

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 8TH MARCH 2021 AT 7.32PM

VIRTUAL MEETING VIA MICROSOFT TEAMS

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

Also in attendance: Mrs K. Pickard (Clerk), County Councillor Bill Borrett, two Guest Speakers from Breckland District Council and one member of the public

Matters Raised Under Time Allocated to the Public

Mr Atterwill introduced Lisa Oakley and Sarah Baker from Breckland District Council who attended the meeting to discuss exception sites in Swanton Morley. As detailed in policy 5 of the Swanton Morley Neighbourhood Plan ‘Affordable Housing on Exception Sites’ this is something that would be supported in principle. Lisa Oakley referred to the housing needs survey that was carried out in 2018 by Community Action Norfolk which identified a need for affordable housing in the Village and the Breckland Council Housing Team were keen to find out if this was something the Parish Council would still like to proceed with. The housing team would like to promote more affordable rented homes and shared ownership homes for local people. The recommended number for Swanton Morley is 15 houses.

Mr Atterwill reported that this was an item on the agenda where it will be discussed by Councillors. He offered to email the feedback to Lisa Oakley following the discussion.

Both guest speakers then left the meeting.

County Councillor Report

County Councillor Borrett then took the floor. He confirmed that the Parish Partnership scheme that the Parish Council had applied for had been successful. This is for an additional SAM2 speeding sign to increase the coverage in the Village, ‘slow’ road markings on Gooseberry Hill, and the installation of a ‘trod’ running from the entrance to Swanton Morley Surgery to the junction of Norwich Road.

Councillor Borrett then reported that there had been a ‘project eagle’ in the district where someone had tested positive for the Brazilian version of the virus. Norfolk County Council had received funding to carry out mass testing in the two localities which was the equivalent to 10,000 people. Of these tests, 33 tested positive for COVID19, all without symptoms however it will not be known for 14 days if these are all the Brazilian strain.

Councillor Borrett reported that the numbers in Norfolk are reducing and that the vaccine rollout in the County was going at a huge rate and the age groups of 55 and above will be offered the vaccine.

Councillor Borrett also reported that he had concerns at the amount of infections in care homes since the beginning of outbreak, and as the Chairman of the Health and Wellbeing board for Norfolk, he has asked the Director of Public Health to gather details of the covid in care homes as it is an area of concern and has requested an investigation.

Councillor Borrett has also reported that there has been some improvement with the issue of flooding in the county, a lot of the issues are now being dealt with including progress being made in Woodgate and Dereham road.

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Councillor Atterwill thanked Councillor Borrett for the comprehensive report and thanked him on behalf of the Parish Council for his support with the Parish Partnership application and to the Clerk for putting together the application report, this will bring some much needed improvements to the Village.

Councillor Atterwill then asked Councillor Borrett that due to the number of highway issues including potholes and blocked drains, is there the capacity and funds to carry out these repairs? Councillor Borrett responded that it due to the capacity of the work, there is now a highways engineer in post for Swanton Morley which should make a difference.

Councillor Borrett has suggested that the Clerk emails a list of the outstanding works to him and he will follow this up on the Parish Council behalf. The Clerk thanked him.

District Councillor Reports

District Councillor Richard Duffield had sent his apologies.

District Councillor Atterwill reported that Breckland District Council has now adopted a climate emergency and sustainability strategy, looking to be carbon neutral by 2035.

Breckland District Council budget has also been agreed, with a £4.95 increase for a band d property. The budget also includes a £65,000 hardship fund to help people struggling to pay their council tax bills.

Councillor Atterwill also reported that he arranged to have wooden posts installed at the end of Middleton Avenue to deter any vehicles driving across the grass to the road.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from District Councillor Duffield, Councillor Rodrigues and Councillor Westbury, these were accepted by the council.

2. To Receive Declarations of Interest

Councillor Venworth declared a prejudicial interest in item 7a and will leave the meeting
Councillor Turner declared an interest in item 8c

3. Minutes from the Parish Council Meeting of 8th February 2021 to be Accepted, Initialled and Signed

Councillor Curran proposed that the minutes were a true and accurate record of the meeting, seconded by Councillor Turner, and carried. Councillor Atterwill signed the minutes.

4. Matters Arising from Minutes of 8th February 2021 (For Exchange of Information Only)

The Clerk reported that contact has been made with the organiser of the pilgrimage route and the clerk has requested the information in order to publish this on the website.

County Councillor Bill Borrett left the meeting

5. Finance

a) Accounts to Approve for Payment:

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

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Mr Atterwill reported that there had been an error in the payments for approval last month and that the donation to Citizens Advice bureau should have been £100. The Clerk has listed the additional £50 for approval instead of the total figure to be paid. This payment should be £50.00

There is also an invoice to pay for Wellers Hedley for £820 to complete the land transfer for Gooseberry Hill when it had been confirmed by the Council. However, the Solicitor appointed has in fact proceeded with the land transfer and the Clerk has received the documents.

Councillor Atterwill raised two options for the councillors to consider, one would be to transfer the land back until such time that the S106 agreement is complete, or to the second option is to retain the land transfer and update the insurance records to include this.

Councillor O'Dowd raised a concern with regards to the liability insurance and if the council would be liable should there be an accident on the piece of land. Councillor Atterwill confirmed that the contractor would be responsible for the construction site and have their own liability insurance, however the clerk will confirm this with Came and Company.

Councillor Atterwill then asked Councillors for feedback on paying the invoice in full due to the job being incomplete or whether to pay half for the work that has already been carried out.

Councillor Curran proposed that the full amount of £820 is approved for payment however the Clerk will only pay 50% at this time until the council are satisfied, and for the Clerk to update the insurance company with the piece of land seconded by Councillor Turner and carried.

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

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 11 – under contract	BACS	£3255.03	
CGM	Grasscutting	BACS	£627.97	£104.66
BT	Telephone line	DD	£113.36	£18.89
E.On	Streetlight electricity	DD	£72.02	£3.32
S2 Computers	IT support	DD	£144.24	£20.24
Viking	Office stationery	BACS	£112.16	£18.69
Wellers Hedley	Legal fees for Gooseberry Hill	BACS	£820.00 £410.00 to be paid	£130.00
Citizens Advice Bureau	S137 Donation	BACS	£50.00	
Cozens	Wensum Gardens street lights	BACS	£2910.00	£485.00
Active Garden	Swing Seats – Gooseberry Hill	BACS	£281.90	
Wave	Water bill	BACS	£859.28	
M Heinrich	Expenses – WIX	BACS	£98.86	
		Total	£8934.82	£715.80

b. Income to be reported

Income Received From	Details	Amount
Allotment holder	Allotment fees	£67.00
		£67.00

c. To Appoint an Internal Auditor for the 2020/2021 Financial Year

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The Clerk had circulated three quotations for internal auditors to councillors ahead of the meeting for consideration.

Councillor O'Dowd proposed that Luisa Cantera is appointed the 2020/2021 internal auditor for the Parish Council accounts seconded Councillor Turner and carried.

d. To Agree a Donation to the QDG for the Dreams and Wishes charity

Councillor Atterwill had circulated correspondence with the QDG to councillors ahead of the meeting for consideration. This detailed a charity fundraiser that the QDG are supporting, and Councillor Atterwill requested agreement from Councillors to donate a sum to the cause.

Councillor Atterwill proposed a donation of £100 seconded by Councillor Turner and carried.

Councillor Atterwill offered to use his credit card to pay the just giving page and complete an expense claim form for the Clerk to claim the funds back.

All agreed

6. Policies

a. To Agree the Amended Financial Risk Assessment

The Clerk reported that a review of the current financial risk assessment had been carried out with Councillor O'Dowd, and there are some suggested amendments to include the Village Hall credit card and allotment fees. This document had been circulated to councillors ahead of the meeting for consideration.

Councillor O'Dowd proposed that the amended document is adopted by the Parish Council seconded by Councillor Venworth and carried.

7. Land and Planning

Councillor Venworth left the meeting

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

3PL/2021/0149/HOU - Hartington Woodgate - Proposed Porch Extension

Councillors had received the details of the application ahead of the meeting for consideration.

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

Councillor Venworth re-joined the meeting

3PL/2021/0175/VAR - Development Site 601520 317878 Primrose Hill NR20 4PL- Variation of Condition No 2 on 3PL/2020/0018/F - amended dwelling designs

Councillor Atterwill reported that this application has previously been approved by Breckland District Council. There is now a new developer on board who has slightly amended the application.

There is a slight change to the detail of the appearance and the materials.

There are no significant changes, the height and layout of the dwellings are the same, previously they had detached garages but now they are attached. Upstairs patio door design is slightly different.

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

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

None received

Councillor Atterwill reported that Breckland Council Planning department are in talks with the applicant for Frogs Hall Lane and, there is an understanding that there will be a revised scheme coming out for the Lincoln House application.

c. To Consider the Approach by Breckland District Council to discuss Exception Sites.

Following on from the guest speakers request during the public participation, Councillor Atterwill asked Councillors for their thoughts, taking into consideration the neighbourhood plan policy that supports exception sites.

Councillor Atterwill suggested that the main concern is if the Lincoln House application for 36no. new dwellings gets approved despite the policies set out in the neighbourhood plan.

Councillor Curran was of the understanding at the time of producing the neighbourhood plan that the council expected the bigger developments to encompass affordable housing and for Breckland Council to support it and feels that villages end up with exception sites by default.

Councillor Turner is concerned that the neighbourhood plan is not being adhered to by planning and has suggested that this discussion is deferred until the outcome of the Lincoln House application. Councillor Venworth agreed.

Councillor Atterwill had a concern that there are families in need in the village and deferring this decision will not help them.

Councillor Turner reiterated it would be until the outcome of the decision for the Lincoln House application, Councillor Curran also suggested that if Breckland Council planning enforce the 25% affordable housing on the Lincoln House development then the application would be more palatable.

Councillor Keen proposed that Councillor Atterwill is to write to Lisa Oakley to explain the concerns of the Parish Council would like to wait until the outcome of the Lincoln House application, seconded by Councillor Turner and carried.

Mr Atterwill then reported that he has received communication from a Norfolk County Council highways officer regarding applying for a commuted sum for the streetlights on the new Rectory Road development.

The Parish Council can apply for a sum for Hopkins Homes to consider. Such an agreement would not form part of the Section 238 & 278 Highways Agreements but that if a figure is agreed between the parties this would be paid directly from Hopkins Homes to the Parish Council

With permission from the Councillors Mr Atterwill proposed that this application is delegated to himself and the Clerk to produce some figures for consideration and circulate to councillors for agreement before sending any proposal to Hopkins Homes, seconded by Councillor Curran and carried. This will then be confirmed at the April Parish Council meeting.

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

a) Churchyard at All Saints' Church

Councillor Curran had circulated the report to Councillors ahead of the meeting.

Councillor Curran thanked Councillor Atterwill for placing the mole deterrents in the grounds.

The only item Councillor Curran raised was a fallen bird box.

Councillor Atterwill asked Councillor O'Dowd to check with Mr O'Dowd if this is the bird box that was placed by the Hawk and Owl Trust.

Councillor Curran then asked if the Parish Council were mindful to replace the bird box as he knows of a parishioner who may be willing to do so.

All agreed

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Councillor Atterwill then raised the concern of the coping stones, by the Parson's gate on the North side road which require cementing in place by a brick layer.

Councillor Keen suggested that a brick layer in the village may be able to carry out this work and will make contact on behalf of the Parish Council and send an update to the Clerk.

The Clerk is to remind the landowner of the legal agreement for the transfer of the ramp to the Parish Council.

i. To consider quotations for mole catching in the Churchyard

Councillor Atterwill reported that the mole deterrents appear to be working. Councillor Turner suggested that when the mounds are cleared of excess soil it will be easier to see any further activity. Councillor Atterwill asked for a volunteer to clear the soil in order to monitor if the moles have disappeared. Councillor Venworth volunteered to carry this out. Councillor Atterwill thanked him.

b) Swanton Morley Cemetery

Councillor Curran had circulated the report to councillors ahead of the meeting for consideration. Councillor Curran reported that the paths look much better and that the bin had not been emptied. Councillor Atterwill confirmed that he had been on site and cleared the excess away and pulled the bin out to the roadway in order for it to be emptied.

Moving forward Councillor Cawdron volunteered to pull it out every two weeks for emptying.

Councillor Curran also reported that the hedge still requires cutting, the Clerk will contact CGM to carry this out.

c. Swanton Morley Allotments

i) To Consider Correspondence for the Management of the Allotments

Following the February Parish Council meeting, the Clerk had spoken with the administrator and combined the documents into one policy and a front sheet tenancy agreement. These documents were circulated to councillors ahead of the meeting for consideration.

Councillor Turner proposed that the new allotments policy and tenancy agreement are adopted seconded by Councillor Curran and carried.

Councillor Turner then reported that the allotment site had been relatively quiet due to the Covid19 outbreak, however all of the plots are now filled.

The new adopted documents will now be circulated to all allotment tenants and this will include all the updated padlock codes.

Councillor Turner has also purchased new padlocks due to the old ones being broken, he has also been on site with the contractors who were clearing plot 18 ahead of re-allocation.

Councillor Atterwill then reported that he had been on site recently and was very impressed by how the site is looking.

It has also been reported that the clerk had received a water bill for the allotment site which was extremely high. Councillor Turner confirmed that he will be obtaining the actual meter reading and the Clerk will contact Wave to rectify the issue. The water meter is currently submerged under water.

It appears that a substantial amount of the outstanding bill is from the horses field who are connected on the same line.

This is ongoing.

The Clerk then read a message from Mr Lappin in the public gallery that he has a drill pump and is happy to assist Councillor Turner to use this to clear the chamber to get access to the meter.

Councillor Turner thanked him.

d) Swanton Morley Playing Fields and Village Green

Councillor Atterwill reported that there seems to be an issue with the roundabout in Gooseberry Hill, this has been reported to the clerk. The Clerk is contacting the contractor to attend site and repair.

a) To Confirm the purchase of the replacement swing seats in Gooseberry Hill Park.

Following on from the February Parish Council meeting, the Clerk circulated three quotes to councillors to replace the rusting swing seat in Gooseberry Hill.

Councillors selected the swing seats from Active Garden and the Clerk purchased them

Councillor Atterwill proposed in retrospect that the swing seats are purchased from Active Garden at a cost of £281.90 seconded by Councillor Venworth and carried.

Councillor Venworth and Councillor Keen then volunteered to attend site and replace the swing seats.

e) Swanton Morley Common Lands

Nothing to report

f) Streetlights

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

Councillor Atterwill confirmed that the streetlights on Wensum Gardens are all completed. All of the streetlight columns are now LED.

Councillor Atterwill reported that one resident is not happy with the streetlights and if a formal complaint is received, then the Councillors will be notified.

g) Meadowview Estate (Davidson Park)

Councillor Atterwill suggested that Meadowview is now included in the inspection report that the Councillor responsible for will carry out.

The Clerk will put together a check list and forward this to Councillor Keen.

The Clerk then reported that there had been a conversation with Mr Banham, who will be carrying out the grounds work on Meadowview, and he has confirmed that he is available later in the spring to complete this. As soon as the Clerk has received a date for the work to commence, this will be circulated to councillors.

h) Village Paths

Councillor Atterwill reported that there had been some correspondence received from parishioners requested additional dog/litter bins.

There have been volunteers who have been clearing rubbish from Pennyspot bridge. The Clerk has spoken to the landowner about this however this is not something that will be considered at this time as the concern is if the bin over spills there will be no one to clear it up.

Councillor Turner then reported that the hedge behind the bowling green is now littered with dog mess bags.

The Clerk then reported that an item on the agenda for April will be the consideration of a Dog Control Order in order to help with the dog mess situation.

Councillor Atterwill then reported that he had also received correspondence from another parishioner who had cleared dog mess bags from Primrose Hill and has requested a dog bin in that location.

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The only concern is whether Breckland Council may start charging the Parish Council to empty additional bins.

As there appears to be more dog walkers coming into the village and utilising the pathways it was agreed that the Clerk could look into this.

Councillor Atterwill suggested that the Clerk contacts Mr Hitchman at Breckland District Council with a view to considering placing two further bins in the specific locations and see if they will allow the installation and agree to emptying them. Once this feedback has been received the Clerk will report to Councillors.

In the meantime, this issue will be publicised on social media.

All agreed

i) Noticeboards

It was agreed that the replacement noticeboard on Rectory Road is deferred until the April meeting where the new budget takes effect.

Councillor Venworth has looked into the possibility of a replacement noticeboard in Woodgate and a potential position. This is still ongoing.

9. Highways

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

The Clerk had sent a list of all the jobs raised with highways and an update to Councillors ahead of the meeting.

Councillor Atterwill reported that the potholes on Hoe Road East and Hoe Road North are getting progressively worse.

When the work is complete at the bottom of Gooseberry Hill, highways may need to come out and replace the tar and chippings on that piece of road.

As discussed with County Councillor Borrett, the Clerk is to send an up-to-date list of the works that have been reported.

Councillor Venworth then raised a concern regarding the ditch on the Tuddenham Road that has been repaired, this will be monitored for safety.

Councillor Curran then asked for an update on the pothole outside the junction to the surgery, the clerk confirmed that this has now been programmed.

Councillor Cawdron then offered, under the volunteer scheme to trim back the hedge for a parishioner, on the understanding that they dispose of the cuttings.

Councillor Venworth offered to assist.

The Clerk will contact the parishioner.

Councillor Atterwill then reported that the beech trees on the front of Ainsworth close towards the Angel also require trimming.

Councillor Cawdron volunteered to assist with this.

10. Flooding in the Village

a) To Receive an Update following circulation of the Flooding report

Councillor Atterwill reported that he and Councillor Venworth met with a landowner and his contractor at the old piggery site on Norwich Road to talk about the surface water issues.

The issue appears to be emanating from the Lincoln House/Woodgate Park development.

The landowner has offered to look at the possibility of putting some more surface water drainage on site, a new pond and new drainage system.

Councillor Atterwill then reported that he had received confirmation that they have appointed a contractor to carry out a survey of the ground level and see what can be achieved.

It was reported that the landowner would like to build some houses on the piece of land nearest to Woodgate Road. Councillor Atterwill suggested to the landowner that if they put a proposal together of

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what they would like to build and bring it to a Parish Council meeting, the council can have a look at it ahead of the planning application being submitted.

If they do produce a planning application that subsequently gets planning permission, the landowner will also grade the bank to improve visibility at the Norwich Road junction

The Clerk also reported that it is proving difficult to contact the Area Manager of Anglian water to confirm a site visit, so this is still ongoing.

11. To Review and Confirm the Parish Council mourning protocol for Operation London Bridge, Operation Forth Bridge and Operation Menai bridge

Councillor Atterwill requested permission to defer this item, since Breckland Council have now agreed to circulate their formal protocol to Clerks in order for the final Parish Council protocol to work in conjunction with the District Council.

Councillor Atterwill then requested that this piece of work is delegated to Councillor Atterwill, Councillor O'Dowd and the Clerk.

The document will then be formalised at the April meeting.

All agreed

12. To Consider the Application to Register Darbys PH as an Asset of Community Interest

The Clerk had sent a draft application to councillors ahead of the meeting for consideration, to register Darbys as an asset of community value. This forms part of the Community Right to Bid.

Once listed as an Asset of Community Value with the local authority, the parish council will be informed if it is listed for sale within the five year listing period. The parish council can then enact the Community Right to Bid, which gives them a period of six months to determine if they can raise the finance to purchase the asset.

Councillor Atterwill proposed that the form is submitted to Breckland Council seconded by Councillor Keen and carried.

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

i. To Receive a Recommendation to plant Woodland Trust trees

Councillor O'Dowd reported that following the email correspondence requested volunteers to begin the tree planting, several volunteers have come forward.

Councillor O'Dowd then suggested that the areas in which the trees are to be planted are marked out with spray paint, the Clerk will purchase this.

It was agreed that the map with the locations on will be forwarded to Councillor Atterwill and the markers will be sprayed ahead of tree planting.

14. To Discuss the Content of the Mardler publication for March 2021

The Clerk requested any further content for the Mardler to be forwarded to the administrator.

Councillor Atterwill suggested that there could be a photo of the dog mess bags and piles of litter that are being collected.

Councillor Turner reported that the litter in the ditch on the Tuddenham bends was full of rubbish and tyres and has requested an item on the agenda for April to discuss a community litter pick, when restrictions allow.

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15. Correspondence (For Exchange of Information Only)

Nothing further was raised.

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

The member of the public present offered to assist Councillor Turner with the water meter, he also gave Councillor O'Dowd his contact details for volunteering and confirmed the appointment with Councillor Atterwill to inspect the boiler at the Village Hall.

16. Any Item to be Reported for the Next Agenda

Noticeboards

Dog bins

Mourning Protocol

Dog Control Order

Community Litter pick

Annual Meeting of the Parish Council

17. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday 12th April at 7.30pm

All agreed

The meeting closed at 9.45pm

_____ (Chairman) _____ Date