

SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 9th September 2019. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. Westbury, Mr G. Curran, Mr J. Rodrigues, Mr D. Turner and Mr I. Cawdron. Also in attendance were Mrs K. Pickard (Clerk), Mr R. Duffield (District Councillor) and fourteen members of the public.

Matters Raised Under Time Allocated to the Public.

A member of the public raised concerns about the footpath along Rectory Road and the work that has been completed, stating that wheelchairs and mobility scooters would find it difficult to use.

Mr Atterwill assured the member of the public that the Parish Council have been in contact with the Highways department at Norfolk County Council and have requested a visit from our Highways Engineer to address this and other issues in the Village.

Another member of the public reported that upon visiting the waterfalls they found evidence of some users using it as a personal waste site. Photographs of this evidence were presented to Mr Atterwill who stated that this issue will need to be addressed by the land owner.

Mr Marsham offered to plant some dwarf daffodil bulbs in the flower boxes throughout the Village following the Festival flowers. Mr Atterwill thanked Mr Marsham for this offer and also asked if Mr Marsham could possibly paint the boxes to tidy them up.

There was also a query from a member of the public regarding the closure of the permissive footpaths in the Village. Mr Westbury reported that they are to remain open at the moment and that the Parish Council are working on an agreement with the landowner to confirm this. A full report on this will be given later in the meeting under item 13.

Finally a member of the public raised concerns over fly tipping in the Village. Mr Atterwill reported that this is an issue that is in the process of being addressed.

District Councillor Reports

Mr Duffield took to the floor and gave a report on the crime statistics received from Norfolk Constabulary. There have only been two incidents in the Lincoln Ward.

Mr Duffield also reported that there is still no further update on the 5 year land supply by Breckland District Council but he is hoping this will be through by October.

Mr Atterwill then took to the floor and reported that there will be a meeting on the 10th September of the planning committee to discuss major Dereham planning applications and consider issues surrounding infrastructure.

Mr Atterwill reported that the Local Plan is still delayed, there is no up to date five year land supply figure and that he has concerns about how the ruling group are seeking to set up a Chairman's Panel to consider planning applications and whether they should be heard at a full planning committee meeting. Mr Atterwill will be attending a meeting on 10th September with the Leader of Breckland Council to express his concerns.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Mr Keen sent his apologies, accepted by the Parish Council.

2. To Receive Declarations of Interest

Mr Westbury and Mr Turner declared a personal interest in item 8c.

Mrs O'Dowd declared an interest in Item 9.

3. Minutes from the Parish Council Meeting of 12th August 2019 to be Accepted, Initialled and Signed

Mr Turner proposed that the minutes of this meeting be accepted, seconded by Mrs O’Dowd and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

4. Matters Arising from Minutes of 8th July 2019 (For Exchange of Information Only)

None raised.

5. Finance

a) Accounts to Approve for Payment:

The following invoices had been received for payment. Mrs O’Dowd proposed that they be authorised, seconded by Mr Rodrigues and carried. Mr Atterwill requested that the payment for Abzag be pre-approved but held as there could be further work required. This was agreed.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Renumeration	August – Made Under Contract	BACS	£3430.84	
CGM	Grass cutting	BACS	£422.11	£70.34
SLCC	Membership	BACS	£187.00	
Viking	Stationery Items	BACS	£157.81	£26.30
Norfolk PT & S	Induction for Clerks & Councillors	BACS	£115.20	
Allotment Holder	Refund for Overpayment of Plot	Cheque	£52.00	
Allotment Holder	Refund for Overpayment of Plot	Cheque	£78.00	
Allotment Holder	Refund of Tenancy due to change of circumstances	Cheque	£11.33	
Allotment Holder	Refund of tenancy due to resignation of plot	Cheque	£22.66	
Abzag	Neighbourhood Plan consultation	BACS	£1440.00	£240.00
Came & Company	Annual Insurance Premium	BACS	£2543.81	
M E Crane	Rotten Posts	BACS	£204.00	£34.00
	TOTAL		£8664.76	£370.64

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Making Music	Flute & Harp	£250.00
Swanton Morley Butchers	Pitch Fee/Donation	£76.00
Tesco Supermarket	Bags for help grant	£1000.00
Allotment Holder	Tenancy fee	£32.00
	Total	£1133.00

Mrs O’Dowd would like to thank Swanton Morley Butchers for their donation towards the Festival.

c) To Confirm the Date and Time of the next Finance & Governance Working Group

The Clerk has requested a meeting with the working group to review the burial fees. It was agreed that the meeting would take place on Wednesday 18th September at 7pm and the Clerk will circulate confirmation of this.

d) To Consider the Quotations to Renew the Parish Council Insurance

The Clerk confirmed that the current policy for the Parish Council was due to expire on 30th September. The Parish Council are bound into a three year contract with Came & Company so the Clerk reported the new premium was going to be £2543.81 which is an increase of £74.09.

Mrs O'Dowd proposed that the new premium was agreed seconded by Mr Rodrigues and carried.

6. Land and Planning

a) To Consider Responses to Breckland District Council for the Following Planning Applications

None received.

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

3PL/2019/0846/HOU - 1 Middleton Avenue - Single storey extension to rear and replacement porch to front

Permission granted

3PL/2019/0839/HOU - 9 Greengate - Single storey extension to existing outbuilding to form car port

Permission granted

3PL/2019/0702/HOU - Kesmark House - Detached double garage, installation of pond & new external paving

Permission granted

3PL/2019/0703/LB - Kesmark House - Removal of canopy asphalt cover, various internal alteration to partition walls and other works internally & externally, installation of new wooden window, new soil vent pipe, external paving, replace roof cover to S.East elevation door canopy with sand cast lead cover

Permission granted

c) To Receive Update on Breckland District Council's Local Plan

Mr Atterwill reported that the Local Plan is still delayed. There is no report from the examiner and it is questionable if they can make the 5 year land supply. Mr Atterwill will be raising this in his meeting on 10th September and is hoping to have an update report for the October meeting.

d) To Receive Update on the Progress of the Neighbourhood Plan

Mr Atterwill reported that there had been some difficulties with the examiner producing the report due to him working on the incorrect version of the Neighbourhood Plan provided by Breckland Council. Mr Atterwill is still waiting for the final update and received an email two hours prior to the Parish Council meeting stating that the final update and changes should be received by the end of the week.

e) To Consider the Transfer of Open Space on the New Gooseberry Hill Development to the Parish Council.

Mr Atterwill reported that the Parish Council has been contacted by a developer and asked to consider if the Parish Council would like to take over the ownership of the new green open space which will be provided on the nine home development currently under construction at the bottom of Gooseberry Hill. The open space is 590sqm. The Parish Council would receive £5,015.00 towards its future upkeep (£8.50 x 590sqm).

Mr Atterwill highlighted that when the original planning application was being discussed, the Parish Council fought quite hard to ensure that some green open space was included in the final development scheme. Originally this piece of land was intended for private ownership, however, this is now being offered to the Parish Council. Mrs O'Dowd has suggested checking that the drainage is adequate. Mr Atterwill then suggested that this land is taken on subject to a satisfactory site visit and the correct drawings being submitted to support the legal agreement.

Mr Curran proposed that the Parish Council accept ownership of this open space subject to the above conditions seconded by Mr Rodrigues and carried.

7. To Consider that Swanton Morley Parish Council Should Formally Declare a Climate Emergency

Mr Atterwill reported that a meeting had taken place between himself, Councillor Westbury, Councillor Cawdron and the Administrator to discuss climate change and other associated environmental issues and how this can be addressed in the Village.

A number of Parishes across the UK have already declared an emergency and following a review of various declarations it was decided that Rattery Parish Council's most closely reflected what we should be looking to achieve.

Mr Atterwill would like to eventually form a Steering group of Volunteers from the village to develop a plan for Swanton Morley, looking at energy efficiency, planting wildflower meadows, increasing recycling, planting trees, reducing plastic waste etc. Mr Atterwill would like Swanton Morley to be carbon neutral by 2030.

Mr Atterwill proposed that the Parish Council declare a climate emergency seconded by Mr Westbury and unanimously carried.

Mrs O'Dowd thanked Mr Westbury and Mr Atterwill for putting this together.

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

a) Churchyard at All Saints' Church

Mr Curran had previously sent his inspection report to Councillors.

Items to note are:

- The coping stones on 3 brick gate pillars require fixing in place.
- Repairs are needed to the access ramp and central retaining wall
- Attention is required to the Southern boundary fence

b) Swanton Morley Cemetery

Mr Curran had previously sent his inspection report to Councillors.

Items to note:

- The wire fences at the eastern and western sides are broken and require replacement to make good. This will take approximately 18 posts and sufficient wire or stock-netting to make 2 x 50m fences. The items are held at the Village Hall
- Additional beech hedging is also appropriate in the eastern area
- There is a gap in the perimeter at the south western corner. This would be resolved by item 1
- Brambles to be removed from the southern beech hedge when conditions improve
- Some weeds are growing in the memorial garden

i) To Agree a date for a Working party

The Clerk requested a date be set for the working party that Mr Curran has requested. This was agreed to be 26th October at 9am.

c) Swanton Morley Allotments

Mr Turner had previously sent his inspection report to Councillors

Mr Turner provided an update that the BBQ was successful and the prize for the tallest sunflower competition went to Mrs Heinrich.

Items to note:

- Some cosmetic repairs are required on the allotment site
- A work party to be organised

i) To Receive a Report on the Unauthorised Access to the Allotments Site

The Clerk reported that there had been complaints of children climbing into the allotment site and playing in there. A letter was written to the parents of the children informing them of the restricted access to the allotment site. On occasion there is also a risk of chemicals and poison being placed on site which could be a health and safety issue

d) Swanton Morley Playing Fields and Village Green

No report provided

i) To Consider Wheelchair Access to the Village Green Bench

Following a request from a Parishioner to enable wheelchair access across from Harkers Lane to the Village Green bench, Mr Atterwill suggested that this could be solved using safagrass matting to create a firmer ground.

It was agreed that Councillor Turner would contact the parishioner to come to the Village Hall site and try the ground in front of the cabin that already has safagrass installed.

A complete quotation for the matting will then be provided at the October meeting.

e) Swanton Morley Common Lands

i) To Receive an Update Report on the Installation of Picnic Bench at Burgh Common

The Clerk reported that Mr Banham has been in contact with Mr Marsham regarding the progress of the bench to be installed. Mr Atterwill suggested that the bench from the Village Green could be removed and placed on Burgh Common and the Parish Council could purchase a new bench with disabled access for the Village Green.

The Clerk provided two quotations for a recycled plastic disability bench.

Glasdon can provide a picnic table with wheelchair access for £626.69 + VAT.

NBB Recycled Furniture can provide a picnic bench with disabled access for £365 + VAT

Mr Rodrigues proposed that the Parish Council purchase a recycled plastic bench from NBB Recycled Furniture for £365 + VAT seconded by Mr Cawdron and carried.

f) Streetlights

Nothing to report.

g) Meadowview Estate (Davidson Park)

i) To Receive an Update on the Installation of Equipment on the Meadowview Estate Green Open Space.

The Clerk reported that the work is ongoing. Mr Banham has confirmed that the work on the concrete pads will be complete by the end of September.

9. Highways

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

The Clerk has received reports of the following faults:

- There is ongoing issues with the drain on the bend opposite the shop. White lines have been sprayed but so far no work has been carried out
- On Hoe Road East opposite Hill bungalow the 30mph sign is covered by over grown hedges
- The three cottages next to Darbys have many cars parked outside, the Landlord is to be contacted regarding using Darby's carpark instead
- Parking outside the village shop continues to be a hazard
- Footpaths on Gooseberry Hill are becoming very overgrown. Mr Atterwill reported that this is Mr Keith's land and that it will be cut back after the nesting season in September
- The Footpath on Rectory Road is breaking up
- 'C-site' near Robertson Barracks – the fencing and barbed wire has collapsed so the Clerk will contact Mr Keith to request a resolution to the problem

8 Members of the public left the room

b) To Consider the Parish Partnership 20/21 Application

The Clerk reported that the closing date for applications is 6th December.

It was discussed that the kerbing work on Rectory road could be replaced from Primrose Square to the field entrance – this would be approximately 146 metres of kerbing.

Mr Atterwill proposed that the Parish Council apply for the kerbing work on Rectory Road seconded by Mr Westbury and carried.

c) To Receive an Update on the Community Speed Watch Scheme.

Mr Turner advised that he has been in touch with Norfolk Constabulary to obtain an application pack to begin the process.

Mr Turner advised that he is still awaiting a response and is hoping to have a full update for the October meeting.

d) To Consider Appointing a Contractor to Cut the Verge on Rectory Road

Mr Atterwill reported that he has received a quotation to carry out this work for £213.75 + VAT.

Mr Atterwill proposed that the quotation be accepted seconded by Mr Cawdron and carried.

Mr Westbury then raised the possibility of the same contractor carrying out similar work along Manns lane pathway that leads to the School. Mr Atterwill will speak to the contractor.

10. To Receive Update on the September Edition of the Mardler

The Clerk reported that the Mardler is still being drafted so if Councillors wanted to include any additional information, they should contact the Administrator. Once the draft is complete the Administrator will forward this electronically to Councillors to approve.

11. To Confirm the Distribution of the Mardler

The Clerk handed out the distribution routes for the Mardler to Councillors to confirm which route they will do. All Councillors present agreed.

The Clerk will confirm this with the Administrator.

Mr Marsham has offered to continue with his route, Mr Atterwill thanked him for this.

One member of the public left the room

12. To Agree the Purchase of Bulbs for distribution to the Villagers

The Clerk reported that having spoken with Toftwood Garden Centre they can provide 500 dwarf daffodil or tulip bulbs.

Mr Cawdron proposed that we order 500 mixed bulbs seconded by Mr Curran and carried.

13. To Receive an Update on the Future of Permissive Footpaths in the Village

Mr Westbury reported that a meeting was held between Mr Keith, Mr Westbury, Mr Atterwill and the Administrator. The purpose of this meeting was to discuss the future of the permissive paths and finding a solution to keeping them open.

While this agreement is being made Mr Westbury has confirmed that the pathways will remain open.

Mr Westbury reported that it would cost the Parish Council £2500 per annum (£1,250 for the remainder of 2019/2020) allowing the Parish Council to keep all of the paths open. Mr Westbury asked if Councillors would be happy with a 5 year agreement.

Mrs O'Dowd confirmed that this figure would come from the expenses not capital funds.

Mr Turner suggested that if this agreement goes ahead it would be a good idea to have a map of all of the permissive footpaths so the Parish Council can see what they are agreeing to.

This map can then be used to publish for the parishioners to increase the usage.

Mrs O'Dowd proposed that we go ahead in principal with the agreement seconded by Mr Curran and carried.

14. Correspondence (For Exchange of Information Only)

Mr Atterwill reported that there had been some IT issues with the office computers not syncing the data files.

It has also become apparent that the Parish Council have no IT support package in place.

When contacting our provider of the Microsoft licences they confirmed that as we have no contract in place, they could not prioritise us at this time to rectify the problem.

Mr Atterwill then obtained a quotation to provide this support package for £100.20 per month in addition to the existing £33.84 for Microsoft licencing.

Mr Rodrigues proposed that the quotation be accepted seconded by Mr Curran and carried.

The Meeting Was Suspended for Further Comment from the Public

One member of the public offered support for the Climate Emergency and made the suggestion of solar panels being considered for future planning applications in the Village.

Another member of the public made the suggestion that when the speed watch scheme is up and running Gooseberry Hill should be included, with cars coming around the bend on the wrong side of the road, this may deter them.

Mr Atterwill also reported that he will be shortly changing over the SAM signs again and that the Clerk would be collecting the data from them.

The Meeting Went Back Into Session

5 members of the public and Mr Richmond left the room.

18. Any Item to be Reported for the Next Agenda

To receive an update on permissive paths

To receive an update from the Finance & Governance meeting

To consider a quotation for the safagrass matting at the Village Green

To receive an update report on the speed watch scheme

19. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 14th October at 7.30pm at Swanton Morley Village Hall.

This was agreed.

The meeting closed at 9.20pm

_____ (Chairman) _____ Date