

## SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

Tuesday 13<sup>th</sup> July 2021 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R. Atterwill (Chairman), Mr J Venworth, Mr D Turner and Mr I Cawdron, Mr J Keen,

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

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

One member of the public would like it placed on record that he does not feel that one of the planning applications to be considered is retrospective and feels that this should be treated as a re-establishment of an existing driveway. Councillor Atterwill responded that to his knowledge this has always been a pedestrian access not vehicular.

Another member of the public confirmed that the work has begun on Meadowview ahead of the picnic benches being installed.

A member of the public was in attendance as item 7b on the agenda concerns them. He attended to respond to any queries that may arise.

Councillor Keen asked the member of the public a question regarding the postcodes on either side of the road, the member of the public confirmed that currently this particular area has three separate postcodes and the aim of the discussion is to support the application to reorganise the addresses in a way that is less complicated.

Councillor Turner suggested that new signage would help the issue.

Councillor Keen also requested that the member of the public addresses the trees in that location as some require trimming back. The parishioner agreed.

### **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 face to face meetings for Breckland Council have resumed but in different locations to be in line with the government rules.

At the last full council meeting Councillor Atterwill seconded a motion to phase out the use of weed killer, however this motion was lost. Councillor Atterwill is now organising a meeting to discuss the Serco contract that covers the verge cutting and hedgerows in the villages.

This has come from many complaints from Parishioners and councillors regarding the lack of cutting and care being taken in the village.

***The Meeting Went into Session***

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### 1. To Accept Apologies for Absence

Apologies were received by Councillor O'Dowd, Councillor Rodrigues and Councillor Curran will be late accepted by the council.

### 2. To Consider the Co-Option of a Parish Councillor

The Clerk had forwarded an application form from Mr M Lappin to Councillors ahead of the meeting for consideration.

Councillor Turner proposed that Mr Marc Lappin is co-opted onto the council seconded by Councillor Keen and carried.

Councillor Lappin signed the Declaration of Acceptance of Office and joined the meeting.

### 3. To Receive Declarations of Interest

Councillor Turner declared an interest in item 8c

Councillor Lappin declared an interest in item 8c

### 4. Minutes from the Parish Council Meeting of 21<sup>st</sup> June 2021 to be Accepted, Initialled and Signed

Councillor Cawdron proposed that the minutes are accepted as a true and accurate record of the meeting seconded by Councillor Venworth and carried. Councillor Lappin abstained as he had not seen the document.

### 5. Matters Arising from Minutes of 21<sup>st</sup> June 2021 (For Exchange of Information Only)

The Clerk referred to a request from a Parishioner via Councillor O'Dowd for white 'slow' markings to be painted either side of the Waterfall Bridges. The Clerk has requested this work to be carried out by Highways and they have agreed.

### 6. Finance

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

The Clerk reported that there were a further two payments for approval. Cozens invoice for the street light maintenance on Liberator Close and an Allotment holder refund of £51.00. This brings the total cost to £5192.94.

Councillor Cawdron proposed that the following payments are made seconded by Councillor Venworth and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 2 – under contract	BACS	£3520.03	
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
M P Dennis & Sons	Grass cutting	BACS	£345.60	£57.60
Viking	Stationery	BACS	£106.50	£9.76
Screwfix	Maintenance	BACS	£49.64	£8.27
Allotment Holder	Refund	BACS	£51.00	
Cozens	Liberator Close streetlights	BACS	£138.00	
		<b>Total</b>	<b>£5192.94</b>	<b>£221.87</b>

**b) Income to be reported**

Income Received from	Details	Amount
Memorial Fees	Burial Ground	£50.00
Allotment Holders	Allotments	£68.00
		<b>£118.00</b>

**c) To Agree a Date and Time for the Finance and Governance meeting**

The Clerk reported that a meeting of the Finance & Governance working group needs to be arranged to discuss the Village Hall budget, the Procurement policy, and the Internal Auditors Report.

Councillor Atterwill suggested that as three members of the working group had sent their apologies then the Clerk can circulate an email of suggested dates to Councillors.

All agreed

**7. Land and Planning**

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

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

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

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

Councillor Cawdron proposed that the Parish Council respond with no objections subject to concerns of shingle on the road and the resident is to ensure that the visibility is maintained, seconded by Councillor Turner and carried.

**b. To Consider correspondence received from a Resident regarding Housing on the site of The Old Bakery**

This was discussed with the resident during the public participation.

Councillor Keen proposed that the Parish Council send a letter of support to the Breckland Street Naming Team for the renaming of the Old Bakery dwellings and reallocation of postcodes, seconded by Councillor Turner and carried.

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

**3PL/2021/0569/F – Merryfield, 39, Greengate – Construction of a single dwelling and associated infrastructure works.**

Permission Granted

**3PL/2021/0647/HOU – 3 Bedingfield Road – Single storey rear extension, conversion of rear part of garage to office including new window to rear. Proposed underground Calor gas tank in driveway.**

Permission Granted

Councillor Atterwill provided a verbal update on the current situation regarding application ref. 3PL/2019/0513/F – Land adjacent to Lincoln House.

Councillor Atterwill has also circulated to Councillors a copy of the officer's report concerning the Frogs Hall Lane application. This includes the following statement, " *If the Owner cannot achieve the target of the Dwelling becoming a Whole Life Zero Carbon Building within a period of 30 years from the date of its first Occupation, then the Owner shall pay to the Council the Carbon Dioxide Offsetting Contribution*

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*within 1 month of the 30<sup>th</sup> anniversary of the first Occupation of the Dwelling (or at the Owner's discretion the Owner can pay the Carbon Dioxide Offsetting Contribution to the Council at an earlier time should it become clear to the Owner that this target cannot be met before the 30th anniversary) and upon the making of such payment of the Carbon Dioxide Offsetting Contribution the Owner shall be released from the obligations in paragraphs 7 and 8 above"*

Councillor Atterwill also reported that he had received concerns from residents. These include the 'Isolated' description as the location is not isolated. Councillor Atterwill feels that the Parish Council have a duty to all residents to help them and has circulated a quotation from a solicitor to draft up a formal objection to the planning department on behalf of the Council. The cost of this is £1200 - £1400 + VAT.

Councillor Keen asked if there are any residents objections on the planning portal, the Clerk confirmed that there are a number submitted.

**Councillor Venworth proposed that the quotation for the solicitor to draft a letter of objection is accepted seconded by Councillor Turner and carried.**

Councillor Atterwill is to confirm the solicitor's appointment and send any requested information.

### **8. 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.

It was reported that moles are becoming an issue again. The Clerk read out the previous three quotations that were considered at the February meeting for the removal of the moles.

**Councillor Cawdron proposed that Bracken Pest Control are appointed to remove the moles seconded by Councillor Turner and carried.**

Grass cutting in the Churchyard was also discussed as there has been issues with the tidiness of the area. Councillor Atterwill reported that in his view there needs to be a comprehensive review carried out about the grasscutting contract and working within sensitive areas such as the burial ground and churchyard. Councillor Keen asked if the Parish Council could look at the possibility of having a grounds person to cover the whole village.

Councillor Atterwill responded that there are potentially three options to rectify the grasscutting/verge cutting issues, bearing in mind that our grasscutting contract is due to be renewed later in the year. These are:

1. To employ a Grounds Maintenance worker to do all or part of the work and provide the machinery to do this
2. Proceed with the tender process and appoint a contractor
3. Ask NCC and Breckland Council if it would be possible for the Parish Council to carry out this work itself and ask if any funding for this would be forthcoming from those councils.

Councillor Atterwill agreed to speak to the relevant cabinet member at Breckland District Council about this and also the Clerk is to speak to the NCC Highways engineer.

**All agreed**

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

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

Grass cutting was discussed for the burial ground, where the contractors leave the cuttings over headstones.

The Clerk confirmed that a complaint was received following the last cut and the contractor returned to site on the same day and blew the cuttings clear of the headstones

- i. To Receive an update following the site visit to consider the proposed pathways to include planting a Jubilee Tree**

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Councillor Atterwill requested that this item is deferred until a later date.

All agreed.

### c) Swanton Morley Allotments

Councillor Turner reported that there had been improvements on site. Allotment holders are in the middle of growing season. New posts have been installed for the new taps.

The Administrator is chasing a number of allotment holders regarding outstanding fees.

There are currently two people on the waiting list.

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

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

It was reported that the nest swing has a twisted rope and requires some maintenance work, Councillor Atterwill offered to do this, and Councillor Keen offered to assist.

In the teenage area the basketball hoop needs replacing, Councillor Atterwill confirmed that the spare one has now been located and this will be carried out once the container has been cleared out by the caretaker

Councillor Atterwill then reported that he had received a request from a parishioner about the viability of installing a disabled swing in Gooseberry Hill Park. This could be a result of grant funding.

It was agreed that the Clerk would delegate the research into this to the administrator and will report back at the August meeting.

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

The Clerk had sent three designs of bins to Councillors ahead of the meeting for consideration.

All of the designs require a key to unlock the mechanism to get to the waste.

Councillor Atterwill suggested that this item is deferred so that the Clerk can look at alternative designs that do not require a key.

All agreed.

### e) Swanton Morley Common Lands

#### i) To Consider arranging a work party for Burgh Common

The Clerk requested that a working party is formed to tidy up the area at Burgh Common.

This will include strimming, raking and clearing away.

Councillor Turner suggested that this is carried out one evening.

Councillor Venworth, Councillor Keen, Councillor Cawdron all volunteered to assist Councillor Turner.

Councillor O'Dowd had previously offered to assist.

The Clerk will email a number of dates to councillors to arrange this.

### f) Streetlights

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

It was reported that the faulty streetlight on Bedingfield Road has now been repaired however column 21 has branches overhanging.

Councillor Atterwill then reported that he has received correspondence from Hopkins Homes regarding a commuted sum for the running costs of the streetlights on the new development.

Councillor Atterwill confirmed that the response was not favourable as there is no funding in the budget for this.

Councillor Atterwill has forwarded this response to NCC and awaits a response from them in due course.

### g) Meadowview Estate (Davidson Park)

Councillor Keen reported that the strimming has now been carried out under the memorial bench at Davidson Park.

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Councillor Atterwill then reported that the tree straps have now been received and will be installed on the trees that require them.

The grounds have been dug out by the contractors in preparation for the benches to be installed and the concrete will be laid later in the week.

The repositioning of the Lectern will be completed this week.

### **h) Village Paths**

Councillor Venworth reported that the Clerk had passed on a concern by a resident in Woodgate about the footpath adjacent to a number of homes.

Councillor Venworth has investigated this, and all appears to be as it should be.

Councillor Venworth also reported that the administrator is looking into signage for the permissive paths.

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

The clerk reported that Breckland Council have not given permission for a new bin to be installed on the verge outside the Church carpark as its location is a concern for the trucks stopping on the bend.

Councillors discussed the possibility of installing this further down the pathway in front of the bowling green.

The Clerk is to revisit the application location with Breckland Council.

### **i) Noticeboards**

It was discussed that a number of the noticeboards in the village require cleaning up and Councillor Atterwill requested volunteers to carry out cleaning of a noticeboard in their area.

Councillor Venworth agreed to clean the Woodgate noticeboard

Councillor Atterwill agreed to clean the Primrose square noticeboard

Councillor Keen agreed to clean the Village green noticeboard

Councillor Cawdron agreed to clean the Burial Ground noticeboard

The Clerk will request further volunteers to clean the remaining noticeboards.

*Councillor Curran joined the meeting*

## **9. Highways**

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

Councillor Cawdron raised the issue a trees on Rectory Road that require attention.

The Clerk will report this.

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

The Clerk and Councillor Atterwill reported that there had been a number of visits and email correspondence with highways concerning the outstanding work that needs to be carried out.

The Clerk reported that at one of the site visits from highways, they visited several of the locations in the village with potholes and overgrown hedges.

The drain outside the garage on Town Street has also been re investigated and the Clerk is awaiting a response to all of the complaints.

### **ii. To Discuss the quotation received for verge cutting and consider the Parish Council having responsibility**

Councillor Atterwill referred to the quality of the verge cutting that was carried out the previous week. This was deemed as an emergency and agreed retrospectively at a cost of £288 + VAT

Moving forward, as agreed earlier in the meeting Councillor Atterwill will discuss with the Cabinet Member at Breckland Council and the Clerk with Norfolk County Council highways, the option of the Parish Council managing this.

**b) To Discuss the trod on Woodgate as part of the Parish Partnership Scheme**

Councillor Atterwill reported that a site visit has taken place with the highways engineer and the design team. This was not a good outcome because NCC advised that this could not be achieved for the funding that had been applied for.

A second site visit took place to include a representative from Norse, where it was suggested that as there is a high bank on either side of the road, that the owner of the bank be asked to allow a trod to be installed above the road level from where the layby meets the road to carry on down to the junction of Norwich Road.

Councillor Atterwill then reported that a site visit had taken place with the landowner who in principle agreed that this could be an option but would need to discuss this with the family.

Councillor Atterwill has now received confirmation from the landowner that in principle this can go ahead subject to an agreed design and the installation of posts and rails to protect his crops.

With Councillors permission, the Clerk will contact the Highways engineer and the design team to arrange a further site visit with the landowner to agree a design in principle and report back any cost or shortfall to be discussed.

All agreed

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

Councillor Turner reported that the first session has now taken place and one vehicle was recorded over the 35mph threshold.

There was an issue with the location on Town Street as the garage had vehicles parked in the road which obstructed the team being able to give a true reflection.

The second team will be set up on Greengate over the coming days.

The welfare team on Robertson Barracks are looking at possible volunteers who are available to assist.

The next step is to arrange a schedule and rota for the volunteers, this will then work alongside the locations of the SAM2 signs.

**10. Flooding in the Village**

Councillor Atterwill reported that the issue of flooding in Woodgate is still ongoing.

Following heavy rain fall the water was running down the road again and the gullies could not cope.

To exacerbate the problem according to Anglian Water building rubble got into the sewage system and caused the sewage pumps to stop working.

Councillor Atterwill has followed this up with a representative from Anglian Water as the Parish Council have not been updated since the site visit however, they are not in support of adding an additional pipe beside the pumping station to run to the main ditch leading to the River Wensum for fear of being prosecuted if flooding still occurred to neighbouring properties

The Clerk, Councillor Atterwill and Councillor Venworth will continue to chase the issue.

**11. To Consider the Relaunch of CASM and Agree any Actions Necessary**

Councillor Curran had detailed some information for the possible relaunch of CASM later in the year. This information was circulated ahead of the meeting for consideration.

This includes promotional material and a public event.

With permission from the council, the Clerk would like to work behind the scenes to gather information and materials to relaunch the initiative.

All agreed

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

Councillor Atterwill reported that following the June meeting and agreement for a donation to be made to the Children Today charity, he has now spoken to the family it concerns and the resident's mother would like to extend her thanks to the Parish Council.

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Councillor Atterwill also reported that he has spoken to the family of Margaret Smith, and they would like to extend their thanks. This is to be paid through the funeral director.

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

One member of the public raised the issue of the Horse Chestnut tree on Rectory Road. The branches are hanging over the pathway. The Clerk will report this with Norfolk County Council Highways.

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

Burial Ground pathway

Churchyard bin application

Replacement bins in Gooseberry Hill

Grass cutting

Disabled swing

### **14. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 9<sup>th</sup> August 2021 at Swanton Morley Village Hall at 7.30pm.**

All agreed

The meeting closed at 9.30pm

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