

## SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 11<sup>th</sup> March 2019. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill (Chairman), Mr G. Curran, Mr J. Rodrigues, Mr J. Keen, Mr B. Marsham, Mr S Westbury. Also, in attendance were Mr R. Richmond (District Councillor). Mrs K Pickard (Clerk). And five members of the public.

Mr Atterwill led a minute's silence in memory of Mrs Anne Sadler who has sadly passed away. Mrs Sadler had for a number of years managed the Swanton Morley Community Car Scheme on a voluntary basis. She will be sorely missed. The Parish Council sends its condolences to her husband, Derek and their family.

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

One member of the public addressed the possibility of play equipment on the Green Open space at Davidson Park. They informed the Parish Council that they had spoken to various residents of Meadowview estate and gave us the feedback that this wasn't well received. They believe as it is a memorial site then it should be left as it is. Mr Atterwill responded that even though he understood their point of view this area is a community facility for all members of the community. One possible idea is to have some 'low key' play equipment installed for everyone to enjoy. This has also taken into consideration the visiting families of the Soldiers that the memorial is for, so their children have somewhere to enjoy the space while reflecting on their memories.

Mr Atterwill informed the public that the Parish Council needs to get the views of the public so there will be a community survey going out to the residents to ask for any feedback and opinion.

The Public then requested an update on the purchase and installation of a dog bin. Mr Atterwill and the Clerk confirmed that they are still waiting on communication from Breckland council to approve the site and agree to empty it.

The Public then asked about the possibility of low level lighting on Harkers Lane. Mr Atterwill responded that as this is a restricted byway unfortunately this request would not be possible.

### **District and County Councillor Reports**

Mr Richmond took the floor and began with thanking Mr Atterwill for how he addressed the Council at the Town and Parish Forum in February that he attended with the Clerk. This was a productive meeting. Mr Richmond then updated the Parish on the Local Plan. The major modifications have begun on this and will be complete on 1<sup>st</sup> April 2019.

Mr Richmond has concerns regarding the SNAP meetings with the lack of attendees they may not be able to run as regularly as they did.

### ***The Meeting Went Into Session***

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

Apologies were received from Mr K Tidman. Mr S O'Dowd and Mrs O'Dowd.

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

Mr Westbury declared an interest in item 8c.

#### **3. Minutes from the Parish Council Meeting of 11<sup>th</sup> February 2019 to be accepted, initialled and signed.**

Mr Curran highlighted a date error. The minutes were amended and Mr Rodrigues proposed that the minutes be accepted as a true and accurate record of the meeting, seconded by Mr Curran and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

**4. Matters Arising from Minutes of 11<sup>th</sup> February 2019 (For Exchange of Information Only)**

None raised.

**5. To Agree the Agenda for the forthcoming Annual Parish Meeting on 15<sup>th</sup> April 2019**

Mr Rodrigues proposed that this be accepted seconded by Mr Westbury and carried.

**6. Finance**

**a) Accounts to approve for payment:**

In addition to those items listed on the agenda the Clerk advised that three further invoices had been received. There were two payment requests from Sid Banham for Maintenance at Burgh Common - (£1436.00) and Norfolk Parish training and support for Mr Atterwill to attend the Financial Year End course for £39.20.

Mr Atterwill also advised that there had been an internal transfer of funds totalling £10,000 to cover all invoicing, direct debits and the Public Works Loan that is due on the 1<sup>st</sup> April 2019.

Mr Rodrigues proposed that the following be authorised, seconded by Mr Keen and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Salaries/HMRC/Norfolk pension fund	February – Made under contract	Direct to Bank	£2368.18	
E-On	Street Lighting	DD	£72.02	£3.43
Jewson	Tough Wood Filler	Bacs	£54.34	£9.06
CGM	Gooseberry Hill	Bacs	£243.54	£40.59
Screwfix	Replacement Padlock	Bacs	£23.99	£3.99
Sid Banham	Burgh Common	Cheque	£1436	
Norfolk PTS	Financial Year End Course	Bacs	£39.20	
	<b>TOTAL</b>		<b>£4237.27</b>	<b>£57.07</b>

**b) Swanton Morley Festival Accounts to be paid.**

Payee	Details	Amount
Tangerine Creative	Domain Name and Website	£333.59
	<b>TOTAL</b>	<b>£333.59</b>
	Current Festival funds stand at £1745.	

**c) Income to be Reported**

The following income was reported as being received:

Income Received From	Details	Amount
R J Bartram	Brocklehurst Burial	£150.00
	<b>TOTAL</b>	<b>£150.00</b>

**d) To agree the appointment of an Internal Auditor**

The Clerk advised that there had been the receipt of two separate quotations for the Internal Audit. Thain Wilbur who carried it out in 2018 has quoted £320 + VAT.

Di Dann from Norfolk Parish Training and Support is also an internal auditor and quoted £248.

Mr Atterwill proposed we accept Di Dannels quotation of £248 seconded by Mr Rodrigues and carried.

**e) To receive a report from Mr Atterwill regarding improvements needed to the financial management of Swanton Morley Parish Council.**

**i) To agree purchase of bespoke online accountancy software.**

Mr Atterwill gave a report concerning the current financial systems in place for Swanton Morley Parish Council. It was highlighted that these systems seem over complicated for someone to use who didn't devise them. Mr Atterwill attended the Financial year end course with the Clerk and had a conversation with a representative from Thetford Town Council who advised that they use a system called 'Scribe'. Mr Atterwill then contacted Scribe and investigated the possibility and feasibility of utilising this system within Swanton Morley Parish Council.

Upon speaking to Banwell Parish Council and Drayton Parish Council Mr Atterwill confirmed that the responses highly recommended the Scribe software. Banwell Parish Council have been using this system since 2012 and they responded saying it was the 'best thing' they have done.

The cost to implement the software would be for the Parish Council £520 + VAT per year based on unlimited users but the Village Hall Charity would be £416 + VAT for the first year also based on unlimited users.

Mr Westbury also highlighted that this is the time to change software as we approach the new financial year. Mr Westbury would have suggested that Mr Atterwill contact the references. As Mr Atterwill has already done so, he is more than happy to support this proposal.

Mr Atterwill then proposed we accept the quotation and order the software seconded by Mr Westbury and carried.

**ii) To agree payment terms for Swanton Morley Parish Council**

Mr Atterwill highlighted that upon going through the Village Hall and Parish Council Finance documentation that the Village Hall has a 14 day payment policy however the Parish Council has none.

Mr Atterwill proposed we have a 30 day Payment term in place for both organisations seconded by Mr Rodrigues and carried.

**iii) To agree the adoption of a bad debt policy**

Mr Atterwill advised that we do not have in place a bad debt policy for either Swanton Morley Parish Council or the Village Hall. Mr Atterwill had previously electronically sent a draft bad debt policy to councillors for consideration. Mr Atterwill proposed we adopt this policy for both Swanton Morley Parish Council and Swanton Morley Village Hall seconded by Mr Keen and carried.

**iv) To agree the adoption of a new financial risk assessment**

Mr Atterwill advised that the last risk assessment was carried out in 2015. Di Dann has sent through a template of a current risk assessment and Mr Atterwill has adapted this for Swanton Morley Parish Council. Mr Atterwill advised that more work needs to be undertaken to put in place systems for the assessment of contractors, purchase order system and a personnel recruitment policy. This document was electronically sent to all councillors for consideration. Mr Atterwill proposed that this document be adopted seconded by Mr Rodrigues and carried.

**v) To appoint two independent control officers (ICO)**

Mr Atterwill advised that having two ICO's in place would keep the financial running of Swanton Morley Parish Council efficient. The appointed responsibilities would be to contact the Clerk and make an appointment to request internal financial checks. Mrs O'Dowd and Mr Curran have both volunteered for this. Mr Atterwill proposed both Mrs O'Dowd and Mr Curran for this role seconded by Mr Westbury and carried.

**vi) To consider the formation of a finance working group and agree terms of reference**

Mr Atterwill feels that Swanton Morley Parish Council and the Clerk would benefit from having a finance working group in place. This will not be a formal sub-committee. The purpose would be to assist and support the Clerk with the finance and governance aspects of the council's work. Mr Atterwill had electronically sent to all councillors for their consideration the proposed terms of reference for this working group

Mr Atterwill proposed this be accepted into place seconded by Mr Keen and carried.

**vii) To appoint members to the finance working group.**

Mr Atterwill requested three volunteers from the Parish Council to join Mr Atterwill and Mrs O'Dowd in position (Chairman & Vice-chairman ex-officio). Mr Rodrigues, Mr Curran and Mr Keen volunteered. Mr Atterwill proposed Mr Rodrigues, Mr Curran and Mr Keen seconded by Mr Westbury and carried.

**f) To Consider the purchase of Swanton Morley Parish Council website domain name.**

The Clerk advised following training of the Wix Website that the address is very difficult and complicated to find. A quotation from the trainer was received to purchase the domain name [www.swantonmorleypc.info](http://www.swantonmorleypc.info) for £65 + VAT per year. This would remove the WIX adverts and allows us to use our own web address. The address would be free of charge for the first year and then £10 + VAT per year thereafter. Mr Westbury Proposed the Parish Council purchase the domain name seconded by Mr Rodrigues and carried.

**g) To agree data protection course for the Acting Clerk.**

The Clerk advised that following the Clerk and Councillor induction training course it would be advisable to complete a data protection regulations course additionally. The Clerk has advised that the next course is on Wednesday 3<sup>rd</sup> April at a cost of £28. Mr Rodrigues proposed the Clerk attends this course seconded by Mr Westbury and carried.

**7. Land and Planning**

**a) To Consider Responses to Breckland District Council for the Following Planning Applications:**

**3PL/2019/0198/HOU** – Erection of conservatory to the rear of 4 Brandon Close.

It was decided that the Parish Council have no objections. Mr Keen proposed the Parish Council respond with no objections, seconded by Mr Marsham and carried

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

Mr Atterwill reported the following;

3PL/2018/1517/F - Freshfields, Harkers Lane - Conversion of Redundant Agricultural Building to a Dwelling

Permission Granted.

3PL/2019/0043/HOU - 5 Greengate Swanton - New raised roof creating new first floor accommodation to include two dormer windows and new roof lights.

Permission Granted.

**c) To Receive Update Report on Breckland District Council's Local Plan**

Mr Atterwill has sent the information due to the ability to comment on the Swanton Morley element for 85 houses to be allocated. It was agreed that Mr Atterwill respond with no adverse comment to make.

**d) To Receive Update on the Progress of the Neighbourhood Plan**

Mr Atterwill reported that the 6 week Public Consultation ended on Friday 8<sup>th</sup> March. Mr Atterwill is to contact the Neighbourhood Planning Officer at Breckland Council and discuss the Examination process. Mr Atterwill will request the copies of the comments made however these will not be released until the examiner approves this request.

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

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

A Verbal report was received that nothing has changed from February 2019.

**b) Swanton Morley Cemetery**

A Verbal report was received that there is nothing to report for March 2019.

**c) Swanton Morley Allotments**

Mr Atterwill advised that he has been in regular contact with Mr Turner (SMART) who has advised that a new noticeboard has been ordered. A working party has been organised to carry out some repairs. As the growing season is now here Mr Atterwill and Mr Turner are to recommence their monthly inspections before the next Parish Council meeting.

**i) To receive an update regarding the missing padlocks.**

Mr Marsham has proposed that instead of welding a padlock to the chain that we invest in a large bicycle lock to secure in place instead. The Clerk is to receive quotations for this.

**ii) To receive an update regarding new allotment holders.**

The Clerk advised that she has contacted the entire waiting list and only one of the parishioners have decided to take an allotment. One more current allotment holder has expressed an interest in a neighbouring plot which has been agreed and the Administrator has also secured a plot. This leaves 5 available which are currently being advertised online and in the Parish magazines.

Mr Atterwill expressed his gratitude to Mr Marsham for all of the work undertaken at the allotment site.

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

**i) To receive an update report on the installation of Replacement Bench on the Village Green.**

The Clerk reported that this work is now complete.

**e) Swanton Morley Common Lands**

**i) To receive update report on Installation of Picnic Bench at Burgh Common.**

The Clerk advised that the plastic decking work at Burgh Common to be carried out by Mr Banham has now been completed. Mr Marsham is to carry out work on the picnic bench for installation.

It was highlighted that Mr Carrick would be putting rare species cattle onto Mill Common. The Clerk is to contact Brown and Co Land Agents to confirm if High Level Stewardship is still available for Mill Common (SSSI)

It was also agreed the Parish needs to look at signage for the Mill Common entrance gate to raise awareness of the Cattle on the land.

Mr O'Dowd electronically requested the consideration of a Bird Hide on Mill Common.

Mr Rodrigues proposed we accept this request seconded by Mr Westbury and carried

**f) Street Lights**

Mr Atterwill reported that there was a leaning street light at 3 Ward Crescent. It will require postcrete around the base. Mr Marsham agreed to carry out this work.

Mr Atterwill also updated that the certificates for the electrical inspection of the street lights are still outstanding so payment is still being withheld.

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

**i) To receive an update on the purchase of a dog bin on Meadowview estate.**

The Clerk advised that this has been ordered by the Parish Council. We are just awaiting site permission and the agreement to empty this additional bin from Breckland Council. As soon as all documents are in place the bin will be installed.

**ii) To agree proposed communication from SMPC to the residents of Meadowview estate regarding the purchase of play equipment.**

The Clerk electronically distributed a draft survey to be hand delivered to the residents of Meadowview. The aim of this is to obtain the views and ideas for utilising the space for all of the local community to use

Mr Keen proposed this survey be accepted and distributed seconded by Mr Rodrigues and carried.

**9. Highways**

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

**i) To receive an update report from the Clerk following the meeting with Highways.**

The Clerk updated that there had been a productive meeting with our Highways engineer the previous week. The sites that were visited and discussed were.

- The pothole on the road near Burgh Common.
- The Fallen road sign outside the Barracks.
- Mill Street where the road is going into the ditch and has broken away underneath the road
- Worthing Road near Robertson Barracks where work has been completed on the left hand side but not the right hand side.
- Rectory Road pathways

- Hoe Road East
- Thompson Close
- Swanton Morley Primary School (regarding parking issues)

There is now an additional pothole at Maple Barns to be reported.

An observation has been made that the pot holes do not appear to be filled correctly only raked and patted down.

There is also Tarmac breaking away from around drainage gullies located at the bottom of Gooseberry Hill and opposite the junction of Gray Drive to be reported.

The Clerk is to keep in touch with Highways for an update and all works outstanding should be completed within a 35 day window.

**b. To consider installation of Flower Boxes on the Town Street/Elsing Road Island.**

Mr Marsham has suggested that some flower boxes can be made from the old picnic benches. Mr Marsham has offered to put some sizings together for these and send them the Clerk to draw up a map and plan of the proposed display.

Mr Westbury raised the issue of no clear signage for the Defibrillator on the traffic island outside the village shop. It has been suggested that we look at additional signage as to the exact location of the defibrillator in the case of an emergency.

Mr Marsham has offered to obtain a quote for some fluorescent highlighting in the window of the telephone box.

**c. To receive a report from Mr Tidman concerning the volume and speed of traffic along Greengate.**

With the absence of Mr Tidman this has been removed from the agenda.

*Three members of the public left the room*

**10. To Receive Update on Community Car Scheme and Agree any Actions Necessary**

The Clerk advised that we are currently running the Scheme with just two drivers and one part time driver.

The Clerk advised that the responsibility of the Scheme has now returned to the parish office however it is becoming increasingly time consuming.

The Administrator is collating information on costs from local taxi companies for the same journeys as a backup for the patients we are unable to help.

Swanton Morley Parish Councillors have agreed to support the staff as much as possible.

**11. To Receive Update on the Swanton Morley Festival**

No report was received as Mrs O'Dowd is away attending a funeral.

**12. To review and agree the new look Mardler for the March 2019 edition including layout costs.**

The Administrator gave copies of the new Mardler to the Councillors for consideration and talked through the future of the publication and how it can be used to its advantage.

The initial quotation received was approximately 12p per colour side so a minimum of 48p per publication which was agreed was not very cost effective.

The administrator is awaiting more quotations from outside companies. Mr Atterwill highlighted that this is the way forward however we only have £220 in the budget for the publication. It was agreed that when the finished article and costings are collated they will be emailed to the Councillors for approval.

The Administrator then gave an update on the usage of the social media platform to promote Swanton Morley and gave some suggestions to include 'Morley mornings' and a throwback theme utilising images from the past.

**13. Correspondence (For Exchange of Information Only)**  
**None was raised.**

*The Meeting Was Suspended for Further Comment from the Public*

One member of the public asked if the new accountancy software package could be used by Voluntary organisations however Mr Atterwill responded that it could not.

It was then raised that a concrete block with a post attached has been left in the verge located at the junction of Rectory Road and Hoe Road East. The Clerk is to report this for removal.

Mr Richmond confirmed that the public footway along Rectory Road to Primrose Square has been swept.

There has been no response from Hastoe Housing regarding a new affordable housing site in the village. Mr Atterwill will chase this up.

Ralph Burton is awaiting a response regarding Thompson Close following emails with Mr Parfitt.

*The Meeting Went Back Into Session*

**14. Any item to be reported for the next agenda**

To receive an update on the forthcoming Parish Council Elections.

To receive an update from the Clerk on the update of the website, to include photos and short biographies from each Councillor. This could also include an 'ask your councillor' section.

**15. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 8<sup>th</sup> April at 7.30pm at Swanton Morley Village Hall.**

This was agreed.

**16. To receive proposal to close the meeting to the press and public for item 17 for the reason that the content of discussion relates to the terms and conditions of staff contracts (permitted under Section 1 para 2 of the public bodies (Admission to meeting Act 1960).**

Mr Atterwill proposed the meeting be closed seconded by Mr Keen and carried.

*The public and the Clerk left the room.*

**17. To consider terms and conditions of staff employment and agree subsequent actions**

Mr Atterwill had previously sent a copy of the proposed staff contracts to councillors via email. He advised that the staffing group had carried out performance reviews with both Mrs Pickard and Mrs Heinrich and that these were very positive. Both members of staff seem to have settled in well to their new roles. Mr Atterwill proposed that the staff contracts be accepted and issued seconded by Mr Keen and carried

The meeting closed at 9.15pm

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