

## SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

WEDNESDAY 20<sup>TH</sup> MAY 2020 AT 7.51PM

VIRTUAL MEETING VIA MICROSOFT TEAMS

**Councillors Present:** Mr R. Atterwill (Chairman), Mrs B O'Dowd (Vice Chair), Mr S. Westbury, Mr D Turner, Mr I Cawdron, and Mr G. Curran

**Also in attendance:** Mrs K. Pickard (Clerk), Norfolk County Councillor Bill Borrett and Mrs M Heinrich (Administrator)

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

There were no members of the public present.

### **County Councillor Report**

County Councillor Bill Borrett reported that Norfolk County Council have had a challenging few months but he would like to extend his thanks to the staff at Norfolk County Council for their hard work and some working seven days a week. He expressed that he was humbled by this.

Norfolk County Council has run a successful campaign, spending 1.5 million pounds on personal protective equipment without waiting for Central Government instructions. There was a 'last resort' scheme to provide this to care homes and the NHS. They also provided a contact number to call if there were issues sourcing this equipment.

Norfolk County Council currently have 6000 members of staff working remotely from home.

County Councillor Borrett then reported that the most exciting achievement is that the NHS is paying attention to the social care agenda. Councillor Borrett is Chairman of the 'Health and Wellbeing' board, and they have been trying to achieve joint working with the NHS. Since the beginning of the COVID-19 crisis, the NHS have been in touch with Councillor Borrett to help sort out care packages for people, with this in place, this should reduce the numbers of people in hospital.

Councillor Borrett is hopeful that they will then be able to hold the NHS to this new way of working.

Councillor Atterwill then asked Councillor Borrett if he had received the email that he had sent regarding the speeding in the village.

Councillor Borrett responded that he had received this, and the issue with increased traffic and speed appears to be across the board in Norfolk.

Councillor Borrett has spoken to members of Norfolk Constabulary and has said that 'traffic calming' is unpopular with them. The cost is also quite excessive for the hard landscaping.

Councillor Borrett did state that if there was a high risk area that has had a number of accidents reported then there would be an opportunity to make the case. Unfortunately, without a record of accidents it would be unlikely that Swanton Morley would receive any traffic management.

Councillor Atterwill agreed that in places such as Greengate it would be difficult to have traffic calming measures due to the wide road in that area

Councillor Atterwill then asked for Councillors thoughts, due to an increase in complaints being received by the Clerk and across social media.

Councillor Turner reported that all of the relevant paperwork for the DBS checks has been submitted for the Community Speedwatch Team. Upon receipt of these, the training can then be carried out.

Councillor Turner also stated that his main concern is the road bend that is outside the church and the speed that people come into the Village. The road has previously been widened however in his opinion this has caused an increase of speed. He went on to say that he is also interested in collecting the data

## Financial Year 2020/2021

from the Sam Signs to monitor this particular area in the village. Councillor Turner suggested more speed signage is needed.

Councillor Cawdron made the suggestion of 'rumble strips' coming into the Village, this could alert people that they are entering a 30mph limit and would not hold up the emergency services and the cost would be minimal.

Councillor Borrett then said that it would come down to a 'demonstrated need' and any records of accidents as there is a hierarchy of working for the most dangerous areas first, however he suggested that this could be proposed through the Parish Partnership scheme.

Councillor Westbury then said that a number of years ago when he was in Portugal they had a system there that in the middle of a village was a traffic light and if people travelling into the village were excessive with their speed the light would turn red. This resulted in people knowing that there was no point in travelling too fast as the light would stop them.

Councillor Borrett then responded that he does not believe this would be something that is within the traffic calming measures with Highways.

Councillor Atterwill responded that there could be issues with cars idling and excessive noise from braking and acceleration if speed humps are installed in the Village.

Councillor Turner reiterated that he thinks there needs to be something in place that shows people travelling from a 60mph limit that they are entering a 30mph limit.

Councillor Atterwill then asked Councillor Borrett what the situation was with the traffic coming through off of the NDR and the results of the speed survey work that was carried out by the authority. Due to the perceived increase in traffic and in particular the increase in HGV traffic since the NDR opened the data from the survey is of great interest to the Parish Council. Councillor Borrett responded that he has not seen the data.

Councillor Atterwill then suggested that a SAM sign should be placed outside the Church and rotated on a weekly basis in order to monitor the traffic and speed coming into and leaving the Village. A response to the parishioner who wrote in a complaint would also be sent by the Clerk. All agreed.

### **District Councillor Reports**

District Councillor Atterwill reported that, all of the updates that have been received by the Clerk from Breckland District Council during the period of COVID-19 have been circulated to Councillors. Councillor Atterwill has been speaking to local clubs in the area and as a result of this the Swanton Morley Cricket Club has now applied for the Covid19 grant.

Councillor Atterwill reported that some staff have been redeployed in the area to deliver food parcels to the vulnerable residents. Breckland District Council are holding a Cabinet meeting in June to discuss how they can re implement Council business utilising virtual committee meetings

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

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

Apologies were received from District Councillor Richard Duffield, Councillor Keen and Councillor Rodrigues accepted by the Council.

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

Councillor Atterwill declared a personal interest in items 5a and 5b.

Councillor Westbury declared an interest in item 8c

Councillor Turner declared an interest in item 8c

#### **3. Minutes from the Parish Council Meeting of 9<sup>th</sup> March 2020 to be Accepted, Initialled and Signed**

## Financial Year 2020/2021

Councillor Turner requested that an amendment to item 10 to include the name of the Parishioner who sadly passed away. Councillor O'Dowd confirmed his name was Mr Leigh Andrews.

Councillor Turner also requested an amendment to item 7e to read Councillor Cawdron has waders to clear the rubbish and the water on Burgh Common. The minutes were amended.

**Councillor Turner proposed that the minutes should be signed as a true and accurate record of the meeting, seconded by Councillor O'Dowd and carried. Councillor Atterwill then signed the minutes.**

### 4. Matters Arising from Minutes of 10<sup>th</sup> February 2020 (For Exchange of Information Only)

Councillor Atterwill referred to item 5c regarding the fixed quotation for the kerbing work on Rectory Road. This quotation has still not been received so the Clerk will follow this up.

### 5. Finance

a) Accounts to Approve for Payment:

**Councillor Curran proposed that the payments be made seconded by Councillor O'Dowd and carried.**

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable	
Staff Renumeration	Made Under Contract Month 12	BACS	£3076.71		
Viking	Stationery	BACS	£180.80	£30.13	
Viking	Emergency Supplies for the COVID-19 Response Team	BACS	£62.92	£10.49	
NPT&S	Annual subscription	BACS	£357.00		
Scribe	Annual Licence	BACS	£624.60	£104.10	
NALC	Annual Membership	BACS	£320.90		
CGM	Grasscutting	BACS	£627.97	£104.66	
S2 Computers	Refurbished Laptop – Administrator	DD	£490.80		
Community Heartbeat	Replacement Pads for Defibrillator	BACS	£99.60	£16.60	
<b>The above payments were approved on 14<sup>th</sup> April</b>	<b>Councillor Atterwill proposed the payments are made, seconded by Councillor O'Dowd.</b>		<b>£5841.30</b>	<b>£265.98</b>	
Staff renumeration	PAYE Month 1 – under contract	BACS	3263.41		
NPT&S	Introduction to CiLCA	BACS	£32.00		
St John's Ambulance	PPE for Volunteer scheme	BACS	£197.76	£32.00	
CGM	Grasscutting – to be approved in principle upon receipt of the detailed breakdown	BACS	£627.97	£104.66	
Swanton Morley Farms	Annual Permissive Path contract	BACS	£2,500.00		
Norfolk ALC	Managing Local Meetings during COVID-19	BACS	£48.00	£8.00	
CGM	Additional cut	BACS	£9.66	£1.61	
		<b>Total</b>	<b>£6678.80</b>	<b>£146.27</b>	

## Financial Year 2020/2021

### b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Norfolk Community Foundation	COVID-19 Grant – Covid Response Team	£1,000.00
Breckland Council	50% Precept	£39,432.52
R Atterwill	Payment for Norfolk ALC Course. Managing Local Meetings during COVID-19	£48.00
		<b>£40,480.52</b>

### c) To Receive an Update on the Application of a Business Credit Card for the Parish Council

The Clerk reported that the application has been submitted. The Clerk had received a request for a bank statement, the latest minutes of a meeting and the standing orders, in order to support the application. The Clerk has sent the required documents and is now awaiting a response.

## 6. Policies

### a) To Agree the Privacy Statement for the Website

A copy of the proposed Privacy Statement had been sent to Councillors prior to the meeting for consideration.

Councillor Turner proposed that this is adopted seconded by Councillor O'Dowd and carried. Councillor Cawdron Abstained from voting.

### b) To Agree the Website Accessibility Statement for the Website

A copy of the proposed Website Accessibility Statement had been sent to Councillors prior to the meeting for consideration.

Councillor Westbury proposed that this is adopted seconded by Councillor Turner and carried.

## 7. Land and Planning

### a) To Consider Responses to Breckland District Council for any Planning Applications

**3PL/2020/0350/F** – Land to the East of Woodgate Lane – Erection of a small storage barn/animal shelter to house agricultural equipment

Councillor Atterwill referred to an email received from a resident earlier in the day and asked for comments from Councillors. Councillor O'Dowd requested confirmation regarding the sizing and if this was represented in feet or metres. Councillor Atterwill confirmed that the measurements are in metres as shown on the application drawing.

Councillor Curran was curious as to why he is positioning it at the end of the field as opposed to by the gate. Councillor Westbury responded that due to the size of the plot it is a large building to maintain, Councillor Atterwill also responded that this agricultural building is to store vintage tractors.

Councillor Westbury then showed concerned that where the building is situated it could open up the potential for future development. Councillor Atterwill confirmed that the building is outside the planning envelope so the landowner would struggle to obtain planning permission while Breckland District Council has a 5 year land supply.

Councillor Westbury proposed that the Council object to the planning application on the grounds of the size and location of the building, and it is outside the settlement boundary.

Councillor Curran responded that according to the neighbourhood plan, if it is for agricultural use then the application is compliant.

Councillor Turner then proposed that the Parish Council respond with no objections seconded by Councillor Curran. Five Councillors were in favour and one was against. The motion was carried.

**3PL/2020/0440/F** – 30 Greengate – Erection of Two Storey dwelling including change of use of agricultural land to residential

## Financial Year 2020/2021

Councillor Curran had concerns about some of the dwelling being outside the settlement boundary and is worried that it would set an example for others to nibble away at it, Councillor Atterwill responded that the dwelling would be in the existing garden and Councillor Curran then showed concern regarding the development of this to include sheds and a conservatory.

Councillor Cawdron asked if it was possible to build on it without using the agricultural area.

Councillor Westbury also stated that the use of the agricultural land would purely be for garden purposes and feels that it is inside the settlement boundary.

Councillor Cawdron asked if the Council could put a recommendation in that this agricultural land is maintained as garden only, Councillor Atterwill responded that this would not be possible as then the settlement boundary would be extended.

Councillor Atterwill stated that he feels the response needs to include policy 11 point 11 of the neighbourhood plan regarding energy efficiency.

Councillor Turner raised a concern about the material that the structure would be made of and if it would be in keeping with the surrounding buildings. Councillor Atterwill responded that on the planning portal it details clay pantiles and traditional brickwork and feels it is going to be a traditional Norfolk build.

Councillor Turner proposed that the application is responded to with no objections but it needs to comply with the Neighbourhood Plan policy 11 subsection 11 for renewable energy, seconded by Councillor Cawdron. Five Councillors were in favour, Councillor O'Dowd objected on the grounds of environmental issues regarding birds nesting season, bats and wildlife.

The motion was carried

**3PL/2018/1246/F** – Rectory Road/Hoe Road East – Erection of 85no dwellings and open space – To consider s38 and s78 proposed layouts for footpath lighting

Councillor Atterwill had sent the amended plans for the street light layout.

Councillor Westbury asked if there was any access on Harkers Lane, Councillor Atterwill responded that yes there is pedestrian access onto Harkers Lane.

*M Heinrich left the meeting  
County Councillor Borrett left the meeting*

Councillor Atterwill asked if there were any comments regarding the layout.

All agreed that it was accepted.

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

**3PL/2020/0018/F** – Primrose Hill – To demolish the four existing residential units, which comprise of two pairs of semi-detached bungalows, and replace with four detached dwellings.

This application has been approved

### **c) To Receive an Update Report on the Planning Application to Install a Flag Pole**

Councillor Atterwill reported that he had spoken to Breckland District Council regarding this and an email had been received stating that due to Covid-19 they had been unable to place the street notice until 6<sup>th</sup> May. They appear satisfied with the application however they still need to follow procedure. Councillor Atterwill has spoken with the owner of the old Paper Makers Arms who has no objection to this. Councillor Atterwill reported that the Council should have a decision by the end of May.

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

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

Councillor Curran had sent a report to Councillors prior to the meeting. All was in good order. Councillor Atterwill reported that he has had a conversation with M Crane regarding the repairs needed to the post and rail fence and rabbit fencing work that is required as it is a safety issue. **Councillor Atterwill proposed that the work is carried out seconded by Councillor Curran and carried.**

**b) Swanton Morley Cemetery**

Councillor Curran had sent a detailed report to Councillors prior to the meeting and reported that there had been no change. The Moss is drying out and the hedges need trimming back.

Councillor Atterwill reported that he had also been on site and noticed that the Memorial garden appeared dry and needs watering regularly.

**c) Swanton Morley Allotments**

Councillor Turner reported that there are is number of plots that require specific work to be carried out and the Administrator has been compiling correspondence to deal with these issues. There has been an unfortunate incident with one of the allotment holders who fell ill on site which Councillor Turner is aware of.

Councillor Turner also reported on the situation of plot 25 which was earmarked to provide produce for the people's picnic but has so far, not provided anything. In line with the allotment agreement for this specific plot, a letter has been drafted to reclaim the plot as of 1<sup>st</sup> August due to inactivity. Unfortunately, the allotment holder looking after this plot also has two further plots that money is outstanding for.

Councillor Curran suggested that during this Covid-19 period there could be good reasons behind the lack of work being done.

Councillor Turner then reported that there is going to be an advertising campaign to fill the available plots.

Councillor Cawdron has spoken to a gentleman in the Village who is interested in taking on an allotment plot and has passed the details of Councillor Turner on to him, Councillor Cawdron also stated that this gentleman works in fencing so could be a useful contact.

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

**i. To Receive an Update Report regarding the Installation of the Playboat for Gooseberry Hill**

Councillor Atterwill reported that even though Gooseberry Hill playing field is currently closed due to Government guidelines he had to remove some youths from there as they had accessed it over the fence.

Councillor Atterwill also reported that when Gooseberry Hill playing field does reopen then the swings along with those on the village green will need some attention. There needs to be some more bird guards fitted to them and grease needs to be applied to the joints.

The Clerk reported that there has been contact with the supplier of the playboat for an installation date during the Covid-19 closure. This is estimated between 3-4 weeks. The Clerk has completed the installation request and is awaiting a date.

**e) Swanton Morley Common Lands**

**i. To Receive an Update Report on the Application for Countryside Stewardship for Mill Common**

The Clerk reported that during the lockdown period there has still been contact with the Agent who is dealing with the Higher-Level Stewardship and an application has now been submitted.

The Clerk also reported that there had been communication with Mr Carrick who has offered to maintain the site again to include placing cattle on it. The Clerk thanked him as part of the clause in the application is to include grazing.

**f) Streetlights**

Nothing to report

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

Nothing to report

**h) Permissive Paths**

Councillor Atterwill reported that a conversation had taken place with Mr Keith who has signage to go up on the footpaths, following an incident with a wild deer being mortally wounded by a dog which was not secured on a lead. It is believed that the deer had young somewhere as it was in milk. The likelihood is that the young have died as well

Councillor Westbury requested that the Clerk update 'Permissive' paths to read 'Village' paths. The Clerk agreed.

**9. Highways**

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

**b) To Receive an Update regarding the Speeding in the Village and Agree Any Actions Necessary**

It was reported that there is a pothole on the S bends coming into the Village.

The Clerk will report this.

Councillor Atterwill had sent an email prior to the meeting regarding a Parishioner who would like to build two brick buttresses to support a wall outside his property and between the two install timber slats to construct a seat for walkers to rest. Councillor Atterwill asked for Councillors comments. Councillor Westbury agreed that this was a lovely idea as did Councillor O'Dowd

**Councillor Atterwill proposed that he sends a letter of support on behalf of the Parish Council seconded by Councillor Westbury and carried.**

**10. To Receive an Update Report on the Swanton Morley Festival**

Councillor O'Dowd had no further update for the Swanton Morley Festival 2021 and has requested that this item is deferred.

**11. To Receive an update report regarding the Covid-19 Volunteer Response Team**

Councillor O'Dowd had provided a report for Councillors ahead of the meeting.

'The project was set up over 20th & 21st March to address the impacts of the coronavirus pandemic and its effect on our community. To bring together 30+ enthusiastic volunteers from the Villages of Swanton Morley, Hoe and Worthing to coordinate their efforts and to respond to the needs of the parishioners.' The initiative is supported by Swanton Morley Parish Council and the Hoe and Worthing Parish Meeting Chairman. The Covid-19 Response team are working closely with Breckland Council's Locality Officer (Engagement) and the scheme has received funds from Norfolk Community Foundation, through the Covid-19 Community Response Fund, to support the activities.

## Financial Year 2020/2021

The volunteers are there to help the vulnerable, those in self-isolation or those shielding following government advice plus other key workers who find it difficult to access the services they need because of work commitments.

The scheme now has 31 volunteers. Since going live on 23rd March, there have been 33 requests for help, not an enormous number but a steady flow. All but one of those requests was fulfilled by the volunteers. One request came in from a lady in Swindon who wanted someone to check on her parents in Dereham. She was referred to Breckland Council's community contact who was able to help'.

**Councillor Atterwill then thanked Councillor O'Dowd and the Volunteers for their commitment.**

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

Councillor Atterwill reported that the resident of Hill Bungalow has asked if the Parish Council would have any objections to a third wind turbine being placed on the property.

The Council had no objections in principle.

Councillor Atterwill has also spoken to the landowner of 'C' site, Worthing Road and requested the repair or removal of the chainlink fencing.

Councillor Atterwill then reported that there has also been a conversation with a land owner about the potential of a 'dog exercise area' on Hoe Road. He then asked for opinions of the facilities that would be required.

It was agreed that the space would need fencing in, a bench, and a facility for the disposal of dog mess.

Councillor Westbury said that this is a wonderful concept and asked if there would be a charge for the facility. Councillor Atterwill responded that this is unknown at this time. Councillor Curran asked if there would be a parking area provided and how many people could use this at any one time.

Councillor Westbury responded that these types of facilities have exclusive use so the likelihood is that only one or two cars maximum would park in the location at a time. As this idea is in the very early stages, this is something that would be considered in due course with probably further discussions with the landowner

*As no members of the public were present the meeting was not suspended and carried on*

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

To receive the Internal Audit report.

To agree the Annual Statement of Governance

To agree the 19/20 Parish Council accounts

To review the Code of Conduct

### **14. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 8<sup>th</sup> June at 7.30pm via Microsoft Teams.**

Councillor Atterwill suggested that given the short time frame between this meeting and the normal June meeting date that the next Parish Council meeting should take place on Monday 13<sup>th</sup> July 2020.

Councillor Westbury asked why there would be no meeting in June. Councillor Atterwill responded that due to the emergency Covid-19 regulations the Parish Council is only duty bound to hold three virtual meetings between now and May 2021. As the timeframe between the May and June meetings is only three weeks Councillor Atterwill suggested that there may be no further meaningful updates for Councillors to consider in that time and that a July meeting would be a more productive meeting and good use of councillor's time.

**Councillor Curran proposed that the next meeting of the Parish Council is held on Monday 13<sup>th</sup> July via Microsoft Teams seconded by Councillor Turner and carried.**

The meeting closed at 9.28pm

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