

## SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 11<sup>TH</sup> JANUARY 2021 AT 7.30PM

VIRTUAL MEETING VIA MICROSOFT TEAMS

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

**Also in attendance:** Mrs K. Pickard (Clerk) and County Councillor Bill Borrett

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

No public were present

### **County Councillor Report**

Mr Borrett reported that the roll out of the Coronavirus Vaccine is working well throughout Norfolk, this is largely due to the GP's being front of house. The refusal rate is less than 1%. Although this is very good news Mr Borrett is still urging people to follow the current government guidelines to reduce the risk of transmission.

Councillor Borrett was pleased to report the success of clearing Dereham Road and the issue of flooding. Highways have attended the site and carried out an inspection, Councillor Borrett confirmed that if the landowner is on board then there is a permanent solution to this.

Councillor Venworth addressed Councillor Borrett with regards to the issue of flooding on Woodgate Road and Frogs Hall Lane and if Councillor Borrett could influence a site visit from Highways to this location.

Councillor Venworth explained that a possible solution could be extending the kerbing work to flow the rainwater away to an existing storm drain. Due to the lack of kerbing the road is also beginning to crumble.

Councillor Venworth believes this is an unadopted road therefore the issue could be with the water authority or highways.

Councillor Atterwill provided some further information from the origin of the problem. An attenuation pond was constructed when the first phase of Lincoln house was built. When the second phase was being developed, they were asked to excavate the pond to make it deeper. The builders seem to have only put a bung around it so that the pipe is still at the same level, therefore the water now runs into a ditch system on the old piggery site on the corner of Norwich road at an increased flowrate. The current ditch system cannot cope and the water therefore runs down Norwich Road like a torrent and the only place it can go is down the hill to Frogs Hall Lane. An old clay pipe has also collapsed in the old piggery site and has been replaced with another ditch across the site.

Councillor Atterwill suggested that the attenuation pond requires an inspection by NCC Highways and/or Breckland Council Planning Enforcement officers who should check that the landowner has installed the attenuation pond and pipework correctly, and also arrange to extend the kerbing to the gully at the junction of Frogs Hall Lane road that will take the water to a ditch.

Councillor Atterwill also reported that a Woodgate resident has had their garden flooded with water almost coming into their house. This was caused by the foul sewer being unable to cope with the amount of surface water flooding and manhole covers lifting in the garden.

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There is a requirement for input from both Anglian water and Highways.

Councillor Borrett asked for any photos and correspondence with regards to this issue to be forwarded to him, in order to make a specific request to Highways.

Councillor Atterwill suggested that the Clerk, Councillor Venworth and himself produce a report to send on to Councillor Borrett for actioning.

Councillor Borrett agreed.

### **District Councillor Report**

District Councillor Atterwill reported that there had been a conversation with the practice manager at North Elmham surgery with regards to the rollout of the vaccine. They confirmed that they had performed just under 1000 jabs before Christmas and everyone that had the first jab before Christmas have now had their second.

Retired doctors have returned to assist with the rollout, and they now have a team who have been going to the local care homes to administer the vaccine. This has been successful, and several care homes have now been completed.

Councillor Atterwill said that North Elmham surgery is still seeing regular patients while Swanton Morley surgery are rolling out the vaccine.

Councillor Atterwill also reported that the Green Britain centre in Swaffham is being sold, which is good news as it will create employment opportunities in the town

District Councillor Duffield sent his apologies.

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

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

Apologies were received from Councillor Turner and Councillor Westbury, these were accepted by the Council

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

None received

#### **3. Minutes from the Parish Council Meeting of 14<sup>th</sup> December 2020 to be Accepted, Initialled and Signed**

Councillor Cawdron requested an amendment made to item 9a, to read that the overgrown hedge is obstructing the view of the road.

Councillor Curran proposed that the minutes should be amended and signed as a true and accurate record of the meeting, seconded by Councillor Rodrigues, and carried. Councillor Atterwill then made the amendment and signed the minutes.

#### **4. Matters Arising from Minutes of 14<sup>th</sup> December 2020 (For Exchange of Information Only)**

None were raised

### **5. Finance**

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

The Clerk had sent the bank reconciliation and a full report of monthly payments against budget to Councillors ahead of the meeting for consideration.

The Clerk requested agreement from Councillors to transfer the £10,000 grant funding for the Burial ground into the Nationwide Savings account to accrue interest.

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Councillor O'Dowd proposed that the Clerk transfers these funds seconded by Councillor Keen and carried.

Councillor Rodrigues then proposed that the payments be made seconded by Councillor O'Dowd and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 10 – under contract	BACS	£3432.81	
CGM	Grasscutting	BACS	£627.97	£104.66
BT	Telephone line	DD	£113.36	£18.89
E.On	Streetlight electricity	DD	£69.70	£3.43
S2 Computers	IT support	DD	£144.24	£20.24
TH Scott & Son	Hedge Cutting	BACS	£453.60	£75.60
Brown & Co	Additional administration for the Higher Level Stewardship	BACS	£120.00	£20.00
		<b>Total</b>	<b>£4961.68</b>	<b>£242.71</b>

### b. Accounts to approve for payment for members with a pecuniary interest

The Clerk reported that there had been an overpayment made for the allotment in 2020 totalling £34.00 following Councillor Westbury resigning his plot. In addition, the standing order for 2021 totalling £68.00 had also been received. This payment is to refund Councillor Westbury for the overpayment of allotment fees. Councillor Westbury has confirmed to the Clerk that the standing order will be cancelled.

Councillor O'Dowd proposed that the refund is processed, seconded by Councillor Cawdron and carried.

Payee	Detail	Payment type	Total Amount Payable
Mr S Westbury	Refund of 2020 Allotment fees	Bacs	£34.00
Mr S Westbury	Refund of 2021 Allotment fees	Bacs	£68.00
		<b>Total</b>	<b>£102.00</b>

### c. Income to be reported

Income Received From	Details	Amount
Allotment holder	Allotment fees	£68.00
Burial Ground	Burial fees	£595.00
Barclays Bank	Bank interest	£4.67
		<b>£667.67</b>

### d. To Agree the Date and Time of the Budget Meeting

The suggested date and time of the budget meeting is Wednesday 20th January at 7.30pm via Microsoft Teams

All agreed

## 6. Land and Planning

### a. To Consider Responses to Breckland District Council for the following Planning Applications

**3PL/2020/1245/F - Erection of single-storey detached dwelling together with associated detached single-storey garage/workshop, solar panels and landscaping - Land East of Gooseberry Hill**

Councillor Atterwill reported that earlier in the day, Breckland Council had refused this application.

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

**3PL/2020/1247/HOU - 1 Ward Crescent - Proposed Front Porch**  
**Permission granted**

**3PL/2020/1240/HOU - The Cottage and 2&3 Gooseberry Hill - Apply phenolic insulation boards and render to both semi detached properties**  
**Permission granted**

**c. To Discuss Correspondence received from Hopkins Homes regarding Street Names**

The Clerk had received correspondence from Hopkins Homes offering the Parish Council the opportunity to provide suggestions for the new street names. The Clerk had sent this information to Councillors ahead of the meeting for consideration.

Councillor Atterwill confirmed that at the October 2019 Parish Council meeting Councillors considered the following street names for this development:

Marsham, Hudson, Sommerville, Northall, Myhill, Carrick and Sadler.

Councillor Atterwill reported that he had spoken with Mr Carrick, who did not seem keen initially so, Councillor Atterwill suggested that the Carrick name is not used at this present time.

Councillor Atterwill then suggested that the names, 'Sadler' for the late Anne Sadler, who gave a lot to the community car scheme, 'Northall' for the late Rosemary Northall, former Chairman of the Parish Council and secretary of the Cricket club and 'Sommerville' for the late Alex Sommerville who was the former deputy chair of Parish Council be used as previously discussed in recognition of their contribution to our village life.

Councillor Atterwill then suggested 'Myhill' for Lily Myhill who was the church warden in Swanton Morley for over 30 years and was also successful in campaigning to have a footpath constructed from the Primrose Square to the church. Mrs Myhill also campaigned for one of the very first streetlights in the village to be installed in Rectory Road which was affectionately called 'Lilys lamp' by local residents of the day. Councillor Atterwill reported that Lilly loved children and thought it would be a lovely idea to name the park area on the new estate in her memory.

Councillor Atterwill then went on to discuss 'Marsham' and 'Hudson'. Councillor Atterwill suggested that as 'Hudson' is already commemorated at Darbys (The Hudson Room) that the name 'Marsham' for Bernie Marsham in recognition of all of the voluntary work that he has done over many years and continues to do for the village.

Councillor Cawdron agreed that the 'Marsham' name should be used for Bernie Marsham as he continues to give to the village.

Councillor O'Dowd agreed that it would be lovely to celebrate someone who can enjoy it.

Councillor Keen also agreed that Bernie Marsham should be recognised for the work that he has done and continues to do.

Councillor O'Dowd also felt that this would be a good legacy for the Marsham name.

Councillor Atterwill then proposed that the suggested street names are, 'Marsham', 'Sommerville', 'Northall' and 'Sadler', and the open space is 'Myhill', seconded by Councillor Rodrigues and carried.

Names will now be forwarded to the developer and Breckland Council for consideration

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

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

Nothing to report

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### **b) Swanton Morley Cemetery**

Councillor Curran had nothing to report but extended his thanks to Councillor Atterwill for clearing the paths of moss.

#### **i. To Receive a recommendation for Memorial fees**

The Clerk reported that an enquiry had been made regarding the fee for a memorial plaque to be installed on an interment of ashes plot. Following some research, the Clerk had found correspondence with a fee of £75.00 and has amended the current burial fees to include this. The document was sent to councillors ahead of the meeting for consideration.

Councillor O'Dowd proposed that the additional fee of £75 for a memorial plaque is included in the memorial fees, seconded by Councillor Venworth and carried

#### **ii. To Receive a quotation to include spray treatment of the pathways in the Burial ground into the CGM contract**

The Clerk has obtained a quotation from the Contracts Manager at CGM to include moss spraying on the pathways in the burial ground. This quotation has come back as £12 + VAT twice a year.

Councillor Atterwill was sceptical about the price however is happy to proceed and check on the work when it is completed.

Councillor Cawdron proposed that the Parish Council accept this quote seconded by Councillor Rodrigues and carried. Councillor Curran wanted it recorded that the Council are sceptical about the quote.

### **c. Swanton Morley Allotments**

The Clerk reported that Councillor Turner has confirmed that the site is looking very good at the moment. There is another parishioner who would like to see the available plots, and if one is taken then this leaves one and a half plots available.

Plot 18 will require some maintenance work and ploughing before this can be allocated into two halves. Councillor Turner will provide an update at the February meeting.

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

Councillor Keen had nothing to report.

Councillor Atterwill reported that the Clerk had received a response from the Tree surgeon and the rowan stump will be ground down in the next ten days, he sent his apologies for the delay.

Councillor Atterwill then reported that all of the Christmas trees have been removed and the village sign and noticeboard lights, but the lights have been left in the trees until the batteries run down.

Councillor Curran would like it recorded how good the Christmas light display was in 2020 and to extend his thanks to Councillor Atterwill for all his work.

The Clerk then reported that a resident adjacent to Gooseberry Hill park has been in touch to make the council aware that some health and safety tree work is going to take place on 26<sup>th</sup> and 27<sup>th</sup> January.

### **e. Swanton Morley Common Lands**

Councillor Atterwill reported that Burgh Common will need to have the board walks washed down before the spring time.

Councillor Cawdron and Councillor Turner will also be attending site to clear the reeds.

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### **i. To receive an update on the Higher Level Stewardship for Mill Common**

The Clerk reported that during the Christmas break, an email had been received with an offer for a 10 year stewardship agreement for Mill Common.

The income figure that has been offered is £8,054.50 over ten years, this equates to £805.45 per year. Councillor O'Dowd asked for further information on the purpose of the Countryside Stewardship and what the Parish Council need to do.

The Clerk confirmed that the purpose of the Higher Level Stewardship is to maintain Mill Common, and then read out the schedule that the income figure is for: the management of hedgerows, the management of grassland for target features, wetland grazing supplement and management of fen.

Councillor O'Dowd then asked how the Parish Council were going to achieve this.

The Clerk reported that Mr Carrick will be grazing cattle on Mill common as part of this agreement.

Councillor Atterwill then confirmed that it must be cattle that are grazing, Mr Carrick cannot place sheep on the Common land, this is usually carried out through the summer months.

Mr Atterwill then said that there will be a requirement for a working party on site to help with the management plan.

Mrs O'Dowd then referred to the four objectives:

1. To manage grassland and fen habitats to improve floristic diversity
2. To manage fen habitat such that it could be colonised by Desmoulin's whorl snail if water levels are correct following future river restoration
3. To provide nesting habitat for a range of bird species including priority species such as turtle dove
4. To move the site towards favourable condition of the River Wensum SSSI without adverse effects to the River Wensum SAC.

Councillor Atterwill explained that one of the reasons for SSSI is due to the fact that there are some rare species of flower on the common. Having cattle on the ground and how their hoofs work the ground helps with the flora and the fauna on the site. The snail water levels are to do with the River Wensum and management of the water is not the responsibility of the Parish Council other than to make sure it does not become polluted. The nesting habitat mostly comprises of floor nesting or nesting in the trees around the edges of the common land.

Councillor Cawdron asked about the maintenance of the hedgerows and Councillor Atterwill confirmed that it would require someone to go down and make sure that the site is in good order.

Councillor Curran asked how much would be required to be spent from the £805.45 per year and Councillor Atterwill confirmed that the costs would be minimal however, to allow up to half of that cost, should any repair work be required.

Councillor Cawdron suggested that Councillors could carry out a site visit before the agreement is signed but Councillor Atterwill confirmed that there was a deadline to return the offer, and even if the Parish Council did not sign this agreement, they would still be responsible for the upkeep of Mill Common.

**Councillor Atterwill proposed that the agreement for Higher Level Stewardship is signed seconded by Councillor O'Dowd and carried.**

### **f) Streetlights**

The Clerk had received correspondence from a resident earlier in the day regarding the new streetlight columns that are being installed on Wensum Gardens, this was circulated to Councillors ahead of the meeting for consideration.

Councillors were in agreement that the Parish Council are changing these two street lights in order to provide more environmentally friendly ones. The existing lights have now been in situ for many years,

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they contain mercury discharge lamps, and the lights and columns are reaching the end of their working life. The new columns are going to be 3m in height as opposed to the usual 5m height.

This style of LED lighting directs the light downwards onto the pathways, is more energy efficient and dims between midnight and 5am, which are all important environmental factors.

It was agreed that the Clerk will respond to the correspondence to confirm this information.

### **i. To receive an update on the installation of the new streetlights on Wensum Gardens**

This work is still ongoing.

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

Nothing to report

### **h. Village Paths**

Councillor Atterwill reported a concern with the footpath between Hoe Road East and Harkers Lane, it appears that the pathway between the fence lines has become quite narrow, and to monitor that it is suitably cut.

### **i) Noticeboards**

The noticeboard on Rectory Road (opposite Primrose Square) is badly damaged through vandalism and weather and desperately needs replacement as soon as possible. It is difficult to see what it is inside due to condensation and posters do not last as they get wet.

The Clerk had sent out the quotations for a replacement notice board.

The recommended quotation received was for £570 including VAT.

Councillor Cawdron asked if this included the installation however the Clerk would like to clarify this information before it is agreed.

It was agreed to defer this item until February

## **8. Highways**

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

Councillor Atterwill reported that Highways had been and visited Dereham Road and have confirmed that the gullies and the ditch is completely blocked with silt. Councillor Atterwill has emailed the area manager to request that highways regularise the maintenance on this area. There will be some emergency repairs taking place shortly due to the damage to the road under the water including large potholes.

The Clerk is to contact highways with regards to having the gullies on Town street outside the shop and Swanton Morley Garage cleared out.

The Clerk is to report the pathway from Thompson Close to Meadowview as it is breaking away.

The hedge on Bedingfield Road is still obstructing the view of the road. The Clerk will follow this up.

There is an overgrown hedge outside Swanton Morley Stores on the bend. The Clerk will write to the resident.

Councillor Venworth then raised the issue of flooding at the junction of Woodgate Road and Woodgate Lane and that the residents have paid themselves to dig out the ditches beside the road so that the overflow of water flows away.

Councillor Atterwill also asked if there were any further updates for the Community Speedwatch, however due to lockdown, Norfolk Constabulary are unable to conduct any training.

### **b) To Receive an Update on the Flooding in the Village**

This has been discussed in the County Councillor part of the Parish Council meeting and Councillor Venworth, Councillor Atterwill and the Clerk are to provide a report for Councillor Borrett to support.

## **9. To receive an update to the extension of the Volunteer scheme in the Village to build community involvement**

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### **i. To Receive a Recommendation to plant Woodland Trust trees**

The Clerk reported that due to the current lockdown the trees were unable to be planted. Councillor O'Dowd confirmed that Mr O'Dowd is happy to look after them until they can be planted. Councillor Atterwill thanked them both and will deliver the saplings to Mr O' Dowd.

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

Nothing was raised

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

No public present

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

To receive an update on the community Speedwatch team  
Wensum Gardens streetlights  
Noticeboard on Rectory Road  
Flooding to be an additional agenda item

### **12. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday 8<sup>th</sup> February at 7.30pm**

### **13. To receive a proposal to close the meeting to the press and public for item 14, 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 Curran proposed that the meeting is closed to the press and the public seconded by Councillor Rodrigues and carried.

### **14. To Receive a Report from the Personnel Working Group meeting held on 6th January 2021**

Councillor Atterwill reported that the purpose of the personnel working group meeting was to discuss and confirm the job description and person specification for the Administrative assistant vacancy.

These documents were circulated to councillors ahead of the meeting for consideration.

Councillor Curran requested an amendment to the description of the Mardler publication.

The timeframe for advertising the vacancy and online interviews were discussed and agreed.

As soon as the interviews have taken place, Councillor Atterwill has suggested that he call an extraordinary meeting of the Parish Council to discuss this item.

Councillor Atterwill proposed that the job description and person specification for the position is accepted and the process detailed for interviews and extraordinary meeting of the Parish Council seconded by Councillor Curran and carried.

The meeting closed at 9.10pm

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