

ANNUAL MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 15th May 2023 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mr J. Venworth, Mrs A Walker-Fraser and Mr J Rodrigues

Also in attendance: Mrs K. Pickard (Clerk), Mrs R Scaife (Assistant Clerk) and three members of the public

Matters Raised Under Time Allocated to the Public

A member of the public raised an issue under Highways and issues on Woodgate and the increase in HGV vehicles. The member asked if there could be signs suggesting unsuitable for HGV?

Councillor Atterwill agreed to ask Highways if this would be possible and write to the campsite to ask if they can divert the vehicles a different route.

The member then referred to the council tax bill and asked why the precept had been increased.

Councillor Atterwill explained that the Annual Parish report will show what the increase covers, predominantly these are the increase cost in grounds maintenance, additional verge cutting, and the tax base has also decreased.

It was suggested by the member of the public that any increase could be frozen for the next financial year.

Another member of the public reported that he had seen a large HGV travelling up Norwich Road from Tuddenham bends.

Also, the member of the public asked if the contractors who are carrying out the cable line work had been told which vehicle route to take? County Councillor Bill Borrett suggested that this information should be in the planning application.

The member of the public asked if planning permission had been asked for the campsite to install the source?

The member of the public then reported that the pothole that had been repaired on Worthing Road within a day was full of water.

County Councillor report

County Councillor Bill Borrett referred to the council tax and that the County Council caps the increase and the contracts for grounds maintenance are reviewed.

Councillor Borrett then reported that adult social care is now 60% of the budget due to supporting the requirements and this has resulted in a decrease in other costs.

Councillor Borrett then referred to the issues of the potholes and if the road is wet the fill can expand and break away.

Councillor Borrett then suggested that if a pothole is found there is another way to report any defects on an app called what3words.

Councillor Borrett then reported that the County Council now has a new leader.

Councillor Borrett then referred to the issue of the 'New Town' between Bintree and North Elmham and there is an ongoing campaign against it.

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Councillor Borrett then congratulated Councillor Atterwill and Councillor Duffield on being re-elected.

Councillor Borrett also reported that as he is County Councillor for 19 Parish Councils he cannot always attend every meeting but he is contactable by email.

District Councillor Report

Agree with Borrett about the finances of the County Council, there needs to be realism on what the County Council can achieve with a smaller budget.

The government have provided a small sum towards potholes, but this may not be enough

Councillor Atterwill asked Councillor Borrett if there was a chance to have the s bends swept to get rid of some of the debris in the road following the flood.

Councillor Atterwill reported that following the local elections, the first full council meeting is taking place later in the week.

Councillor Atterwill also reported on the local plan review and the issue and options consultation is available to look at. The surveys on the specific sites that have been put forward for development are still ongoing and will not be completed until later in the year. The Parish Council will then be able to respond. The larger issue is the future of Robertson Barracks.

The Meeting Went into Session

1. To Elect a Parish Council Chairman for the forthcoming year

Councillor Venworth proposed that Councillor Atterwill is appointed the Chairman of the Parish Council seconded by Councillor Walker-Fraser and carried

2. To Accept Apologies for Absence

Apologies were received from Councillor O'Dowd and Councillor Turner

3. To Co-Opt a Parish Councillor

This item was deferred until the June meeting

4. To Receive Declarations of Interest

Councillor Atterwill declared an interest in item 10b

5. Election of Vice Chair

Councillor Walker-Fraser proposed that Councillor O'Dowd is appointed as Vice Chair of the Parish Council seconded by Councillor Rodrigues and carried

6. Appointment of Council Representatives and Councillors with Special Responsibilities

a. Member to represent the council on the Barrett's Charity Committee

Councillor Atterwill proposed Councillor Rodrigues seconded by Councillor Venworth and carried

b. Member to be responsible for the Churchyard and Burial Ground

Councillor Atterwill proposed Councillor Walker-Fraser seconded by Councillor Rodrigues and carried

c. Member to be responsible for Common Lands

Councillor Walker-Fraser proposed Councillor Atterwill seconded by Councillor Rodrigues and carried

d. Member to be responsible for Open Spaces and Recreation Grounds

Councillor Rodrigues proposed Councillor Venworth seconded by Councillor Walker-Fraser and carried

e. Member to be responsible for Village Pathways

This item was deferred until the June meeting

f. Member to represent the Council as Surgery Liaison

Councillor Atterwill proposed

g. Member to be responsible for Allotments

Councillor Atterwill proposed Councillor Turner seconded by Councillor Rodrigues and carried

h. Members to form the Personnel Working Group

Councillor Walker-Fraser proposed Councillor Atterwill, Councillor O'Dowd and Councillor Rodrigues seconded by Councillor Venworth and carried

i. Members to form the Finance and Governance Working Group

Councillor Venworth proposed Councillor Atterwill, Councillor O'Dowd and Councillor Rodrigues seconded by Councillor Walker-Fraser and carried

j. Members to form the CASM Climate Change Working Group

This item was deferred until the June meeting. Councillor Venworth will continue with the tree nursery in the interim

k. Member to be responsible for the Community Speedwatch Scheme

Councillor Atterwill proposed Councillor Turner seconded by Councillor Venworth and carried

l. Member(s) to be responsible for the Volunteer Scheme

This item was deferred until the June meeting

m. Member to be responsible for the SAM2 signs

This item was deferred until the June meeting

n. Member to be responsible for Streetlights

Councillor Venworth proposed Councillor Atterwill seconded by Councillor Rodrigues and carried

o. Member to be responsible for Noticeboards

Councillor Atterwill proposed Councillor Venworth seconded by Councillor Rodrigues and carried

p. Members to carry out Internal Control checks

Councillor Atterwill proposed Councillor Rodrigues and Councillor Walker-Fraser seconded by Councillor Venworth and carried

7. To consider the Parish Council adopting the General Power of Competence

The council unanimously resolved that it meets the eligibility criteria from having a qualified clerk and two thirds of Councillors elected (unopposed) at the last election and AGREED to adopt the General Power of Competence

Councillor Atterwill proposed seconded by Councillor Walker-Fraser and carried

8. Minutes from the Parish Council Meeting of 11th April 2023 to be Accepted, Initialled and Signed

Councillor Walker-Fraser proposed that the minutes are signed seconded by Councillor Venworth and carried.

Councillor Rodrigues abstained

9. Matters Arising from Minutes of 11th April 2023 (For Exchange of Information Only)

None were raised

10. Finance

a) Accounts to Approve for Payment:

Councillor Rodrigues proposed that the payments are made seconded by Councillor Walker-Fraser and carried

| Payee | Detail | Payment Method | Total Amount Payable | Of Which VAT Reclaimable |
|-----------------------------|-------------------------|----------------|----------------------|--------------------------|
| Staff remuneration | PAYE Month 12 | Bacs | £3769.40 | |
| CGM | 2022 Contract | Bacs | £2767.76 | £553.55 |
| BT | Telephone line | Direct debit | £110.65 | £3.65 |
| N Power | Streetlight electricity | Direct debit | £110.51 | |
| S2 Computers | IT support | Direct debit | £168.84 | |
| Viking | Stationery | BACS | £71.10 | |
| NGF Play | Cover caps | BACS | £49.10 | |
| Swanton Morley Village Hall | Festival | BACS | £2385.54 | |
| Norfolk Parish Training | Seminar | BACS | £54.00 | |
| SLCC | Annual membership | BACS | £222.00 | |
| WAVE | Water bill allotments | BACS | £526.09 | |
| Lappin Group | Plumbing allotment | BACS | £175.04 | |
| | | Total | £10,410.13 | £653.08 |

Councillor Atterwill left the room

b) Payments to be approved for members with a pecuniary interest

Councillor Atterwill did not want to claim the 50% Chairmans allowance at this stage and he asked for agreement that this goes towards new Christmas lights and £50 is earmarked for compost and plants for the planter next to Margaret Smith’s memorial bench.

Councillor Atterwill left the room

Councillor Rodrigues proposed that the £50 expenses are paid seconded by Councillor Venworth and carried

| Payee | Details | Amount |
|---------------|------------------------|----------------|
| Chairman | 50% Chairman allowance | £305.73 |
| R D Atterwill | Gardening Voucher | £50.00 |
| | Total | £355.73 |

Councillor Atterwill re-entered the room and resumed the chair

c) Income to be reported

| Income Received from | Details | Amount |
|----------------------|-------------|-------------------|
| Burial fee | Memorial | £75.00 |
| Breckland Council | 50% Precept | £45,282.38 |
| | Total | £45,357.38 |

11. To receive an update on the Public Works Loan application

The Clerk reported that the PWLB had sent a document through requesting further evidence and information. The Clerk has been in contact with them and has provided them with the required documents.

12. Land and Planning

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

3PL/2023/0395/HOU – 4 Lawrence Way – Single Storey flat roof rear extension

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

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

None received

Councillor Atterwill has followed up the Woodgate park proposal and Norfolk County Council Lead Local Flood Authority have objected and the reason is that the new drains going across to Tuddenham Road are reliant on a pump to push the water uphill.

c. To consider correspondence received from a resident concerning Parish Council land

The Clerk reported that correspondence has been received concerning the land behind Octagon House. The resident would like to find out ownership with a view to purchasing some of the land in order to extend their garden.

Councillor Atterwill proposed that the Clerk responds thanking the resident for the enquiry however this cannot be allowed as this is designated Village Green seconded by Councillor Venworth and carried

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

a) Churchyard at All Saints' Church

Councillor Walker-Fraser had circulated a report ahead of the meeting for consideration. The Churchyard is in good condition but the tree survey will need to be chased up.

The Clerk has appointed Mr Palmer to carry out the work in the Churchyard

b) Swanton Morley Burial Ground

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

It was noted that the grass needs cutting

The Clerk will also purchase rose feed for the memorial garden

i) To receive an update to the water supply to the Burial Ground

The Clerk reported that this is still ongoing, the contractor has been on site and re measured the route requested by Breckland Council and the original quotation that has been agreed previously has now increased by £352.30

The Contractor has given the Clerk a couple of queries for Breckland and the Clerk has sent these and is just waiting for Breckland to respond.

Councillor Atterwill then reported that Breckland Council currently own the land on Middle Camp. In December 2016 the Parish Council had begun talks with Breckland Council to take ownership of the land, and Councillor Atterwill has been speak to the Cabinet Member regarding this, if the land is transferred a fee of £1 could be offered. Councillor Atterwill has requested a commuted sum to help maintain the grounds maintenance. This would then give the Parish Council the ability to extend the burial ground if required.

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- ii) To agree a date for a working party
Councillor Walker-Fraser will circulate this when the grass has been cut

c) Swanton Morley Allotments

- i) To receive an update on the water supply to the allotment site
The Clerk reported that the landowner is investigating the leak to the water supply for the horses. The Clerk has requested a quotation for a separate sub meter to be installed for the allotments, Anglian Water have confirmed that there could be a disclaimer on the account that the sub meter would be calculated separately

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

- i) To receive an update report on the installation of the Ability swing at Gooseberry Hill
Councillor Venworth confirmed that the provisional date for the Ability Swing is 19th June. During the installation the park will need to be closed
- ii) To consider the hire of a portaloos for the contractors installing the Ability swing at Gooseberry Hill
Standard chemical portaloos is £26.50 for the week and £50 transport cost excluding VAT, the total cost for the hire is £91.80

Councillor Atterwill formally proposed the purchase of the Ability Swing now that £20,000 has been received in grant funding from Freemans Charity and The National Lottery seconded by Councillor Walker-Fraser and carried.

The Clerk will send an official confirmation to the supplier.

Councillor Atterwill proposed the hire of the portaloos seconded by Councillor Rodrigues and carried

- iii) To receive a quotation for a replacement flag for the play boat

Councillor Atterwill reported that unfortunately due to vandalism the play boat sail now needs replacing as this was pulled off and broken in two.

The Clerk has not yet received the replacement cost.

Councillor Venworth suggested that any vandalism and replacement costs are reported to the parishioners.

Councillor Atterwill proposed that authority to purchase is delegated to the clerk, if the sail is less than the excess to go ahead and purchase it but if the excess is less than the quote then to go through the insurance company seconded by Councillor Rodrigues and carried

Councillor Atterwill also proposed that the Clerk instructs the contractor to pressure wash the equipment as agreed in the budget seconded by Councillor Venworth and carried

Councillor Atterwill also asked for an update the installation of the concrete slabs and benches in Gooseberry Hill. The clerk has spoken to the contractor who will be scheduling this in for June

- iv) To receive a quotation for treatment to the Village Green

The quotation has not been received; the clerk has asked to defer this item

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e) Swanton Morley Common Lands

i) To receive an update on the cattle for Mill Common as part of the correspondence received
The Clerk reported that Mr Carrick has asked if there is another farmer who may be able to put cattle on the site moving forward, the Clerk has spoken to another gentlemen who is interested and has available cattle to go on the land later in the month as part of the Countryside Stewardship.

The clerk thanked Mr Marsham who took the farmer onto the land to check the fencing.

f) Streetlights

Councillor Venworth circulated his report ahead of the meeting

There are some columns that are obscured by vegetation.

Councillor Atterwill reported that there was one streetlight on Frogs Hall lane that needs digging around and levelling up

g) Village Paths

Councillor Venworth had circulated his report ahead of the meeting

Nothing further to report

The Clerk has received confirmation that trails team are coming to look at the footpath on Primrose Hill

h) Noticeboards

Councillor Venworth circulated his report ahead of the meeting.

Councillor Venworth confirmed that there is a new noticeboard earmarked for Gooseberry Hill and would like to replace the signage with up to date ones for the play area.

Councillor Atterwill asked for the Clerk to provide a quotation for the A0 noticeboard

14. Highways

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

Damage on S bends

Contact planning enforcement regarding the bio disc and see if there is planning permission to put it in the ditch by Walnut Tree Farm

The road on Primrose Square is breaking up

Kerbing on Lincoln close

It was suggested that in June there will be a complete survey of the village and log the repairs

Pedestrian crossing

An email has also been received regarding the 30mph sign on Manns Lane being covered by vegetation

It was suggested that there is a working party to clear the vegetation

Between the two bridges need attention

Bends on Tuddenham bends

The bend opposite the shop needs attention due to flooding

b) To receive an update on the Community Speedwatch scheme

This is ongoing due to low numbers of volunteers

c) To receive an update on the flooding on Woodgate

Councillor Atterwill reported that the Flood Team have been to Woodgate and carried out a site visit with a view to completing a comprehensive survey of all of the drainage and ditches. This will be carried out in the next couple of weeks

As part of the survey they will be using land registry to identify any land owners that may also be responsible for clearing the ditches.

Once the survey is complete, the suggestions will be sent higher up with recommendations of work that is required and then it will be determined where the funding will come from

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d) To receive a request from a Parishioner regarding safer crossing opposite the church

The Clerk reported that a request has been received from a parishioner to liaise with highways to ask for 'pedestrian crossing' warning signs to be installed coming into the Village from the bridges as the blind bend can make it dangerous for anyone crossing the road.

It was agreed that the clerk would contact the Highway engineer

15. To receive an update on the Coronation Festival

The Clerk reported that the festival was very successful.

On Saturday the Village Hall live streamed the coronation and refreshments were on offer with a bouncy castle provided for the children

All volunteers worked hard over the weekend.

Sunday was the sports day with entertainment, rounders match and Swanton's Got Talent with food and music

On behalf of Councillor O'Dowd the Clerk placed thanks on record for everyone who was involved in making the event a success

Councillor Atterwill proposed a vote of thanks to all volunteers and the Clerk

16. Correspondence (For Exchange of Information Only)

The clerk raised a complaint that had been received regarding peacocks. There is a resident in the village who has caged them and they are causing a noise nuisance.

The Clerk has contacted the animal warden for advice.

Councillor Atterwill suggested that the resident contacts the Environmental department at Breckland Council and copy him in.

Councillor Rodrigues reported that they are contained due to the bird flu but they are now being released

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

A member of the public said that he had previously suggested rumble strips outside the church as it is increasingly dangerous.

The member of the public asked if when the gates in the churchyard are being repaired could there be a safer alternative to the netting along the bottom.

Councillor Atterwill reported that the idea would be to remove it, the member of the public thanked him

Councillor Atterwill also asked the clerk to contact the contractor to complete the work on the bench

The member of the public then raised the issue of children playing in the crops in the field next to the permissive paths.

He feels there should not be children or dogs on the crops

17. Any Item to be Reported for the Next Agenda

Councillor responsibilities

Village green treatment

Quotation for the flag

Annual accounts

18. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 12th June 2023 at Swanton Morley Village Hall at 7.30pm.

All agreed.

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19. To receive a proposal to close the meeting to the press and public for item 20, 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 the meeting is closed seconded by Councillor Rodrigues and carried

20. Staff Matters

The meeting closed at 8.55pm.

Approved by _____

Signed _____

Date _____