

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 12TH OCTOBER 2020 AT 7.30PM

VIRTUAL MEETING VIA MICROSOFT TEAMS

Councillors Present: Mr R. Atterwill (Chairman), Mrs B O’Dowd (Vice Chair), Mr D Turner, Mr J Rodrigues, Mr J Keen, Mr G Curran, and Mr S Westbury

Also in attendance: Mrs K. Pickard (Clerk), Mr B Borrett (County Councillor) and one member of the public

County Councillor Report

County Councillor Bill Borrett reported that following the government’s latest announcement regarding the new three tier system, Norfolk has a low rate however there has been an increase in hospital admissions nationally due to coronavirus.

Councillor Borrett also reported that with the ongoing pandemic, his key piece of advice would be that if you qualify for the flu jab, then you should protect yourself.

Councillor Borrett then reported that Norfolk County Council is still functioning well and received the National Digital Council of the year award.

District Councillor Report

District Councillor Atterwill reported that Breckland District Council have sent an initial response on the future of planning are due to be sending a further response on the planning white paper by the end of the month.

Councillor Atterwill reported that the Chief Executive of Breckland has now left and there is an Interim Head of Paid service in post for the next six months.

Matters Raised Under Time Allocated to the Public

Nothing raised

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Cawdron accepted by the Council.

2. To Consider the Co-option of a Parish Councillor

The Clerk had received an application from Mr J Venworth which was circulated to councillors prior to the meeting for consideration.

Mr Atterwill asked if there were any questions for Mr Venworth, none were raised.

Councillor Atterwill proposed that Mr Jim Venworth was co-opted onto the Parish Council seconded by Councillor Curran and unanimously carried.

Mr Venworth then signed the Declaration of Acceptance of Office and raised it to the screen for Councillors to see.

It was then agreed that the Clerk would look at dates for the next available induction course for councillors with Norfolk Parish Training and Support.

3. To Receive Declarations of Interest

Councillor Turner declared an interest in item 9c.

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4. Minutes from the Parish Council Meeting of 14th September 2020 to be Accepted, Initialled and Signed

Councillor Westbury requested an amendment to paragraph 7a in the minutes. Councillor Westbury requested that the description should read the 'same demographic'. Councillor Atterwill then amended the minutes.

Councillor Turner proposed that the minutes should be signed as a true and accurate record of the meeting, seconded by Councillor Rodrigues and carried. Councillor Atterwill then signed the minutes.

5. Matters Arising from Minutes of 14th September 2020 (For Exchange of Information Only)

None were raised

6. 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:

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

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 6 – under contract	BACS	£3808.56	
CGM	Grasscutting	BACS	£627.97	£104.66
BT	Telephone line	DD	£113.36	£18.89
E.On	Streetlight electricity	DD	£72.02	£3.43
S2 Computers	IT support	DD	£144.24	£20.24
Came & Company	Parish Council Insurance	BACS	£2860.91	
Royal British Legion	Poppy appeal	CHQ	£50.00	
Suffolk Premier Turf	Turf & Topsoil	BACS	£254.00	
Bracken Pest Control	Allotment repair maintenance plot 17	BACS	£50.00	
Mark Bowgen	Wast Nest removal – Harkers Lane	BACS	£40.00	
		Total	£8021.06	£147.22

b) Income to be Reported

Income Received From	Details	Amount
Breckland District Council	50% Precept	£39,432.52
Barclays Bank	Interest	£6.47
Allotment holders	Allotment payment	£50.00
		£39,488.99

c) To Consider the Parish Council applying for the Norfolk County Council Parish Partnership scheme 2020/2021

i. To receive a report from the Clerk.

The Clerk had previously sent a report to Councillors ahead of the meeting for consideration.

This contained information that had been gathered regarding issue of speeding in the village and what potential options were available for the Parish Council to consider. These options were: temporary speed limit signs, ramps or speed bumps and village gateways.

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The Clerk had made a recommendation for Village Gateways to be installed through the parish partnership scheme. These seem to be popular and are described as a persuasive measure to help educate drivers coming into the village to slow down.

Councillor Westbury suggested that they are positioned at the end of the Village by the church as this is the area that seems to have a high rate of speeding when entering the Village.

Councillor Turner then reported that following the latest correspondence from Norfolk Constabulary, all training for the community Speedwatch team is now on hold due to Coronavirus. Therefore, there is going to be a further delay in establishing the Speedwatch team.

Councillor Westbury proposed that the Clerk should apply for the Parish Partnership to install village gateways seconded by Councillor Curran and carried

Councillor Atterwill advised all present of a recent road traffic accident along Woodgate Road between the corner of Norwich Road and Dereham Road. He went on to express his concern about pedestrian safety along this stretch of road with it being very narrow and having poor visibility. He suggested that the Council should contact NCC Highways to investigate the possibility of constructing a 'trod' style footpath along this stretch of road to improve pedestrian safety with a view to including this in a parish partnership application. All agreed that the Clerk is to contact NCC Highways about this to see if it is feasible and find out what it would cost. County Councillor Borrett advised that he would support any application for this.

7. Policies

i. To Review the Code of Conduct

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

The Clerk reported that for the purpose of the internal record of policies this document will need a review date.

Councillor O'Dowd proposed that the current document remains adopted seconded by Councillor Curran and carried.

8. Land and Planning

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

3PL/2020/0984/HOU – The Cottage, Gooseberry Hill – Rendering of property

Councillor Turner proposed that the planning application is responded to with no objections seconded by Councillor Rodrigues and carried

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

3PL/2020/0932/VAR - Hartington Woodgate - Variation of Condition 4 on 3PL/2018/0462/HOU - repositioning of access

Permission granted

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

Permission granted

3PL/2020/0555/F - Old Dial Town Street - Change of use existing detached outbuilding to holiday accommodation

Permission granted

c) To Receive an Update on the Governments White Paper on the future of the planning system

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Councillor Atterwill reported that there was a two part response needed, one was for the immediate changes to the way that planning applications are considered, and the second one is for the consultation on the future of planning. This is not being very well received as it appears to be a licence to centralise planning.

Councillor Atterwill asked if Councillors would like to submit a response, or let Breckland Council as the umbrella organisation, respond solely?

Councillor Curran asked if Breckland Council are saying the right things and Councillor Atterwill responded that they do appear to be fairly robust.

Councillor Westbury asked if it would reinforce Breckland Councils objections if Swanton Morley Parish Council were to respond, Councillor Atterwill responded that it may do but he is not hopeful.

Councillor Atterwill then offered to draft a response on behalf of the Parish Council to include the lack of affordable housing and democracy.

All agreed

d) To Receive an Update on the legal response to a planning application

Councillor Atterwill confirmed that the Director of planning had acknowledged the response and has sent it onto the officers for consideration. This has not yet been added to the planning portal so Councillor Atterwill will request that this is made public. If Breckland District Council refuse to do this, then the Clerk will publish onto the Parish Council website.

Councillor Atterwill requested that a copy of the response is sent onto Councillor Venworth.

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

a) Churchyard at All Saints' Church

Councillor Curran provided a report which was circulated ahead of the meeting.

There was only one further comment to make and that was there were areas that the grass had seemingly not been cut by the contractors. The Clerk is aware of this issue and has been in contact with the contract manager at CGM who has assured the Council that this is now being rectified.

The Clerk is also to look into the contract that covers the bank area and if they are contracted to cut this. Councillor Curran did raise the issue of the church clock not working, Councillor Atterwill responded that Mr Hyde had sent this away for repair, the Clerk will follow this up.

b) Swanton Morley Cemetery

Councillor Curran had provided a report which was circulated to Councillors ahead of the meeting for consideration.

Councillor Curran had raised concerns over the moss on the pathways and the hedges that need trimming.

Councillor Atterwill is to ask the hedge trimmer contractor if there is anything he is able to do.

The Clerk is also to look at the CGM contract and find out when they are due to trim the internal hedges.

There is also a report of untidy graves, the Clerk is to contact the relatives to have some work carried out. Councillor Atterwill also suggested that some of the memorial regulations are cable tied to the gates, to draw people's attention to the regulations in the burial ground notice board.

Councillor Curran is to condense the regulations down to the main points in order to do this.

c) Swanton Morley Allotments

i. To Receive a report on the future management plan for the allotments

Councillor Turner had provided Councillors with a report ahead of the meeting for consideration.

The first point that was raised was if Councillors agreed to disband SMART, and bring the management of the allotments back in house.

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Councillor Atterwill did suggest that this would be beneficial however the decision to do this must come from the allotment holders.

Councillor Turner did report that there seems to be work that is required on the site however he seems to have a lack of numbers when it comes to work parties.

Councillor Westbury suggested that the fees are set slightly higher at the time of the tenancy however if they attend work parties they then receive a discounted rate as an incentive.

Councillor Turner has also suggested that the £5 fee for SMART would be included in the current tenancy amount.

Another issue raised was the water tanks. The Tank #1 has exploded due to ball valve going brittle and breaking up. When this happened, it was bypassed and connected to the hosepipe only.

Most recently, tank #2 has also broken for the same reason, this has also been bypassed and is connected to the hosepipe only.

Councillor Turners proposal going forward would be to remove all four water tanks, tanks #1&2 first as they are both broken and replace them with a 6 inch square post which would be approx. 4ft tall with a tap being installed on either side of the post. The cost of the post is approx £20 each and the tap and fittings are £35 each set.

On tank #2, this would include removing the personal water meter for individual plots.

Councillor Turner also suggested installing a 5th water point against the football fence. The pipework is already in place due to providing a water supply to the caravans during the tractor rally. This could then be connected to the existing pipe.

Councillor Atterwill then asked the Clerk to provide some information to Councillors ahead of the next meeting to include the amount that the Parish Council pay for the field rental, and the income from the allotment holders and the football club.

Councillor Atterwill then suggested that Councillor Turner proceeds with the work on the water tanks, then obtains a vote from the allotment holders to disband SMART.

The Clerk will then produce the figures for Councillors. This information will then be presented at the November meeting to discuss a future plan.

Councillor Atterwill would also like a record to be kept of where the bait stations are.

All agreed

d) Swanton Morley Playing Fields and Village Green

Councillor Keen reported that the new turf grass seems to be taking well at Gooseberry Hill play park.

There is a concern that the gate at the entrance does not close properly and could do with slow hinges, Councillor Westbury offered to look at this and send on any information to the Clerk.

Councillor Keen then reported that he has a concern with tree on the Village green roadside that appears to be hanging over the road.

There is also a concern with a tree that appears to be down on the drift, the only thing that appears to be holding it up is the ivy.

The Clerk offered to add this onto the list of works for Councillor Borrett to follow up, however Councillor Atterwill suggested that the tree surgeons who are undertaking the work on the trees, could also deal with this one.

Councillor Atterwill then raised a concern with the car park at Gooseberry Hill and the possible requirement for planings to be laid.

The Clerk is to contact Mr Marsham and ask for the contact details for this.

Councillor Atterwill then went on report that the railing at the top of the Village green has a broken post, this requires attention soon, so he has offered to go out and grind it down.

Councillor Atterwill then went on to talk about Christmas on the Village green. The general thought is that it has been a miserable year for the villagers, and so Councillor Atterwill suggested that the Parish Council creates some Christmas cheer with some additional lights on the village green, and possibly two

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additional Christmas trees. These could be positioned by the flower pot at the end of Ainsworth Close and next to the flag pole.

Councillor Atterwill suggested that as there is £500 in the budget for the 'Christmas carols on the green' event that will not be taking place then it could be used for this. In addition, Councillor Atterwill also reported that due to the ongoing pandemic, he has not claimed the Chairman's allowance for this year, and therefore would like to add this to the £500.

Councillor Westbury and Councillor Keen agreed that anything that the Parish Council can do to brighten up the festive season will be worth doing.

Councillor Westbury proposed that Councillor Atterwill uses a budget of £1060 for trees and additional Christmas lights for the Village seconded by Councillor O'Dowd and carried.

e) Swanton Morley Common Lands

Councillor Atterwill reported that the water level at Burgh Common has now receded. Councillor Turner will obtain a trailer in order to install the replacement picnic bench.

i. To discuss the maintenance and disability access at Burgh Common

Councillor Turner reported that he will be attending site to carry out some strimming to clear the area and then will be using waders to clear the water.

ii. To receive an update on the Higher Level Stewardship for Mill Common

The Clerk reported that there has been no further update from the agent that is dealing with it. The Clerk will continue to chase this up and as soon as there is a response, this will be circulated to Councillors.

f) Streetlights

Councillor Atterwill reported that he has cut back the vegetation that was obscuring the streetlight on Rectory Road.

Councillor Atterwill then went on to report that the two streetlights that are positioned on Wensum Gardens now require replacement. These columns should be 3m columns instead of the 5m columns.

Councillor Atterwill requested agreement from Councillors that the Clerk can obtain three quotes to replace these. One from Cozens, one from TT Jones and the last from Amey through Norfolk County Council.

All agreed

g) Meadowview Estate (Davidson Park)

The Clerk reported that Mr Banham has not begun the concreting work.

Councillor Atterwill suggested that the Clerk instructs Mr Banham to wait until the Spring now, due to the weather conditions.

All agreed

h) Village Paths

Councillor Atterwill reported that the footpaths on Harkers Lane and leading to school have been cut back and are looking a lot tidier.

10. Highways

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

Councillor Atterwill reported that the pothole on Primrose square has still not been filled, and now there is a second one forming.

Councillor Westbury reported that near the fishing lakes on the way to Worthing, there is significant water run off from the pig rearing field. This water is high and with the amount of silt coming off of the field it is a situation that needs rectifying.

Councillor Atterwill agreed and suggested that who is responsible for pigs should go out with a brush and clean it up, and then cut a ditch in there to catch the water.

The Clerk is to write to highways with regards to this issue and copy in the landowner.

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Councillor Atterwill then requested that the Clerk sends Mr Marsham a letter of thanks for digging out the grips along the side of the road from his house up to the barracks, following the heavy rain.

Councillor Venworth then reported that there is a sign at the junction of Norwich Road and Woodgate Road that is now leaning right over that needs reporting.

Councillor Atterwill also reported that following the letters sent from the Clerk, hedges are now being cut back and tidied up.

b) To Receive an Update on the speeding in the Village

Councillor Turner gave an update report under item 6c(i)

11. To receive an update to the extension of the Volunteer scheme in the Village.

Councillor Cawdron was not present at the meeting, so Councillor O'Dowd reported that there had been an additional volunteer to add to the thirteen original volunteers who would like to continue under the new scheme.

Councillor O'Dowd hopes that the numbers will increase even more following the future publication in the next Mardler.

12. Correspondence (For Exchange of Information Only)

The Clerk reported that an email had been received from Councillor Curran detailing a Parishioner's concern over the bonfire that is being built on the field behind Darby's.

The concern is that it appears to be 50% wood and 50% plastic.

The Clerk had sent a link to Councillor Curran from the Breckland District Council website showing that plastic is not allowed to be set alight.

The Parishioner has now contacted the landowner with regards to this and Councillor O'Dowd will also take a photo of the site and the Parish Council will monitor the situation.

Councillor Atterwill then referred to an email sent from another Parishioner regarding the flooding issues on Frogs Hall Lane.

A previous planning application was to include bigger pumps to be installed from the sewage works at that end of the village. The Parish Council are under the impression that this work was carried out.

The Clerk is to contact the parishioner and ask if we can forward her correspondence onto Breckland Council and also copy in the planners for the new Woodgate park application, and highlight an existing problem that will need investigating before they start adding to the system.

Councillor Rodrigues also reported that there is flooding in the village, particularly outside the village shop, where there is a manhole. This seems to be overflowing as surface water is getting into the foul drain.

It was agreed that the Parish Council are to write to Anglian Water and copy in Breckland planning department and highways.

Councillor Atterwill then reported that surface water seems to be running off of the old piggery site on Norwich Road, this has been under investigation and pipework on the old piggery site had collapsed and was full of dirt. The landowner is looking to replace the pipe but this will cause it to run across into a ditch but when the ditch is full it will run down the road.

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

No public present

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Any Item to be Reported for the Next Agenda

- To receive an update regarding Christmas in the Village
- To receive an update on the streetlights on Wensum Gardens
- To receive an update on the Allotment proposal
- To receive an update on the Parish Partnership application
- To plan the planting of 105 free trees

13. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 9th November at 7.30pm

The meeting closed at 9.28pm

_____ (Chairman) _____ Date