

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 13th November 2023 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mrs B O'Dowd (Vice Chair), Mr J Phillips, Mr B Almond, Mr J. Rodrigues and Mrs A Walker-Fraser

Also in attendance: Mrs K. Pickard (Clerk), and 3 members of the public

Matters Raised Under Time Allocated to the Public

One member of the public reported that the trees on Davidson Park require some attention.

There was no County Councillor Present

The Meeting Went into Session

District Council report

District Councillor Duffield had sent his apologies accepted by council

District Councillor Atterwill reported that Breckland District Council are no longer going to be proceeding with painting murals in the town, instead this funding will be earmarked for something else.

£28,000 is being invested for Dereham Leisure Centre to have solar panels installed

Councillor Atterwill also reported that the flood hotline for Norfolk is not manned 24 hours a day so Breckland Council will be taking out of hours calls.

Breckland Council can also provide sand bags for those that need them.

Councillor Atterwill also reported that he has been in talks with UK Power Networks for Beetley and Gressenhall and at the Overview & Scrutiny meeting in January he will be asking how the power network can be more robust in rural areas.

A member of the public asked Councillor Atterwill in his capacity of District Councillor if the Safety Advisory Group at Breckland Council can make themselves more known following the issue of Bonfire night. He feels there needs to be more promotion of the department.

1. To Accept Apologies for Absence

Councillor Turner and Councillor Venworth sent their apologies accepted by council.

2. To Receive Declarations of Interest

Councillor Rodrigues declared an interest in item 15 and will leave the room

3. Minutes from the Parish Council Meeting of 9th October 2023 to be Accepted, Initialled and Signed

Councillor Almond proposed that the minutes are a true and accurate record seconded by Councillor Rodrigues and carried

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4. Matters Arising from Minutes of 9th October 2023 (For Exchange of Information Only)

Nothing raised

5. Finance

a) Accounts to Approve for Payment:

Councillor Walker-Fraser proposed that the payments are made seconded by Councillor O'Dowd and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 5	Bacs	£3262.64	
N Power	Streetlight electricity	Direct debit	£220.91	£10.52
S2	IT Support	Direct Debit	£216.18	£36.03
Mole Valley	Allotment & Rose feed	BACS	£90.30	£15.05
BT	Phone line	Direct debit	£116.67	£4.32
Wave Utilities	Water – Allotment	BACS	£62.64	£10.99
		Total	£3969.34	£76.91

Councillor Almond proposed that the payment is made seconded by Councillor Rodrigues and carried

Payee	Detail	Payment
Jim Venworth	Gooseberry Hill Repairs	£44.79
		£44.79

b) Income to be reported

Income Received from	Details	Amount
Hopkins Homes	S278 – Swanton Vale	£15,633.83
		£15,633.83

Councillor Atterwill proposed that the S278 funding is transferred to the Nationwide account for the purpose of interest seconded by Councillor O'Dowd and carried

c) To discuss items to be considered for the 2024/2025 budget

It was suggested that following the RoSPA inspection a new yellow gate for Gooseberry Hill could be considered.

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/2023/0956/HOU – 2 Mason Road, Proposed Two Storey Rear Extension

Application approved

Councillor Atterwill reported that he and the Clerk had carried out a site visit on Swanton Vale with the planning co-ordinator from Hopkins Homes. The Clerk shared some images on the screen of the play area and the attenuation pond.

The area inside the pond fencing will be the responsibility of Norfolk County Council.

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It was confirmed that ownership of the play area will be transferred to Swanton Morley Parish Council upon completion.

There are areas of open space that will be the responsibility of the Parish Council.

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

a) Churchyard at All Saints' Church

Councillor Walker-Fraser had sent the report ahead of the meeting for consideration.

b) Swanton Morley Burial Ground

Councillor Walker-Fraser had circulated the report ahead of the meeting for consideration.

It was noted that there were some weeds on the paths and there is still a grave that requires attention

- i) To receive an update on the wayleave for the water supply to the Burial Ground
The Clerk reported that the solicitor has provided the undertaking and is awaiting the draft wayleave.

c) Swanton Morley Allotments

- i) To discuss the tree pack options for the tree nursery
The Clerk had circulated a report ahead of the meeting for agreement concerning the 1 million trees for Norfolk scheme subsidised by Norfolk County Council.

Councillor Atterwill proposed that the Clerk applies for three small urban tree packs totalling 35 trees at a cost of £31.44 seconded by Councillor Walker-Fraser and carried

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

- i) To receive an update on the repair to the zipwire
Councillor Atterwill confirmed that the repair has been carried out however there was still a fault with the equipment, so the contractor returned to site to complete the work.
This is now in full working order.

- ii) To agree the replacement Jubilee tree

Councillor Atterwill proposed that the replacement Jubilee Tree will be a crimson King following advice from a garden centre and located at the Village Green seconded by Councillor Almond and carried

Councillor Atterwill also referred to the gardening work surrounding the lectern on Davidson Park and it was suggested that the Parish Council could approach garden centres for any donation of plants and have a community project set up in the Spring.

e) Swanton Morley Common Lands

- i) To discuss the work carried out at Burgh Common
Councillor Atterwill had sent correspondence to have work carried out to the river at Burgh Common.
Councillors agreed the price of £650 for one day to clear the river. This needs to be ratified for the minutes

Councillor Atterwill proposed the work is carried out at a cost of £650 seconded by Councillor O'Dowd and carried.

- ii) To receive a report on the cattle on Mill Common
The Clerk reported that an end of season report had been received from the owners of the cattle placed on Mill Common. The Clerk also shared some images of the cattle grazing on the screen

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“We like to think there has been a good balance for all of being able to use the Mill Common for the grazing of our 4 Simmental cattle from May to October, they seem to have done what was asked of them and have come home looking all the better for their summer away.

July and August saw me pulling much Ragwort in an attempt to keep the pasture clean. I stopped however when I found caterpillars of the Cinnabar Moth. A species I only see rarely, with its beautiful topside colours of red and dark grey, so I duly left some of their habitat be.

Brother and I shared our daily checking of the cattle on the common, it was a treat to regularly see a Heron and especially pleasing to witness a second heron and the pairing which formed between them.

Early evening visits saw the beautiful flight of the ghost bird, it was possibly the largest adult Barn Owl I’ve ever seen although he was always solo. I never witnessed the Tawny Owls in flight, but they were always there, calling to one another from the tall trees.

We collected the heifers the last weekend in October, timely, as the wet previous weeks had seen the river rise to high levels, later some water had begun to lay in the lower laying pasture.

H E Harris & Sons would like to thank Swanton Morley Parish Council for offering up the opportunity to have some of our cattle on the common this season, hopefully it has been beneficial to us all and look forward to the possibility of working with you next year”.

Councillor Atterwill placed on record his thanks to the Harris family.

f) Streetlights

i) To receive a quotation for additional column numbering

The Clerk had received a quotation for additional numbering on the streetlight columns.

This would be approximately £500 for 50 columns or £170 + VAT for 6 columns.

Councillor Atterwill suggested that the clerk contact Stocksigns for generic number stickers.

All agreed

g) Village Paths

Councillor Phillips has carried out inspections during the month and there is nothing to report.

h) Noticeboards

Councillor Almond had sent his report ahead of the meeting there was nothing further to report.

8. Policies

The Clerk had circulated draft policies ahead of the meeting for consideration

i) To agree the updated Risk Management Policy and Scheme

It was suggested that when the Internal control officer has completed checks in the office that they are reported back to full council in accordance with the risk register.

The Clerk also suggested that the Risk Management policy includes the Parish Council insurance information

Councillor O’Dowd proposed that with the amendment this policy is adopted seconded by Councillor Rodrigues and carried

Councillor Atterwill proposed that the bad debt policy is adopted seconded by Councillor Rodrigues and carried

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- ii) To agree the Playground and Open Spaces policy

This document had been circulated to Councillor Venworth for his comments, it was suggested that Davidson Park is listed within the document and that the company who carry out the RoSPA inspections is removed

Councillor Almond proposed that the policy is adopted seconded by Councillor Rodrigues and carried

- iii) To agree the Employment policy documents

The employment documents were deferred

- iv) To agree a risk assessment for the Carols in the Church event

Councillor Atterwill proposed that the risk assessment is adopted seconded by Councillor Rodrigues and carried

9. Highways

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

The Clerk has been asked to chase up the white line marking with highways

There was overgrown hedges on Norwich Road that have now been cut back by a contractor however this has given visibility to some work that is required to the side of the track, the photos have been forwarded to the Highway Engineer.

The Clerk is to contact AT Coombes regarding the trees at the end of Ainsworth Close for a quotation to trim the crowns.

- b) To receive an update on the Community Speedwatch scheme

The Speedwatch scheme is still running, there are now two further volunteers however the bad weather has deterred efforts for a few weeks

- c) To receive an update on the flooding survey on Woodgate

The Clerk is still awaiting a full report and action plan for remedial works

- d) To agree the Parish Partnership 2024/2025

The Clerk had circulated the draft application to Councillors ahead of the meeting for consideration. This included support from County Councillor Borrett and Norfolk County Council Highways.

Councillor Atterwill proposed that the Parish Partnership application is submitted seconded by Councillor Almond and carried

10. To receive an update on the Shed project

Councillor Almond reported that there has been work ongoing behind the scenes.

The Shed project has received £2794 in grant funding that will go towards the insurance and other items. Councillor Almond placed his thanks on record to the parish Council for supporting the project

11. Correspondence (For Exchange of Information Only)

It was agreed that the Christmas trees for the village would be collected and installed on Saturday 18th November.

The parish Council had received an anonymous letter concerning parking on Davidson Park, it was agreed a letter would be sent to the householder.

Councillor Atterwill also reported that there are still vehicles parking on the Village Green which is damaging the ground. The Clerk will obtain costs for post and rail fencing to be installed.

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

A member of the public asked if anything would be installed outside the garage like a drop down post. It was agreed that the clerk would contact Highways regarding a quotation for kerbing

A member of the public referred to the vehicles parked in the church car park and reported that when they have been asked to move them they have complied.

12. Any Item to be Reported for the Next Agenda

Budget items

Policies

Jubilee Tree

13. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 11th December 2023 at Swanton Morley Village Hall at 7.30pm.

All agreed

14. To receive a proposal to close the meeting to the press and public for item 15 & 16, for the reason that the content of discussion relates to Pre-application planning matters and 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 O’Dowd and carried

15. Pre-application planning matters

16. Staff Matters

The meeting closed at 8.51pm.

Approved by _____

Signed _____

Date _____