

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 10TH AUGUST 2020 AT 7.30PM

MEETING ON THE VILLAGE HALL PLAYING FIELD

Councillors Present: Mr R. Atterwill (Chairman), Mrs B O'Dowd (Vice Chair), Mr I Cawdron, Mr J. Keen and Mr G. Curran

Also in attendance: Mrs K. Pickard (Clerk) and two members of the public

District Councillor Report

District Councillor Atterwill reported that there is the possibility of local government reorganisation. The election date may change and there may also be elected a Mayor for the Region.

Councillor Atterwill had previously reported that the Government will be providing a white paper soon. Further information has been received from MP George Freeman. This shows that this is for a new planning reform. This is intended to help accelerate infrastructure and housing delivery, and support post-Covid growth, with the potential to give more control to developers.

This email has been forwarded to Councillors

Matters Raised Under Time Allocated to the Public

One member of the public requested an update regarding an overgrown hedge that had scratched his vehicle. Councillor Atterwill confirmed that correspondence has been sent to the homeowner, however the request has not been actioned. The Clerk will send a follow up letter.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from District Councillor Richard Duffield, Councillor Rodrigues, Councillor Westbury and Councillor Turner accepted by the Council.

2. To Receive Declarations of Interest

None declared

3. Minutes from the Parish Council Meeting of 13th July 2020 to be Accepted, Initialled and Signed
Councillor Cawdron proposed that the minutes should be signed as a true and accurate record of the meeting, seconded by Councillor Keen and carried. Councillor Atterwill then signed the minutes.

4. Matters Arising from Minutes of 13th July 2020 (For Exchange of Information Only)

None were raised

5. Finance

The Clerk had sent the bank reconciliation and a full report of monthly payments against budget to Councillors ahead of the meeting for consideration.

a) Accounts to Approve for Payment:

Financial Year 2020/2021

The Clerk reported that four additional invoices had been received since publishing the agenda, Marmax Products for the replacement picnic bench on Burgh Common for £472.80, AT Coombes for the tree survey at the burial ground for £234, field rental for Manns lane for £1348 and NGF Play for the repair to the climbing frame at Gooseberry Hill for £284.11 bringing the total payments for approval to £12,899.45.

Councillor Curran proposed that the payments be made seconded by Councillor O'Dowd and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 4– under contract	BACS	£3316.40	
CGM	Grasscutting	BACS	£627.97	£104.66
Parish Online	Subscription	BACS	£54.00	
David Bracy	Playboat inspection	BACS	£300.00	£50.00
NPT&S	CiLCA	BACS	£204.00	
SLCC	Clerks Manual	BACS	£52.30	£0.80
Stocksigns	Covid-19 signage	BACS	£265.97	£44.33
Viking	Stationery items	BACS	£32.88	£5.48
Viking	Ink cartridges	BACS	£115.16	£19.19
AC Banham	Plywood	BACS	£68.50	
D Palmer	Pressure washing	BACS	£400.00	
Marmax Products	Playboat	BACS	£4799.04	
Marmax Products	Bench	BACS	£472.80	£78.80
AT Coombes	Tree survey	BACS	£234.00	£39.00
J Keith	Field rental	BACS	£1348.00	
NGF Play	Repair to climbing frame	BACS	£284.11	£47.35
BT	Telephone line	DD	£110.73	
E.On	Streetlight electricity	DD	£72.02	
S2 Computers	IT support	DD	£144.24	
		Total	£12,899.45	£389.61

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Burial fees	Burial fees	£350.00
Allotment holders	Plot holders	£187.00
		£537.00

c) To Receive a Report for the Councillors to have their own Parish Council email address

Following the July meeting, the Clerk and Councillor Westbury have continued to look at the option of Councillors having their own parish email address. The Clerk has been corresponding with S2 Computers regarding their previous quotation and they have offered another option for the Parish Council to purchase email licences. This is at a cost of £3 + VAT per Councillor per month. In addition to this there is also the option of a spam add on at a cost of £1.51 + VAT per Councillor per month. This brings the total amount to £5.41 per councillor per month (£43.28).

Councillor Keen was unsure of the benefit of this being purchased due to the minimal correspondence received from the public. The Clerk would usually forward on any correspondence required and the Councillors telephone numbers are still available. Councillor Cawdron agreed.

Councillor Atterwill responded that this would ensure that the councillors are more accessible to the parishioners.

Financial Year 2020/2021

Councillor Cawdron proposed that at this time the Parish Council does not purchase the additional email licences seconded by Councillor Keen and carried.

d) To Consider the purchase of an RAF ensign flag

Councillor Atterwill reported that there had been correspondence received from the RAF regarding the date in which the Parish Council would be allowed to fly the RAF flag.

Councillor Atterwill proposed that the Parish Council purchase the additional RAF flag at a cost of £137.93 with a view to inviting the RAF to the proceedings, seconded by Councillor Cawdron and carried.

6. Policies

i. To Consider the adoption of an updated Complaints Policy

The Clerk had sent this document to Councillors prior to the meeting for consideration.

Councillor Cawdron proposed that this is adopted seconded by Councillor O'Dowd and carried.

ii. To consider the adoption of a Risk assessment for the Exercise of Public rights

The Clerk had sent this document to Councillors prior to the meeting for consideration.

Councillor Atterwill proposed that this is adopted seconded by Councillor Curran and carried.

iii. To consider the adoption of a Risk assessment to hold Parish Council meetings face to face in the Village Hall

The Clerk had sent this document to Councillors prior to the meeting for consideration.

Councillor Cawdron proposed that this is adopted seconded by Councillor Keen and carried

7. Land and Planning

a) To Consider Responses to Breckland District Council for any Planning Applications

3PL/2020/0752/F – Woodgate Farm, Woodgate – conversion of existing stable block (Barn 1) to single storey 2 bed dwelling and conversion and extension of Barn 2 to single storey 2 bed dwelling

Councillor Curran proposed that the Parish Council respond with no objections seconded by Councillor Cawdron and carried

b) To Receive Report on Planning Decisions by Breckland District Council

3PL/2020/0567/HOU – The Nest, Woodgate – Demolish existing single storey extension and construct single storey extension to rear and erection of detached garage.

This application has been approved

8. To Consider Matters for Attention for the Following Parish Assets:

a) Churchyard at All Saints' Church

Councillor Curran had nothing to report.

Councillor Atterwill reported that the complaint he was dealing with has now been resolved.

b) Swanton Morley Cemetery

i. To agree a date and time for the Parish Councillors to have a site visit at the Burial ground to discuss the future layout and management plan

Councillor Atterwill reported that he would like to call a site visit of Councillors and the Clerk at the burial ground to discuss an issue that has arisen and the tree survey work.

Financial Year 2020/2021

It was agreed that the site visit will take place on Wednesday 19th August at 7pm.

The Clerk will send out an invitation to the site visit with a copy of the tree survey report

ii. To consider the up to date Burial ground regulations

The Clerk had sent the document to Councillors prior to the meeting for consideration.

Councillor Atterwill proposed that the updated regulations are adopted seconded by Councillor O'Dowd and carried

c) Swanton Morley Allotments

In Councillor Turner's absence, the Clerk reported that a follow up site visit had taken place on Friday 31st July following correspondence sent to allotment holders. These letters have been actioned and there is a vast improvement on the site.

The situation regarding one of allotment plots being retracted with immediate effect was discussed. The Clerk reported that there had been no correspondence received from the previous allotment holder, however it appears they have attended site and have begun to clear it.

The Clerk now has another parishioner interested in taking on the plot. The Clerk requested agreement from Councillors to send a follow up letter to the allotment holder requested that the plot is cleared in 10 days.

Councillors agreed

d) Swanton Morley Playing Fields and Village Green

Councillor Keen reported that the play area on Gooseberry hill is in good order.

Councillor Atterwill suggested that the Clerk obtains quotations for some topsoil and turf under the 'springy' pieces of equipment and the Nest swing.

All agreed

Councillor Atterwill will measure the area and report back to the Clerk

i. To Consider a quotation to remove the rowan tree

The Clerk reported that a quotation had been received from the tree surgeon who worked on the cherry trees. This is to remove the rowan tree on the Village green and shave the stump.

The quotation is £198.05

The Clerk had also obtained a second quotation from the company that carried out the tree survey at the burial ground. This quotation also covers the work that is needed on the Sycamore trees. This is a total quotation of £595 + VAT.

Councillor Atterwill proposed that the Parish Council go ahead with the second quotation to have all of the work carried out on the village green trees at a cost of £595 + VAT seconded by Councillor Cawdron and carried

e) Swanton Morley Common Lands

- i. To consider correspondence from two parishioners concerning Mill Street
This item was retracted prior to the meeting

Financial Year 2020/2021

The Clerk reported that the replacement bench for Burgh Common would be delivered this coming week, Councillor Atterwill will be sourcing the appropriate fixings for this ahead of installation

f) **Streetlights**

Nothing to report

g) **Meadowview Estate (Davidson Park)**

The Clerk has contacted Mr Banham with regards to a start date for the work to be carried out on the lectern and the concrete pads, this will commence in September.

h) **Village Paths**

Councillor Keen reported that the trees at the top of the drift on Harkers Lane are leaning and being held up by Ivy. The Clerk will report this to Highways for them to survey carry out any work that is required.

9. **Highways**

a) **To Receive Reports of Highways Faults / Matters for Attention**

Councillor Atterwill reported that the pothole on the junction of Primrose Square has not been repaired,

Councillor Curran does not think the pothole on the S bends has been repaired, the Clerk will follow up on both of these jobs

b) **To Receive an Update regarding the issue of overgrown hedges**

The Clerk had sent correspondence to homeowners with regards to overhanging vegetation. At the time of the meeting, these issues appear to be resolved apart from one overhanging Mason Road.

As agreed in the public participation, the Clerk will send a follow up letter to the homeowner whose overhanging vegetation has damaged a vehicle

10. **To Discuss the ongoing litter and antisocial behaviour at the Waterfalls**

The Clerk has received correspondence from the landowner prior to the meeting that has been forwarded to Councillors for consideration.

Even though the landowner agrees that current arrangements to enter and leave the site are wholly unsatisfactory and dangerous, he is reluctant to close the site.

The land-owners intention is to make formal access, consisting of a splayed entrance with a strong 12 ft gate, permanently locked. This gate will be for the sole use of the Environment Agency, when monitoring their equipment and for the landowner and staff. Next to the gate there will be a kissing gate, which will allow personal access without allowing vehicles onto the site.

Notices will also be placed for visitors to the site with rules of what is expected of them.

It was agreed that the Parish Council would continue to monitor the situation

11. **To Consider the Mardler publication**

The Clerk had sent the draft Mardler to Councillors prior to the meeting for consideration.

Councillor Curran proposed that this is approved by Councillors seconded by Councillor O'Dowd and carried.

The Administrator and the Clerk will arrange the distribution to Councillors for delivery when the publications are received, to comply with government guidelines

12. Staff Appraisals

Councillor Atterwill reported that the staff appraisals are now due.

Councillor Atterwill reported that himself, Councillor O'Dowd, Councillor Rodrigues and Councillor Westbury form the current personnel working group

Councillor Atterwill suggested that for the purpose of the staff appraisals only two members would be required.

Councillor Curran proposed that Councillor Atterwill and Councillor O'Dowd will schedule in time with the Clerk and Administrator to carry these out with Councillor Westbury on standby, seconded by Councillor Cawdron and carried

13. To Agree the Parish Council schedule of meetings for 2020/2021

The Clerk had included in the meeting report pack the dates for the Parish Council to meet.

Councillor Atterwill suggested that as the Parish Council have two meetings in January there may not be a requirement for a meeting in December.

Councillor Keen was reluctant to make a formal decision with regards to this due to the ongoing Covid-19 pandemic and the possible requirement for the Councillors to meet. This can be reviewed regularly when things return to normal.

All agreed

Councillor Atterwill then suggested that the Village Hall Trust may not be required to meet every month, instead to make this quarterly.

The Clerk is to review the standing orders for this and report back at the September meeting.

14. Correspondence (For Exchange of Information Only)

Councillor Atterwill had forwarded correspondence to Councillors that had been received by the Parishioner who requested VAT information previously. This is a request for further information on when the invoices were accounted for by the auditors.

Councillor Atterwill requested agreement from Councillors to respond with this information.

All agreed

The parishioner in question had also asked if the Parish Council have a website policy.

The Clerk reported that the Parish Council does not and that this is not a legal requirement.

The meeting was then suspended for further time allocated to the public

One member of the public reported that issue with the grave in the closed cemetery has been resolved and the resident in question is very happy

15. Any Item to be Reported for the Next Agenda

Gooseberry hill quotation for topsoil and turfs

To consider the tree survey following the site visit at the Burial ground

To consider an extension to the volunteer scheme in the Village and to build community spirit

16. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 14th September at 7.30pm

All agreed

Financial Year 2020/2021

The meeting closed at 8.40pm

_____ (Chairman) _____ Date