

## SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

Monday 9<sup>th</sup> August 2021 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R. Atterwill (Chairman), Mrs B. O’Dowd (Vice Chair), Mr J Venworth, Mr L. Lappin, Mr G. Curran, Mr J Keen, Mr J. Rodrigues.

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

### **Matters Raised Under Time Allocated to the Public**

One member of the public enquired about the repositioning of the lectern on Meadowview and asked if there is still going to be any further work around the lectern area, Councillor Atterwill confirmed that there will be communication with the gardening club to request their assistance in making a planting surround. This work is still ongoing due to the delay from the pandemic.

The member of the public then asked when the benches were due to be delivered to install on the concrete pads, the Clerk confirmed that there is a 6–7-week lead time and these were ordered three weeks prior to the meeting.

### **County Councillor Report**

County Councillor Borrett was not in attendance and has provided no report.

### **District Councillor Reports**

District Councillor Richard Duffield sent his apologies.

District Councillor Atterwill reported that things have been relatively quiet with Breckland District Council.

The first draft of the ‘Market Town Initiative’ for Dereham has been completed and is now being reviewed before this is in the public domain.

There have also been ongoing issues with bin collections and the supply of brown bins due to an apparent shortage of plastic.

### ***The Meeting Went into Session***

#### **1. To Accept Apologies for Absence**

Apologies were received by Councillor Turner, and Councillor Cawdron, these were accepted by the council.

#### **2. To Receive Declarations of Interest**

Councillor Lappin declared a personal interest in item 7c

#### **3. Minutes from the Parish Council Meeting of 13<sup>th</sup> July 2021 to be Accepted, Initialled and Signed**

Councillor Lappin proposed that the minutes are accepted as a true and accurate record of the meeting seconded by Councillor Keen and carried.

#### **4. Matters Arising from Minutes of 13<sup>th</sup> July 2021 (For Exchange of Information Only)**

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None were raised.

### 5. Finance

#### a) Accounts to Approve for Payment:

The Clerk reported that had been a further invoice from Leathes Prior Solicitors for approval, this was for legal assistance regarding a planning application at a cost of £1694.40 bringing the total cost of payments to approve to £8,212.04.

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

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 4 – under contract	BACS	£3443.96	
CGM	Grasscutting	BACS	£646.81	£107.80
BT	Telephone line	DD	£119.10	£15.10
E.On	Streetlight electricity	DD	£72.02	£3.10
S2 Computers	IT support	DD	£144.24	£20.24
A C Banham	Meadowview Remedial works	BACS	£1569.00	
Mole Valley	Allotments/Maintenance	BACS	£327.51	
Tangerine Creative	Lectern repair	BACS	£132.00	£22.00
Parish Online	Membership	BACS	£63.00	
Leathes Prior Solicitor	Legal assistance	BACS	£1694.40	£282.40
		<b>Total</b>	<b>£8212.04</b>	<b>£450.64</b>

#### b) Income to be reported

Income Received from	Details	Amount
Memorial Fees	Burial Ground	£300.00
Allotment Holders	Allotments	£390.00
Norfolk County Council	Parish Partnership contribution	£1850.00
		<b>£2540.00</b>

#### c) To Consider the Application for the Parish Partnership 2022/2023

Councillor Atterwill suggested that due to finalising the current year Parish Partnership that this item is deferred until the September meeting.

All agreed

### 6. Land and Planning

#### a. To consider responses to Breckland District Council for any planning applications:

3PL/2021/1016/HOU - 15 Beddingfield Road - Rear single storey extension and conversion of garage to workroom. New front entrance door position, and pitched roof over garage.  
Reduction in first floor rear bedroom window width

Councillor Venworth proposed that the Parish Council respond with no objections seconded by Councillor Rodrigues and carried.

**b. To consider correspondence received from Hopkins Homes in relation to the new Rectory Road development**

Councillor Atterwill circulated 4 drawing plans to Councillors during the meeting which is in relation to the proposed landscaping, play area and open space layout on the new Hopkins Homes development.

The purpose of this discussion was to decide if Swanton Morley Parish Council would be happy to be the nominated body under a s106 agreement.

Councillor considered the plans for the different areas.

Councillor Lappin asked if this space would allow dogs if so, would there be a requirement for additional bins? Councillor Atterwill confirmed that if the Parish Council were the nominated body, then this decision would be made by the council.

Councillor Curran thought that this would be good for the community.

Councillor Atterwill reported that if the Parish Council were mindful to take this on, there would be a commuted sum in the region of £42,596 received from Hopkins Homes to maintain the site.

Councillor Rodrigues proposed that Swanton Morley Parish Council agree to be the nominated body under a s106 agreement seconded by Councillor Venworth and carried.

**c. To consider appointing a solicitor to undertake legal work in relation to the new Hopkins Homes - Rectory Road Development**

Councillor Atterwill had circulated the quotation from Leathes Prior who have been assisting the Parish Council with legal assistance for planning matters.

The quotation is for £2000-£3000 + VAT however it is noted that Hopkins Homes would pay the legal fees for the Parish Council for any s.106 and S.38, and or S.278 agreements.

Councillor O'Dowd requested clarification if the Parish Council would pay this invoice and then claim the money from Hopkins Homes or if Leathes Prior will invoice Hopkins Homes directly. Councillor Atterwill agreed to find this out.

Councillor Keen proposed that Leathes Prior are appointed as the legal representative for the Parish Council seconded by Councillor Rodrigues and carried.

Councillor Atterwill then requested permission from Councillors to liaise directly with the solicitor on this matter due to his planning knowledge.

All agreed

**d. To Receive a report on Planning Decisions by Breckland Council**

3PL/2021/0919/HOU - The Old Rectory - Retrospective planning permission for new driveway and access point onto Rectory Road

Permission granted

3PL/2021/0881/HOU - 8 Magnolia Mews - New Conservatory

Permission granted

Councillor Atterwill provided a verbal update on the current situation regarding application ref. 3PL/2021/0051/F – Land on the edge of Woodgate Alongside Frog's Hall Lane, this application was recommended to be heard by the planning committee however it was then deferred due to the solicitor letter that had been received on behalf of the Parish Council.

Councillor Atterwill also reported that he has had a discussion with the Director of Planning regarding the flooding issues caused by Woodgate Park and the problems experienced by residents.

**7. To Consider Matters for Attention for the Following Parish Assets:**

**a) Churchyard at All Saints' Church**

Councillor Curran had forwarded the report ahead of the meeting for councillors to consider.

Included in the report was the ongoing grass cutting issue.

Councillor Atterwill confirm that that this is in a poor state, but the issue is that there is still grass left from the previous cut. Unfortunately, it is not detailed in the contract to remove any excess cuttings, so Councillor Atterwill suggested a working party to rake the area clear. Councillor Venworth volunteered.

The other issue currently is the new saplings that have been planted are now surrounded by bracken, the Clerk contacted Mr O'Dowd who advised that these can be cleared using matting. A working party would be required for this task as it is very time consuming.

**i) To Receive an Update on the Moles**

The Clerk reported that the appointed company would be attending site in the next 14 days.

**b) Swanton Morley Cemetery**

Councillor Curran had sent a report ahead of the meeting for consideration.

It was reported that there had been some improvement with the grass cutting in the burial ground, however there are still some areas that require attention.

Councillor Curran reported that there were some broken branches on two trees near the gate.

Councillor Atterwill reported that there had been an issue with a broken machine, so the grass cutting was a week late being carried out.

The Clerk had also attended site with the contracts manager and made sure that the burial ground was left in an acceptable way.

The rose garden is looking much healthier.

**i) To Receive an update to consider the proposed pathways to include planting a Jubilee Tree**

Councillor Atterwill requested that the consideration for the proposed pathway is deferred until a later date.

All agreed.

The Clerk had sent a report by the Administrator detailing types of trees for consideration by Councillors. These included the Walnut and Weeping Willow.

Councillor Keen asked if the burial ground would be the best place for a Jubilee Tree? Councillor Atterwill responded that the area is well kept and quieter so there would less possibility of the tree being given a hard time.

The Clerk then asked for any thoughts on the types of trees.

Councillor Curran suggested the Hornbeam for its durability.

Councillor Atterwill suggested the Magnolia Tree

Councillor Venworth suggested the Walnut Tree and, Councillor Lappin suggested the Weeping Willow.

It was agreed that the Clerk would do further research for a 20-30 metre tree so that this will not result in the burial ground eventually being too dark

Councillor Atterwill also suggested that the Parish Council discuss the replacement tree for the Village Green on the next agenda.

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### **c) Swanton Morley Allotments**

The Clerk reported that the site is looking very kept and tidy, there is an issue with a tree on the boundary which is split at the base. The Clerk has contacted the landowner who is going to investigate this.

#### **i) To discuss correspondence with an allotment holder**

The Clerk had circulated correspondence from an allotment holder to councillors ahead of the meeting for consideration.

The circumstances have now changed, and a resignation notice has been received.

Due to the situation, the plots will not be in the best manner when vacated, so the Clerk asked for agreement from Councillors that instead of the remaining tenancy fee being refunded to the allotment holder, the Parish Council would use this to employ someone to cut back the plots.

**Councillor Venworth proposed that the remaining balance is used to clear the plots seconded by Councillor O'Dowd and carried.**

### **d) Swanton Morley Open Spaces (Gooseberry Hill, Village Green and Davidson Park)**

Councillor Keen had sent a report ahead of the meeting for consideration.

It was reported that a number of trees on Meadowview require attention, Mr Hyde volunteered for this.

Councillor Keen asked if there were funds available for any replacement trees if required, Councillor Atterwill confirmed there is.

Councillor Keen would also like consideration from Councillors to plant a permanent Christmas Tree on the Village Green.

#### **i) To Consider a quotation for two replacement bins in Gooseberry Hill Park**

Following the July meeting, the Clerk has obtained further quotations for bins that do not require a key lock system.

Councillor considered these options.

**Councillor O'Dowd proposed that the Parish Council purchase two red Billy bin it bins from Glasdon for £263.72 + VAT each seconded by Councillor Venworth and carried.**

#### **ii) To Receive a report on the disability swing for Gooseberry Hill**

Following on from a request from a parishioner regarding a disability swing in Gooseberry Hill, the administrator had circulated a report for Councillors to consider.

The report shows two different designs and possible costs to have this installed.

There are available funding options to explore but in the first instance, the Clerk requested agreement on the possible location of the swing, in order to then obtain exact costings and any safe grass required. Councillors agreed that the location would be near the nest swing on the right hand side of the play area. The Administrator will now obtain firm quotations to be presented to councillors for approval before researching the grant options.

#### **iii) To Consider a request made by the family of Margaret Smith**

The Clerk reported that following the wake of Margaret Smith, herself and Councillor O'Dowd were approached by the family, and would like the Parish Council to consider receiving a memorial bench for Margaret to be placed in the village as a thank you.

The Parish Council were honoured by the gesture and would like the Clerk to liaise with the family regarding a design. Councillor Atterwill also suggested that a planter could accompany the bench.

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The location of the bench was then discussed, Councillor Atterwill suggested the burial ground or Gooseberry Hill.

Councillor Venworth suggested the junction of Woodgate Road and Frogs Hall Lane.

It was then discussed that the location should be more central to the village.

Councillor Atterwill proposed the path outside the Parish Council noticeboard at the junction of Woodgate and Greengate seconded by Councillor Venworth and carried.

### e) Swanton Morley Common Lands

Councillor Atterwill wanted his thanks placed on record to Councillor Lappin, Councillor Turner, Councillor Venworth and the Clerk for clearing the boardwalks at Burgh Common.

Councillor Atterwill asked if anyone had any expertise with repairing noticeboards as the one positioned on Burgh common has seen better days.

Councillor Venworth suggested a piece of equipment he has acquired may be suitable for purpose.

Councillor Atterwill thanked him.

### f) Streetlights

Councillor Atterwill confirmed that the streetlight on Rectory Road rear Thompson Close has now been cleared by a parishioner of vegetation.

The Clerk thanked the Parishioner.

### g) Village Paths

#### i) To Receive an Update on the Installation of additional bins

The Clerk reported that a follow up email has been sent to Breckland Council to consider the location outside the Bowling Green for a bin instead of the verge outside the Church carpark and is awaiting a response.

#### ii) To confirm the signs to be installed on the Permissive Paths

The Clerk had laid out the proposed signs for the village paths ahead of the meeting for councillors' consideration. These have been produced by the administrator as the current signs are all frayed and broken.

The designs are more specific to the pathway and will be positioned at the entrance and exits. Currently there are some frames but are not in very good condition.

Councillor Venworth suggested that rather than purchasing new frames that these could be laminated and replaced when required.

Councillor Lappin asked if there was a possibility of using white board material to mount the maps instead of laminating them.

Councillor Atterwill suggested printing them on underside of acrylic.

The idea would be to make them more weather bearing and durable.

It was agreed that the Clerk would ask the Administrator to obtain three quotes to have the maps mounted and produce this at the next meeting.

Councillor Venworth also suggested having them mounted onto metal spikes to make it easier for the grass cutter.

### h) Noticeboards

Nothing to report

## **8. Highways**

Councillor Atterwill wanted it placed on record that confirmation has been received regarding the proposed road names on the new Hopkins Homes Development. These are:

Sommerville Crescent,

Marsham Way,

Strickland Drive,

Sadler Way, and

The Green Open Space will be named after Lily Myhill.

The families have all been notified.

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

Nothing new was reported.

#### **i. To Receive an Update on Highways Work reported**

Councillor Atterwill reported that there has been a frustrating delay with any repairs being carried out by Norfolk County Council Highways. A number of potholes were repaired on Primrose Square however a further one was left as it did not have a white line sprayed around it.

New surfacing on Greengate is in a poor state, this has not been levelled but highways think it is good enough and tar and chippings with seal the surface.

The pedestrian crossing has still not been surfaced,

The Clerk has followed up regarding the white lines.

The clerk has now produced a spreadsheet of jobs that have been reported with a running log of any follow ups.

Councillor Atterwill reported that Highways now no longer have their own employees, all work that is reported is filtered to Norse.

The clerk will keep following up any outstanding work.

A member of the public was allowed to raise a highways issue, there is a pothole on Greengate on the main road that needs reporting as during heavy rain fall it fills with water.

Councillor Atterwill also raised the issue with the surface water at the Bowling Green and the drainage, outside the garage and the gully all go under hedge and feeds to a well next to the bowls green.

There has recently been a report of water bubbling up on the surface and it is possible that the pipe that runs along the green to the Wensum has a blockage. Once the season is over, the bowls club are going to try and dig out and reinstate the pipe.

The clerk is to enquire who is responsible for pipe across the bowls green and report this as a significant issue. The clerk will also ask John Carrick to produce a paragraph detailing the problem and request that highways attend a site visit.

#### **ii. To Receive a Report regarding the Grass Cutting/Hedge Cutting in the Village**

Councillor Atterwill reported that there have been a number of issues with the grass and verge cutting in the village.

There have been issues with CGM with sensitive areas. The contract is coming to end at the end of the year.

In addition, Councillor Atterwill and the Clerk had a conversation with the Highways engineer regarding the verge cutting in the village and if the Parish Council could claim a sum in order to manage this. The highways engineer has asked the central admin team to provide a figure that the Parish Council can claim to do verge cutting and which areas. This would benefit the village as the Parish Council could control the quality and quantity of the work.

In line with the above, Councillor Atterwill had a site visit with the cabinet member from Breckland District Council who is responsible for the Serco contract for the estate roads in the village.

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Following this meeting, a further meeting is going to be set up between Councillor Atterwill, the cabinet member and officers at Breckland council to look at the possibility of a further sum to carry out the work. Areas and maps have been requested.

Following the meeting Councillor Atterwill will provide an update with a view to putting together the information gathered from Norfolk County Council, information from Serco and Breckland Council to consider when reviewing all of the grass cutting in the village.

The Clerk as obtained a list of approved contractors for consideration.

There is an option to go out to one tender for one company or split the work for sensitive areas for another contractor and then appoint a further contractor for the larger open spaces.

The Clerk has been speaking to NALC with regards to an up to date two part tender document that considers the price and quality.

**It was agreed that draft document, maps and a specification for each area, will be reviewed by the Finance & Governance working party in October. The options for the grass cutting will be discussed and any recommendations will be presented to full council in November.**

### **b) To Receive an Update on the trod on Woodgate as part of the Parish Partnership Scheme**

Councillor Atterwill had circulated a plan to councillors ahead of the meeting of the proposed location of the trod.

Councillor Atterwill then reported that Norfolk County Council were asked to provide a quote for a trod from the surgery down to Norwich Road junction as part of the Parish Partnership scheme.

Norfolk County Council provided the quote and the Parish Council applied for the funding which was successful. A site visit was arranged for Norfolk County Council highways to design the trod however Councillor Atterwill was informed that the quotation was incorrect due to the site not being investigated properly.

Three further site visits have taken place with Norfolk County Council highways, Norse, Councillor Atterwill, the Clerk and the Harris family and all of the parties are in agreement that the best solution would be to install the trod on the high level bank.

The landowners are keen to help install the trod and have agreed to cut back the trees on the bank.

The stipulation from the landowner is that Norfolk County Council are to be responsible for the maintenance of the surface of the trod. They would also like post and rail fencing to protect the crops.

Norfolk County Council, Swanton Morley Parish Council and the landowner will then enter into a standard agreement that Norfolk County Council produce. This will run for a minimum of 20 years.

Following the meeting, highways produced the drawing and an approximate cost, however this does not include a post and rail on the crop side.

Councillor Atterwill reported that the main issue is the cost. Through the parish partnership there is only £7,500 earmarked for this project, and currently without the additional post and rail, the project has been estimated at £15,000.

The Clerk suggested to Councillor Atterwill that the Parish Council could apply for a Public Works Loan for the remainder of the funding. If the Parish Council were mindful to apply for £10,000 over 5 years, the total interest would be £360. The six monthly repayment figure would be £947.87 twice a year.

Councillor Venworth thinks this is a good idea to install the trod and to carry it on through the following year parish partnership and that it needs to be a hard path, the Clerk confirmed this will be road plainings.

**It was agreed that the Clerk will obtain the full quotation and provide this at the next meeting to agree a decision.**



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### **c) To Receive an update on the Community Speedwatch Scheme**

The Clerk reported that the Speedwatch has been running for six weeks and have caught and reported 31 drivers going over the 35mph threshold. The main areas are Gooseberry Hill and Greengate. The Clerk reported that it is going well but this scheme needs further volunteers to make it a success.

Councillor O'Dowd has information of a parishioner who is keen to take part, the Clerk will action this.

Councillor Atterwill also reported that the three SAM signs have now been positioned back in the village to help with speed awareness. A request has also gone to highways for the slow markings that need to be painted outside Gooseberry Hill play park, outside the Church, either side of the Waterfall Bridges and near the Angel.

### **9. Flooding in the Village**

#### **a. To Receive an Update on the Flooding report**

Councillor Atterwill reported that he has spoken to the owner of the land at the Old Piggery site, who is going to be doing some groundworks early September in order to clear the vegetation and look to see if they can form more ditches inside the land and look at the possibility of an attenuation pond.

Councillor Atterwill has also had a meeting with the Director of planning to discuss the issues of flooding on Frogs Hall Lane, however he has been informed that if the problem is older than ten years, they cannot enforce anything. Councillor Atterwill is researching this.

Councillor Atterwill has also had a conversation with Mr Keith who owns the land at Woodgate regarding the attenuation pond and the issues that have been raised, and he is going to look into this.

***Councillor Atterwill requested permission to extend the meeting beyond 9.45pm, all agreed.***

### **10. Correspondence (For Exchange of Information Only)**

Councillor Atterwill read out a letter received from Elmham Group of Practices thanking the Parish Council for the cake that had been delivered to show appreciation to the staff and volunteers for the vaccine programme.

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

One member of the public referred to the water issue at the bowling green and reported that this is also flooding the car park of the church as well.

This has been an ongoing issue and Highways do not appear to be addressing this.

A member of the public also raised the issue of the trees on Rectory Road that are dangerous and would like Highways to come and inspect this properly.

Councillor Atterwill suggested that the parishioner writes to Councillor Borrett copying in the Parish Council.

Councillor Curran also asked if the Parish Council had been made aware of a green grant that could be of benefit to the CASM Group. This has been received and the Administrator is registering the Parish Council interest.

Councillor Curran is to liaise with the administrator for ideas.

### **11. Any Item to be Reported for the Next Agenda**

Update on CASM and grant funding.

Parish Partnership

Disability swing

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- Trod
- Jubilee tree
- Margaret's bench
- Highways update

**12. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 13<sup>th</sup> September 2021 at Swanton Morley Village Hall at 7.30pm.**

All agreed

The meeting closed at 10pm

\_\_\_\_\_ (Chairman) \_\_\_\_\_ Date