

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 10th October 2022 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mr G. Curran, Mr B. Almond, Mrs A Walker-Fraser, Mr J. Venworth and Mr J Rodrigues

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

Matters Raised Under Time Allocated to the Public

A member of the public reported that there are cars permanently parked on the new footpath on Hoe Road East and there is now a large boat that keeps moving out towards the road.

Councillor Atterwill suggested that the Clerk writes to the landlord to address the situation.

The member of the public also reported that following a conversation with a resident from Gressenhall, Norfolk County Council may have additional funding available for the tree nursery. Councillor Curran reported that CASM are just awaiting a payment from Norfolk County Council.

The member of the public also talked about the Local Development Plan and noted that there are approximately ten sites throughout the village not including Robertson Barracks. His thoughts were if there must be some allocated to Swanton Morley, could they be built in the village rather than Robertson Barracks to integrate with the existing community. Robertson Barracks could then be developed for employment opportunities.

Another member of the public raised an issue with potholes on Dereham Road. The Clerk confirmed that these have been reported.

Another member of the public asked Councillor Atterwill if he could possibly give a contribution when the Parish Council discuss the parish partnership. Councillor Atterwill agreed if time allows.

The member of the public then raised an issue with parking outside the garage on Town Street. Councillor Atterwill confirmed that he and the clerk have spoken to the landlord and the situation is being monitored.

The member of the public then referred to Fibre Optic Internet in the village. Councillor Atterwill confirmed that there were details of this in Councillor Bill Borret's report a few months ago that this initiative is being rolled out.

Some of the newer builds to have this.

There was no County Councillor Present

District Councillor Report

Councillor Duffield wanted to congratulate the Parish Council for receiving the 'Mindful Village' recognition from Breckland Council and taking part in the mental health awareness training.

Councillor Duffield then referred to the update on Robertson Barracks and raised the concern that developing on Robertson Barracks would be difficult with the current access route.

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District Councillor Atterwill reported that he had put forward a motion to promote the use of credit unions and this is going to the Overview and Scrutiny meeting at Breckland Council.

Councillor Atterwill also reported that there is still the household support fund available for grants up to £300, Councillor Atterwill is happy to sponsor any applications.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor O'Dowd and Councillor Turner, accepted by the council

2. To Receive Declarations of Interest

None received

3. Minutes from the Parish Council Meeting of 26th September 2022 to be Accepted, Initialled and Signed

Councillor Rodrigues proposed that the minutes are accepted and signed seconded by Councillor Walker-Frazer and carried.

Councillor Venworth abstained.

4. Matters Arising from Minutes of 26th September 2022 (For Exchange of Information Only)

None were raised

5. Finance

a) Accounts to Approve for Payment:

The clerk reported that there had been an additional invoice from Mole Valley received for £26.16. This brings the total amount of accounts to approve for payment to £24,007.05

Councillor Venworth proposed the following payments are made seconded by Councillor Rodrigues and carried

The Clerk also reported that £10,000 grant funding had been received in 2020 for the burial ground. It was then transferred to the Nationwide account until it was required for work being carried out. The Clerk asked for agreement to transfer the sum of £10,000 from the Nationwide account to the Community account to pay the T Farrow invoice.

Councillor Rodrigues proposed that the grant funding is transferred to the community account seconded by Councillor Venworth and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 6	Bacs	£3969.03	
S2 Computers	Monthly subscription	Bacs	£163.44	£27.24
BT	August 2022	DD	£217.21	£36.20
CGM	October	Bacs	£691.94	£115.32
Pen Underwriting	Parish Council Insurance Yr 2	BACS	£3283.98	
T Farrow Construction	Burial Ground Footpaths	BACS	£15,144.72	£2524.12
D Palmer	Churchyard benches	BACS	£340.00	
S Michlmayr & Company	Church Clock	BACS	£294.84	£49.14
Mole Valley	Rat bait	BACS	£26.16	

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		Total	£2407.05	£2752.02
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b) Income to be reported

Income Received from	Details	Amount
HMRC	VAT Reclaim	£5355.90
Stocksigns	Credit	£209.43
Leathes Prior	Legal fee reimbursement	£3602.00
	Total	£9167.33

6. Land and Planning

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

None to consider

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

3PL/2022/0949/HOU - Pond Farm 40 Greengate - Four new dormers in NW elevation. Alterations to window and door openings. New joinery on front porch and rear converted garage. PV panels on SE roof. (Householder)

Refused

3PL/2021/1676/F - Land off Primrose Hill - Proposed 4no residential dwellings, garaging and access drive following approval 3PL/2021/1172VAR and change of use of agricultural land to residential amenity space.

Approved

3PL/2022/0918/LB - Kesmark House Gooseberry Hill - Addition of Pavilion style extension to the side and rear – Approved

3PL/2022/0917/HOU - Kesmark House Gooseberry Hill - Addition of Pavilion style extension to the side and rear – Approved

c. To receive an update on the Local Plan review

Councillor Atterwill reported that the land put forward total a potential of 2700 homes. Some of these will not go ahead due to the road access.

Breckland have extended the call for sites until 1st December. They will then do a full consultation on each piece of land put forward. They will then reach a decision if the land can be developed on.

When this information is received there will be the opportunity for the Parish Council and community to submit comments.

Councillor Atterwill then provided a comprehensive timeline of the future of Robertson Barracks.

2016 the Parish Council were made aware that the barracks will be closing 2031.

The Parish Council then included this in the Neighbourhood Plan

2017 – In the House of Commons library there is a document that details Robertson Barracks.

Since 2019 Cllr Atterwill has talked to the leader of Breckland Council about the future of the barracks and what would be in the best interest of the community

In 2020 the Future Breckland initiative was launched and in the delivery plan it talks about the future of Robertson Barracks including link roads in Dereham.

Cllr Atterwill has fed into this initiative by suggesting a suitable link road between the Barracks and Dereham to alleviate the traffic through the village. Without a link road, Councillor Atterwill could not support this development.

In September 2021 householders on the barracks were contacted the fence line being moved and upgrading 70 houses.

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It was reported that when further plans or information is received then this will be shared with the community and there will be a formal item on the agenda.

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

a) Churchyard at All Saints' Church

Nothing to report

b) Swanton Morley Burial Ground

Councillor Curran reported that the contractors who carried out the work in the footpaths have done a very good job.

Councillor Atterwill reported that there was a large tree branch outside the burial ground that he has moved inside until Mr Marsham can remove it.

There are some dead branches on the trees that need looking at.

There is something eating the roses in the memorial area,

Mr Marsham has also offered to purchase two Acer trees to plant into the burial ground. The Clerk provided a description.

Councillor Atterwill proposed that the two trees are purchased with Mr Marsham seconded by Councillor Rodrigues and carried

i) To Receive an Update on the Water Supply to the Burial Ground

The clerk reported that the representative from Breckland council now has the relevant information from the Parish Council for the wayleave to be requested.

There will be a further cost for legal fees which has not yet been provided.

c) Swanton Morley Allotments

Councillor Turner was not in attendance but had sent a report to the clerk that there are two new allotment holders, and one plot is available. Councillor Turner would like this advertised.

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

Mr Atterwill chased up Mr Banham regarding the outstanding work and it is on the list of work to be carried out however he had suffered an injury

Vandalism on Village Green

i) To receive a quote for the repairs to Gooseberry Hill Park equipment

Photos send to contractor a quote £213.48 + VAT

Mr Atterwill proposed that the repairs are carried out seconded by Councillor Venworth and carried

ii) To receive an update on the funding for a disability swing

Councillor Venworth reported that he has produced a grant application and he requires further information from the Clerk to accompany the application.

The Clerk has also submitted two further grant applications and would like to thank Councillor Atterwill and Councillor Duffield for the supporting letter.

Councillor Atterwill wanted clarification if the membership for Norfolk Playing fields is still active.

iii) To discuss the Jubilee Tree

It was agreed that the existing jubilee tree has not taken well into the ground and that the tree would need replacing and to purchase a water bag to enable water to run to the roots.

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The clerk suggested asking Mr Robson to dig the hole deeper and break up the soil.
Councillor Walker-Fraser suggested a specialist is appointed to help with the consultation of the tree.
The Clerk is to source the quotations for the work to be carried out.

e) Swanton Morley Common Lands

Councillor Turner had sent in a report ahead of the meeting regarding the state and upkeep of the River Wensum. He has been on contact with the Environment Agency, and they have confirmed that the responsibility belongs solely with the landowner which is the Parish Council.
It was agreed that this requires assistance from a recommended approved contractor to carry out the work and this should be considered for the 2023/2024 budget.

f) Streetlights

The Clerk had received a report regarding the streetlights on Town Street. These have been inspected and are all in working order.
Councillor Venworth had circulated his report ahead of the meeting. There were no issues to report.
Two additional streetlights on Blenheim Drive are now fully working and the clerk will contact the energy supplier to add these on to the account.

g) Village Paths

Councillor Venworth had circulated his report ahead of the meeting for consideration.
Now that the land is softer the landowner can install the new footpath sign and post.

h) Noticeboards

Councillor Venworth and Councillor Atterwill will arrange a time to install the new noticeboard on the junction of Greengate

i) To receive an update on the design of the Village Green map

Councillor Venworth reported that the visuals and the text are now updated on the map and that it is almost complete. Councillor Venworth is hopeful the map will be finished ahead of the next meeting.
It was agreed that there is a lot of text on the map, and this will be fed back to the art group.

8. Highways

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

The Clerk has received a response from the Highway engineer for a list of the outstanding works. This includes the kerbing work on Frogs Hall Lane and the location of the SAM sign.

b) To receive a proposal for the Parish Partnership 2023/2024 Application

Discussions about Woodgate.

It was agreed that the SAM signs will be positioned in the agreed locations and gather some data to see if there is a speed issue.

Once the data has been collected then further discussions can take place to decide on the parish partnership application.

Councillor Atterwill also discussed the extension to the kerbing at the end of Primrose Square and detailing this as part of a parish partnership application.

c) To consider the grass cutting tender for the forthcoming year

The clerk had circulated two separate tender documents to councillors ahead of the meeting for consideration.

One is for the main areas of the village and the second is for just the Churchyard and Burial Ground

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Councillor Atterwill suggested an amendment to the length of the contract (12 months) with a view to extending this for a further two years subject to a performance review.

The map format needs amending for the Manns Lane field.

An additional note is to be included for the conservation areas in the Churchyard.

The strimming on Burgh Common and access to Mill Common are to be included for a one off trim in August.

It was agreed that the content of the tender documents was acceptable. The clerk will make the suggested amendments and email the final documents to councillors.

The tender can then be sent to contractors with a view to providing the quotations for consideration for the 2023/2024 budget.

d) To receive an update on the Community Speedwatch scheme

Councillor Turner had sent a report. The Community Speed Watch is continuing nicely at present with a limited number of volunteers. There is a concern that due to the frequency and a small number of volunteers, it will become a monotony especially with the colder days coming.

Councillor Turner would like to train and recruit further volunteers.

Councillor Duffield left the room

e) To receive an update on the flooding on Woodgate

The Clerk reported that correspondence has been sent to the Flood Management team and Norfolk County Council highways. The Clerk is awaiting a response.

9. To receive an update on the Parish Council setting up a 'warm bank' for winter

The Clerk has looked into funding for this scheme and has received notification that Norfolk Community Foundation have funding for this initiative for up to £2000, an application has been submitted.

The clerk suggested that the Village Hall could be open 5 days a week primarily making use of the bar area between 10am and 5pm but it would require volunteers to help with this.

Councillor Atterwill suggested that if the funds could be used for staff costs then the Parish Council could employ someone on a short term basis to run the facility and provide refreshments and entertainment allowing the staff flexibility.

Councillor Atterwill proposed employing a temporary member of Village Hall staff for the warm hub using some of the funding seconded by Councillor Curran and carried.

10. To Receive an Update on CASM

Councillor Curran reported that there was no meeting held.

The litter pick was successful, and volunteers collected 9 bags of litter.

The Owl walk and talk was an informative evening and enjoyed by everyone that attended.

There is going to be an activity day in February 2023 run by Norfolk Bats Association and CASM have been asked to support this event.

11. To receive an update on the 'Mens Shed'

Councillor Almond reported that he is going to organise a second introductory session for the mens shed and will look at dates in January 2023.

An advertisement can go in the Mardler for December

Funding will be required for stationery and printing, Councillor Atterwill reported that this is perfect for funding through Breckland Council and the next round for consideration is in December.

Councillor Almond is trying to organise a visit to another local mens shed and is going to contact local businesses.

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Councillor Curran reported that there is a recycling centre visit to Costessey.

12. To discuss the Christmas lights for 2022 and the Carols in the Church event

Councillor Atterwill reported that Mr Marsham would be donating five trees for the village in different locations.

It was agreed that the working party to install the Christmas trees in the village would be on Saturday 19th November. The Clerk is to contact Councillor Turner to ask if he can pull the trailer.

Swanton Morley Butchers, Squilla and Squidge and Swanton Morley Stores have confirmed that they are happy to be involved again this year.

13. Correspondence (For Exchange of Information Only)

The clerk reported that there had been an issue raised regarding crossing the road outside of the church due to the footpath ending.

The Clerk is to contact Norfolk County Council highways for their consideration.

The Clerk then gave an update that when the Coronation of King Charles III takes place in 2023 Councillor O'Dowd and the Clerk will look at organising a festival event at the Village Hall.

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

A member of the public referred to the crossing issue outside the church. It had been previously suggested that rumble strips should have been installed when they widened the road.

Councillor Atterwill reported that the SAM data that has been collected from that location does not support the fact that there is a speeding problem coming up to the bend.

Councillor Atterwill suggested that a light is installed above the gate entrance to the church to light up the bend.

14. Any Item to be Reported for the Next Agenda

Update on grass cutting tender

Parish Partnership

Woodgate SAM data

15. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 14th November 2022 at Swanton Morley Village Hall at 7.30pm.

All agreed.

16. To receive a proposal to close the meeting to the press and public for item 17, for the reason that the content of discussion relates to Staff matters (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960)).

Councillor Atterwill proposed that the meeting is closed seconded by Councillor Curran and carried

17. Staff matters

The Clerk reported the last working day of the Assistant Clerk.

The position has been advertised with a closing date of Monday 17th October.

Between now and Christmas there are a number of large events booked in the diary to include two weddings, fireworks night, a wedding fayre and Christmas events.

The Clerk asked for agreement to increase the working hours temporarily by five hours per week to allow for the extra workload.

This would be required to cover the recruitment process, handover and training.

This can be reviewed at each Parish Council meeting for approval.

Councillor Atterwill proposed that the Clerk increases the hours temporarily seconded by Councillor Rodrigues and carried.

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The meeting closed at 9.45pm.

Approved by _____

Signed _____

Date _____