

## SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

Monday 11<sup>th</sup> April 2022 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R. Atterwill (Chairman), Mrs B. O'Dowd (Vice Chair), Mr J. Venworth, Mr J. Rodrigues, and Mr G. Curran.

**Also in attendance:** Mrs K. Pickard (Clerk), three members of the public

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

A member of the public attended the meeting to ask if and when the replacement trees will be planted on Davidson Park. Councillor Atterwill reported that there is an item on the agenda for discussion to agree a working party to carry this out.

Another member of the public raised a concern of vehicles driving over the footpath at the bottom of Davidson Park beside the memorial lectern. They asked if there was a possibility of a post being installed. Councillor Atterwill will look into this issue.

It was also asked if there is an easement strip out of Swanton Vale behind the houses on Davidson Park that is going to become a footpath. Councillor Atterwill agreed to look into this.

Another member of the public requested a copy of the recording of the meeting. The Clerk agreed.

Another member of the public asked if the planning application to erect a Radome radar station on Robertson Barracks had been received. Councillor Atterwill confirmed that Breckland Council have received this however this is yet to be forwarded to the Parish Council for consultation.

### **There was no County Councillor Present**

#### **District Councillor Atterwill and District Councillor Duffield sent their apologies**

District Councillor Atterwill reported that Breckland Council now have an 'Early Intervention Fund' available to help support people who might be struggling financially with the cost of living at this time. Councillor Atterwill has suggested that if there is anyone who might benefit from this assistance scheme in the village then he is happy to help with the application.

There was also an update from Breckland Council regarding the review of local development plan. There is now a live six week consultation calling for potential additional sites. Any sites will be assessed by the planning policy team at Breckland Council and there is no guarantee that a submitted site will be considered suitable for a future planning permission. In addition to this there is also a call for sites to be considered as important local green space.

Councillor Atterwill also reported that planning applications are currently on hold due to a nitrate neutrality issue and is awaiting further information.

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

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

Apologies were received by Councillor Keen and Councillor Turner; these were accepted by the council.

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### 2. To Receive Declarations of Interest

Councillor Atterwill declared an interest in items 5b

**3. Minutes from the Parish Council Meeting of 14<sup>th</sup> March 2022 to be Accepted, Initialled and Signed**  
Councillor Curran proposed that the minutes were a true and accurate record of the meeting seconded by Councillor Venworth and carried. Councillor Atterwill Abstained.

### 4. Matters Arising from Minutes of 14<sup>th</sup> March 2022 (For Exchange of Information Only)

None were raised

### 5. Finance

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

The Clerk reported that there was an additional invoice received from Dereham Taxi for £72.00 for Medical transport. This brings the total amount of accounts to approve for payment to £13,412.33.

Councillor O'Dowd proposed that the following payments are made seconded by Councillor Venworth and carried.

| Payee              | Detail                         | Payment Method | Total Amount Payable | Of Which VAT Reclaimable |
|--------------------|--------------------------------|----------------|----------------------|--------------------------|
| Staff remuneration | PAYE Month 12 – under contract | BACS           | £4857.00             |                          |
| CGM                | Grasscutting                   | BACS           | £643.67              | £107.28                  |
| BT                 | Telephone line                 | DD             | £124.16              | £15.10                   |
| E.On               | Streetlight electricity        | DD             | £94.62               | £3.10                    |
| S2 Computers       | IT support                     | DD             | £141.84              | £23.64                   |
| ICO                | Membership                     | DD             | £35.00               |                          |
| Public Works Loan  | PWLB                           | DD             | £4198.65             |                          |
| Cozens             | Streetlight repair             | BACS           | £336.00              | £56.00                   |
| Scribe             | Annual fee                     | BACS           | £561.60              | £93.60                   |
| NALC               | Annual fee                     | BACS           | £330.53              |                          |
| J Keith            | Manns Lane field rent          | BACS           | £1348.00             |                          |
| Viking             | Stationery                     | BACS           | £42.52               |                          |
| Norfolk PTS        | Seminar                        | BACS           | £48.00               |                          |
| Norfolk PTS        | Annual membership              | BACS           | £396.36              |                          |
| Dereham Taxis      | Medical transport              | BACS           | £60.00               |                          |
| Dereham Taxis      | Medical transport              | BACS           | £72.00               |                          |
|                    |                                | <b>Total</b>   | <b>£13,412.33</b>    | <b>£250.92</b>           |

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

#### b) Accounts to Pay for Members with a Pecuniary Interest

The Clerk reported that there had been an invoice received for the funeral of an infant. This requires payment from the Burial Authority however there is a grant fund available to reclaim the cost. The Funeral Director has sent this through the clerk.

Councillor Venworth proposed that the payment is made with a view to reclaiming the cost seconded by Councillor Rodrigues and carried.

| Payee       | Detail        | Payment type | Total Amount Payable |
|-------------|---------------|--------------|----------------------|
| Phil Robson | Grave digging | Bacs         | £85.00               |
|             |               | Total        | £85.00               |

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

**c) Income to be reported**

| Income Received from | Details  | Amount |
|----------------------|----------|--------|
| Barclays Bank        | Interest | £0.39  |
|                      | Total    | £0.39  |

**d) To Agree the purchase of a Planter to be Installed with the Memorial bench.**

The Clerk had circulated different sizes and designs ahead of the meeting for consideration.

Councillor Venworth proposed that a hexagonal planter is purchased for £384 + VAT seconded by Councillor Curran and carried.

**6. Land and Planning**

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

3PL/2022/0313/HOU - 27 Gray Drive - Apply render to front and gable walls

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

**b. To Receive a report on Planning Decisions by Breckland Council**

None were received.

**c. To Consider a Response to Breckland Council Local Plan Review Call for Sites.**

Councillor Atterwill reported that the Breckland District Council Local Plan call for sites consultation has commenced. This also includes a call for sites for local green space.

Councillor Atterwill suggested that the Parish Council put forward a number of important local sites in the Village. These are;

Swanton Morley Village Hall playing field from the first touchline to the fence.

The Manns Lane playing field to include the allotment site, and

Swanton Morley Cricket Ground on Hoe Road South.

Councillor Atterwill proposed that the Parish Council apply to register these sites as green space seconded by Councillor Venworth and carried.

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

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

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

Councillor Curran thanked the member of the public for the repair to the gate.

**i) To Consider correspondence received from the Landowner concerning ownership**

The Clerk had received correspondence from the landowner that relates to gifting the land in the Church/bowling green car park upon which the disabled access to the church stands, to the Church.

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There is intention to have a legal document prepared which will give all users of the Church, bowling green and River Walk a right of way, over both car parks.

The Clerk has already sent an initial response to the landowner to ask if the Church are aware of this and what the legal fees would be. The Clerk is awaiting a response.

Councillor Curran asked what wayleave could be agreed to always have access to the property in order to carry out any maintenance work to the church wall.

**Councillor O'Dowd proposed that the Clerk is to establish the footprint of the land for consideration and make enquiries concerning the wayleave agreement seconded by Councillor Venworth and carried.**

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

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

#### **i) To Receive and Update on the Design of the paths for the Burial Ground**

Councillor Atterwill reported that he has met with an architect to discuss the design of the footpaths in the burial ground.

The Architect will provide two designs to include a second path being installed between the hedgerow and the existing path. This could then provide additional space for further burials.

These designs will then form part of the tender document.

Councillor Atterwill also reported that he has met with a representative from Breckland District Council with a view to providing the clerk with a wayleave to install a water supply into the burial ground.

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

Councillor Turner was not in attendance at the meeting and there was nothing to report.

The Clerk reported that there has been correspondence with the landowner with a view to clearing the water bill that was used during the winter months when the supply to the allotments was turned off. The Clerk was awaiting a further invoice to provide the landowner.

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

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

Councillor Keen reported that the Zig Zag equipment on Gooseberry Hill has been repaired.

There has also been issues of dogs being in Gooseberry Hill park. Unfortunately the 'No Dogs' sign has been removed. The Clerk is to order a replacement sign.

#### **i) To Receive an Update from the Working parties.**

It was reported that due to unforeseen circumstances the original working party that had been arranged could not go ahead.

Councillor Atterwill suggested Saturday 30<sup>th</sup> April 2022. The Clerk will circulate this for Councillors.

Councillor Atterwill asked Mr Marsham if it would be possible to collect and dispose of broken branches on the village green following the working party. Mr Marsham agreed.

Maintenance work will also be carried out to the millennium sign on the Green to include removal of the noticeboard.

The Clerk has spoken with a local graphic designer who is producing a new design to be installed.

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

i) To Receive an Update on the access to Mill Common following correspondence received. The Clerk has carried out the searches on Land Registry as agreed. The findings of this will be circulated to councillors with a view to discussing this as a future meeting.

### **f) Streetlights**

Nothing to report

### **g) Village Paths**

Councillor Venworth reported that the new posts have now been installed and the signs will be fitted by the end of the month.

### **h) Noticeboards**

i) To Receive an Update on the Parish Noticeboard  
The Clerk reported that the manufacturer will be providing the replacement door by the end of the week. This has been caused by a defect hinge.

## **8. Highways**

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

The Road sign that has been damaged on Frogs Hall Lane requires reporting to Breckland District Council.  
Hoe Road East has potholes  
Primrose Square has another pothole formed.  
There are parts of the Road outside Walnut Farm that is breaking up.

The Clerk is also to contact County Councillor Borrett to request an update on the verge cutting in the Village as the grass appears to be 9/10 inches high.

### **i. To Receive an Update on Highways Work reported**

The Clerk had circulated an up to date highways schedule for consideration.

Councillor Atterwill reported that there had been a meeting with the Highways engineer to go through any outstanding works to include the repair work to the cats eyes.

The Clerk has forwarded the correspondence to County Councillor Bill Borrett concerning the bridges and is awaiting a response.

The Road sign that has been damaged on Frogs Hall Lane requires reporting to Breckland District Council.

### **b) To Receive an Update on the Trod on Woodgate as part of the Parish Partnership Scheme**

Councillor Atterwill reported that there has now been a site meeting with the Landowner, the designer from Norfolk County Council, Highways engineer and the Clerk.

The design possibilities were discussed on site and the design technician will be providing the Parish Council with two options to consider along with the costs.

This would be a permanent structure with a 30 year lease agreement.

### **c) To Receive an update on the Community Speedwatch Scheme**

Councillor Turner was not in attendance, so the Clerk reported that there were plans to hold future Speedwatch sessions however this is proving challenging as there are so few volunteers.

The Clerk has been advertising for further volunteers to help.

**9. To Agree a Response to Correspondence received reference the Village Green and Wood House**

Councillor Atterwill proposed that as this item is concerning legal matters relating to a boundary dispute with a third party, that it is moved to the end of the agenda under Standing Order 10a(11) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;’ seconded by Councillor Curran and carried

**10. To Receive an Update on CASM**

Councillor Curran reported that the CASM event is going to be held on Saturday 23<sup>rd</sup> April between 10.30am and 12.30pm at Swanton Morley Village Hall.

There will be representatives from Breckland Council along with Northgate High School and a double decker bus.

There will be plenty of information for visitors to the event to take home along with some wildflower seed.

There will also be an opportunity for visitors to the event to bring along particular recycling items including batteries and ink cartridges.

**11. To Receive an update on the Swanton Morley Jubilee Festival**

Councillor O’Dowd reported that the plans for the Jubilee Festival are ongoing.

The Clerk had been successful in securing a grant from Awards for All for £4509 to help fund the event.

There is a schedule of events being prepared along with an 8 page booklet to be distributed to each household in the village.

Mr Marsham also confirmed that he has 3 scaffold clips ready for the Beacon. Councillor Atterwill thanked him.

**12. Correspondence (For Exchange of Information Only)**

The Clerk reported that there had been a letter of thanks received from East Anglia Air Ambulance for the donation from the Parish Council.

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

One member of the public wanted to specify the right of way access from Town Street to the ramp in the Church carpark.

Councillor Atterwill asked Mr Hyde if there had been any correspondence to the Church from the landowner. Mr Hyde confirmed that there will be a meeting taking place sometime in May. Councillor Atterwill had offered his attendance if it is required.

A member of the public highlighted his respect towards the Chairman for everything that he does in the Village however following on from the installation of the memorial bench he felt this was a personal attack.

The member of the public then quoted rule 243 paragraph 5/7 of the Highway code ‘needs double yellows re-instating. Must not park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space.’ and asked if Councillor Atterwill was familiar with this.

The member of the public was enquiring as there are other vehicles that currently park illegally but he does not feel these are dealt with.

The Clerk asked the member of the public to provide the information in an email for it to be addressed. The member of the public agreed.

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The member of the public also referred to item 7h and asked if there would still be access to the wall for maintenance work where the current noticeboard is. Councillor Atterwill responded that the Parish Council will be removing the wall mounted noticeboard and replacing it with a freestanding one. The wall will be made good.

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

An update on the Trod

An update on Wood House

An update on the footpath in the burial ground

An update on the verge cutting

### **14. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 11th April 2022 at Swanton Morley Village Hall at 7.30pm.**

All agreed.

*The meeting closed to the press and the public. Four members of the public left the room*

### **9. To Agree a Response to Correspondence received reference the Village Green and Wood House**

Councillor Atterwill had circulated correspondence ahead of the meeting for consideration.

The Clerk presented plans on the screen for Councillors.

This was in relation to the issue the ownership of a small parcel of land behind the two properties on the site of the Old Village Hall.

**Councillor Atterwill proposed that the Parish Council seek legal advice from Leathes Prior seconded by Councillor Venworth and carried.**

The meeting closed at 9.36pm

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