

## SWANTON MORLEY PARISH COUNCIL

A Meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 8<sup>th</sup> July 2019. The meeting commenced at 7.30pm.

**Present:** Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr S. Westbury, Mr G. Curran, Mr J Keen and Mr J. Rodrigues. Also in attendance were Mrs K Pickard (Clerk), Mrs M Heinrich (Administrator) Mr R Duffield (District Councillor), Mr B Borrett (County Councillor) and eleven members of the public.

### **Matters Raised Under Time Allocated to the Public.**

The first query from the floor was a request for an update on the potholes in the Village. It has been noticed that there seems to be a considerable lack of highways maintenance being actioned. Mr Atterwill responded that we have reported all of the works and this is still being pursued by the Clerk.

A resident from Davidson Park raised the issue of the frequency of the new dog bin being emptied once it has been installed. Mr Atterwill reiterated that it was the residents request to have a dog bin installed and that as soon as it is in place, Breckland Council will be notified in order to add it to their route immediately.

Another resident asked if a decision had been made on the 'playground' on the Davidson Park estate. Mr Atterwill confirmed that there will be no installation of playground equipment as requested by the residents. One member of the public then made a reference to the site visit by the Councillors to determine a proposal and accused Mr Atterwill of speaking rudely to a resident of Davidson Park who was not, themselves, present. Mr Keen responded by stating that this was completely untrue. All Councillors were in attendance to this site visit and categorically refuted the accusation. Mr Westbury made comment that the public forum was not the appropriate place for the discussion and directed them to pursue a complaint through official channels if the individual concerned felt it was warranted.

### **County Councillor Reports**

Mr Borrett took to the floor and introduced himself as our Norfolk County Councillor. Mr Borrett referred to the previous question on potholes and advised that this issue seems to be Countywide and agreed to follow this up.

A member of the public asked Mr Borrett if the road on Hoe Road East could be widened in order to make access easier for the new development. This was a query that Mr Borrett could not comment on specifically so Mr Atterwill responded that it is unlikely this would happen.

The Clerk then asked Mr Borrett to look into the work being undertaken with the Parish Partnership as there has been no confirmed start date.

Mr Westbury then raised the issue of accessibility to some footpaths and byways in the village and raised the point that Green Lane and Harkers Lane form part of the Norfolk County Council's flagship Norfolk Trails route and should be cleared to expose its full width.

Mr Westbury went on to stipulate that according to NCC's own performance standards, potholes over a certain depth should be filled within 48hours. He noted that the reported potholes on Hoe Road East are more than the specified depth and have been that way for several months.

Mr Borrett did stress that there is a limited budget for highways across the County and therefore requested any issues to be emailed to him in order that he could lend his weight and forward them to the relevant departments.

Despite Mr Borrett's response Mr Westbury pressed him to answer how Norfolk County Council could justify spending a considerable sum of money on the Norwich Western Link when there are so many outstanding issues to be addressed.

Mr Borrett responded that a good deal of the funding for the Norwich Western Link is coming from central government.

Mr Rodrigues then raised the point that since the NDR had opened the village is seeing considerably more traffic, particularly HGVs. Mr Borrett's response was that a new Western Link should alleviate the problem.

Mr Atterwill then read aloud an email received from a Parishioner who has concerns about the speed and weight of traffic through the village. Mr Borrett suggested that a community speed watch may help with this and to contact him with regards to how to proceed with this.

### **District Councillor Reports**

Mr Duffield took to the floor and reported that crime figures in the area are showing a considerable sign of improvement.

Mr Atterwill then took to the floor and fed back that he has been continually in contact with the grass cutting team for the village. He apologised to parishioners that this has taken longer to resolve than hoped. Mr Atterwill has been reassured that the roads will be swept and grass will be cut in time for Swanton Morley Festival.

Mr Atterwill gave an update on the garages at Middleton avenue that Breckland council will be contacting the owner of one garage regarding the broken door. Breckland Council will also be contacting the householders concerned regarding abandoned cars on their land and will liaise with Norfolk County Council concerning building waste dumped on their land.

Mr Atterwill concluded by reporting that he has been in touch with Breckland Council with regards to the 5 Year land supply and they have still given no indication on this. Mr Atterwill will continue to push for a response.

### ***The Meeting Went Into Session***

#### **1. To Accept Apologies for Absence**

None received.

#### **2. To consider Co-Option of Parish Councillors**

The Clerk had previously been contacted by Mr David Turner and Mr Ian Cawdron expressing their interest in becoming Parish Councillors. The Clerk distributed the application forms and relevant paperwork to the candidates who duly responded. These applications were then distributed to Councillors for consideration at the meeting.

Mr Westbury proposed that both Mr David Turner and Mr Ian Cawdron be co-opted onto the Council seconded by Mr Rodrigues and carried.

Both Mr Turner and Mr Cawdron then signed the Declaration of Acceptance of Office.

#### **3. To Receive Declarations of Interest**

Mr Westbury and Mr Turner declared an interest in item 8c

Mrs O'Dowd declared an interest in Item 10

#### **4. Minutes from the Parish Council Meeting of 10<sup>th</sup> June 2019 to be Accepted, Initialled and Signed.**

Mrs O'Dowd proposed that the minutes of this meeting be accepted. Seconded by Mr Rodrigues and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

#### **5. Matters Arising from Minutes of 10<sup>th</sup> June 2019 (For Exchange of Information Only)**

Mr Westbury made a request that under the planning section the words are amended to reflect a 'permanent Bridleway right of way'. Mrs O'Dowd wanted it recorded that at the previous meeting that residents are advised to submit complaints through the Community Police Team.

Mr Curran requested an amendment to the time that the Parish Council Meeting started to 7.45pm.

**6. Finance**

**a) Accounts to Approve for Payment:**

The Clerk advised there has been three additional invoices received on the morning of the meeting: Sid Banham, for the re-siting of the dog bin on Frogs Hall Lane, Dean Easter, for the Festival vinyls for the flowerpots and Viking, for a stationery order.

The following invoices had also been received for payment. Mr Westbury proposed that they be authorised, seconded by Mrs O’Dowd and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Renumeration	June – Made Under Contract	BACS	£3544.07	
Cozens UK	Numbering Work on 54 Streetlights	BACS	£414.00	£69.00
Community Car	Volunteer Drivers Mileage	BACS	£146.75	
Maddi Heinrich	Reimbursement for Mardler/Hard Drive	BACS	£117.39	
Stamps Direct	Internal Procedures	BACS	£19.13	£3.19
Parish Online	Subscription for online mapping	BACS	£54.00	
Rospa	Annual Inspection – Playground	BACS	£267.60	£44.60
Surelock Security	Zenith Chain Combi – Manns Lane Gate	BACS	£27.96	£4.66
CGM	Grass Cutting	BACS	£585.95	£96.86
S Banham	Dog Bin siting	BACS	£30.00	
Viking Direct	Stationery	BACS	£24.44	
Dean Easter	Flower Pot Vinyls – Festival	BACS	£75.75	
	<b>TOTAL</b>		<b>£5307.04</b>	<b>£218.31</b>

**b) Income to be Reported**

The following income was reported:

Income Received From	Details	Amount
Stall Holders	Festival Account	£70.00
Ticket Receipts	Festival Account	£170.00
	<b>Total</b>	<b>£240.00</b>

**c) To Consider the Adoption of an up to Date Pension Policy**

The Clerk had previously distributed a draft document to Councillors for consideration with the suggested amendment of a review date. Mr Curran proposed that the Parish Council adopt this policy seconded by Mrs O’Dowd and carried.

**7. Land and Planning**

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

**3PL/2019/0649/HOU – Forge House, Gooseberry Hill – Proposed Timber Garage**

Mr Rodrigues proposed that the Parish Council respond with ‘no objections’ seconded by Mr Keen and carried.

**3PL/2019/0703/LB - Kesmark House Gooseberry Hill - 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. and**

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

Mr Westbury proposed that the Parish Council respond with ‘no objections’ seconded by Mr Rodrigues and carried.

**3PL/2019/0549/F – Hopkins Homes – Erection of 85 Residential dwellings with associated Open Space.**

Mr Atterwill gave an update that the Clerk had received correspondence from the Case Officer at Breckland Council asking if the Parish Council would have any objections to a local equipped area of play being placed on the green open space of the new development due to the Parish showing an interest in taking ownership of the space. Following the Breckland Open Space assessment of 2015 it had been identified that there was a shortfall in children's space in Swanton Morley and that the adjacent development space has no equipment. The Clerk received an update from the Case Officer that the equipment would be purchased and installed at the time the development is being built by Hopkins Homes and also that the Parish Council would receive an amount of £30,676 to maintain this area.

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

**3PL/2018/1573/F – Merryfield, Greengate – Erection of Two Detached Dwellings – resubmission.**

Refusal 'The erection of two detached dwellings on the site by virtue of their design, size, layout, and scale would in the opinion of the Local Planning Authority result in a cramped and unsatisfactory form of development out of keeping with the immediate locality, detrimental to the character and appearance of the area as well as resulting in a poor standard of private amenity space for future occupiers'

**3PL/2019/0523/HOU – Mason Road – Proposed Two Storey side Extension.**

Approved

**3PL/2019/0557/HOU – Papermakers Arms – Erection of Timber Framed Carport as Extension to Existing Outbuilding.**

Approved

**3PL/2017/1548/O - Land adjacent to Crispins, Gooseberry Hill**

Mr Atterwill gave an update that the officers are putting a report together at present. The Parish Council are still happy to approve this application. The Planning committee are to meet on the 22<sup>nd</sup> July 2019.

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

The Local Plan is over halfway through its public consultation on the modifications. Following this, the Examiner will produce a report which will hopefully be taken to Cabinet in September to be signed off.

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

Mr Atterwill gave an update that this is on its second examination. One policy was refused due to the housing mix however all other policies have gone through.

Mr Atterwill updated that once this is complete, the referendum could take place in September/October.

Mr Atterwill then confirmed a quotation has been received from Shaun Vincent at Abzag Ltd for additional work to support Swanton Morley Parish Council and the Steering group to complete the Neighbourhood plan at a cost of £1200 + VAT.

Mr Westbury proposed that this quotation be accepted seconded by Mr Curran and carried.

*Mr Duffield left the room*

**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:

- The noticeboard needs updated details inside.
- There is evidence of Mole activity at the site.
- The coping stones on 3 brick gate pillars require fixing in place.
- Repairs are needed to the access ramp and central retaining wall.

### **b) Swanton Morley Cemetery**

Mr Curran had previously sent his inspection report to Councillors:

- The wire fences at the eastern and western sides are broken and require replacement to make good. This will require 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 would be appropriate in the eastern area.
- There is a gap in the perimeter at the south western corner. This would be resolved by item 1.
- Bramble needs to be removed from the southern beech hedge when conditions improve.
- Some weeds are growing in the memorial garden.

It was agreed that a work party is required after the festival to rectify the above.

### **c) Swanton Morley Allotments**

Mr Turner reported that the noticeboard is up and contains contact information. Unfortunately, there was a lack of volunteers at the last working party. Mr Cawdron asked if there was a commitment to a certain amount of working parties by the allotment holders? The Clerk confirmed that there is no item in the current tenancy that stipulates this. It was discussed that as part of an updated tenancy agreement to go out at the end of the year, a clause could be added requiring tenants to attend a specified number of working parties each year.

#### **i.) To Consider the Proposal for Plot 25 to be Used by 'People's Picnic'**

The Clerk and Administrator gave a report having been approached by a current allotment holder with a proposal to utilise plot 25 (currently empty) to grow for fresh produce for the homeless and those in need of food. This would be worked and maintained by the tenant who would then deliver the produce to the homeless via the Dereham fridge and other such avenues.

Councillors agreed that this would be a great service to the community but suggested a special tenancy agreement should be drawn up to enforce the specific use of the plot and that it should be reviewed annually. Mr Turner proposed that we let the plot on a 1 year trial basis, waiving the usual fee and deposit, seconded by Mr Keen and carried.

### **d) Swanton Morley Playing Fields and Village Green**

Mr Keen had previously sent his report to Councillors.

He reported that the green bin on Gooseberry hill is broken and also that the pedestrian gate leading into the playing field is not closing properly.

### **e) Swanton Morley Common Lands**

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

The Clerk reported that this work is still in progress. Mr Marsham to be contacted again about this

#### **f) Streetlights**

The Clerk gave an update that the remedial works have now been completed.

### **g) Meadowview Estate (Davidson Park)**

#### **i) To Receive an Update on the Purchase of a New Dog Bin for the Meadowview Estate**

Mr Atterwill gave an update that the licence for the new dog bin has been received and that instruction has been given to have this installed. As soon as this is complete Breckland Council will be made aware in order to add it to their weekly emptying routes with immediate effect.

#### **ii) To Receive an Update Report Following Communication from SMPC to Residents Regarding the Development of the Green Open Space at Davidson Park**

Following a site visit on 26<sup>th</sup> June the Clerk and Administrator compiled and distributed a proposal for the work agreed, which Mr Atterwill confirmed as follows:

- 1) Move the lectern and install hardstand to allow wheelchair access to it.
- 2) Look to install a planting area around the lectern and possibly a suitable hedge. Gardening Club to be consulted on this.
- 3) Look to install a wildflower garden along the length of the Rectory Road hedge

- 4) Supply and install 2no. picnic benches
- 5) Supply and install 2no. planters (one either side of the memorial bench)

It was then discussed that as this is Public Open Space for everyone in the village and beyond to enjoy, the Parish Council would also install some signage to guide use of the space. It was suggested that in the ground of the lectern flower bed to have small grated planters positioned for families visiting the memorial to leave floral tributes. Mr Atterwill advised that as soon as these works are complete, he will be happy to utilise the space to hold a 'Councillor Surgery' on the Green Open Space to take and answer questions from Meadowview residents and the wider village. Mr Atterwill then presented a quotation from Mr Banham to carry out the ground works surrounding the Lectern area and concrete pads for the picnic benches in the sum of £1441.68. Mr Keen proposed that this quotation be accepted, seconded by Mr Rodrigues and carried. Mr Atterwill then presented the quotation for two picnic benches made from recycled plastic in the sum of £2640. Mr Rodrigues proposed that this quotation be accepted, seconded by Curran and carried. The proposal for flower planters to be positioned next to the memorial bench was deferred until the next meeting.

## **9. Highways**

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

The Clerk has received reports of the following faults:

1. A pothole on Woodgate. The Clerk is to report this.

### **b) To Consider the Ongoing Problems of Antisocial Behaviour at the Waterfalls**

The Clerk gave an update following a conversation with the landowner that this matter is being addressed. The landowner has been paying regular visits to the waterfalls, speaking to people who use the space to encourage fun but to also respect the locality and environment. It was suggested that a gate was needed to prevent vehicular access. A steel post concreted in and hinges welded to it would prevent its removal but continue to allow safe access for the landowner and emergency vehicles. Pedestrians could still access the land beside the gate. It was also suggested that a bin could be sited on the other side of the bridge but there was some debate about who would empty it. The Clerk will report these suggestions to the landowner.

### **c) To Receive an Update on the Highway Ranger's Visit to Swanton Morley**

The Clerk has been trying to make contact to secure a date but has been unsuccessful. A request will be sent to Mr Borrett to assist with this matter.

## **10. To Receive Update on the Swanton Morley Festival**

Mrs O'Dowd reported that there is now confirmed, a full two weeks of events for the Community to look forward to. There were 14 front garden entries and 6 entries into the scarecrow competition. She also confirmed that a further charity will benefit from the proceeds: Families against Neuroblastoma, in memory of Denver Clinton.

She advised that there will no longer be a baking competition but that there would be a fun dog show at the fete, where dog owners can win rosettes and prizes. Mr Atterwill volunteered to step into the stocks to raise money by having wet sponges thrown at him, Mr Turner offered to locate and provide the necessary equipment.

## **11. To Consider the Adoption of a Co-Option Policy**

The Clerk had previously sent two separate co-option policies for consideration to Councillors. It was decided to defer this item until the August Parish Council meeting.

## **12. To Receive an Update on the Stewardship for Mill Common**

The Clerk reported that the applications for stewardships for 2019/20 have now closed. The application process will begin again in the Spring.

## **13. To Consider the Future of Permissive Footpaths in the Village**

Mr Westbury updated Councillors that the article in the Mardler regarding footpaths had prompted over 50 positive responses. Mr Westbury and the Administrator have been working together with this project and the next step will be to approach the landowners with a proposal. Mr Westbury extended his thanks to the Administrator.

**14. To Receive a Report on the Update of Details on the Land Registry for Parish Council Assets**

The Clerk has been in touch with our Solicitor to request an update. He reported that this is still ongoing, however, the land registration of up to date details has been received for Gooseberry Hill.

**15. Correspondence (For Exchange of Information Only)**

Mr Keen addressed Mr Palmer for an update on the repair of the Church clock. Mr Palmer confirmed that the quotations have been requested and following conversations the clock face may be installed in plastic for durability.

*The Meeting Was Suspended for Further Comment from the Public*

*The Meeting Went Back Into Session*

**16. Any Item to be Reported for the Next Agenda**

To Adopt a Co-Option Policy.

To consider the two new councillors attending the Introduction to Clerk and Council course with Norfolk Parish Training and Support.

*One member of the public left the room.*

**18. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 12<sup>th</sup> August at 7.30pm at Swanton Morley Village Hall.**

This was agreed.

The meeting closed at 10.05pm

\_\_\_\_\_ (Chairman) \_\_\_\_\_ Date