072**

### **Public Forum-**

- A Parishioner brought up the subject of the post box. We discussed its unsuitability for the modern size of envelope. We also discussed the fact that if the wall needed repair the post box may be removed anyway. Councillors assured the Parishioner that they felt that the replacement of the post box was not imminent, if at all as we have not had any official notification from the Post Office.

**2022/073**

### **Reports from District Councillors –**

- County Councillor Aquarone was absent to present his report.
- District Councillor Vincent Fitzpatrick was not invited to the Parish Council Meeting. A District Councillor report would be available to see via the NNDC website.

**2022/074**

### **Matters arising from the meeting held on Monday 21st November 2022.**

- Overgrown Vegetation- Church Lane this has been resolved but the clearance of the debris was not to an acceptable standard and this was reported to Astley Estate offices. The hedgerow that is sited at the property of Parish Councillor Gary May and the hedgerow adjoining the public footpath along St. Giles Road through to Church Lane was also severely cut back resulting in extensive removal of vegetation and the waste was left discarded on the ground by the contractors that had completed the work.

- Parish Councillor Gary May invited Lord Hastings and Farm Manger Luke Rodway to attend the property to view the work that had been completed. Lord Hastings agreed the work had been extensive and overzealous, the condition of the area where the debris had been left was commented upon and was agreed that this was unacceptable to be left this way by the contractors hired to complete the work.
- All other matters are agenda items.

#### **2022/075**

- **To sign as correct - The minutes from the Parish Council meeting held Monday 21st November 2022.**
- The Minutes were signed as correct by the Chair, Parish Councillor Chris Armstrong, and the Parish Clerk Jason Crowe.

#### **2022/076**

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

- A letter was received from the Village Hall Committee giving thanks for the donation from Swanton Novers Parish Council and their continued support within the community.
- Potholes- The pothole that was repaired recently opposite to West Harrow/ Fieldfare houses along The Street has again appeared and will need further repair and is required before the winter period, email sent to Norfolk Highways for further repair.
- A further pothole has appeared in St. Giles Road at the entrance to The Old Vicarage which is also to be reported to Norfolk Highways for repair.
- All other correspondence has been passed on to Councillors.

#### **2022/077**

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

- The Swanton Novers Community Land Trust secretary Ian Watson mentioned that all statutory consultation responses to the planning application have now been received.
- The responses to the planning application have been very positive. The NNDC have however suggested that greater variation to the western elevation of Plots 1-3 ( the block of three houses) is required to enhance long views into the site from the west and to better assimilate with the rural setting.
- Also, the plan to retain a consistent ridgeline here to reflect the barn/farmyard design, some variation to the windows to the rear of the properties to overcome the council's concerns will mean the minor adjustments will need to be submitted and to update the planning application.
- It is anticipated that approval of the development will be forth coming but may not be until the spring.

**2022/078**

**Planning.**

- Proposal: Erection of single-storey rear extension and first floor side extension. Location: Gardeners Cottage, Dereham Road, Swanton Novers, Melton Constable
- The planning for the extension has been supported by the Parish Council.

**2022/079**

**Grass and Hedge Cutting within the Village.**

- Review the current cutting schedule and to see whether this needs to be increased to cope with the excessive growth of vegetation. Look at costs for the next financial year and review the service.

**2022/080**

**King's Coronation- Saturday May 6<sup>th</sup>, 2023.**

- Meeting to be held at the Village Hall 23/01/2023 regarding activities on the day with the possibility that Swanton Novers Parish Council may support financially with the celebrations.

**2022/081**

**Working groups – Update:**

- **Communications** – Cllr Chris Armstrong- Village Newsletter. Chris Armstrong, Hazel Mindham and Jeff Smallbones to arrange meeting to discuss details of content within the Newsletter going forward.
- **Neighbourhood Plan – Cllr Jeff Smallbones-** No further information available currently. An update will be arranged to create a new committee and a proposed meeting date to follow, New Parish Councillors encouraged to partake in the creation of the Neighbourhood plan.
- **Governance structure – Policies, Cllr Jenny Anderson-** Policies are currently being reviewed by the Parish Council for ratification, At the next PC Meeting it is intended to approve more policies- Practice Handling Complaints an adjustment is currently required, Parish Councillor Jenny Anderson is to review the content of the policy and this will be submitted to the Parish Council at a future meeting. Equality Policy and Safeguarding Policy were voted on by the Parish Councillors and were approved.

**2022/082**

**Financial report and payments for approval.**

- Parish Clerk presented the finances.
- No payments are currently in need of approval.

**2022/083**

**Precept 2023/24-** Confirmation that the Precept has been sent.

**2022/084**

**Elections – 4<sup>th</sup> May 2023.**

- The North Norfolk District & Parish Council Elections will take place on Thursday 4<sup>th</sup> May. Details of information needed to vote will be posted onto the village notice boards. New process requires all voters to provide a form of photographic identification before a ballot paper will be issued.

**2022/085**

**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 next Parish Council Meeting.
- Approve Parish Council accounts beginning of May -Finance meeting to be held prior to this being held.
- Arrange Parish Council Account audit.
- Dropped Drain in St. Giles Road.
- Water supply – reduction in water pressure occurring in the village.
- Litter Pick 2023, arrange date and liaise with Village Hall for availability.
- There being no other business the meeting closed at 9.12pm

Chair .....

Date.....

Clerk.....