

## MEETING OF SWANTON MORLEY PARISH COUNCIL

### MEETING MINUTES

Monday 13<sup>th</sup> June 2022 AT 7.39PM

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R. Atterwill (Chairman), Mr G. Curran, Mr J. Venworth, M D. Turner, Mr J. Rodrigues, and Mr J. Keen.

**Also in attendance:** Mrs K. Pickard (Clerk), District Councillor Richard Duffield and nine members of the public

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

One member of the public attended to ask if there was any further update regarding the footpath from Hoe Road East to Harkers Lane. Councillor Atterwill responded that he has spoken with the landowner and the developers have already sold the plot. He is going to see if the trees can be cut back but it is unlikely that the footpath will stay. There will however still be access to Harkers Lane through the housing estate once it is complete.

Another member of the public asked if the land next to Lincoln House is only an orchard or grass. Councillor Atterwill responded that this is privately owned and registered with a covenant.

#### **There was no County Councillor Present**

#### **District Councillor Report**

Councillor Atterwill gave his report when the meeting was suspended after item 4

#### ***The Meeting Went into Session***

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

Apologies were received from Councillor O'Dowd accepted by the council

##### **2. To Consider the Co-Option of Parish Councillor**

Councillor Atterwill reported that there are two vacancies on the council. Three applicants were in attendance. Application forms had previously been received by the clerk and circulated to Councillors for consideration.

The applicants were invited to introduce themselves.

A closed ballot took place for discretion and the Clerk and Chairman counted the votes.

**Councillor Turner proposed that the Parish Council co-opt Mrs Alison Walker-Frazer and Mr Bob Almond onto the council seconded by Councillor Venworth and carried.**

Both co-opt councillors took a chair and signed the declaration of acceptance of office for the Clerk to forward to Breckland Council

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

Councillor Almond declared an interest in item 6a

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Councillor Turner declared an interest in item 9c

Councillor Atterwill declared an interest in item 6b

### 4. Minutes from the Parish Council Meeting of 9<sup>th</sup> May 2022 to be Accepted, Initialled and Signed

Councillor Turner proposed that the minutes are a true and accurate record of the meeting seconded by Councillor Rodrigues and carried

Councillor Atterwill proposed that the meeting is suspended to hear from District Councillor Richard Duffield seconded by Councillor Rodrigues and carried.

District Councillor Duffield reported that he has been on compassionate leave and apologised for not being in attendance recently. He will begin to attend more meeting again in the future.

Councillor Atterwill thanked him and offered Mr Duffield his condolences on behalf of everyone at Swanton Morley Parish Council

In addition, District Councillor Atterwill reported that following on from the antisocial complaint concerning Primrose Square, the Safer Neighbourhood team have been out visiting the residents and asking them to complete an antisocial diary.

*The meeting went back into session*

### 5. Matters Arising from Minutes of 9<sup>th</sup> May 2022 (For Exchange of Information Only)

None were raised

### 6. Finance

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

Councillor Almond left the room for this item.

Councillor Turner proposed that the following payments are made seconded by Councillor Rodrigues and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 2	Bacs	£3057.15	
CGM	May contract	Bacs	£643.67	£107.28
BT	Telephone line	Direct debit	£118.65	£15.10
E-On	Streetlight electricity	Direct debit	£94.62	£3.10
S2 Computers	IT Support	Direct debit	£141.84	£23.64
City of Norwich Pipe Band	Festival	BACS	£450.00	
RAF Station Coltishall Heritage Trust	Donation	BACS	£50.00	
Morley Makes	Festival drapes	BACS	£75.00	
Breckland Council	Serco grasscutting	BACS	£880.42	
Don Palmer	Equipment maintenance	BACS	£2320.00	
A Todd	DJ – Festival	BACS	£205.00	

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Tall Order	Festival buffet	BACS	£275.00	
Link Up	Festival advertisement	BACS	£50.00	
Printed4U	Bookmarks	BACS	£336.00	
First Aid Care Training	First Aid Cover – Festival	BACS	£288.00	
Stocksigns	Dog signage	BACS	£209.43	
Glasdon	Dog Bin	BACS	£137.59	
Marmax	Planter	BACS	£520.80	£104.16
Natterjack	Sweets – Festival	BACS	£140.00	
SLCC	Membership	BACS	£185.00	
John Welton	Petrol Expenses	BACS	£20.00	
Bob Almond	Donation/Expenses	BACS	£70.00	
Norfolk PTS	Training	BACS	£44.00	
Dereham Band	Festival performance	BACS	£250.00	
Dean Easter	Festival Banners	BACS	£275.00	
Tangerine Creative	Festival graphics and communications	BACS	£540.00	
		<b>Total</b>	<b>£11,425.44</b>	<b>£261.32</b>

*Councillor Almond re-entered the room*

*Councillor Atterwill left the room and Councillor Curran took the Chair*

### b) Accounts to Pay for Members with a Pecuniary Interest

Councillor Curran reported that both of the following payments are expenses during the Platinum Jubilee. These items were included in the funding.

The Clerk reported that there is a slight change for Mrs O'Dowd as the total sum is £175.29

*Councillor Rodrigues proposed that the following payments are made seconded by Councillor Venworth and carried.*

Payee	Detail	Payment type	Total Amount Payable
Wensum Valley Electrical	Platinum Jubilee	BACS	£92.41
B O'Dowd	Expenses for the Platinum Jubilee	BACS	£175.29
		Total	£267.70

*Councillor Atterwill re-entered the room and resumed the chair*

### c) Income to be reported

Income Received from	Details	Amount
Burial Fees	Burial ground	£575.00
Ministry of Justice	Grave Digger fees	£85.00
	Total	£660.00

## 7. Annual Accounts

### a. To Receive the Internal Audit Report and Consider any Actions Necessary

The Clerk reported that the internal audit is now complete and the auditor had completed the form to submit to the external auditor.

It was reported that a recommendation had been made for the clerk to investigate if the Parish Council is eligible for National Insurance employment allowance.

The Clerk will look into this.

**b. To Agree the Annual Statement of Governance**

Councillor Atterwill read out all individual statements for agreement by full council.

Councillor Rodrigues proposed that the Annual Statement of Governance is accepted and signed seconded by Councillor Venworth and carried.

**c. To Agree the 2021/2022 Parish Council Accounts**

The AGAR had been circulated to councillors ahead of the meeting for consideration.

Councillor Venworth proposed that the Annual Accounts are accepted and signed seconded by Councillor Curran and carried

**d. To Set the Period of 30 days for 'Exercise of Public Rights'**

The Clerk had suggested that the period to exercise the public rights is from Thursday 27<sup>th</sup> June until Friday 5<sup>th</sup> August 2022.

Councillor Rodrigues proposed that the period to exercise the public rights is from Thursday 27<sup>th</sup> June until Friday 5<sup>th</sup> August seconded by Councillor Curran and carried

**8. Land and Planning**

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

3PL/2022/0575/HOU - 10 Keith Road - Proposed rear single storey extension

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

Councillor Almond and Councillor Walker-Frazer abstained

3PL/2022/0536/VAR - Plot at 39 Greengate - Variation of Conditions 2 & 3 on 3PL/2021/0569/F - change in design of dwelling & garage & materials schedule included. (Variation of Cond's)

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

Councillor Almond and Councillor Walker-Frazer abstained

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

3PL/2022/0417/F - Barn at Frogs Hall Lane Woodgate - application has been refused

**9. To Consider Matters for Attention for the Following Parish Assets:**

**a) Churchyard at All Saints' Church**

Councillor Curran reported that the area with the compost heap is messy.

The West gate has now been repaired and closes

It was agreed that the clerk would obtain quotations from Engineering companies to sand blast the gate, carry out repairs and repaint

**i) To Consider Repair work to one of the benches in the Churchyard**

The Clerk has received a quotation to repair and repaint both benches in the churchyard for £350 following the cleaning being carried out.

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Councillor Turner proposed that the quote is accepted seconded by Councillor Rodrigues and carried

### **b) Swanton Morley Burial Ground**

Councillor Curran reported that there are dead branches hanging off the trees and some of the plots require attention.

The Clerk had suggested that she attends a site inspection in order to draft a report and contact the families responsible.

#### **i) To Receive and Update on the Design of the paths for the Burial Ground**

The tender document, supporting sketches and a list of recommended companies had been circulated to Councillors ahead of the meeting for consideration.

This proposed document would be circulated to these companies with a view to considering the quotes at the August meeting

Councillor Atterwill proposed that these documents form the tender for the footpaths in the burial ground seconded by Councillor Turner and carried

#### **ii) To Receive an Update on the Water Supply to the Burial Ground**

The Clerk has contacted Anglian Water regarding the wayleave agreement that they will need to apply for. Information has been sent to Anglian Water and the Clerk is awaiting a response.

Councillor Atterwill has passed on contact details for an officer at Breckland Council to assist with the wayleave.

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

Councillor Turner reported that unfortunately there has been thefts taking place at the allotment site.

A number of plots have had produce stolen from them and netting torn.

The Assistance Clerk has contacted all allotment holders to remind them to keep the gates closed with the padlocks locked in place

There is now one vacant plot that will be offered to the next resident on the waiting list

There is one last post to be installed and Councillor Turner will contact the contractor

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

Councillor Keen reported that following his inspection of Davidson Park he discovered that there had been a post opposite Dennis Close that has been hit by the contractor during the grass cutting.

Councillor Atterwill reported that CGM have now been provided with the schedule of works for the contract and is hopeful that they will be completing the schedule. The main areas of concern are:  
Village Green

Davidson Park (To include a nitrogen feed), and

The traffic island outside Darby's

Councillor Atterwill then suggested that the Parish Council forms a Churchyard and Burial ground working group. Suggested members would be Councillor Atterwill, Councillor Curran, the Clerk, Councillor Curran, Mr Palmer and Mr Crawford from Robertson Barracks.

All agreed

It was also reported that the basketball hoop requires a new net fitted. There is a new one in the Parish Council container at the Village Hall and Councillor Atterwill asked Councillor Venworth for his help to install it. Councillor Venworth agreed

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

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i) To Receive an Update on the access to Mill Common following correspondence received. This item was deferred until the new owners of the adjoining property has moved in, to open dialogue Councillor Atterwill also reported that the access to Mill Common is badly overgrown and has suggested a working party to attend site and cut this back. Councillor Atterwill will email suggested dates for an arranged meeting

Councillor Atterwill will also find out if the cattle has been placed on site as part of the Countryside Stewardship

### **f) Streetlights**

Nothing to report

### **g) Village Paths**

Councillor Venworth had sent a report to councillors ahead of the meeting.

All of the posts and signs are now in place.

There are a number of finger posts that require replacement. The clerk will report these.

It was also reported that cars have been driving on the field at Primrose Hill to gain access to the back of the properties. The Clerk is to contact the landowner and request that bollards are installed.

### **h) Noticeboards**

The Clerk is still awaiting the revised street furniture licence to be received from the Highways engineer. The Clerk will chase this up

## **10. Highways**

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

There are 30mph signs in the hedges on Hoe Road South and Hoe Road North

The Clerk will chase up the bridges team and copy in Norfolk County Councillor Bill Borrett, as the barriers have been removed and this is dangerous

The dog bin for the Churchyard needs to be installed. Councillor Atterwill asked Councillor Venworth to help him install this. Councillor Venworth agreed

### **i. To Receive an Update on Highways Work reported**

Two potholes on Primrose Square have still not been repaired

### **b) To Receive an Update on the Trod on Woodgate as part of the Parish Partnership Scheme**

Norfolk County Council have not sent through the up to date costing, the clerk will chase this up

### **c) To Receive an update on the Community Speedwatch Scheme**

Councillor Turner reported that there have been two new volunteers that have signed up for the Speedwatch. Further volunteers would be useful.

It was agreed that Councillor Atterwill will bring in the SAM2 signs to have the data downloaded.

The responsibility of the SAM signs could potentially be allocated to a new councillor. Councillor Almond agreed that he would help with this

### **d) To Discuss the grasscutting and verge cutting in the Village and Agree any Actions necessary**

Councillor Atterwill reported that the agreement from Norfolk County Council has now been signed and is in place.

Serco have begun to carry out these cuts and the village is much tidier.

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As agreed at the last meeting a quotation has been received for verge cutting from a contractor previously appointed to cover areas in the village that Serco do not do. The Clerk obtained a quotation from a contractor that the Parish Council has previously used for £350 + VAT.

**Councillor Atterwill proposed that the quote is accepted for £350 + VAT seconded by Councillor Turner and carried**

Councillor Atterwill then reported that he has spoken to the owner of the cottages on Harkers Lane opposite the school with a view to agreeing to make good the footpath. The owner has agreed that the Parish Council can obtain quotations and that they will make a contribution.

### **e) To Discuss the trees on Greengate following a complaint from a Parishioner**

The Clerk has received a complaint regarding the trees from Ainsworth Close to the junction opposite Liberator Close.

The Trees appear to be completely overgrown and require cutting back.

They overhang into the properties gardens and block out the light.

The resident feels unsafe as in the evening this area is particularly dark.

It was agreed that the Clerk should contact Norfolk County Council Highways to request an inspection with a view to cutting them back

### **11. To Receive an Update on CASM**

Councillor Curran reported that the agreement for a tree nursery has been received.

CASM is in the process of applying for a grant for some fencing and materials.

The next meeting is going to be held on 15<sup>th</sup> June and there will be a representative from Breckland Council visiting to talk about climate.

### **12. To Receive an update on the Swanton Morley Jubilee Festival**

Councillor Atterwill reported that the Jubilee Festival events were a success.

He was pleased to report that the Clerk ended up in the stocks as a result of losing the rounders match!

There is some fantastic footage of the events that will be published and the village should be very proud of themselves for an enjoyable few days.

The local schools were also grateful for the donation of Jubilee bears and bookmarks and the Clerk and Councillor Atterwill also attended the primary school for the opening of the trim trail.

Councillor Atterwill wanted his thanks placed on record to everyone that participated in making it a success, the clerk, Councillor Venworth and the volunteers. Particular thanks were made to Brenda O'Dowd for heading up the team.

**Councillor Atterwill proposed that as a vote of thanks the Clerk is to purchase a bouquet of flowers to the value of £30 for Mrs O'Dowd seconded by Councillor Venworth and carried.**

The funding will come from the festival funds.

### **13. Correspondence (For Exchange of Information Only)**

Nothing was raised

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

A member of the public reported that any repair to the Church gates will require faculty agreement. Councillor Atterwill reported that this would need to be considered in the budget for 2023/2024.

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The church warden reported that the Parish Council do not need to apply for faculty for the repair of the benches

It was reported that the gravel path is looking neglected and requires weed killer. The Clerk has chased the contractor up to carry out this work.

It was noted that another parishioner has been putting in a lot of effort in the churchyard and he would be a good person to invite onto the churchyard working group.

The church warden is happy to carry out some heavy duty weed killing. Councillor Atterwill responded that COSHH sheets and a risk assessment will need to be carried out.

Councillor Atterwill asked for an update for the cleaning of the war memorial. The Clerk reported that we are awaiting further quotations as the previous contractor is now no longer doing this.

The church warden raised the issue with the two war graves in the main part of the churchyard – if they are looked after by the War Graves Commission they will need to be protected from heavy machinery.

A member of the public also reported that their allotment plot has had produce stolen.

Another member of the public raised a question regarding the streetlight on the pedestrian crossing and that it appears to be a lot brighter than usual. He had visited a electrical wholesaler and there was a demonstration being held on LED lights, this also included light levels being increased remotely. Councillor Atterwill responded that last year one of the lights was not functioning properly therefore a contractor came and repaired this which is a possible reason why it now appears brighter. Highways are gradually changing all bulbs to LED.

The member of the public also offered to send in some details for a contractor to trim the footpaths to the school.

There is communications with Norfolk County Council and what they would contract to the Parish Council. There had been talk of funding being available for verge cutting from Norfolk County Council but so far nothing has happened.

### **14. Any Item to be Reported for the Next Agenda**

Flooding on Woodgate

Draft annual parish meeting minutes

Footpath tender

Burial ground working party

Update on working parties

### **15. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 11th July 2022 at Swanton Morley Village Hall at 7.30pm.**

All agreed.

The meeting closed at 9.45pm

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

*Village Hall Meeting resumed.*