



## SWANTON MORLEY PARISH COUNCIL

### **Notice of a Virtual Meeting of the Parish Council**

**Dated this day 29<sup>th</sup> April 2021**

The Annual meeting of Swanton Morley Parish Council will be held on **Wednesday 5<sup>th</sup> May 2021 at 7.30pm.**

Under the Coronavirus Act, the Secretary of State has published meeting regulations which remove the requirement to hold annual meetings and allow virtual meetings up to 7 May 2021. These are contained in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Accordingly, this meeting will be held virtually via Microsoft Teams and if any members of the public or press wish to attend, please contact the Clerk no later than **12 noon on Wednesday 5<sup>th</sup> May 2021** and an invitation to join the Teams meeting will be sent to you.

The public and press will be able to address the Council during the Public Participation session. Any member of the public wishing to speak must give notice to the Clerk by **12 noon on Wednesday 5<sup>th</sup> May 2021**. Public Participation will be limited to 15 minutes, with three minutes allowed per speaker. Our Standing Orders do not permit members of the public and press to take part in the debates.

#### **Time Allocated to the Public**

#### **To Receive District & County Councillors Report**

#### **BUSINESS TO BE TRANSACTED**

1. **To Elect Parish Council Chairman for the Forthcoming Year**
2. **To Accept Apologies for Absence**
3. **To Receive Declarations of Interest**
4. **Election of Vice Chairman**
5. **Appointment of Council Representatives and Councillors with Special Responsibilities:**
  - a. **Member to represent the council on the Barrett's Charity Committee**
  - b. **Member to be responsible for the Churchyard and Burial Ground**
  - c. **Member to be responsible for Common Lands**

Parish Clerk: Kelly Pickard 01362 637166  
Swanton Morley Village Hall, Manns Lane, Swanton Morley  
parishcouncil@swantonmorley.org

*Kelly Pickard*

- d. Member to be responsible for Open Spaces and Recreation Grounds
  - e. Member to be responsible for Village Pathways
  - f. Member to represent the Council as Surgery Liaison
  - g. Member to be responsible for Allotments
  - h. Members to form the Personnel Working Group
  - i. Members to form the Finance and Governance Working Group
  - j. Members to form the CASM Climate Change Working Group
  - k. Member to be responsible for Highways Street Furniture
  - l. Member to be responsible for the Community Speedwatch Scheme
  - m. Member(s) to be responsible for the Volunteer Scheme
  - n. Member to be responsible for the SAM2 signs
  - o. Member to be responsible for Streetlights
  - p. Members to carry out Internal Control checks
  - q. Members to deliver the Mardler publication
6. Minutes from the Parish Council Meeting of 12<sup>th</sup> April 2021 to be accepted, initialled, and signed.
7. Matters arising from Minutes of 12<sup>th</sup> April 2021 (For Exchange of Information Only)
8. To Agree the draft minutes from the Annual Parish Meeting 26<sup>th</sup> April 2021 to go forward for approval at the 2022 Annual Parish Meeting
9. Finance
- a. Accounts to approve for payment

Payee	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 1	Bacs	£3476.16	
CGM	April contract	Bacs	£646.81	£107.80
BT	Telephone line	Direct debit	£113.53	£18.92
E.On	Streetlight electricity	Direct debit	£72.02	£3.10
S2 Computers	IT Support	Direct debit	£144.24	£20.24
Cozens	Liberator Close streetlight inspections	BACS	£108.00	£18.00
The Parish Noticeboard Co	Replacement noticeboards	BACS	£900	£150.00
Swanton Morley Farms	Permissive Paths contract	BACS	£2500.00	
Ollie Skinner	Replacement Perspex for telephone box	BACS	£30.00	
	<b>TOTAL</b>		<b>£7,990.76</b>	<b>£318.06</b>

**b. Accounts to Approve for Payment for Members with Pecuniary Interest**

Payee	Detail	Payment type	Total Amount Payable
Chairman	50% Chairman's Allowance	BACS	£291.00
	<b>TOTAL</b>		<b>£291.00</b>

**c. Income to be reported**

Income Received From	Details	Amount
Breckland Council	50% Precept	£39,182.60
	<b>TOTAL</b>	<b>£39,182.60</b>

**d. To Agree the Forthcoming Year Action Plan**

**10. Policies**

**a. To Agree the Inspections Procedure**

**11. Land and Planning**

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

- i. To Discuss pre-application correspondence received for 4no. bungalows at Norwich Road

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

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

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

- i. To Receive an Update on the Maintenance Work at the Churchyard
- ii. To Receive an Update on the Installation of the new Owl Box

**b. Swanton Morley Burial Ground**

- i. To discuss the construction of new footpaths

**c. Swanton Morley Allotments**

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

- i. To Receive Quotes for Bluebells and Snowdrops
- ii. To Consider a Quotation for the Repair of the Roundabout

**e. Swanton Morley Common Lands**

**f. Streetlights**

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

- i. To Receive an Update on the Works at Meadowview
- ii. To Receive an Update on the Repair of the Memorial Lectern

**h. Village paths (Rights of Way)**

- i. To Receive an update on the Installation of additional bins

**j. Noticeboards**

- i. To Receive an Update on the replacement Noticeboards

13. **Highways**
  - a. **To Receive Reports of Highways Faults / Matters for Attention**
    - i. To Receive an Update on any Highways work reported
  - b. **To Receive an Update on the Community Speedwatch Scheme and Agree any Actions Necessary**
    - i. To Receive Quotes for 30mph wheelie bin stickers
14. **Flooding in the Village**
15. **To Receive an Update on the Parish Council Mourning Protocol for Operation London Bridge**
16. **To Receive a report on the Sponsorship and Volunteers for Village Planters**
17. **To Receive an Update on the Application to Register Darbys PH as an Asset of Community Interest**
18. **To receive an update on the extension to the Volunteer scheme in the Village to build community involvement**
  - a. **To Receive an update on the planting of the Woodland Trust Trees**
19. **To Agree the Forthcoming Year meeting dates**
20. **Correspondence (For Exchange of Information Only)**

**Meeting to Be Suspended for Further Time Allocated to the Public**

21. **Any item to be reported for the next agenda**
22. **To Confirm the Date & Time of the Next Meeting of the Parish Council to be held on Monday 21<sup>st</sup> June 2021 at 7.30 at Swanton Morley Village Hall**