

## SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 14<sup>TH</sup> SEPTEMBER 2020 AT 7.43PM

VIRTUAL MEETING VIA MICROSOFT TEAMS

**Councillors Present:** Mr R. Atterwill (Chairman), Mrs B O’Dowd (Vice Chair), Mr I Cawdron, Mr D Turner, Mr J Rodrigues and Mr S Westbury

**Also in attendance:** Mrs K. Pickard (Clerk), Mr R Duffield (District Councillor), Mr B Borrett (County Councillor) and two members of the public

### **County Councillor Report**

County Councillor Bill Borrett reported that part of his role is in Public Health and that Norfolk County Council has had involvement with the Covid 19 outbreak at Banham Poultry and generally across the County. Councillor Borrett reported that this outbreak did not spread into the community or into the following staff shift. Councillor Borrett stressed the importance of social distancing. The key advice from Norfolk County Council is to protect yourself, protect the ones you love and protect Norfolk.

### **District Councillor Report**

District Councillor Richard Duffield reported that there have been fewer meetings recently however one key subject that has been discussed is the government’s new white paper on planning and Councillor Duffield has concerns for the Swanton Morley Neighbourhood plan.

District Councillor Atterwill then shared Councillor Duffield’s concern with the white paper and reported that there is a briefing for district councillors taking place regarding this item the next day.

Councillor Atterwill also reported that there is a further briefing later in the week regarding neighbourhood plans and how they may be affected by the new white paper. All Parish Councillors are invited to attend this briefing and the information has been circulated to Councillors.

Councillor Atterwill had also forwarded correspondence to Councillors responding to Mr George Freeman’s request for a response to the white paper, this is item 7c on the agenda for discussion.

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

Nothing raised

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

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

Apologies were received from Councillor Keen and Councillor Curran accepted by the Council.

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

Councillor Turner declared an interest in item 8c.

**3. Minutes from the Parish Council Meeting of 10<sup>th</sup> August 2020 to be Accepted, Initialled and Signed**

Councillor Cawdron proposed that the minutes should be signed as a true and accurate record of the meeting, seconded by Councillor O’Dowd and carried. Councillor Atterwill then signed the minutes.

**4. Matters Arising from Minutes of 10<sup>th</sup> August 2020 (For Exchange of Information Only)**

None were raised

**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.

a) Accounts to Approve for Payment:

The Clerk reported that two additional invoices had been received since publishing the agenda, SLCC for the CiLCA qualification for the Clerk for £350, and Mr D Palmer for the pressure washing of the noticeboard, gate and bench in the burial ground for £80, bringing the total payments for approval to £9358.05.

Councillor Rodrigues proposed that the payments be made seconded by Councillor Westbury and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 5 – under contract	BACS	£3171.81	
CGM	Grasscutting	BACS	£627.97	£104.66
AC Banham	Installation of dog bins	BACS	£60.00	
PWLB	Public works loan	BACS	£4198.65	
Brown & Co	Consultancy on HLS	BACS	£540.00	90.00
SLCC	CiLCA	BACS	£350.00	
D Palmer	Pressure washing	BACS	£80.00	
BT	Telephone line	DD	£113.36	
E.On	Streetlight electricity	DD	£72.02	
S2 Computers	IT support	DD	£144.24	
		<b>Total</b>	<b>£9358.05</b>	<b>£194.66</b>

b) Income to be Reported

Mr Atterwill had previously sent a notification to Councillors to inform them of the receipt of a £10,000.00 Grant fund from Breckland District Council. This is to be earmarked for the burial ground works. In addition to this the Clerk reported the following income:

Income Received From	Details	Amount
Burial fees	Burial fees	£150.00
Allotment holders	Plot holders	£150.96
Grants & Funding	Breckland Council – Burial Ground grant	£10,000.00
		<b>£10,300.96</b>

**c) To Consider the Parish Council applying for the Norfolk County Council Parish Partnership scheme 2020/2021**

Councillor Atterwill suggested that this item is deferred until October to allow Councillors further time to make a decision on what could potentially be applied for. County Councillor Borrett then offered to endorse any application made by the Parish Council.

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Councillor Atterwill thanked him.

### **d) To Consider the Parish Council insurance renewal**

The Clerk had received the proposal from Came & Company later than expected and had circulated this for consideration.

Councillor Atterwill suggested that Councillor O'Dowd and the Clerk review the information and level of cover in more detail. Councillor O'Dowd agreed.

**Councillor Atterwill proposed that the Clerk and Councillor O'Dowd are delegated the authority to proceed with the best policy seconded by Councillor Cawdron and carried.**

## **6. Policies**

### **i. To Review the Code of Conduct**

The Clerk had sent this document to Councillors prior to the meeting for consideration.

The Clerk reported that for the purpose of the internal record of policies this document will need a review date.

Councillor Atterwill suggested that this item reviewed in October.

**All agreed**

### **ii. To consider the adoption of a Risk assessment for the Staff to return to the Village Hall Parish office**

Councillor O'Dowd had prepared this document and the Clerk had sent this to Councillors ahead to the meeting for consideration.

Councillor Atterwill asked if the intention is for both the Clerk and Administrator to return to the office, Councillor O'Dowd confirmed that it was.

Councillors agreed that the Clerk and Administrator could make the appropriate arrangements between themselves with regards to the presence in the office.

**Councillor O'Dowd proposed that the Risk assessment is adopted seconded by Councillor Rodrigues and carried.**

## **7. Land and Planning**

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

#### **3PL/2019/0513/F - Land adjacent Lincoln House - Amended plans, additional information and an amended description of development - Erection of 36 assisted living bungalows (Use Class C2) and community hall**

Councillor Atterwill reported that the original application was for 34 dwellings and now this has increased to 36 dwellings.

Councillor Atterwill had sent an email to Councillors earlier in the day with a suggested response to this application.

Councillor O'Dowd agreed that there is a definite material difference and that there is a need to see consistency with the decision making.

Councillor Atterwill feels that this should be opposed to very strongly as it does not comply with Swanton Morley Neighbourhood plan or some of the Local Plan policies.

Councillor Atterwill suggested that he can request that this planning application is considered by the planning committee.

Councillor Atterwill then reported that Breckland Council Planning are focusing on HOU11 Specialist housing.

Councillor Cawdron stated that Swanton Morley already has assisted living and a care home, therefore there does not seem to be a requirement for more.

Councillor Westbury does not think that having a large number of people of the same demographic living in a complex is very good socially for the residents.

Councillor Atterwill agreed and asked the question, when is this going to stop? In essence it is creating a village within a village.

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Councillor Westbury and Councillor Rodrigues had concerns over the durability of the neighbourhood plan if Breckland Council are not going to consider this when making a decision.

**Councillor Westbury proposed that the Parish Council strongly object to this application seconded by Councillor Cawdron and carried.**

Councillor Atterwill then went on to confirm he had sent correspondence to Councillors for a firm of Lawyers who specialise in planning, and feels that the response should come from the lawyers on behalf of the Parish Council referring to; case law, Breckland policies and the national planning framework. Councillor Westbury suggested that if this planning application went to judicial review then the Parish Council would have a much shorter time to appoint a lawyer and formulate a response. Councillor Atterwill thanked Councillor Westbury for providing the information on judicial reviews. Councillor Cawdron agreed that the Parish Council should respond in a firm way and suggested that there is no benefit to having a neighbourhood plan if Breckland Council are going to disregard its policies.

Councillor Westbury asked if there was a time frame that Breckland Council needed to receive a response by, Councillor Atterwill asked the Clerk to confirm in writing a reasonable time extension in order to instruct the Solicitor to respond.

Councillor Duffield asked if the Parish Council would like him to request that this application goes to committee, Councillor Atterwill agreed and thanked him.

**Councillor Atterwill proposed that Swanton Morley Parish Council appoint Leathes Prior to act on its behalf to form a legal objection, seconded by Councillor Westbury and carried.**

### **3PL/2020/0932/VAR - Hartington Woodgate Swanton Morley - Variation of Condition 4 on 3PL/2018/0462/HOU - repositioning of access**

The Parish Council Could see no issue with this application.

**Councillor Cawdron proposed that the Parish Council stay silent on this matter, seconded by Councillor Rodrigues and carried**

### **3PL/2020/0555/F - Old Dial Town Street - Change of use existing detached outbuilding to holiday accommodation**

Councillor Atterwill reported that the original issue was parking, however there is now a letter on file that Darby's have allocated two spaces in the car park for this purpose.

**Councillor O'Dowd proposed that the Parish Council respond with no objections seconded by Councillor Rodrigues and carried**

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

3PL/2020/0563/F - Merryfield, 39 Greengate - Construction of a single dwelling and associated infrastructure works.

**Application withdrawn**

## **c) To Discuss the Governments White Paper on the future of the planning system**

Councillor Atterwill had sent correspondence between himself and Mr George Freeman to Councillors ahead of the meeting for consideration.

He then asked Councillors if they would like to respond to the white paper.

Councillor Cawdron raised the concern of the durability of the neighbourhood plan if this was to go ahead, Councillor Atterwill responded that he does not think the neighbourhood plan would be in danger, the main concern is that they want the Local plan to be scaled down to 1/3 of the content

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which Councillor Atterwill suggested is not satisfactory if that is going to be the tool that determines planning applications in Swanton Morley.

Councillor Westbury and Councillor Turner agreed that this would benefit the developers a lot more to build where they choose and Councillor O'Dowd stated without contributing to infrastructure.

Councillor Atterwill suggested that following his attendance at the briefing on the white paper, he sends an email to all Councillors with any further information in order to formulate a response.

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.

No further comments.

#### b) Swanton Morley Cemetery

Councillor Curran had provided a report which was circulated to Councillors ahead of the meeting Councillor Rodrigues commented that he had received a request to remove the fallen tree, Councillor Atterwill reported that this is on the list of trees to be 'felled'.

- i. To Receive the updated tree survey quotation

Councillor Atterwill reported that he attended a site visit with the tree surgeon following the site meeting with Councillors.

The Clerk reported that a further quotation had been received for the additional work:

Reduce the crowns of two holly 752 and 753	£210.00 plus VAT
Remove Trees 882 and 885	£149.00 plus VAT
Raise the crowns of three Silver birch 873 876 and 877	£315.00 plus VAT
Grind out stumps of trees 872, 882, 872, 884, 885 and 894	£475.00 plus VAT
The costs above are in addition to the original quote of	£795 + VAT

The Clerk then confirmed that the total cost for all of the work to be completed is £2332.80(incl VAT).

Councillor Atterwill proposed that the Parish Council waive the standing orders for this item and request no further quotations on the grounds of safety and expediency and proceed with the quote from AT Coombes seconded by Councillor Westbury and carried

#### c) Swanton Morley Allotments

- i. To Receive a report on the future management plan for the allotments  
Councillor Turner would like to defer this item until October.

Councillor Turner then reported that there an issue for discussion with Plot 17. This is in disarray from the previous tenant but there is a gentleman in the village who is interested in taking on a half plot.

The previous tenant paid £50 deposit which is non-refundable if the plot is not returned in a satisfactory manner and Councillor Turner would like to use this to clear and tidy the plot in order for the gentleman to take on. There would also be a fee for the duration of the year totalling £8 and Councillor Turner would also like consideration to waive this due to the nature of the plot.

Councillor Westbury proposed that Councillor Turner arranges for the plot to be cleared and allow a half plot to be allocated to the parishioner who is interested seconded by Councillor Rodrigues and carried.

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

Councillor Atterwill reported that there had been a complaint about a piece of equipment being mistreated and the Clerk confirmed that this has now been cleaned.

Councillor Atterwill then suggested that the Clerk contacts the manufacturer of the play boat and requests further characters to be placed on the side as it looks sparse. Councillor Atterwill offered to fix these

The Clerk is awaiting a quotation for these already and will report back at the October meeting

- i. To receive the quotations for the topsoil and turf for Gooseberry Hill

The Clerk reported that the following quotations had been received for consideration.

**Turf – 28sqm**

Medlars Turf - £124.32 (incl delivery and VAT)

Suffolk Premier Turf - £84 (Incl VAT)

Collier Turf – £6.37 + VAT per sqm = £213.92

**Topsoil**

Baileys – Taverham – 2 tonne £109.20 (incl VAT + delivery)

4 tonne £152.40 (Incl VAT + delivery)

MKM Builders – 1 tonne bag £74.76 (incl VAT + delivery) each

Suffolk Premier Turf – 1 tonne bag £60 (Incl VAT) each

The Clerk recommended Suffolk Premier Turf as they are the most cost effective and can supply both. The total cost of their quote is £204 + delivery. The delivery is usually £100-£150 however they have offered to reduce the delivery fee to £50 as it is for a play area.

This brings the total cost of the quotation including VAT and delivery to £254.

**Councillor Westbury proposed that the Clerk instructs Suffolk Premier turf to deliver on the week commencing 28<sup>th</sup> September seconded by Councillor Rodrigues and carried.**

**e) Swanton Morley Common Lands**

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

Councillor Atterwill reported that he now has the brackets required for the bench to be secured at Burgh Common. Councillor Atterwill will liaise with Councillor Turner to have this taken to the site.

Councillor Turner has offered to maintain the site in place of Mr Marsham to keep the area tidy.

Councillor Turner then raised the concern for people that may be visiting the site in a wheelchair as there are three different areas there that is supposed to be accessible for fishing. Currently the reeds are too high, and members of the public cannot see over it.

Councillor Cawdron and Councillor Turner will attend the site with waders to clear the water.

- ii. To receive an update on the Higher Level Stewardship for Mill Common

The Clerk reported that the required documents have now been submitted, with thanks to Mr Seamus O’Dowd for assistance with the prescriptions and the Clerk is awaiting the decision.

**f) Streetlights**

Councillor Atterwill reported that some of the streetlights are obstructed by vegetation and this will be addressed.

No faults to report

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

The Clerk reported that Mr Banham is going to commence the work in the middle of September

## **h) Village Paths**

Councillor Atterwill reported that Mr Keith has logged a legal paper which means that the public do not have a legal right of way over. Councillor Westbury stated that this is a standard document.

Councillor Tuner then reported that a parishioner had been cutting the hedges back for the children to use the pathway to get to school.

The Clerk is to write a follow up letter to Mr Harris to cut it back harder.

## **9. Highways**

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

Councillor Atterwill reported that the pothole on Primrose square has still not been filled.

Councillor Turner reported that there is a pothole just before Maple cottage coming into the village

Councillor Atterwill requested that the Clerk follows up the surfacing work on Gooseberry hill and to find out when they are putting white lines back

Councillor Atterwill also reported a concern with the speed at the top of the village going up to the barracks. It is currently 60mph but Councillor Atterwill would like to request this is reduced to 30 mph in line with the rest of the road as this is the 'safe route to school'

The SAM sign could then be positioned there.

**Councillor Atterwill proposed that the Clerk contacts highways with regards to the speed limit reduction seconded by Councillor Turner and carried**

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

Councillor Turner has now received confirmation from Norfolk Constabulary that the volunteers are all now DBS checked.

Councillor Turner will now contact them to arrange the selected locations and risk assessments.

Councillor Cawdron then addressed the subject of speeding in the village and the possibility of a pedestrian crossing from the drop kerb outside the church. A concern with this is the speed that vehicles enter the village at and the possibility of accidents.

Councillor Atterwill reported that Gressenhall were successful in their bid to place 'gates at the entrance to the village that includes the village sign and a speed limit.

Councillor Atterwill then made a suggestion the highways team could survey the area with a view to providing a design solution.

**All agreed**

### **c) To consider the quotation from Norfolk County Council for kerbing work along Rectory Road**

Councillor Atterwill referred to the 2019/2020 bid for the parish partnership to complete the kerbing work on Rectory Road. Unfortunately, due to the criteria changing, this was unsuccessful.

Councillor Atterwill had requested a quotation from NCC to complete this work independently.

The initial quotation for the kerbing work to be carried is cost of £10,635.06.

The Clerk has since contacted Mr Blake and requested to separate the quotation into two phases:

Phase 1 – Install 75m of kerbing - £6,244.85

Phase 2 – Install 51m of kerbing - £4,444.82

Councillor Atterwill confirmed that the Parish Council has £6250 earmarked for the Parish Partnership in the 2020/21 budget. He went on to suggest that this work will not meet the criteria of the 2021/22 Parish Partnership scheme and that the parish council should therefore consider paying for the balance using its contingency funding. If this work is carried out in one phase rather than two there is a small saving of £54.61.

**Councillor Atterwill proposed that the kerbing work is carried out in one whole job for £10,635.06 seconded by Councillor Turner and carried**

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

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Councillor Cawdron reported that he would like to find out the views of the Councillors to build on the existing volunteer scheme, to include more community work in the Village including general DIY and hedging work.

Councillor Atterwill suggested that an advertisement can go out in the next Mardler to begin formulating a list of volunteers, these details will then be held in the office with the Clerk as the data protection officer.

**Councillor Atterwill proposed that Councillor Cawdron takes on the responsibility to co-ordinate this seconded by Councillor Rodrigues and carried.**

Councillor O'Dowd then reported that there had been contact from Breckland Council to develop this into a good neighbour scheme.

Councillor Atterwill then suggested that Councillor Cawdron and Councillor O'Dowd discuss this away from the meeting to discuss a way forward.

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

Nothing to report

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

One member of the public suggested that when the staff return to the Village Hall office that they may be able to consider Perspex screens.

The same member of the public also volunteered to help lay the topsoil and turf in Gooseberry Hill  
Councillor Atterwill thanked him

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

To receive an update report for the volunteer scheme

To receive an update report for Burgh common

To receive an update on the works at Meadowview

To receive the Allotment report

To consider the application for the Parish Partnership

To receive an update on the application for Higher level stewardship for Mill Common

To receive an update on the community Speedwatch scheme

### **13. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 12<sup>th</sup> October at 7.30pm**

### **14. To receive a proposal to close the meeting to the press and public for item 15 for the reason that the content of discussion relates to Staff matters (permitted under Section 1 para 2 of the public bodies (Admission to Meetings Act 1960).**

**Councillor Rodrigues proposed that the meeting is closed to the press and public for item 15 seconded by Councillor Cawdron and carried**

*Two members of the public left the meeting*

### **15. To Discuss Staff Matters**

The Clerk had sent a salary report to Councillors ahead of the meeting for consideration.

The Council noted that there was a nationally agreed cost of living increase which is effective from 1<sup>st</sup> April 2020.

The Council also noted that the new pay levels are not in line with the existing contracts of employment.



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*The clerk left the room*

Councillor Atterwill proposed that the increase is agreed (as set out in the 2020/2021 budget) and the contracts are amended to reflect the correct SCP pay rates seconded by Councillor Cawdron and carried.

The meeting closed at 10.06pm

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