

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 12th December 2022 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Mrs K. Pickard (Clerk). There were no members of the public

Matters Raised Under Time Allocated to the Public

No public in attendance

There was no County Councillor Present

District Councillor Report

District Councillor Richard Duffield sent his apologies

District Councillor Atterwill reported that the local plan review call for sites were extended until 1st December, one more significant site, land behind Darby's has been put forward and Councillor Atterwill is awaiting an update on the final list for consideration.

Councillor Atterwill has also been progressing with raising awareness for credit unions and help people who want to access safe and secure loans.

There continues to be the cost of living assistance and various funds that Cllr Atterwill can refer people for.

Cllr Atterwill and the Clerk have now completed the final session of mental health training in suicide awareness and are now fully trained and able to signpost residents who may need assistance.

Councillor Curran asked Councillor Atterwill where the Neighbourhood Plan would sit if the Government step away from housing targets, Councillor Atterwill confirmed that he asked this question and Breckland Council are still waiting on clarifying information but there is a potential that the Government will provide financial incentives for those councils that build more houses than are needed.

The Meeting Went into Session

1. To Accept Apologies for Absence

Councillor Turner, Councillor Rodrigues, Councillor Almond and Councillor Walker-Fraser accepted by Council

2. To Receive Declarations of Interest

Councillor Venworth declared an interest in item 5b and 7c, Councillor O'Dowd declared an interest in item 5f, pt 2

3. Minutes from the Parish Council Meeting of 10th October 2022 to be Accepted, Initialled and Signed

Councillor O’Dowd proposed that the minutes are accepted seconded by Councillor Venworth and carried

4. Matters Arising from Minutes of 10th October 2022 (For Exchange of Information Only)

None were raised

5. Finance

a) Accounts to Approve for Payment:

The Clerk reported that an additional invoice from Swanton Morley Farms has been received for the Permissive path contract for £2,500.00. This brings the total amount of accounts to approve for payment to £11,357.62.

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 8	Bacs	£5890.29	
S2 Computers	Monthly subscription	Bacs	£163.44	£27.24
BT	November 2022	DD	£160.39	£22.40
Norfolk PTS	Introduction to Council	BACS	£80.00	
Glasdon	Post	BACS	£116.94	£19.49
Breckland Council	Serco contract	BACS	£1575.60	£262.60
CGM	November	BACS	£691.94	£115.32
Viking	Stationery	BACS	£179.02	£29.83
Swanton Morley Farms	Permissive Path contract	BACS	£2500.00	
		Total	£11,357.62	£476.88

Councillor Venworth left the room

b) Accounts to approve for payment for members with a pecuniary interest

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

Payee	Details	Payment type	Total amount payable
Cllr J Venworth	Tree Nursery	BACS	£340.30
Cllr J Venworth	Village Map	BACS	£202.53
		Total	£542.83

Councillor Venworth re-entered the room

c) Income to be reported

Income Received from	Details	Amount
Grant funding	Tree nursery	£621.00
Barclays	Bank interest	£0.55
		£621.55

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d) To agree the date of the Budget meeting in January

It was agreed that the budget meeting would be held on Monday 23rd January 2023 at 7pm.

e) To consider a donation to the Scarning Art Club for the Village Map

Councillor Atterwill proposed £250 donation to Scarning Art Club seconded by Councillor O'Dowd and carried

Councillor O'Dowd left the room

f) To consider a donation to All Saints Church and Dereham Band following 'Carols in the Church'

Councillor Atterwill proposed that a donation of £100 is made to All Saints Church seconded by Councillor Venworth and carried

Councillor Atterwill proposed that a donation of £250 is made to Dereham Band seconded by Councillor Curran and carried

Councillor O'Dowd re-entered the room

6. Land and Planning

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

None received

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

3PL/2022/1200/HOU - Pond Farm, 40 Greengate - Two new dormers on NW elevation. Alterations to window and door openings. New joinery on front porch, convert rear garage, new joinery. PV panels on SE roof.

APPLICATION REFUSED

3PL/2022/1243/HOU - 10 Keith Road - Rear Single Story Extension (Revised Scheme)

APPLICATION APPROVED

3PL/2021/0051/F - Land on the edge of Woodgate Alongside Frog's Hall Lane - Whole life zero-carbon dwelling with detached garage set within a substantial natural landscaping and ecological enhancements scheme

APPEAL DISMISSED

c. To receive an update on the Local Plan review

Councillor Atterwill provided an update within the District Council report

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

a) Churchyard at All Saints' Church

Councillor Atterwill reported that he had received correspondence from Councillor Alison Webb regarding the seat in the Churchyard overlooking the valley. The paintwork has been stripped but requires painting. It was agreed that the seat would be covered to protect it from the winter weather

b) Swanton Morley Burial Ground

It was reported that there are two sunken graves in the burial ground. The Clerk has asked the grave digger to fill these in.

Councillor Atterwill suggested that the Parish Council look at the plan of the graves and decide where the next plots can be allocated once the existing row is filled.

c) Swanton Morley Allotments

It was reported that there is now some availability in the allotment site. The Assistant Clerk will work with Councillor Turner in the new year to allocate these to the next residents on the waiting list.

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Councillor Turner will be taking the Assistant Clerk on a walk around to familiarise with the site for future tenants.

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

Councillor Venworth attended the inspections for open spaces course in November.

One thing that was raised is the liability to the Parish Council with the usage and it was suggested that the visual inspections are carried out once a week.

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

Councillor Venworth reported that the £10,000 grant funding from the Norwich Freemans Charity has been accepted.

The Clerk is waiting to hear from the lottery funding and Norfolk Community fund.

Councillor O'Dowd asked Councillor Venworth what the terms are for the conditions of the funding?

Councillor Venworth will look into the conditions when the correspondence is received.

ii) To discuss the Jubilee Tree

It was agreed that the Clerk would circulate dates in the new year to carry out this work for the middle of January.

The posts on Davidson Park are being replaced later in the week.

e) Swanton Morley Common Lands

Councillor Turner had previously reported that he had spoken to the Environment Agency about cleaning the river at Burgh Common. The Environment Agency have agreed that this can take place, but the Parish Council would need someone with a boat to access the side of the bank with the weeds.

Councillor O'Dowd suggested that the Parish Council speak with Sculthorpe Moor as they also need to keep their drains to the Wensum clear. Councillor O'Dowd will ask Mr O'Dowd to speak with them and obtain a cost to consider within the budget.

The clerk reported that the correspondence for Mill Common has been sent to the Rural Payments Agency in order to claim the funding for the second year

f) Streetlights

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

It was reported that there is a streetlight that backs onto Loombe Close that is obscured by vegetation.

The Clerk is to contact the resident and request this is cut back

g) Village Paths

Nothing further to report

h) Noticeboards

Councillor Venworth reported that the new noticeboard has been installed on the VG and the new village map has been unveiled earlier in the day

8. Highways

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

There are two potholes on Primrose Square – one that had been previously repaired and a second at the end by the garages

Councillor Atterwill raised an issue with the gritting in the village and a thread on social media. Several years ago there was a discussion regarding grit bins in the village and it was decided that the Parish Council would not purchase them due to the purchase and maintenance of the bins.

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It was also decided against due to the cost involved as there would need to be multiple bins purchased and installed, locations agreed by Norfolk County Council highways and street furniture licences obtained. A further issue is who would use these bins and the liability in case of accidents to the Parish Council.

In the previous year a well meaning resident had offered to purchase a bin and assist with the spreading of the grit but there would be an issue should they decide to no longer do this.

On the Norfolk County Council website there is a section regarding grit bins and clearing snow and ice.

Councillor Atterwill has contacted the Highway Engineer and has asked for Manns Lane and the route to the school to be included in the main gritting route as a one off. Councillor Atterwill is awaiting a response.

Councillor Atterwill has also been in touch with the school regarding the gritting outside the school and the caretaker confirmed that he is not permitted to do this.

Breckland council had provided a quotation for the hedge cutting in 2023, two options were provided:

1. Tractor cut - 1.5 days. The cost for that would be £1205.29.
2. By hand - it would take 6 operatives – 1 day - The price for this would be £1302.77.

Councillor Atterwill then reported that Norfolk County Council funded the Parish Council £3047.60 for the hedge cutting in 2022 and the Parish Council are now left with £1419 after paying the Serco and MP Dennis invoices. This allows a sum towards 2023 cuts.

Councillor Atterwill proposed option 2 quotation received from Breckland Council seconded by Councillor Venworth and carried.

It was agreed that the ongoing Serco grass cutting contract would be £361.07 per cut.

b) To receive an update on the grass cutting tender for the forthcoming year

The Clerk has received confirmation from three contractors to agree to produce a quotation for the tenders.

It was agreed that the Clerk would resend the tender information

c) To receive an update on the Community Speedwatch scheme

Nothing further to report

d) To receive an update on the flooding on Woodgate

The Clerk has received no further update and will contact Mr Bygrave and copy in Councillor Bill Borrett

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

Councillor Atterwill and the Clerk reported that the Assistant Clerk is happy to initially help with this scheme in conjunction with her current position. This will be monitored by timesheets.

It was agreed that the warm facility would be open Monday – Thursday 10am until 2pm.

Councillor Atterwill proposed that the Assistant Clerk initially runs the warm bank seconded by Councillor O'Dowd and carried

10. To Receive an Update on CASM

Councillor Curran reported that a meeting is scheduled in for later in the week.

The tree nursery funding has been received

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

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The next consultation meeting is to be held in January to discuss further ideas for the initiative. Councillor Almond also spoke with representatives from Robertson Barracks who are keen to support this.

The Clerk reported that a contact who ran the mental health training is also a trustee for Menscraft who can provide grant funding.

12. Correspondence (For Exchange of Information Only)

Councillor Atterwill reported that correspondence has been received from a resident to publish the minutes in the noticeboards for those that do not have internet access.

It was agreed that this would not be viable due to the number of pages however Councillor Atterwill suggested that a notice is put in each noticeboard that the minutes are available from the clerk if required.

The Clerk had also received correspondence from a gentleman regarding street names and a request to have his fathers name chosen. The clerk had circulated the information to councillors ahead of the meeting for consideration.

Councillor Atterwill proposed that the Clerk is to respond that there is currently no option for this however the information will be kept for any future development opportunities

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

No public were in attendance

13. Any Item to be Reported for the Next Agenda

Water bill

Update on the Grass cutting tender

14. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 9th January 2023 at Swanton Morley Village Hall at 7.30pm.

All agreed.

15. To receive a proposal to close the meeting to the press and public for item 16, for the reason that the content of discussion relates to the Hardship Fund (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

16. Hardship fund

Councillor Atterwill proposed that up to £150 is used from the hardship fund for a vulnerable resident seconded by Councillor O'Dowd and carried.

Councillor O'Dowd proposed that a vulnerable resident can access £300 from the hardship fund seconded by Councillor Venworth and carried

The meeting closed at 9.23pm.

Approved by _____

Signed _____

Date _____