

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 8th August 2022 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mrs B. O’Dowd, Mr G. Curran, Mr J. Venworth, Mr B. Almond, Mrs A Walker-Fraser, Mr J. Keen and Mr J Rodrigues

Also in attendance: Mrs K. Pickard (Clerk), and one member of the public

Matters Raised Under Time Allocated to the Public

Nothing was raised

Before the meeting went into session, Councillor Atterwill paid tribute to Mr George Northall who sadly passed away.

Councillor Atterwill then lead a minute silence observed by all present.

There was no County Councillor Present

District Councillor Report

District Councillor Atterwill provided an update on the Breckland Council Local Plan review following the July meeting when he advised the meeting that land has been submitted for development on 12 sites including Robertson Barracks. There is due to be a report sent to Parish Council’s in late August with an update. Councillor Atterwill emphasised the point that this does not mean that 12 pieces of land will be developed on.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Turner, accepted by the council

2. To Receive Declarations of Interest

Councillor Venworth declared an interest in item 5b and item 7c

3. Minutes from the Parish Council Meeting of 11th July 2022 to be Accepted, Initialled and Signed

Councillor Walker-Fraser proposed the minutes are accepted as a true and accurate record of the meeting seconded by Councillor O’Dowd and carried. Councillor Rodrigues abstained.

4. Matters Arising from Minutes of 11th July 2022 (For Exchange of Information Only)

It was agreed that moving forward the minutes would be a brief summary and the decision.

5. Finance

a) Accounts to Approve for Payment:

Financial Year 2022/2023

Councillor Atterwill proposed that two donations of £100 would be made to the RAF Benevolent Fund and Lord Taverners charity in Mr Northall's memory, seconded by Councillor O'Dowd and carried.

The clerk reported that two further invoices had been received, one from the Parish Noticeboard Company for the replacement noticeboard on Greengate for £708.00 and one from Don Palmer for the repair to the swings on the Village Green for £150.00. This was an urgent piece of work carried out following complaints.

Councillor Curran proposed the following payments are made seconded by Councillor Rodrigues and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 4	Bacs	£3802.58	
S2 Computers	Monthly subscription	Bacs	£163.44	£27.24
BT	June/July 2022	DD	£201.43	£33.57
CGM	July contract	Bacs	£691.94	£115.32
Bracken Pest Control	Wasp nest	Bacs	£55.00	
Parish Noticeboard Company	Noticeboard on Greengate	BACS	£708.00	£118.00
Don Palmer	Repair to the swings	Bacs	£150.00	
Lord Taverners	Donation	Bacs	£100.00	
RAF Benevolent Fund	Donation	Bacs	£100.00	
		Total	£5972.39	£294.13

Councillor Venworth left the room

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

Payee	Detail	Payment Method	Total Amount Payable
Mr Jim Venworth	Expenses	Bacs	£30.65
		Total	£30.65

Councillor O'Dowd proposed that the payment for expenses is made seconded by Councillor Rodrigues and carried.

Councillor Venworth re-entered the room

c) Income to be reported

Income Received from	Details	Amount
Allotment fees	Allotment tenancies	£330.00
Bank interest	Festival funds	£1280.93
	Total	£1610.93

d) To receive an update on the Internal Control

Councillor Rodrigues and Councillor Keen have agreed to agree a time to carry out the internal control checks.

Financial Year 2022/2023

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/2022/0674/HOU - AND BYLAUGH Maple Cottage, Mill Street - Partial demolition to Northern most lean-to extn on Eastern elevation & erection of single-storey extn. SE lean-to extended upwards to create a two-storey extn with balcony. Orangery to rear (East). Internal reordering. Front porch on West elevation to replace bay window.

Application approved

3PL/2022/0317/F - Robertson Barracks - Proposed radome, radome tower, two storey radar control building, construction of new internal access road, pedestrian routes and security fencing.

Application withdrawn

The Clerk had circulated the specifications for the streetlighting on the next development on Gooseberry Hill.

It was agreed that there are no issues with this.

The Council will confirm that these are in working order before the agreement is confirmed.

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

a) Churchyard at All Saints' Church

Councillor Curran had circulated his report ahead of the meeting.

i) To receive an update on the cleaning of the war memorial

The Clerk has appointed H Brett & Son and is awaiting an exact date to be confirmed but this work will be carried out by Autumn.

b) Swanton Morley Burial Ground

Councillor Curran had circulated his report ahead of the meeting.

i) To Receive the evaluations for the tender for the footpaths in the Burial Ground

The Clerk had circulated the three evaluations from the tenders received for the footpaths to be installed in the burial ground for consideration.

Councillor Venworth proposed that T Farrow are appointed to carry out the work seconded by Councillor Rodrigues and carried.

ii) To Receive an Update on the Water Supply to the Burial Ground

The Clerk has contacted Breckland Council to go ahead with the survey on the land and the application for a wayleave.

The representative dealing with this is currently on leave so the Clerk will receive a further update the w/c 8th August.

The cost for the legal fees has not yet been received.

The Clerk has also had a site meeting with a colleague of the grave digger who can dig the trench and also lay the pipework as one job. The quotation has been received for £1967.70.

c) Swanton Morley Allotments

Councillor Turner was not in attendance at the meeting.

Financial Year 2022/2023

i) To receive an update on the issues at the allotment site and agree any actions necessary

The Clerk reported that no further complaints have been received regarding any issues at the allotment site.

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

i) To receive a quote for slabs underneath the replacement benches for Gooseberry Hill Park

Two quotes have been received for slabs to be installed under the new benches in Gooseberry Hill.

One was for £150 per bench and the second was for £320 per bench

Councillor Curran proposed that Sid Banham is appointed to install the slabs seconded by Councillor Venworth and carried

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

The clerk has been in contact with a resident from Beetley who was involved with fundraising for a new play area. A list of potential funding sources has been forwarded so this is currently being worked through.

iii) To receive a quote for maintenance work to be carried out on the swings and slide at Gooseberry Hill

The Clerk had circulated a quotation ahead of the meeting for consideration from the contractor who cleans the equipment for £640.00

Councillor Keen proposed that the quotation is accepted seconded by Councillor Rodrigues and carried.

iv) To receive an up to date quote for the Nitrogen feed on Davidson Park

The Clerk had provided an updated quotation from the contractor for a Nitrogen feed to be carried out on Davidson Park this is now going to be £539 + VAT.

Councillor Atterwill proposed that the quotation is accepted in principle however to wait until the grass is greener seconded by Councillor O'Dowd and carried.

e) Swanton Morley Common Lands

Councillor Atterwill thanked Councillor Walker-Fraser for helping to cut back the path at Mill Common.

- i) To agree a date for the working party
The date was agreed of Thursday 18th August at 6pm.

f) Streetlights

There were no faults to report.

Councillor Venworth has been strimming some of the overgrown vegetation from the base of the lamps

g) Village Paths

The Clerk has chased the trails team regarding the issues on Green Lane and Harkers Lane. This has been scheduled in for inspection and the clerk will circulate any updates.

h) Noticeboards

Councillor Venworth and Councillor Atterwill will install the new noticeboard on Greengate when it arrives.

The new sign plates for the existing noticeboards have been received and Councillor Venworth will install these.

i) To receive an update on the design of the Village Green map

Councillor Venworth presented the design of the map for any comments.

It was agreed that the design is unique and well presented.

A QR code will also be placed on the bottom of the map to direct visitors to the village to the website.

There was a concern with the colour of the road possibly fading over time.

The pictures will also be larger to help them stand out.

8. Highways

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

There is a 30mph sign that has been knocked down

The 'Slow' markings at the bridges needs repainting

b) To discuss the parish council applying for the Parish Partnership 2023/2024

It was agreed that the clerk would obtain a quote for the footpath on Hannah Road as part of the consideration for the parish partnership

c) To receive an update on the Community Speedwatch scheme

The Clerk reported that there have been further sessions of the Speedwatch and that there have been further reports of speeding in excess of 35mph. The statistics have been submitted to Norfolk Constabulary

d) To discuss speed calming measures on Woodgate

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

Various road signs were discussed including 'quiet lane' and additional posts to install them on.

The Clerk had spoken to Norfolk County Council Highways who suggested adding Woodgate to the SAM2 locations to record the volume of speed and traffic.

Councillor Atterwill suggested that this could form part of the parish partnership application and shared photos of various areas of Woodgate.

The suggestion was to install two sets of 'gateways' into Woodgate to give the perception of a rural area. This would include a speed limit sign.

Three locations were also discussed for the SAM2 signs to be positioned.

A further location was discussed to have a 'bend, approach with caution' sign installed.

It was agreed that the Clerk would seek permission to have the SAM2 signs on Woodgate to gather some data for the October meeting.

Councillor Atterwill proposed that moving forward the Parish Council gather the data for Woodgate and speak to Highways regarding signage for the bend seconded by Councillor Rodrigues and carried

e) To receive an update on the flooding on Woodgate

The Clerk has continued to chase up the survey to be carried out by the flood team.

Mr Bygrave has also been in contact with them to follow up.

The survey has not been carried out, but the clerk is awaiting confirmation of a date when this will take place.

9. To Receive an Update on CASM

Councillor Curran confirmed that the grant funding for the tree nursery has now been submitted.

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

Councillor Almond has been in touch with the Association of Men's shed and the Men's shed in Dereham for some guidance, the Clerk and Cllr Almond have agreed a date in September to hold a public meeting regarding for Swanton Morley where a representative will come and speak about it.

11. Correspondence (For Exchange of Information Only)

The Clerk then reported that there had been a misunderstanding with the gardening club and they will not be planting the area around the lectern.

A working party will be formed in the spring time to carry this out.

Councillor Walker-Fraser attended the meeting of the PPG and provided an update on the main issues that are being addressed such as appointment making. A report will be circulated to councillors.

The Clerk also reported that there had been the first meeting of the fireworks committee the previous week and the clerk had attended with Councillor O'Dowd on behalf of the Village Hall Trust. This initial meeting was to discuss the issues from last year make some suggestions for the event moving forward. Councillor O'Dowd has also requested a copy of their risk assessment and insurance document as the committee have changed the provider and Councillor O'Dowd is keen to confirm the correct level of public liability is included. Councillor O'Dowd had also asked the question regarding the number of first aiders required for the event and if there is a contractual obligation detailed.

A location map, information point, extra toilets, and PA system were also discussed.

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

One member of the public reported that he has found the possibility of alternative parking for the fireworks event opposite the entrance to the Village Hall he has spoken to Mr Harris who has a section which is down to grass and weather permitting that can be used.

There has also been contact with Konnect bus to arrange a reduced rate to bring people from Dereham to the Village Hall.

The member of the public asked who cut down a Yew tree in the Churchyard? Councillor Atterwill responded that the Parish Council are not aware of any trees being cut down. It was agreed to make some enquiries.

The member of the public then explained the structure of the PPG meeting.

12. Any Item to be Reported for the Next Agenda

School Travel Plan

Report on the Parish Partnership

Speeding in Woodgate

'Carols on the Green'

Village emergency plan

13. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 12th September 2022 at Swanton Morley Village Hall at 7.30pm.

All agreed.