

## SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 9<sup>TH</sup> NOVEMBER 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, Mr J Venworth, Mr I Cawdron and Mr S Westbury

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

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

One member of the public attended the meeting to discuss the issue of speeding in the Village and to obtain some feedback from the Council on what has been achieved and if there is anything that the villagers can do.

The member of the public also suggested putting something in the Link up and the Mardler for parishioners to see what the Council have been actioning.

Councillor Turner responded that the community Speedwatch is still ongoing however due to Coronavirus, Norfolk Constabulary are unable to provide the training, so this is currently on hold.

Councillor Atterwill then referred to his response on social media regarding the other ways in which the Council are also looking to improve the situation. One of the items to be discussed is the Parish Partnership scheme where there is 50% match funding for improvements in the village.

Councillor Atterwill then suggested an online meeting for any of the Parishioners who would like to discuss this further.

Another scheme that was discussed is for the School to carry out a school travel plan. One of these was carried out some years ago and because of this piece of work, a pedestrian crossing was installed.

The member of the public who attended the meeting has a contact on the School parent committee and is happy to raise this at the next meeting.

Councillor Atterwill then suggested that this could be considered when setting to budget for 2021/2022.

*One member of the public left the meeting*

A member of the public attended the meeting with an architect to discuss a potential planning application for one dwelling in Frogs Hall Lane. This information was circulated to Councillors ahead of the meeting for consideration. The Clerk shared the design on the screen.

The Parishioner introduced himself and reported that this application is to build one dwelling for his family to reside on a piece of land on Frogs Hall Lane.

Councillor Atterwill reiterated that this is not yet an active planning application but a pre application discussion to receive some feedback.

Councillors were positive about the design being environmentally friendly and sustainable as possible.

The main points of the discussion were:

The issue of flooding on Woodgate and that this has been taken into consideration within the planning application.

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The gravel road leading up to the proposed dwelling and if the applicant would agree to keeping the road in good repair.

The issue of heating with log burners and the potential option for a ground force heat pump and solar panels.

The issue of the development being outside of the settle boundary and the Swanton Morley Neighbourhood plan not in support of an application outside of the settlement.

Paragraph 79 (e) of the National Planning Policy Framework

*Two members of the public left the room*

### **District Councillor Report**

District Councillor Richard Duffield extended his apology to Councillor Westbury for missing one of the items from the agenda at the previous meeting.

Councillor Duffield reported that he has requested the Lincoln House planning application to go to committee and is yet to receive a response.

Councillor Duffield then reported that Breckland District Council has returned a response to the white paper, Breckland District Council have concerns that this could potentially lead to a 'free for all'.

Councillor Duffield also reported that Breckland Council have launched a business support package of £6m and that Breckland are still assisting the vulnerable residents who may need support.

District Councillor Roger Atterwill then reported that he had also asked Breckland Council for an update on the Lincoln House planning application but the local lead flood authority have raised serious reservations about the application so the applicant has some work to do.

There is also an issue with the applicant not being able to afford to build any affordable homes which is currently being verified.

They have received the 18 page response from the Parish Council lawyers and Councillor Atterwill will continue to monitor the situation.

Councillor Atterwill then referred to Councillor Duffield's update regarding the volunteer scheme and has confirmed that this time they are not providing food parcels.

Councillor Atterwill has been contacted by a local company for clarity on if they are allowed to continue trading with the new government guidelines, so Councillor Atterwill has confirmed this information for them through the appropriate authorities.

*District Councillor Duffield left the meeting*

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

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

None were received. Full Council were in attendance

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

Councillor Turner declared an interest in item 8c.

#### **3. Minutes from the Parish Council Meeting of 12<sup>th</sup> October 2020 to be Accepted, Initialled and Signed**

Councillor Rodrigues 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.

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### 4. Matters Arising from Minutes of 12<sup>th</sup> October 2020 (For Exchange of Information Only)

Councillor O'Dowd asked if correspondence had been sent to a parishioner. The Clerk confirmed that it had.

Councillor Westbury confirmed that he had looked into the issue of the gate bracket on Gooseberry Hill but had not managed to find a suitable affordable solution at this time, he suggested that it may be something to look at having replaced in the future at a higher cost.

Councillor Atterwill also referred to his offer of responding the planning white paper on behalf of the Parish Council, however this has not been actioned as the process to submit this is extensive and Councillor Atterwill did not feel comfortable speaking for the full Council without the agreement of Councillors.

Councillor Atterwill then said that he was heartened by the response from Breckland Council and in confidence will forward this to Councillors.

### 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.

The Clerk then confirmed that three further invoices for payment had been received, Leathes Prior Solicitors for the legal response to Breckland Council planning department for £1807.20 and two invoices from NALC for training sessions for £138.00. This brings the total invoices to approve for payment to £6616.15.

Councillor Atterwill then reported that he is happy to approve the payment for CGM in principle, but the payment will not be made until the work is complete at the Churchyard.

The Clerk confirmed that a site visit has been arranged for the next day with the Contractors Manager to walk around the areas that have not been cut and rectify the problem.

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

Councillor Atterwill proposed that the payments be made subject to the issue with CGM seconded by Councillor Westbury and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 7 – under contract	BACS	£3373.55	
CGM	Grasscutting	BACS	£627.97	£104.66
BT	Telephone line	DD	£113.36	£18.89
E.On	Streetlight electricity	DD	£69.70	£3.43
S2 Computers	IT support	DD	£144.24	£20.24
Viking	Stationery	BACS	£216.82	£23.78
WAVE	Allotments water bill	BACS	£125.31	
Leathes Prior	Legal response	BACS	£1807.20	
NALC	Training	BACS	£138.00	
		<b>Total</b>	<b>£6616.15</b>	<b>£171.00</b>

#### b) Income to be Reported

Income Received From	Details	Amount
Burial Fees	Reservation	£175.00
		<b>£175.00</b>

**c) To Receive an Update on the Parish Council applying for the Norfolk County Council Parish Partnership scheme 2021/2022**

The Clerk had sent a revised report to Councillors ahead of the meeting for consideration. This was then shared on the screen.

The Clerk reported that following last month's agreement for the village gateways, further research has been carried out for additional items that could assist with the issue of speeding in the Village.

The additional items suggested were

- 'Slow' painted in the road on Gooseberry Hill adjacent to the existing Playground signs.
- An additional SAM2 Sign which now has a Bluetooth software to access the statistics
- Upgrade the existing two SAM2 signs with the Bluetooth software
- A 300-metre trod to be installed on Woodgate from the access to the doctor's surgery to Norwich Road.

Councillor Atterwill reported that he had made some enquiries with the manufacturer of the SAM2 signs and was particularly interested in a speeding sign that flashes with a vehicle numberplate, however Norfolk County Council have made an agreement with the manufacturer that these signs would not be adopted in Norfolk.

It was then reported that the SAM2 signs that the Parish Council currently own are older technology and the new Bluetooth software would make access to the statistics easier as this could be downloaded directly onto a mobile phone, instead of needing to unplug them and connect them to the Parish Council laptop.

There are 5 locations in the village and a third SAM2 would increase the coverage.

Councillor Cawdron asked if the option of a speed camera would be a possibility, but Councillor Atterwill confirmed that the Parish Council would not get funding for it.

Councillor Cawdron then asked about the option of chicanes or speed bumps, but again, Norfolk County Council would not support this due to the route of emergency vehicles.

The Clerk referred back to the gateway option and reported that a site visit had been undertaken with Councillor Westbury, Councillor Rodrigues and Councillor O'Dowd and displayed potential positionings for the gateway on the screen, however upon looking at the location by the church, due to the driveway exits the gateway would block the view of vehicles, the Clerk then suggested that one could be placed at the church end of the village and the second at the entrance to the village by Lincoln House.

Councillors agreed that if the gateways were to be purchased and installed, they would need to be together.

The Clerk then reported that the statistics that had been received from Norfolk County Council for villages that have a gateway, shows that it reduces the speed by 3mph.

Councillors then discussed the idea of installing a trod and all agreed that from a safety point of view this would be extremely beneficial.

Councillor Atterwill then proposed that the Village Gateways are removed from the Parish Partnership application and instead the council apply for the Trod on Woodgate, the additional SAM2 sign with Bluetooth software, the upgrade of the existing SAM2 signs and the 'slow' road markings.

Councillor Venworth asked for the total cost of the project and the Clerk confirmed that the total cost is £11,799 therefore the council would be applying for 50% funding which totals £5,899.50

Councillor Atterwill then proposed the above items, seconded by Councillor Turner and carried

**d) To discuss the Norfolk Community Foundation WWII Commemorative Grant Scheme 2020**

The Clerk reported that earlier in the year the Parish Council were successful in the application for a £500 WWII Commemorative Grant. Due to the Coronavirus pandemic, the planned event could not go ahead. Norfolk Foundation have been in contact to ask if the Parish Council would still like to claim these funds for an event to be held before September 2021 or decline the offer of funding.

Councillor Curran proposed that the Parish Council decline the offer of funding due to the uncertainty of the pandemic seconded by Councillor Rodrigues and carried.

**6. Policies**

No policies to be reviewed

**7. Land and Planning**

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

At the start of this item Councillor Westbury raised a concern regarding an application that had required a response away from a meeting and understood that only decisions made at a formally constituted Parish Council meeting are Parish Council decisions.

Councillor Atterwill responded that the planning application in question had not been put on the agenda and Breckland Council would not give an extension of time, the responses received for the planning application would have been formalised at the next meeting however the original application has since been withdrawn and the applicant has submitted a new application as below.

*Councillor Westbury experienced technical issues and left the meeting*

**3PL/2020/0712/F – Woodgate Hall Farmhouse, Woodgate – Amendment: Scheme reduced to one dwelling**

Councillors agreed that this application would be bringing an old building back into use.

It was discussed that Councillors would like to refer to the previous comments submitted on 15/10/2020 as an accurate response. In addition to these comments, the Parish Council would also like to raise a concern regarding the capacity of surface water and foul drainage in this area as it is already an issue, and if this development has any environmental forms of heating.

Councillor Cawdron Proposed the above response seconded by Councillor Rodrigues and carried.

**3OB/2020/0035/OB – Land at Gooseberry Hill, Swanton Morley – Approval of Open Space Works Specification under terms of the S106 Agreement on 3PL/2016/0454/O**

This is the application at the bottom of Gooseberry Hill and the Parish Council had agreed to take on the open space. This discussion is to formalise the agreement from a planning perspective. Councillor Atterwill reported that the only thing he could not see was confirmation that they are going to put it down to grass. Councillor Atterwill suggested that the Council get confirmation of this prior to the agreement.

Councillor Keen proposed that the Parish Council accept the application subject to the grass being laid seconded by Councillor Rodrigues and carried.

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

None received

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Councillor Rodriques referred to a last minute planning application that was received ahead of the meeting, however as the application was not received prior to the agenda being published this application will have to be put on the agenda for the December meeting.

All agreed

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

This item was addressed under the District Councillor report and item 4

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

Councillor Atterwill reported that he had previously circulated the response from the planning officer to Councillors. There is nothing further to report currently.

### **e) To Consider Correspondence Received Concerning Land East of Gooseberry Hill**

Councillor Atterwill reported that there had been correspondence received from an applicant who would like to build a house on the field behind Gooseberry Hill playing field.

As the Parish Council are an interested party, the notice of submission of planning application was received by the Clerk.

Councillor Atterwill suggested that nothing is done with regards to this until a formal application consultation is received from Breckland Council.

All agreed

## **8. 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.

The main issue with the Churchyard is the grass cutting. The Clerk has reported that there will be a site visit the following morning with the contractor to have this rectified.

It was also agreed that the Clerk would contact the landowner again with regards to transferring the ownership of the ramp.

### **b) Swanton Morley Cemetery**

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

The burial ground is in good repair at the moment.

The outside of the hedges has been trimmed down and look very tidy.

Councillor Atterwill did report that the contractor who carried out the hedging work would look into getting a different piece of machinery for the inside of the hedges, being mindful of the interment of ashes area.

Councillor Curran then reported the pathways are still covered in moss; Councillor Atterwill suggested that this may be better being raked by a working party.

Councillor Venworth was happy to assist with this.

#### **i. To Receive an update on the tree work in the Cemetery**

The tree work has now been completed.

#### **ii. To Receive a report regarding the Cemetery software**

It was agreed that as the Parish Council are not proposing anything at this stage, then this item should be deferred.

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

Councillor Turner reported that he had been made aware of some possible vandalism on site. Councillor Turner and the Clerk had discussed this prior to the meeting, and it was suggested that the camera could be positioned on site to monitor the situation.

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

Councillor Turner reported that he has not corresponded with the allotments holders yet as he is awaiting the agreement from Councillors regarding the £5 SMART fees.

The Clerk shared on the screen a spreadsheet detailing the receipts and payments for the allotment site and Councillors discussed the possibility of the £5 fee coming from the annual allotment rental with a view of beginning this in January 2021.

Councillor Turner proposed that the £5 SMART fee will be taken from the existing annual fee and recorded separately with the Clerk seconded by Councillor Cawdron and carried

### **d) Swanton Morley Playing Fields and Village Green**

Councillor Keen reported that the new grass in the playground appears to be taking very well. Councillor Atterwill asked if the fencing had been collected and Councillor Keen confirmed that it has. Councillor Atterwill confirmed that he will produce the invoices to the Council for payment on the next agenda.

Councillor Keen then reported that there have been families using the Village Hall playing field to exercise dogs.

The Clerk had previously investigated obtaining a dog control order and this is still ongoing due to the pandemic.

It was agreed that this would be re-visited at the January meeting for areas such as Gooseberry Hill play park and the Village Hall field.

### **e) Swanton Morley Common Lands**

Councillor Atterwill confirmed with Councillor Turner that he now has the brackets to fix the picnic bench and to agree a time for this to be done.

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

Councillor Turner has been to the site and inspected the work that needs to be carried out and will be going back with a strimmer and clearing the weeds.

The Clerk reported the application for the Higher-Level Stewardship for Mill Common should be completed by the middle of December.

### **f) Streetlights**

Councillor Atterwill reported that the Clerk had requested three quotes for two replacement streetlights on Wensum Gardens. Only two of these had been received by the time of the meeting, these were:

Cozens – £2390 + VAT

TT Jones £3840

It was discussed that there was only £600 in the budget for streetlights, however neither of the current lights are working.

Councillor Atterwill asked if Councillors were minded to proceed and replace the columns then the sum could be allocated from the open spaces budget as some of the work was unable to be carried out during the year and the deficit would then rebalanced when the budget is set in January.

Councillor Atterwill proposed that the quotation from Cozens to replace the columns on Wensum Gardens is accepted and the funds are borrowed from the budget set aside for work on Meadowview and to rebalance the deficit in the 2021/2022 budget seconded by Councillor Turner and carried.

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

Nothing to report

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### **h) Village Paths**

Councillor Cawdron reported that there is a hedge overhanging the path on Bedingfield Road, the Clerk is to write a letter to the resident.

### **9. Highways**

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

A pothole on the S Bends that still requires attention

Councillor Atterwill provided an update with regards to the fencing on Liberator Close. This has been reported to planning enforcement and Councillor Atterwill has received confirmation that this will be investigated. Due to Coronavirus, there are currently no site visits taking place however the planning department have advised that the resident should have applied for planning permission. This is a regulation that anything over 1 metre high requires permission.

Councillor Atterwill recalls that this is the original hedge that should have been retained as part of the development.

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

An update was provided in the public participation

### **10. To receive an update to the extension of the Volunteer scheme in the Village to build community involvement**

*Councillor Atterwill asked if Councillors were happy to extend the meeting past 9.45.*

*All agreed*

#### **i. To Discuss the planting of 105 free trees**

Councillor Atterwill confirmed that the trees have been delivered to the Village Hall and they will need planting quite soon. Councillor O'Dowd reported that there are 17 volunteers that are willing to help.

Councillors will need to decide where to plant them.

Councillor Atterwill has suggested the Old Village Hall site on the bank side to make it a wooden copse area in the heart of the Village.

Councillor Cawdron suggested that the Clerk obtain some advice on the trees and which ground would be best for them to be planted.

Councillor O'Dowd suggested that the Clerk should speak with Mr Marsham who may be able to advise.

Councillor Turner also suggested that a donation of trees is given to the Primary School to plant.

Councillor Atterwill also suggested that some could be planted at the Village Hall by the wind turbine and around the container area.

It was agreed that the Clerk would provide a report on the tree types and suggestions on where they can be planted on a map at the next Parish Council meeting.

### **11. To Receive an Update on Christmas in the Village**

Councillor Atterwill reported that he has spoken to Mr Marsham and will be collecting the Christmas Trees on or before the week commencing the 23<sup>rd</sup> November and Councillor Turner and Councillor Venworth have volunteered to help.

The location of the trees has been sent to highways for a temporary street furniture licence and these new areas are at the end of Ainsworth Close and next to the Flagpole.

Councillor Atterwill is also going to install the Christmas Lights on the Village Green once the tree work has been completed.

It was agreed that the Christmas trees would be collected and installed on the 21<sup>st</sup> November.



**12. To Agree the Content of the Mardler**

The layout of the Christmas Mardler was circulated to Councillors ahead of the meeting for consideration and the Administrator is looking for some further content to complete it.

Councillor Atterwill was happy with the layout and suggested that once all the content has been put together, the draft will be circulated to Councillors via email for approval.

All agreed

**13. Correspondence (For Exchange of Information Only)**

Councillor Venworth reported that he has been undertaking some work on Woodgate looking into the issue of flooding and will circulate this to Councillors.

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

No public present

**14. Any Item to be Reported for the Next Agenda**

Burial Ground Software

Dog Control Order

Plan for the planting of the free trees

**15. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 14<sup>th</sup> December at 7.30pm**

The meeting closed at 9.56pm

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