

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 14th November 2022 AT 7.42PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mrs B. O'Dowd (Vice Chair), Mr G. Curran, Mr B. Almond, Mrs A Walker-Fraser, Mr J. Venworth and Mr D Turner

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

Matters Raised Under Time Allocated to the Public

A member of the public wanted it noted that the fireworks committee raise funds from the event and split it between different charities in the village, they are not a profit organisation.

Councillor Atterwill also wanted it noted that the Village Hall are a charity and have increasing running costs that are incurred for the event.

A member of the public reported that the post on the allotment gate is broken

Another member of the public reported that the grass on Davidson Park has not been cut. The clerk is chasing the contractor to have this carried out.

A member of the public also raised a query about the Village Hall installing booster boxes to increase the Village Hall internet signal

A member of the public then asked about having lights installed on Harkers lane, Councillor Atterwill responded that this is classed as a byway for wildlife access so this would not be considered by the trails team.

A member of the public then thanked Councillor Atterwill for his perseverance regarding the quality of repair work to the bridge.

There was no County Councillor Present

District Councillor Report

Councillor Atterwill reported that the household support fund is still available for any residents who are in hardship. Councillor Atterwill has offered to refer anyone to Breckland Council.

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 Atterwill declared an interest in item 5b

Councillor Turner and Councillor Venworth declared interests in item 7c

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

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Councillor Venworth proposed that the minutes are accepted and signed seconded by Councillor O'Dowd and carried.

Councillor Turner abstained

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

None were raised

5. Finance

a) Accounts to Approve for Payment:

The Clerk reported that there was a further invoice received from Community Action Norfolk for the playing fields training course for Councillor Venworth for £40. This brings the total amount of accounts to approve for payment to £5567.72

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

Councillor Atterwill then asked if the Internal Control officer had been into the office to look at the accounts. The clerk confirmed a time was being arranged.

Councillor Atterwill proposed that Councillor Walker-Fraser is also appointed an Internal Control Officer following Councillor Keen's resignation seconded by Councillor O'Dowd and carried.

| Payee | Detail | Payment Method | Total Amount Payable | Of Which VAT Reclaimable |
|--------------------------|----------------------|----------------|----------------------|--------------------------|
| Staff remuneration | PAYE Month 7 | Bacs | £4295.20 | |
| S2 Computers | Monthly subscription | Bacs | £163.44 | £27.24 |
| BT | September 2022 | DD | £160.39 | £22.40 |
| CGM | Grass cutting | BACS | £691.94 | £115.32 |
| Dereham Taxi | Medical travel | BACS | £78.00 | |
| Viking Direct | Stationery | BACS | £88.75 | |
| Community Action Norfolk | Subscription | BACS | £50.00 | |
| | | Total | £5527.72 | £191.76 |

Councillor Atterwill left the room and Councillor O'Dowd took the chair

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

Councillor Turner proposed that the payment is made to Councillor Atterwill seconded by Councillor Venworth and carried

| Payee | Details | Payment type | Total amount payable |
|-------------|-------------------------|--------------|----------------------|
| R Atterwill | 50% Chairmans Allowance | BACS | £298.27 |
| | | Total | £298.27 |

Councillor Atterwill re-entered the room and resumed the chair

c) Income to be reported

| Income Received from | Details | Amount |
|-----------------------|-----------------------------|------------|
| Paul Miles Stonemason | Memorial fees | £150.00 |
| Nationwide account | Burial ground pathway funds | £10,000 |
| | | £10,150.00 |

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d) To agree and adopt the reviewed Financial Regulations

The Clerk had sent the reviewed document to Councillors ahead of the meeting for consideration.

Councillor Curran proposed that the council adopt the reviewed Financial Regulations seconded by Councillor O'Dowd and carried

e) To agree and adopt the reviewed Bad Debt policy

The clerk had circulated the reviewed document ahead of the meeting for consideration

Councillor Curran proposed that this policy is adopted seconded by Councillor Venworth and carried

6. Land and Planning

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

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

Councillor O'Dowd proposed that the Parish Council respond with no objections seconded by Councillor Curran and carried

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

Councillor Curran proposed that the Parish Council respond with no objections seconded by Councillor O'Dowd and carried

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

None to report

c. To receive an update on the Local Plan review

Councillor Atterwill had nothing further to report other than the deadline for submissions is 1st December. The Parish Council can then consider and make comments on the pieces of land in January.

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.

It was agreed that the Clerk would request a quote from a contractor to repair the posts in the churchyard

The Clerk then reported that correspondence had been received regarding planting an Oak Tree in the Churchyard.

This was agreed in principle.

b) Swanton Morley Burial Ground

Councillor Curran had sent his report ahead of the meeting.

The grass was very long and needs to be cut.

Some graves have become overgrown

There is peeling paintwork on the gate

Councillor Atterwill suspended the meeting to address a member of the public regarding trees and a bench that they would like to donate.

It was agreed that the clerk would receive a sketch and design of the proposal.

The meeting went back into session

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

The clerk reported that there hasn't been any further communication with Breckland council regarding the wayleave.

Councillor Atterwill reported that he will report back to the clerk following a cabinet meeting

c) Swanton Morley Allotments

Councillor Turner reported that there is now two and a half plots available in the allotments and the clerk is going through the waiting list.

The clerk has also reviewed the letters that had to be sent to plot holders and will resend them due to no response.

Councillor Turner is going to take the new Assistant Clerk on a walk around the site

The issue of the water bill was raised, and the Clerk confirmed that Anglian water will not carry out a site visit as this on private land however a large water bill has been received for three month usage.

It was agreed to send the bill to the land owner

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

Councillor Atterwill reminded Councillors that the Christmas trees are being collected and installed that coming weekend.

Councillor O'Dowd asked the clerk to email the details

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

Councillor Venworth had nothing further to report at this time.

ii) To discuss the Jubilee Tree

The Clerk provided a quotation for a tree specialist to assist with the purchase and planting of a new Jubilee tree but it was agreed that this is something that can be carried out in-house.

Councillor Atterwill reported that this will need to be planted deeper into the soil.

Councillor Atterwill proposed that a replacement tree is purchased with topsoil and fertiliser and a water bag seconded by Councillor Curran and carried

iii) To receive a quotation on the replacement rubber matting underneath the swings and the slide

The Clerk had circulated a quotation ahead of the meeting for consideration.

It was agreed that the work needed doing but it could be considered to form part of the budget

e) Swanton Morley Common Lands

Following the report received in October it was agreed that Councillor Turner would obtain a quotation to carry out the work from the Environment agency

f) Streetlights

A report was made about a streetlight being obscured by vegetation on Greengate. The Clerk is to write to the resident and request this is cut back

g) Village Paths

Nothing further to report

h) Noticeboards

The Parish noticeboard will be installed over the next couple of weeks.

Replacement lettering needs to be put onto the noticeboard on Rectory Road

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

Councillor Venworth displayed the final proof at the meeting for Councillors to consider.

The cost to have this printed is £258.73 + VAT

Councillor Venworth proposed that the amount of £258.73 + VAT is paid seconded by Councillor Walker-Fraser and carried.

It was agreed than an item to consider a donation to the Art group would be included on the agenda for the December meeting

8. Highways

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

Councillor Atterwill reported that there is going to be further repairs made to the bridges in the new year.

Councillor Atterwill has also requested resurfacing work being carried out

The clerk has been in contact with the school for an update on the School Travel Plan and is awaiting more information

Councillor Walker-Fraser wanted to raise a concern with the volume of lorries coming through Town Street.

Councillor Walker-Fraser has asked the Clerk to contact Highways for ideas on traffic calming

It was also suggested that something is mentioned in the Mardler that the Parish Council can 'hear' the community and their concerns.

b) To discuss the Parish Partnership proposal for 2023/2024

Councillor Atterwill reported that as there is no agreed application for the 2023/2024 parish partnership and being mindful to the cost of living crisis he would like to suggest that councillors consider postponing an application for next year.

Councillor Curran proposed that the Parish Council postpone a parish partnership application seconded by Councillor Atterwill and carried

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

The Clerk had circulated the two amended documents to Councillors ahead of the meeting for consideration.

Councillor Atterwill requested one amendment to the insurance requirement for the Burial Ground and Churchyard tender.

Councillor Atterwill proposed the tender document is accepted with the amendment seconded by Councillor Turner and carried

Councillor O'Dowd voted against

There were small amendments made to the maps for the main grass cutting tender

Councillor Atterwill proposed that with the amendments the tender is accepted seconded by Councillor Turner and carried

The Clerk will update the documents and circulate to Councillors

d) To receive an update on the Community Speedwatch scheme

Councillor Turner reported that the Speedwatch had been on hold for a couple of sessions.

A volunteer push will be published in the Mardler

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e) To receive an update on the flooding on Woodgate

The Clerk has contacted the Flood Management Team several times and has received no further communication.

It was agreed that this will be escalated

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

10. To Receive an Update on CASM

Councillor Curran reported that there has not been a meeting since September but there is one planned for December.

The Tree nursery funding has now been received and the nursery has been planted

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

Councillor Almond reported that a further consultation will take place in January and requested a piece to be published in the Mardler

12. Correspondence (For Exchange of Information Only)

The Clerk handed Councillor Atterwill correspondence received from a Resident who was unhappy with the length of time it has taken to respond.

Due to the enquiry already having been responded to it was agreed that the clerk could offer the resident the complaints procedure.

Councillor Atterwill suggested that the clerk sends the resident the Parish Council complaints procedure seconded by Councillor Curran and carried

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

One member of the public asked if Highways could cut back the hedges on the s bends

A member of the public referred to the request for an Oak Tree to be planted and requested that it was as close as possible to the Church side and to plant with a pipe to get to the root.

It was reported that a number of potholes have not been repaired

Outside the Old Rectory the verge is falling into the hedge

Another member of the public reported that they had to pick up 20 poo bags from around their property as people throw them into the hedge

An issue with a drain at the bottom of Norwich Road was reported

13. Any Item to be Reported for the Next Agenda

Grass cutting tender

Donation to the Art club

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

All agreed.

15. To receive a proposal to close the meeting to the press and public for item 16, for the reason that the content of discussion relates to Staff matters (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960)).

Councillor Atterwill proposed that the meeting is closed seconded by Councillor Curran and carried

16. Staff matters

The clerk had circulated correspondence received regarding the national pay increase to Councillors ahead of the meeting for consideration.

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Councillor O’Dowd proposed that the back dated increase is paid to the Clerk and previous Assistant Clerk seconded by Councillor Walker-Fraser and carried

The meeting closed at 10pm.

Approved by _____

Signed _____

Date _____