

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 13TH JULY 2020 AT 7.32PM

VIRTUAL MEETING VIA MICROSOFT TEAMS

Councillors Present: Mr R. Atterwill (Chairman), Mrs B O'Dowd (Vice Chair), Mr S. Westbury, Mr D Turner, Mr I Cawdron, Mr J. Keen and Mr G. Curran

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

District Councillor Report

District Councillor Atterwill reported that there has been a number of 'virtual' meetings taking place recently. There was a cabinet meeting the week prior, there is a planning meeting on the following day and there is a full council meeting being held the following week.

District Councillor Atterwill reported that he is now the leader of the opposition for the independent group. The opposition groups hold 25% of the seats at Breckland Council and they are working closely together to hold the administration to account.

Breckland Council have now embarked on a new local plan review. The existing local plan was adopted in November 2019. The administration has formed a working group made up of five conservatives. No other councillors including opposition councillors have been allowed to be involved in the meetings which are also not available for the public to view or see the minutes

Breckland Council have decided to do a full review rather than a partial review that was recommended by the examiners to be undertaken to run until November 2022. The full review will now run until November 2024.

When Councillor Atterwill challenged as to what the risks are by doing a full review, the response he received was that some of the existing local plan policies could be deemed to be out of date in two years time. This could lead to a risk of aggressive development applications being passed until the new plan is adopted. There will undoubtedly also be a new call for sites because the Government have said there needs to be an increasing in housing developments. Swanton Morley Parish Council will be contacted in due course for available sites. The opposition group will be fighting for further answers and greater scrutiny. Councillor Atterwill has suggested it should be a community led plan rather than a developer led plan. Councillor Atterwill then reported that the Government will be providing a white paper soon which could drastically change the way that planning is done, it will take away powers from the local planning department and give more control to the developers.

Breckland District Council have also launched a shop with confidence initiative in order to encourage people back into the high street, this was funded by central government.

Matters Raised Under Time Allocated to the Public

The issue of the ongoing antisocial behaviour and littering at the Waterfalls.

Three members of the public attended the meeting to ask the Parish Council for support regarding the ongoing problems at the Waterfalls.

They felt very strongly about the situation. In particular, the distress that it is causing on a regular basis. The level of noise during the day is increasing and litter is becoming more of a nuisance in such a beautiful spot.

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The impact on the wildlife is a concern due to the amount of litter floating down the river.

The issue of safety along the stretch of road in order to access this land is more hazardous and there is a concern that there will be an accident.

This spot was originally aimed for families to enjoy however there is a small minority of youths who are spoiling this.

The police have been called by the residents on a number of occasions, but they are not always available to attend the site.

Another resident had spoken with Councillor Atterwill in the day and raised the issue of how unclean this area is and even reports of human excrement.

One of the members of the public suggested a 'lock down' style closure of the waterfalls in order to put a plan of action in place.

Councillor Atterwill suggested that this item is moved up on the agenda in order to discuss this with the public present.

All agreed

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Rodrigues accepted by the Council.

2. To Receive Declarations of Interest

Councillor Turner declared an interest in item 10,c

12. To Discuss the ongoing litter and antisocial behaviour at the Waterfalls

The land-owner in question had sent correspondence to the Council ahead of the meeting for consideration. This included an action plan that had been formulated in preparation for this discussion.

Councillor Keen raised the concern of how easy it is to travel to the waterfalls and also the presence of social media allowing the wider community to meet in large numbers. Councillor Keen felt the only option at this time is to make the site 'inaccessible'.

Councillor Turner feels that the safety issue is a large concern as some youths access the site by walking down Mill Street where traffic travels at much faster speed. He feels it needs to be closed for safety reasons.

Councillor O'Dowd agrees with the members of the public that this situation will only become worse throughout the summer months.

Councillor Westbury felt that even though he sympathises with the residents who have to live close by he does not think that closing the site is the way forward. He would rather suggest working together with the land owner to improve the conditions.

Councillor Turner did not think working with the land- owner would be a productive solution as it could show that the Parish Council supports this behaviour.

Councillor Cawdron then agreed that he feels the only way to deal with the situation is to close the site. Councillor Curran proposed that a letter is sent to the land-owner requesting that he considers taking steps to close the site on the grounds of safety and antisocial behaviour seconded by Councillor Keen and carried.

Councillor Westbury would like it noted that he objects to this motion

Three members of the public left the meeting

3. Minutes from the Parish Council Meeting of 20th May 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 Turner and carried. Councillor Atterwill then signed the minutes.

4. Matters Arising from Minutes of 20th May 2020 (For Exchange of Information Only)

None were raised

5. To Consider regular publication of ‘Draft’ minutes on the Parish Council website

Councillor Atterwill reported that there had been correspondence received from a Parishioner who was concerned that draft minutes are not published. Councillor Atterwill then reported that as we are not in the small authority bracket or large authority bracket that there are no current regulations that state that the ‘draft’ minutes must be published. Councillor Westbury responded by saying he did not feel there was a need to publish ‘draft’. Councillor Cawdron agreed that it would be more beneficial to publish ‘approved’ minutes. Councillor Keen, Councillor O’Dowd and Councillor Turner also agreed. Councillor Curran suggested a breakdown of the meeting in draft form but Councillor Atterwill confirmed that they would have to be the full minutes.

Councillor Westbury proposed that the Parish Council do not publish ‘draft’ minutes, only approved minutes seconded by Councillor Keen and carried.

6. 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 three additional invoices had been received since publishing the agenda, Glasdon for two replacement dog bins for £382.42, Luisa Cantera for the Internal audit for £300 and Sonnys Gardens for the work on the cherry trees at the village green for £209.15 bringing the total payments for approval to £5587.19. Councillor Cawdron asked if the direct debit for S2 computers for £144.24 was correct, the Clerk confirmed that this is for ongoing remote support and Microsoft licences.

Councillor Turner proposed that the payments be made seconded by Councillor Cawdron and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Renumeration	Made Under Contract Month 2	BACS	£3206.66	
Hampshire Flag Company	Flagpole	BACS	£1063.14	£177.19
Hampshire Flag Company	Flags	BACS	£717.17	£119.53
Wave	Allotment water bill	BACS	£146.71	£24.46
SLCC	Annual membership	BACS	£180.00	
CGM	Grasscutting	BACS	£627.97	£104.66
BT	Telephone line	DD	£110.73	
Eon	Streetlight electricity	DD	£72.02	
S2 Computers	IT support	DD	£144.24	
The above payments were approved on 24th June via email	Councillor Atterwill proposed the payments are made, seconded by Councillor O’Dowd.		£6268.64	£425.84
Staff renumeration	PAYE Month 3– under contract	BACS	£3263.41	
CGM	Grasscutting	BACS	£627.97	£104.66
M.E & H.S Crane	Repair and replace rabbit fencing – Churchyard	BACS	£660.00	£110.00
Glasdon	Replacement dog bins	BACS	£382.42	
NPT&S	Internal audit	BACS	£300	
Sonnys Garden	Cherry trees	BACS	£209.15	
BT	Telephone line	DD	£110.73	
E.On	Streetlight electricity	DD	£72.02	

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S2 Computers	IT support	DD	£144.24	
		Total	£5587.19	£214.66

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Interest	Bank interest – Tracker account	£12.49
Allotment holders	New plot holders	£373.00
		£385.49

c) To Receive an Update on the Application of a Business Credit Card for the Parish Council

The Clerk reported that this is still ongoing

d) To Receive an Update on the Nationwide Account

The Clerk reported that correspondence had been received from Nationwide advising that the account will be offered as an online facility. The Clerk requested agreement from the Councillors to register the interest to easily access this account.

Councillor O’Dowd proposed that the Clerk registers for online banking with Nationwide seconded by Councillor Westbury and carried.

e) To Consider the Parish Council applying for the Parish Partnership

Councillor Atterwill suggested that due to the time frame of the meeting and the deadline for this is not until December, this item could be deferred until the August meeting. Councillor Atterwill did ask for consideration on the purchase of an additional SAM sign or any further road works that may be required.

Councillors agreed

f) To Receive a Report for the Councillors to have their own Parish Council email address

The Clerk had sent a proposal from S2 computers to Councillors ahead of the meeting for consideration. This gave a detailed quotation for 8 additional Microsoft licences, one for each Councillor. This will then enable them to have a more secure email address to use for Parish Council correspondence and complete IT support. The cost of this is £1013.76 per year. Councillor Westbury raised the concern that the cost was quite considerable when the use of this software will be quite minimal. Councillor Keen also agreed. Councillor Westbury then offered to assist the Clerk in researching a more cost-effective solution. Councillor Atterwill then suggested that this item is deferred until the August meeting.

All agreed

g) To Agree the Clerk purchasing the ‘Clerks Manual’ publication for the CiLCA

The Clerk reported that following the ‘Introduction to CiLCA’ course, a new publication from SLCC has been recommended to refer to for the qualification at a cost of £52.30

Councillor Atterwill proposed that the Clerk purchases the publication, seconded by Councillor Westbury and carried

h) To Consider a Parishioner request for Information relating to a VAT reclaim

Councillor Atterwill had sent correspondence to Councillors with the schedule of the VAT claim in question ahead of the meeting for consideration. Councillor Atterwill confirmed that this document has been checked by himself and Councillor O'Dowd and is happy to forward this information to the parishioner.

Councillor Atterwill proposed that this information is sent to the parishioner seconded by Councillor Curran and carried.

i) To Consider the purchase of an additional flag to commemorate the RAF

Councillor Atterwill had previously sent correspondence to Councillors ahead of the meeting for consideration. 2020 is the 80th Anniversary of the Battle of Britain and, signifies 25 years since the RAF left Swanton Morley. Councillor Atterwill would like consideration of the purchase of the RAF flag in order to fly this on the Village flag pole. Councillor Cawdron suggested that the Parish Council contact the RAF initially to make sure that this is allowed. Councillor Atterwill suggested that if the purchase of the flag at a cost of £137.93 is agreed in principle at the meeting, then he would contact RAF Marham to seek their permission.

Councillor Atterwill proposed that subject to permission from the RAF to fly the flag that the Parish Council purchase this seconded by Councillor Curran and carried

7. Annual Accounts

i. To Receive the Internal Audit Report and Consider any Actions Necessary

The Clerk had sent the full Internal Audit report to Councillors ahead of the meeting for consideration. Following a Teams meeting between the Clerk, Councillor Atterwill and Councillor O'Dowd, the recommendations from the report were discussed with Councillors.

It was discussed that the minutes for the finance section should be more detailed and include which information is sent to Councillors ahead of the meeting, along with a full list of direct debit debits.

All agreed

Any section 137 payments should also be listed separately.

All agreed

When the review of the Financial Regulations took place, Councillor Keen and Councillor Cawdron volunteered to carry out spot checks of the accounts at quarterly intervals. This will need to be included in the minutes of the following meeting when these checks take place.

All agreed

It was then agreed by Councillors that the Finance and Governance working group would set a meeting in order to consider the recommendations and how best to implement them.

ii. To Agree the Annual Statement of Governance

Councillor Atterwill read aloud each of the annual governance statements to which councillors positively responded.

Councillor O'Dowd proposed that the annual governance statement be agreed seconded by Councillor Curran and carried. Councillor Atterwill signed the document.

iii. To Agree the 2019/2020 Parish Council Accounts

Councillor Curran proposed that the 2019/2020 accounts be accepted seconded by Councillor Keen and carried. Councillor Atterwill signed the document.

iv. To Set the Period of 30 days for ‘Exercise of Public Rights’

The Clerk reported that there is a period for members of the public to exercise the rights to view the accounts. PKF Littlejohn have extended this due to COVID-19. The latest date to commence this is Tuesday 1st September 2020.

The Clerk asked for agreement of the dates by Councillors and suggested a procedure was put in place to carry this out safely following Government guidelines.

Councillor Atterwill suggested that a risk assessment is produced to include the booking of an appointment, presentation of the documents, and that a Councillor is present at the time of the appointment.

Councillor Westbury suggested that this was a later date, in order to receive further clarification from the government.

Councillor O’Dowd proposed that the period of 30 days begins on Monday 17th August until 25th September, seconded by Councillor Westbury and carried subject to the agreement of a risk assessment.

8. Policies

A meeting of the finance and governance working group took place on Tuesday 7th July. The purpose of this meeting was to review the policies below and bring the recommendations to the full Parish Council meeting.

i. To Agree the Data Protection policy

The Clerk had sent a copy of the document to Councillors prior to the meeting for consideration. Councillor Atterwill proposed that this is adopted seconded by Councillor Curran and carried.

ii. To Agree the Complaints policy

The Clerk requested this item is deferred following recommendations from the finance and governance meeting to allow more time to produce the document for consideration

iii. To Agree the Freedom of Information Act

The Clerk had sent a copy of the document to Councillors prior to the meeting for consideration. Councillor Westbury proposed that this is adopted seconded by Councillor Curran and carried

iv. To Agree the Information Audit document

The Clerk had sent a copy of the document to Councillors prior to the meeting for consideration. Councillor Curran proposed this document was adopted seconded by Councillor Keen and carried

The Clerk will publish these documents on the website

9. Land and Planning

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

3PL/2020/0567/HOU – The Nest, Woodgate – Demolish existing single storey extension and construct single storey extension to rear, erection of detached garage

Councillor Keen proposed that the Parish Council respond with no objections seconded by Councillor Curran.

3PL/2020/0555/F – Old Dial Town Street – change of use of existing detached outbuilding to holiday accommodation

Councillor Keen proposed that the Parish Council respond with no objections seconded by Councillor Westbury and carried

3PL/2020/0563/F – Merryfield, 39 Greengate – construction of a single dwelling and associated infrastructure works

Councillor Atterwill reported that there have previously been two other applications for the same site. This has previously been for 3 dwellings, reduced to two and now the most recent application is for one large dwelling.

Councillor Atterwill raised issues with this as this is a front garden application and is not in keeping with the houses within its surroundings.

Councillor Curran asked on what grounds this application was objected to previously, Councillor Atterwill confirmed it was on the grounds of overdevelopment on the site. Councillor Westbury also had issues with the size of the building and the access.

Councillor Westbury proposed that the Parish Council object on the grounds of the scale of the dwelling, access to it and it being a front garden development, not in keeping with the local area seconded by Councillor Curran and carried

3PL/2020/0632/HOU – 30 Thompson Close – Proposed Two Storey Side Extension

Councillor Atterwill proposed that the Parish Council respond with no objections seconded by Councillor Cawdron and carried.

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

3PL/2020/0350/F – Land to the East of Woodgate Lane – Erection of a small storage barn/animal shelter to house agricultural equipment

This application has been approved

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

a) Churchyard at All Saints' Church

Councillor Curran had sent a report to Councillors prior to the meeting.

As previously agreed, M Crane has now completed the repairs to the post and rail fence and rabbit fencing work

b) Swanton Morley Cemetery

Councillor Curran had sent a detailed report to Councillors prior to the meeting. It was reported that there are some plots that require attention and the trees in the burial ground appear to be quite low.

Councillor Atterwill then reported that there had been contact from a parishioner regarding a fallen tree branch which has now been moved.

Mr Atterwill then referred to three separate quotations that the Clerk had forwarded to Councillors ahead of the meeting for a full health and safety survey to be undertaken on the trees.

Councillor Westbury also reported that there are two issues with the trees at the burial site, one is the health and safety aspect and the second is the root growth towards the middle of the ground.

He asked that the root problem is considered as part of the tree survey

Councillor Atterwill proposed that the tree survey was undertaken by AT Coombes at a cost of £195 + VAT seconded by Councillor Westbury and carried.

Mr Atterwill then reported that he had asked the Clerk to contact Anglian water to see what the cost would be for connection of a water supply to be installed into the burial ground. This is due to the memorial rose garden looking very tired and the need for it to be watered regularly.

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The Clerk reported that for the work to be carried out Anglian water have provided an estimated cost of £1400. This is estimated as the full quotation cannot be provided until an application is submitted.

Councillor Atterwill proposed that the Clerk obtains the full quotation for the work to be carried out seconded by Councillor Westbury and carried.

c) Swanton Morley Allotments

Councillor Turner reported that there are one and a half plots left available.

There has been no further correspondence with the plot holder who had the charity plot so as agreed as of the 1st August this plot will be revoked.

Unfortunately, of the two other plots they also have, only one has been paid for. Therefore, the allotment holder has defaulted on their contract.

Councillor Atterwill proposed that notice is served on the outstanding money and the responsibility is delegated to the Clerk and Councillor Turner to make a decision on the second plot seconded by Councillor Westbury and carried.

Councillor Turner reported that following a site visit in June and correspondence sent to allotment holders, there will be a follow up visit with the Clerk and Chairman of SMART.

Councillor Turner then reported that he will provide Councillors with a proposal to consider disbanding SMART.

d) Swanton Morley Playing Fields and Village Green

i. To Receive an Update Report regarding the Installation of the Playboat for Gooseberry Hill

Councillor Atterwill reported that there had been a delay with the installation, and it would now take place on Friday 17th July.

The Clerk then reported that a post installation inspection would need to be carried out. The Clerk has obtained a quotation from Mr D Bracy to carry this out as soon as the equipment is installed, this is at a cost of £250 + VAT.

Councillor Atterwill proposed that the inspection is carried out by Mr D Bracy seconded by Councillor Curran and carried

ii. To receive a draft risk assessment to re-open Gooseberry Hill, the swings on the Village green and the Outdoor gym.

Following the government guidelines changing therefore allowing the above mentioned areas to reopen, the Clerk had worked with Councillor Keen and Councillor O'Dowd to produce draft risk assessments. These were sent to Councillors ahead of the meeting for consideration.

Councillor Atterwill then reported that following the pressure washing of the equipment that damage had been reported to the top of the climbing frame and that this is a safety issue.

Councillor Atterwill asked the Clerk to contact NGF Play to repair this. **All agreed**

*Councillor Atterwill then asked if it was the wish of the Councillors to extend the meeting past 9.45pm.
All agreed*

Councillor Atterwill proposed that the risk assessments are accepted following one amendment suggested by Councillor O'Dowd. Seconded by Councillor Westbury and carried

The Clerk also requested that Councillors consider the quotation for the appropriate signage for each area.

This was provided by Stocksigns, the Clerk had requested quotations from other providers, but they were not received. The cost will be £265.97 for three rigid plastic COVID-19 signs.

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Councillor Atterwill asked if there needs to be a cleaning regime in place. The Clerk responded that we do not have to have one however a request has been made to the gentleman who pressure washed the equipment for a longer term disinfectant to be applied. The Clerk is awaiting the cost.

Councillor Atterwill proposed the quotation for the signage is purchased seconded by Councillor O'Dowd and carried

iii. To Receive and update on the installation of the flag pole

Councillor Atterwill reported that the flag pole is now installed.

The Clerk is to confirm the cost of a concrete base to be installed and report at the August meeting.

iv. To Receive an update on the work being carried out on the village green trees

The Clerk reported that the work had now been completed on the Cherry trees.

The tree surgeon had raised a concern about the Rowan tree on the green. There is a substantial amount of dead limbs and in general the tree is in bad health. The Tree surgeon would recommend removing this tree.

Councillor Atterwill suggested that the Clerk obtain a quote to have this done

e) Swanton Morley Common Lands

i. To Receive an Update Report on the Application for Countryside Stewardship for Mill Common

The Clerk reported that The Natural England Advisor will be carrying out a site visit of Mill Common by the end of July.

The Clerk will provide an update at the next meeting

ii. To Receive an Update on the Installation of the replacement picnic bench

The Clerk reported that following the agreement by Councillors on 24th June, the replacement bench has been ordered.

The Clerk is awaiting the installation date

f) Streetlights

Nothing to report

g) Meadowview Estate (Davidson Park)

Councillor Atterwill reported that the work can be carried out by Mr Banham for the concrete bases. The Clerk will contact him for a start date.

h) Permissive Paths

Nothing to report

11. Highways

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

Councillor Atterwill reported that there were some overgrown hedges on the path leading to the School, the Clerk has spoken to the landowner and highways to have these cut back.

Councillor Curran then reported further problems with overgrown hedges and bushes around the Village. Councillor Cawdron reported it was particularly bad on Greengate and Bedingfield. Some of these properties appear to be unoccupied so the Parish Council would need to research land registry.

Councillor Cawdron proposed that the Clerk draft letters to the addresses in question to request the issue is resolved within 30 days and then bring an update to the next meeting seconded by Councillor Westbury and carried

Councillor Curran reported that the pothole on the S bends has not been repaired, the Clerk will report this again

b) To Receive an Update regarding the Speeding in the Village and Agree Any Actions Necessary

Councillor Atterwill confirmed that he will be changing the batteries in the SAM signs. Councillor Turner then reported that he is still awaiting the CRB checks to be returned for the volunteers of the Speedwatch scheme. This will be chased up

12. To Discuss the ongoing litter and antisocial behaviour at the Waterfalls

This item was discussed at the beginning of meeting for the benefit of the members of the public present.

13. To Receive an update on the new Parish Council website

Councillor Atterwill reported that the website was now complete and the link for this was sent to Councillors ahead of the meeting for consideration.

Councillor Atterwill made a plea with all Councillors that the website is searched for as much as possible to increase the positioning of search results.

The Clerk is to do social media campaign on all platforms to increase the hits to the website.

Councillor Atterwill then asked Councillor Westbury if he could provide his biography to help complete the Councillor information page. Councillor Westbury responded that he did not recall a meeting where he agreed to provide this. Councillor Atterwill confirmed that this had not been discussed at a meeting but that staff had previously emailed requests for this to all councillors to which Councillor Westbury had not responded. Councillor Westbury objected to Councillor Atterwill's demeanor and comments on the subject.

14. Correspondence (For Exchange of Information Only)

Nothing to report

As no members of the public were present the meeting was not suspended and carried on

15. Any Item to be Reported for the Next Agenda

- To Receive an Update on the Issues at the Waterfalls
- To consider the Parish Council applying for the Parish Partnership
- To receive an update on the Councillors having their own email addresses
- To Consider the Complaints policy
- To receive an update from Mr Banham regarding the work on Meadowview
- To Receive an Update on the overgrown hedges
- To Consider the Mardler Publication

Councillor Westbury then requested a copy of the recording of the meeting. Councillor Atterwill agreed.

16. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 10th August at 7.30pm via Microsoft Teams.

All agreed

The meeting closed at 10.08pm

_____ (Chairman) _____ Date