

## ANNUAL SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

WEDNESDAY 5<sup>TH</sup> MAY 2021 AT 7.30PM

### VIRTUAL MEETING VIA MICROSOFT TEAMS

**Councillors Present:** Mr R. Atterwill (Chairman), Mrs B O’Dowd (Vice Chair), Mr J Keen, Mr J Rodrigues, Mr G Curran, Mr J Venworth, Mr D Turner and Mr I Cawdron

**Also in attendance:** Mrs K. Pickard (Clerk), Mr R. Duffield (District Councillor) and one member of the public

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

None raised

#### **County Councillor Report**

County Councillor Borrett was not in attendance.

#### **District Councillor Reports**

District Councillor Duffield wanted to say how well he believes that the District Council and all Parish Councils have dealt with the pandemic over the last year in being able to maintain monthly meetings and assist the residents. Breckland Council have also done extremely well in supporting local businesses.

District Councillor Roger Atterwill reported that he was assisting an elderly Flagship Housing resident in March who was without heating, the contractor would not attend site as it was over a weekend. Councillor Atterwill acted upon this complaint, contacted the relevant people, and the successful outcome was that Flagship have now changed their policy. This means that they should now attend to a heating breakdown for an elderly resident within a 24-hour period in winter months.

District Councillor Roger Atterwill and District Councillor Richard Duffield also agreed that they are experiencing delays in getting responses from the planning department in some cases because it is under resourced. This is not a satisfactory state of affairs.

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

#### **1. To Elect Parish Council Chairman for the Forthcoming Year**

Councillor Venworth proposed that Councillor Atterwill remains in the position of Parish Council Chairman for the forthcoming year, seconded by Councillor Turner and carried.

Councillor Atterwill read out the Declaration of Acceptance of Office and signed the document

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

Apologies were received and noted from Councillor Westbury. It was agreed that the Clerk is to correspond with Mr Westbury due to the length of absence.

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

Councillor Turner declared a personal interest in Item 12c

Councillor Atterwill declared a pecuniary interest in item 9b

**4. Election of Vice Chairman**

Councillor Atterwill wanted to say a few words under this item.

Councillor Atterwill talked about a previous Vice Chairman of the Council and how exceptionally talented and supportive they were in this role and that he did not think he would have another vice chair as supportive as Mrs O'Dowd. He thanked her for her support particularly in what has been an unprecedented year.

Councillor Atterwill proposed Councillor O'Dowd remain as Vice Chair of the Parish Council seconded by Councillor Rodrigues and carried.

**5. 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 is appointed to represent the Parish Council on the Barretts Charity seconded by Councillor Keen and carried.

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

Councillor Atterwill proposed Councillor Curran continue as the member responsible for the Churchyard and Burial Ground, seconded by Councillor Turner and carried.

**c. Member to be responsible for Common Lands**

Councillor Keen proposed Councillor Atterwill is the member responsible for Common Lands, seconded by Councillor O'Dowd and carried.

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

Councillor Turner proposed Councillor Keen continues being the member responsible for the Open Spaces and Recreation Grounds seconded by Councillor O'Dowd and carried.

**e. Member to be responsible for Village Pathways**

Councillor O'Dowd proposed Councillor Venworth is the member responsible for Village pathways seconded by Councillor Rodrigues and carried.

**f. Member to represent the Council as Surgery Liaison**

Councillor Keen proposed that Councillor O'Dowd is the member appointed as Surgery Liaison seconded by Councillor Rodrigues and carried.

**g. Member to be responsible for Allotments**

Councillor O'Dowd proposed that Councillor Turner continues as the member responsible for Allotments seconded by Councillor Keen and carried.

**h. Members to form the Personnel Working Group**

Councillor Rodrigues proposed that the previous members Councillor Atterwill, Councillor O'Dowd and Councillor Rodrigues continue as members to form the Personnel Working Group along with Councillor Curran, seconded by Councillor Venworth and carried.

**i. Members to form the Finance and Governance Working Group**

Councillor Venworth proposed that the previous members, Councillor Atterwill, Councillor O'Dowd, Councillor Rodrigues, Councillor Curran and Councillor Keen continue to form the Finance and Governance Working Group seconded by Councillor Cawdron and carried.

**j. Members to form the CASM Climate Change Working Group**

Councillor Rodrigues proposed that Councillor Curran (Chair), Councillor Cawdron and Councillor Atterwill continue to form the CASM Climate Change Working Group with volunteers from the public seconded by Councillor Turner and carried.

**k. Member to be responsible for Highways Street Furniture**

Councillor Atterwill suggested that the responsibility for Highways Street Furniture is with himself and the Clerk, to carry out full surveys through the Village as the Clerk works in conjunction with Norfolk County Council Highways.

Councillor Venworth proposed that the member responsible for Highways Street Furniture is Councillor Atterwill in conjunction with the Clerk, seconded by Councillor O'Dowd and carried.

**l. Member to be responsible for the Community Speedwatch Scheme**

Councillor Atterwill proposed that Councillor Turner continues as the member responsible for the Community Speedwatch seconded by Councillor Keen and carried.

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

Councillor Atterwill proposed Councillor O'Dowd continues as the member responsible for the Volunteer Scheme seconded by Councillor Venworth and carried.

**n. Member to be responsible for the SAM2 signs**

Councillor Turner proposed Councillor Atterwill is the member responsible for the SAM2 signs in conjunction with Councillor Turner and the Speedwatch Scheme seconded by Councillor Curran and carried.

**o. Member to be responsible for Streetlights**

Councillor Atterwill proposed Councillor Cawdron is the member responsible for Streetlights, seconded by Councillor Keen and carried.

**p. Members to carry out Internal Control checks**

Councillor Rodrigues proposed Councillor Keen, and Councillor Cawdron continue as the members to carry out Internal Control Checks seconded by Councillor Venworth and carried.

**q. Members to deliver the Mardler publication**

Councillor Atterwill proposed that Councillor Atterwill, Councillor O'Dowd, Councillor Keen, Councillor Cawdron and Councillor Curran continue to deliver the Mardler Publication along with village volunteers, seconded by Councillor Turner and carried.

Councillors agreed for the information to be published on the website.

Councillor Cawdron also offered to assist Councillor Curran with the Burial Ground if required, Councillor Curran thanked him.

**6. Minutes from the Parish Council Meeting of 12<sup>th</sup> April 2021 to be Accepted, Initialled and Signed**

Councillor Keen proposed that the minutes were a true and accurate record of the meeting, seconded by Councillor Curran, and carried. Councillor Atterwill signed the minutes.

**7. Matters Arising from Minutes of 12<sup>th</sup> April 2021 (For Exchange of Information Only)**

None were raised.

**8. To Agree the draft minutes from the Annual Parish Meeting 26th April 2021 to go forward for approval at the 2022 Annual Parish Meeting**

Councillor Turner agreed the draft minutes to go forward for approval at the next Annual Parish Meeting in April 2022, seconded by Councillor Rodrigues and carried.

The Clerk then requested agreement for the draft minutes to be published on the website.

Councillor Atterwill proposed that the draft minutes for the Annual Parish Meeting are published on the website seconded by Councillor Curran and carried.

**9. Finance**

## Financial Year 2021/2022

### a) Accounts to Approve for Payment:

The Clerk had sent a full report of monthly payments against budget to Councillors ahead of the meeting with bank reconciliations for consideration.

The Clerk then reported that one further invoice had been received from Viking for £101.76 and the Clerk has also received confirmation for the Parish Partnership funding for the additional SAM2 sign that will need to be paid to the supplier and then a claim of the 50% will be refunded by Norfolk County Council. This payment is for £3700 + VAT.

This brings the total amount of invoices to approve for payment to £11,882.52.

Councillor Rodrigues proposed that the following payments are approved seconded by Councillor O'Dowd and carried.

| Payee                     | Detail  | Payment Method | Total Amount Payable | Of Which VAT Reclaimable |
|---------------------------|---|----------------|----------------------|--------------------------|
| Staff remuneration        | PAYE Month 1 – under contract                                   | BACS           | £3476.16             |                          |
| CGM                       | Grasscutting  | BACS           | £646.81              | £107.80                  |
| BT                        | Telephone line  | DD             | £113.53              | £18.89                   |
| E.On                      | Streetlight electricity   | DD             | £72.02               | £3.10                    |
| S2 Computers              | IT support  | DD             | £144.24              | £20.24                   |
| Cozens                    | Liberator Close streetlight inspections                         | BACS           | £108.00              | £18.00                   |
| The Parish Noticeboard Co | Two replacement noticeboards (As approved at the April meeting) | BACS           | £900.00              | £150.00                  |
| Swanton Morley Farms      | Permissive Path contract  | BACS           | £2500.00             |                          |
| Ollie Skinner             | Replacement Perspex for the telephone box                       | BACS           | £30.00               |                          |
| Viking                    | Stationery  | BACS           | £101.76              | £16.96                   |
| Westcotec                 | SAM2 Signs (Norfolk County Council to refund 50%)               | BACS           | £3789.00             | £757.80                  |
|                           |   | <b>Total</b>   | <b>£11,882.52</b>    | <b>£1092.79</b>          |

### b) Accounts to Approve for Payment for Members with Pecuniary Interest

| Payee          | Detail                   | Payment type | Total Amount Payable |
|----------------|--------------------------|--------------|----------------------|
| Cllr Atterwill | 50% Chairman's allowance | BACS         | £291.00              |
|                | <b>TOTAL</b>             |              | <b>£291.00</b>       |

Councillor Atterwill requested to defer this item until the October Parish Council meeting, with a view to the Parish Council considering using the fund towards something for Christmas for the Village.

Councillor O'Dowd proposed that this item is deferred until October, seconded by Councillor Venworth and carried.

*District Councillor Richard Duffield left the meeting*

**c) Income to be reported**

| <b>Income Received From</b> | <b>Details</b> | <b>Amount</b>     |
|-----------------------------|----------------|-------------------|
| Breckland Council           | 50 % Precept   | £39,182.60        |
|                             |                | <b>£39,182.60</b> |

**d) To Agree the Forthcoming Year Action Plan**

The Clerk had circulated a document ahead of the meeting for Councillors to consider.

This consisted of the Parish Council's objectives for the financial year, any legal obligations, and any budget set against the item.

The purpose of this live document is to set out what the objectives are and when they will be achieved.

Councillor Curran suggested including items such as the hedge cutting in the burial ground and the purchase of snow drops for the old Village Hall site. Councillor Curran also suggested that there is an additional column included to show when the work has been completed.

The Clerk agreed that this is a live document and there is the functionality to amend and add any further items throughout the year.

**Councillor Curran proposed that this document is adopted and circulated monthly with any updates seconded by Councillor Rodrigues and carried.**

**10) To Agree the Inspections Procedure**

The Clerk had circulated this document to Councillors ahead of the meeting for consideration.

The purpose of this procedure is to set out clear expectations and time scales for the inspection reports to be received by the Clerk to add any additional items to the agenda for discussion if required.

**Councillor Turner proposed that this procedure is adopted seconded by Councillor Rodrigues and carried.**

**11. Land and Planning**

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

None received

**i. To Discuss pre-application correspondence received for 4no. bungalows at Norwich Road**

Councillor Atterwill had circulated correspondence to Councillors ahead of the meeting for consideration. The Clerk displayed the plans received on the screen.

This information has come from a conversation between Councillor Atterwill, Councillor Venworth and Gary Cresswell from Anglia Scottish (Agent) when investigating a solution for the flooding issues on Woodgate.

Mr Cresswell has agreed to looking into the potential of extra drainage on the Old Piggery Site, and an internal ditch network.

The owner has provided this information for pre-application advice to build 4 dwellings on the site and has sent the Parish Council some initial plans and information.

As part of these designs, it is suggested that the landowner will assist with the drainage issues and the visibility on the Norwich Road junction.

Councillor Cawdron had concerns with the land being outside the settlement boundary, Councillor Atterwill confirmed that this is a brownfield site.

Councillor Keen also recollected a previous planning application for 7no. dwellings and the Parish Council were offered to take on two of the plots to build affordable housing. This application was subsequently opposed to.

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Councillor Curran felt that the circumstances on the previous design was slightly different in that the Neighbourhood Plan had not been adopted. Councillor Curran then referred to policy 1 of the neighbourhood plan.

Councillor Curran feels that if the applicant submits an official planning application this should be considered in line with the neighbourhood plan.

Councillor Venworth feels that the site requires some work to be carried out.

Councillor Turner feels that if the land is outside the settlement boundary, then the Parish Council should be complying with the neighbourhood plan.

Councillor Cawdron asked if policy 1 clause 3 is the information that Councillor Curran is referring to, Councillor Atterwill confirmed that it is, Councillor Cawdron had a concern that this clause is for the reuse of disused buildings however the buildings are no longer there.

Councillor Atterwill confirmed that the neighbourhood plan forms part of the Local Development plan alongside Breckland Council's local plan which allows the re-use of a brownfield site.

Councillor Curran also referred to clause 6.16 which details the exception areas in line with the NPPF.

Councillor Rodrigues referred to a previous application and is conscious that the parishioners were not in agreement with the development.

Councillor Atterwill referred to clause 6.19 where the community recognises that housing developments can sometimes bring wider benefits, Councillor Curran suggested this benefit would be the reduced flooding.

Councillor Curran proposed that the applicant seeks pre-application advice through Breckland Council Planning department and then submits a formal application for the Parish Council to consider in accordance with the policies set out in the neighbourhood plan seconded by Councillor Rodrigues and carried.

### **b. To Receive a report on Planning Decisions by Breckland Council**

3PL/2021/0434/HOU - The Cottage, Gooseberry Hill, Swanton Morley - Rendering to gable end, rear and reinstatement of existing render to front elevation

**Permission granted**

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

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

Councillor Curran had circulated the report to Councillors ahead of the meeting.

Councillor Curran reported that there are still signs of mole hills near the war memorial area, but these are minimal.

#### **i) To Receive an Update on the Maintenance work at the Churchyard**

The Clerk provided three separate quotations for the repair work of the coping stones and the loose bricks on the ramp in the Churchyard to Councillors for consideration.

Councillor Curran proposed that the council accept the quotation received from M Neave for £85 to complete the work seconded by Councillor Cawdron and carried.

ii) To receive an Update on the Installation of the owl box  
The Owl box has now been installed.

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Councillor Curran proposed that a donation of £50 is to be made to the Suffolk Owl Sanctuary by way of thanks for the Owl box along with a letter of thanks to Alasdair Monteith, seconded by Councillor Rodrigues and carried.

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

Councillor Curran had circulated the report to councillors ahead of the meeting for consideration. Councillor Curran reported that the burial ground appears to be in good order, he has attended site and pruned the roses in the memorial garden. Councillor Curran has asked the Clerk to purchase some rose fertiliser. Councillor Atterwill thanked him.

Councillor Cawdron reported that all the headstones have been swept to remove all of the loose grass from the contractor. Councillor Atterwill thanked him.

#### **i) To Discuss the Construction of the new Footpath**

Councillor Atterwill referred to the site visit that took place in Summer 2020 to look at the possible layout for new footpaths in the burial ground. A £10,000 grant was received and is earmarked for this project. Councillor Atterwill has suggested that to move forward with this work, a site visit could take place between, Cllr Atterwill, Councillor O'Dowd and Councillor Curran to agree a proposed layout. This information will then be sent to all Councillors for comment.

Councillor Atterwill has also spoken to the Architectural Technician, Mr Ken Reavey, who assisted with the New Village Hall extension and he has quoted a top end figure of £200 to produce the plan for the Clerk to go out to tender.

Councillor Atterwill proposed that a site visit takes place between himself, Councillor O'Dowd and Councillor Curran to draw up a sketch for Mr Reavey to produce the documentation for tender, seconded by Councillor Rodrigues and carried.

### **c. Swanton Morley Allotments**

Councillor Turner reported that the standard of the allotments is improving. A work party took place on 11<sup>th</sup> April with 8 allotment holders in attendance.

The hut was cleared and the whole site was tidied up.

The Clerk then attended site to carry out a quarterly inspection. This resulted in a small number of allotment tenants being contacted.

The rabbit fencing appears to be damaged in places.

There is another work party taking place on 16<sup>th</sup> May, Councillor Turner will report back at the June meeting if we require extra posts on site.

Three of the new posts now have full working plumbing.

Councillor Turner then recorded his thanks to Marc Lappin for all of his work and assistance on the allotment site.

Councillor Turner then reported that the only issue on site now is the water pressure to the plots due to the tenants of the adjacent field using the water supply.

The Clerk is currently investigating this with Anglian Water, and it was agreed that an invoice for the difference will be sent to the landowner.

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

Councillor Keen sent his report ahead of the meeting for consideration.

#### **i) To Receive Quotes for Bluebells and Snowdrops**

The Clerk reported that the administrator had contacted Toftwood Garden Centre and they have advised that the best time of year to plant bluebells or snowdrops is in early Autumn. The Clerk would like to defer this item until the September meeting.

All agreed.

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*Councillor O'Dowd experienced technical difficulties*

ii) To Consider a quotation for the repair of the roundabout

The Clerk shared the sketch of the repair work required on the screen.

Councillor Atterwill reported that a number of companies were contacted with regards to the repair and the Clerk was advised that the manufacturer information would be required due to specialist equipment and tools.

The Clerk then reported that the manufacturer is in Wales however they are able to carry out the repair. This is at a cost of £2200 + VAT.

Councillor Cawdron asked what the cost would be for a replacement roundabout and the Clerk confirmed that this would be approximately £12,000.

Councillor Curran felt that due to health and safety this work should be carried out by the manufacturer.

**Councillor Atterwill proposed that the Standing Orders are waived due to the nature of the work and to accept the quotation from GL Jones for £2200 + VAT seconded by Councillor Curran and carried.**

Councillor Atterwill asked for a volunteer to assist with planting the last of the saplings at the Village Hall playing field site, Councillor Venworth and the Clerk volunteered.

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

The Clerk confirmed that the first annual payment has been claimed from the Rural Payment Agency for the Countryside Stewardship.

Nothing further to report.

### **f) Streetlights**

Councillor Atterwill confirmed that there has been no further update regarding the agreement for the new Hopkins Homes development.

*Councillor O'Dowd re-joined the meeting*

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

The Clerk reported that a site visit had taken place with the contractors to confirm the work that was previously agreed in 2019.

Due to the delay in being able to have the work carried out immediately, there has been a small increase in the cost for both the contractor and the picnic benches.

Contractors to complete the work – Original quote £1441.68 New quote £1500 approx (Difference of £59)

Picnic Benches – Original quote – £2640 – New quote £2830 (difference £190).

**Councillor Venworth proposed that the Council accept the increase in the cost seconded by Councillor Keen and carried.**

Councillor Atterwill asked if a quotation had been received for the repair of the lectern, the Clerk confirmed that this is in the process of being looked in to with the supplier.



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### **h) Village Paths**

No report has been received.

i) To Receive an Update on the Installation of additional bins

The Clerk reported that this is still with Breckland Council as there is a short delay with applications.

### **i) Noticeboards**

i. To Receive an Update on the Replacement Noticeboards

The Clerk reported that the noticeboard payment has been made and is now awaiting delivery.

## **13. Highways**

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

Councillor Atterwill reported a pothole outside no. 3 of Primrose Square.

The Clerk then reported that the bridges team have now carried out an initial inspection on the damage to the waterfall bridge.

A full safety inspection is to take place shortly and the Clerk will have a further update at the June meeting.

A large pothole on the traffic triangle outside Swanton Morley stores.

A large pothole was reported on the S bends

Councillor Atterwill reported that there had been correspondence from a parishioner regarding an official bus stop being installed at the top of Bedingfield Road and Cullum Close.

The Clerk is to contact highways and discuss the possibility of this location.

**Councillor Atterwill proposed that the Parish Council support the possibility for an additional bus stop at this location seconded by Councillor Turner and carried.**

It was then reported that there is a large amount of fly tipping in the ditch on Tuddenham Road.

It was reported that the hedge is overhanging and encroaching into the road opposite Swanton Morley stores, the Clerk is to speak to the Highways engineer and send a letter to each householder in order to have this trimmed back.

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

Councillor Turner reported that five of the volunteers have now completed the online training and signed the agreements which have now been forwarded to Norfolk Constabulary. The next step is to have physical training in the village.

Once this is complete the Speedwatch scheme can begin ideally weekly through the summer months.

i) To Discuss the possibility of 30mph Wheelie Bin Stickers

The Administrator has obtained three quotations for 30mph wheelie bin stickers, these were circulated to Councillors ahead of the meeting for consideration.

**Councillor Venworth proposed that 1000 wheelie bin stickers are purchased for £378 + VAT from Print Easy, seconded by Councillor Rodrigues and carried.**

## **14. Flooding in the Village**

Councillor Atterwill reported that he has contacted the Area Manager at Anglian Water and is awaiting correspondence to secure a time and date for a site visit.

## **15. To Receive an Update on the Parish Council Mourning Protocol for Operation London Bridge**

Councillor Atterwill requested that this item is deferred in order to complete a further update.

All agreed

**16. To Receive a Report on the Sponsorship and Volunteers for Village Planters**

Councillor Atterwill requested that this item is deferred until a later date.

All agreed

**17. To Receive an Update on the Application to Register Darbys PH as an Asset of Community Interest**

The Clerk reported that Councillor Keen assisted with the application which had been submitted. The Clerk then reported that the application is now going through an 8 week consultation period. If there are any queries following this the Clerk and Councillor Keen will need to respond within a short period of time.

Councillor Atterwill thanked Councillor Keen for his assistance.

**18. To receive an update to the extension of the Volunteer scheme in the Village to build community involvement**

**i. To Receive an update on the planting of the Woodland Trust Trees.**

Councillor O'Dowd reported that the last of the saplings are to be planted on the fence line of the playing field at the Village Hall adjacent to Harkers Lane.

A small working party consisting of Councillor O'Dowd, Councillor Atterwill and Mr O'Dowd have cleared the area and used wire donated by Councillor Turner to secure the gaps in the hedges where the saplings will be planted.

Councillor Cawdron reported that he has some seedlings for additional trees if there is a requirement for them

**19. To Agree the Forthcoming Year meeting dates**

The Clerk had circulated the meeting dates to councillors ahead of the meeting for consideration.

Councillor Atterwill requested an additional date for January to hold the budget meeting.

|                     |  |
|---------------------|--|
| 21st June 2021      | 8th November 2021  |
| 12th July 2021      | 13th December 2021   |
| 9th August 2021     | 10th January 2022 & 17 <sup>th</sup> January 2022 (Budget meeting) |
| 13th September 2021 | 14th February 2022   |
| 11th October 2021   | 14th March 2022  |

Councillor Atterwill proposed these dates, seconded by Councillor O'Dowd and carried.

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

Councillor Atterwill reported that he had copied councillors in on correspondence from a parishioner and asked if the responses met with councillor's approval.

All agreed

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

Nothing further was raised

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

To Agree the Annual Accounts

Replacement planters

Operation London Bridge Mourning protocol

Update on the application to register Darby's

Church Clock

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**22. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday 21<sup>st</sup> June at Swanton Morley Village Hall at 7.30pm**

All agreed

Councillor Turner has requested that the day of the July Parish Council meeting, Councillor met earlier to walk around the allotment site

Councillor Turner would also like to invite all councillors and their partners to Swanton Morley Bowls Club for an afternoon of fun.

The meeting closed at 9.36pm

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