

## MEETING OF SWANTON MORLEY PARISH COUNCIL

### MEETING MINUTES

Monday 9<sup>th</sup> October 2023 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R. Atterwill (Chairman), Mrs B O'Dowd (Vice Chair), Mr J. Venworth, Mr J Phillips, Mr B Almond, Mr D. Turner, Mr J. Rodrigues and Mrs A Walker-Fraser

**Also in attendance:** Mrs K. Pickard (Clerk), District Councillor Mr R Duffield and 1 member of the public

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

Nothing was raised

**There was no County Councillor Present**

#### *The Meeting Went into Session*

#### **District Council report**

District Councillor Richard Duffield had nothing to report.

District Councillor Atterwill reported that a boundary review meeting had taken place due to the size of the different wards with the population growing. This is a piece of work that will be ongoing until 2025, the boundary commission will then provide their findings.

Councillor Atterwill then reported on the Airfields of Britain conservation Trust.

The Clerk shared some pictures on the screen from the unveiling ceremony for a memorial stone. It commemorates the history of the in our village.

Also in attendance were representatives from the Royal British Legion, United States Air Force, 1st Queen Dragoon Guards and Royal Air Force Air Cadets.

Councillor Atterwill has received permission from the Norfolk Chairman of the British Legion and Air Cadets, to have an annual commemoration for the service personnel in Swanton Morley.

It was agreed that on Saturday 11<sup>th</sup> November 2023 a Parish Council wreath will be laid at the memorial stone and then in future years, something could be arranged for the Saturday of Battle of Britain week which is in September.

Councillor Atterwill will keep in contact to arrange it.

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

None were received.

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

Councillor Atterwill declared a pecuniary interest in item 5d

Councillor Turner and Councillor Venworth declared an interest in item 7c.

**3. Minutes from the Parish Council Meeting of 11<sup>th</sup> September 2023 to be Accepted, Initialled and Signed**

Councillor O’Dowd proposed that the minutes are a true and accurate record seconded by Councillor Turner and carried

**4. Matters Arising from Minutes of 11<sup>th</sup> September 2023 (For Exchange of Information Only)**

The Clerk reported that following the last meeting and the discussion around items in the allotment container being insured, the Clerk has received confirmation that only items stored belonging to the Parish Council are covered on the insurance.

The Clerk will contact the allotment holders to make them aware.

**5. Finance**

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

Councillor Venworth proposed that the payments are made seconded by Councillor O’Dowd and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 5	Bacs	£3237.38	
N Power	Streetlight electricity	Direct debit	£130.74	£6.53
S2	IT Support	Direct Debit	£172.08	£34.41
S2 Computers	Laptop Transfer	Direct Debit	£120.00	£24.00
TOP Garden Services	Grass cutting	BACS	£1335.00	£222.50
TOP Garden Services	Grass cutting	BACS	£1335.00	£222.50
Leathes Prior	Fees for Wayleave	BACS	£1800.00	£300.00
NPT&S	Seminar	BACS	£54.00	
PJ Plumbing	Boiler replacement	BACS	£38,779.20	£6463.20
Gallagher Insurance	3 Year renewal	BACS	£3,748.89	
Westcotec	Repair to SAM1	BACS	£54.00	£9.00
		<b>Total</b>	<b>£50,712.29</b>	<b>£7282.14</b>

**b) Income to be reported**

Income Received from	Details	Amount
HMRC	VAT reclaim	£6,433.65
Breckland Council	50% Precept	£45,282.38
Barclays	Bank Interest	£77.66
		£51,793.69

**c) To discuss the purchase of additional Christmas lights**

Councillor Atterwill reported that some of the Parish Council Christmas lights and batteries need replacing before they can be used to decorate the trees this year.

It was discussed and agreed that the trees on the Village Green are not decorated for this winter due to the health and safety work required on them however there will be a total of six trees donated by Mr Marsham and they will require the lights. This year there will be an additional tree located at the end of Thomspson Close.

Councillor Atterwill reported that he has enquired about the cost of additional lights and batteries for a cost of £769.36 and £22.50 for cable ties. This is a total cost of £792.00.

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There is £500 earmarked in the budget for Christmas for the village and Councillor Atterwill has offered to contribute the remainder of the cost from the 50% Chairmans allowance that was not claimed in May.

Councillor Venworth proposed that the lights, batteries and cable ties are purchased at a cost of £792 seconded by Councillor O'Dowd and carried.

*Councillor Atterwill left the room and Councillor O'Dowd took the Chair*

### **d) To consider 50% Chairmans allowance**

Councillor O'Dowd explained that there is a sum in the budget earmarked for the Chairmans allowance totalling £611.46, in May and October 50% can be claimed by the Chairman. As the Chairman has donated his May allowance for the cost of the Christmas lights, there is a remaining amount of £305.73 to be claimed.

Councillor Almond proposed that the 50% Chairmans allowance of £305.73 is paid to Councillor Atterwill seconded by Councillor Rodrigues and carried

*Councillor Atterwill re-entered the room and resumed the Chair*

### **e) To discuss the purchase of additional British Legion poppy wreaths**

Councillor Atterwill reported that there are now three memorials for the Parish Council to lay a poppy wreath.

One is on Robertson Barracks on the Airfield, one is at the Church and the third is on Davidson Park at the Memorial lectern.

The Parish Council historically have purchased one wreath for the Church.

There is £100 donation in the budget for the Royal British Legion and the poppy wreaths are usually supplied for £26.50 each.

Councillor O'Dowd proposed that two additional wreaths are purchased seconded by Councillor Turner and carried

## **6. Land and Planning**

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

3PL/2023/0956/HOU - 2 Mason Road - Proposed Two Storey Rear Extension

Councillor O'Dowd proposed that the council respond with no objections seconded by Councillor Venworth and carried

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

None received

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

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

### **b) Swanton Morley Burial Ground**

#### **i) To receive an update on the water supply to the Burial Ground**

The Clerk has received notification that the wayleave is now with the solicitors.

The fee payable to Breckland Council is £1500 + VAT

This needs to be transferred to Leathes Prior to correspond on our behalf as detailed on the payments for approval

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ii) To agree the updated quotation from Anglian Water for the water connection  
At the time of the original query in 2021, Anglian Water provided a quotation for the works and connection of £1216.80.  
The Clerk has requested any update in cost for this work which is now £1492.40.  
The Clerk requires approval to accept the up-to-date quotation which is a difference of £275.60.

**Councillor Walker-Fraser proposed that the additional cost is agreed seconded by Councillor O'Dowd and carried.**

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

Councillor Turner reported that all allotments are now taken.  
The boundary needs to be marked between 12b and 12a moved in but the boundary needs to be marked between the two plots.  
Councillor Turner has requested more post and string to be purchased from Mole Valley.

Councillor Atterwill enquired if having a parish council strimmer would be of any use on the allotment site?.

Mr Atterwill has a 4 stroke strimmer and is happy to donate it to the Parish Council. It was noted that an enquiry would need to be made on the additive that it requires.  
This will be for use by the Parish Council.

It was agreed that a letter of thanks from the Parish Council would be sent to Mr Atterwill.

### **i) To discuss the Tree Nursery**

Councillor Atterwill asked Councillor Venworth if there is any further work to be carried out at the tree nursery.

Councillor Venworth confirmed that the site is ready apart from the matting that requires cutting.

It was discussed that the Clerk would order a pack of trees from the Wildlife trust.

The clerk reported that the free tree packs are quite large. The smaller pack consists of 70 trees.

The clerk then reported that Norfolk County Council are subsidising tree packs as part of their 1 Million Trees for Norfolk initiative.

This could be something to contact the County Councillor for some funding towards these.

There are three rows available for planting.

An example of the cost for a small urban tree 10 pack is £6.18.

It was agreed that the clerk would obtain more information on the Norfolk County Council tree types and bring the findings to the next meeting for approval.

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

Councillor Venworth had circulated his report ahead of the meeting for consideration.

Nothing further to report.

Councillor Atterwill suggested that the RoSPA inspection is revisited for the purpose of the budget.

### **i) To receive an update on the repair to the zipwire**

The Clerk has received confirmation that the parts are on order and the work should be complete at the end of the month.

### **ii) To discuss the Jubilee tree**

Councillor Atterwill raised this due to the condition of the existing tree.

The Clerk suggested that the Jubilee Tree is relocated to the Village Green. There is a concern with the size of the tree and if the tree may be vandalised.

Councillor Walker-Fraser suggested an ornamental tree.

It was agreed that the Clerk would speak with Felthorpe nursery and ask their advice on the type and size of the tree to be planted.

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The cost will then be circulated to councillors.

The Clerk also reported that it had been reported that there are some trees on Davidson Park that are in a poor condition.

It was agreed that the problem with the soil was builders rubble and clay.

iii) To receive the quotation to carry out work on the trees on the Village Green

The Clerk has received the quote from the Tree Surgeon to raise the crowns of trees on the Green overhanging the road to achieve 5.2 m clearance this is at a cost of £585 + VAT.

**Councillor Venworth proposed that the tree work is carried out at a cost of £585 + VAT seconded by Councillor Rodrigues and carried**

Councillor Almond asked if there had been any action on the tree at end of Ainsworth close?

This has been reported to Highways but the clerk will also obtain a quotation.

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

Councillor Atterwill reported that the local farmer is happy with the progress that the cows are making on Mill Common. They will then be removed at the end of October as part of the Higher Level Stewardship.

It was reported that on Burgh Common the boardwalks are now impassable, and the Clerk is appointing the contractor to go and clear this.

Councillor Turner has also received correspondence from the Environment agency concerning the river at Burgh common and is disappointed that they would like to leave all vegetation in the river as it is good habitat for fish and it slows the water speed,

However, in certain places this is impassable.

This is causing issues for fishing; the quality is inaccessible to disabled persons.

Pontoons are its covered in weeds and if there are visitors in wheelchairs, they would not be able to see the river as the reeds and weeds are too high.

Work needs to be carried out however the issue is obtaining the permission.

Councillor Venworth also raised the information board that needs repainting however it was suggested to wait until the strimming had been carried out.

### **f) Streetlights**

Working party is required to trim around the streetlights. Councillor O'Dowd suggested that she asks Mr O'Dowd to help.

### **g) Village Paths**

Councillor Phillips has begun to walk the paths and has nothing to report

Councillor Atterwill wanted to raise the issue of a dog exercise area. Members of the public have been requesting use of the Village Hall field which is not permitted due to the football pitches.

It was reported that some time ago Councillor Atterwill had a conversation with a landowner regarding a space and using a piece of land that he owns.

Councillor Atterwill has again spoken to the landowner and been on site to measure the perimeter for the fencing and the clerk has obtained a quote for £14,500.00 for the fencing and a gateway. Planning Permission would also be required and a parking area. The landowner is happy to support a space however would not be willing to manage this.

**h) Noticeboards**

Nothing to report.

**8. Policies**

- i) To receive recommendations from the Finance & Governance working group

The Clerk had circulated a separate email ahead of the meeting for consideration. This included a short report from the Finance and Governance working group with recommendations on policies to be adopted.

The report consisted of 6 policies that were reviewed but found to be fit for purpose, four policies with minor amendments and one new policy for consideration.

**Councillor Atterwill proposed that the policies are adopted on block seconded by Councillor Rodrigues.**

It was also suggested that the employment policies are reviewed by Councillor Walker-Fraser

**9. Highways**

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

It was noted that Highways have been in the village carrying out some work.

The clerk is to chase up the white lighting and pedestrian crossing.

No entry white lining outside the Village shop, this is scheduled with Highways.

Parking outside the garage is still an issue.

Cars in the church car park.

Parking on Hoe Road East. There is now a lorry from EJ Walpole, the clerk is to contact the company.

Trucks are now parking on the Village Green.

Councillor Turner is to speak to the resident and ask that vehicles are not parked on the green.

Verge cutting has been raised, the Clerk has contacted the contractor to attend the village and tidy up these areas.

The clerk has also contacted the director of highways regarding the Norfolk County Council contribution for the additional verge cutting. The clerk has received confirmation that the sum is now £3462.07.

Councillor Atterwill also raised the road closure on Worthing Road going up towards the barracks. Hoe Road North and Worthing Road is closed, the buses had been diverted through Gray Drive and Middleton Avenue however Anglian Water changed the road closure to the other side of Worthing Road so there had been some complaints regarding the buses and closure not being clear.

The Clerk is to contact the bus company to receive an update and will then share this information on social media.

- b) To receive an update on the Community Speedwatch scheme**

Councillor Turner reported that the sessions are still ongoing and there are now two further volunteers.

Dates are being circulated weekly for volunteers to confirm.

Councillor Turner would like to confirm a Sunday session but one more volunteer is needed.

One of the volunteers following the last session recorded the highest speed as 47mph outside the Angel.

- c) To receive an update on the flooding survey on Woodgate**

Councillor Atterwill reported that the second report has now been received and circulated to Councillors.

The Clerk has requested a full report to be put together with a list of recommended remedial works and time frame to carry these out.

- d) To discuss the Parish Partnership 2024/2025**

Councillor Atterwill had circulated correspondence regarding Town Street and the issues of crossing the road outside the church.

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A quotation has been received from Westcotec with a recommendation on a VAS that highlights to drivers approaching the bend that there may be pedestrians in the road. This would have an additional sensor for those on the crossing that activates the VAS.

The Clerk had contacted the Highways Engineer and he has confirmed that he is in favour of a VAS as it is targeted to a particular issue along with the sensor.

The Parish Partnership could be used for this initiative.

**Councillor Atterwill proposed that the Clerk form a Parish Partnership application for VAS and sensor seconded by Councillor Turner and carried**

It was agreed that the extension to the footpath at the end of Primrose Square is deferred.

### **e) Dog fouling**

Councillor Atterwill reported that there have been complaints of dog fouling in the Village and dog exercising in the Burial ground.

Councillor Atterwill has spoken to Environmental Services at Breckland District Council to request some information on enforcement action. Breckland are in the process of purchasing environmental cameras are they are planning on using them in areas suffering with antisocial behaviour. Councillor Atterwill has expressed interest in having one in Swanton Morley.

In the meantime Breckland Council have suggested the Parish Council purchase some enforcement signs to be installed on street lights. These are £45 each but could be installed on the following areas:

Ainsworth Close

Outside the school

End of Middleton Avenue

Outside Hoe Road East

Rectory Road

Gooseberry Hill

The dog warden service can also carry out surveys in the Village.

**Councillor Walker-Fraser proposed that ten signs are purchased seconded by Councillor O'Dowd and carried**

Councillor Almond abstained

A dog bin on Hoe Road South needs replacing due to an accident and a further bin can now be purchased for Primrose Hill.

*District Councillor Duffield left the room*

### **10. To discuss the arrangements for carols in the Church**

Councillor Atterwill confirmed that the event is booked in the Church for Saturday 2<sup>nd</sup> December.

The Clerk confirmed that Santa is now booked, the Dereham Band is booked.

Rev Rachael is very happy to lead the event.

Swanton Morley Butchers will be providing hotdogs and curry and Swanton Morley Stores will be providing mince pies.

The Clerk is waiting for confirmation from Squilla and Squidge regarding the teas and coffees.

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

Nothing to raise

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

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A member of the public referred to the Carols in the Church and requested that the vendors open the gate and park in the overflow so not to block the parking area.

The member of the public also asked if the residents of the Papermakers had been made aware of the sensor to be positioned on Town Street as part of the Parish Partnership, Councillor Atterwill will contact them for their views.

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

Budget

Carols in the Church

Christmas Trees

Jubilee Tree

Policies

Parish Partnership

### **13. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 13th November 2023 at Swanton Morley Village Hall at 7.30pm.**

All agreed

### **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 Meeting Act 1960)).**

Councillor Atterwill proposed that the meeting is closed seconded by Councillor O'Dowd and carried

*The Clerk left the room*

### **15. Staff Matters**

The meeting closed at pm.

Approved by \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_