

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

Monday 21st June 2021 AT 7.47PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Mrs K. Pickard (Clerk), Mrs M Heinrich (Administrator) and four members of the public

Matters Raised Under Time Allocated to the Public

One member of the public asked if the St Georges flag would be flown in support of the England Football Team, however Councillor Atterwill confirmed that it would not as the Union Jack is flying in support of Armed Forces Week.

Councillor O’Dowd presented a question on behalf of a member of the public to request ‘Slow’ painted in the road either side of the Waterfall bridges. The landowner has now changed the access to the site however it is still extremely busy. The Clerk will follow this up.

The same parishioner would also like to buy a new bench for the burial ground in accordance with the memorial regulations.

Councillor O’Dowd also reported that the same parishioner will be appearing on Countryfile to talk about the new wooded area that has been planted consisting of 600 new trees.

County Councillor Report

County Councillor Borrett was not in attendance and has provided no report.

District Councillor Reports

District Councillor Atterwill reported that Breckland District Council have now commenced face to face meetings but are still looking for alternative locations for larger meetings so as to achieve social distancing rules.

These meetings are also now being filmed for members of the public to view on the Breckland Council YouTube channel.

Councillor Atterwill has been invited to an organised tour of Elizabeth House now that a refurbishment has been carried out. This includes a new system for the staff to ‘hot desk’.

Councillor Atterwill then reported that Breckland District Council now have a Market Town Initiative where for each of the five market towns, they have employed Hatch consultancy to carry out some work on the viability of each of the market towns. The first one to be worked on is Dereham and there has already been considerable community engagement undertaken. there is also an online form for the public to submit any comments about Dereham.

Councillor Atterwill has proposed that work is needed in the Town Centre, with all of the buses and traffic and the fact that in places it does not look very attractive. His suggestion would be to work with the landlords to make the shop fronts more attractive and that Dereham also needs a new bus terminal located on Cowper Road complete with new toilets, information point and electric car charging points in the car park.

Secondly Councillor Atterwill has proposed a North East link road, to help the villages in the north of the district for example Gressenhall, Beetley and North Elmham who currently have to access the A47 by

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driving through the town centre or 'rat running' through Hoe and Swanton Morley. Councillor Atterwill proposes that this link road would connect the B1146 & B1110 at Corners Nursery to the C888 Tuddenham Road. The Consultants have identified an air quality problem in Dereham so this proposal would take unnecessary traffic out of the town.

Councillor Atterwill has also spoken to the Consultants about the future of Robertson Barracks, it is still earmarked for closure in 2031 and there has not yet been any thought into the future of the site. This site holds a wealth of technical buildings as well as 250 houses and one of the biggest grass airfields in Europe, this means there is massive potential for growth. This could either be used as a new housing settlement or a business development to create more employment opportunity. Councillor Atterwill feels that it is important for local councils to start planning ahead for the proposed closure.

The Meeting Went into Session

Councillor Atterwill invited all in attendance to join him in a 1 minute silence in memory of Margaret Smith, a Parishioner who has sadly passed away.

1. To Accept Apologies for Absence

Apologies were received by Councillor Keen, accepted by the council.

2. To Receive Declarations of Interest

Councillor Venworth declared a pecuniary interest in item 5b

Councillor O'Dowd declared a personal interest in items 14 and 15

Councillor Turner declared an interest in item 9c and 10b

3. Minutes from the Parish Council Meeting of 5th May 2021 to be Accepted, Initialled and Signed

Councillor Cawdron proposed that the minutes are accepted as a true and accurate record of the meeting seconded by Councillor Rodrigues and carried.

4. Matters Arising from Minutes of 5th May 2021 (For Exchange of Information Only)

None were raised

5. Finance

a) Accounts to Approve for Payment:

The Clerk reported that there were a further three invoices received, M Neave for the brick work in the Churchyard for £85.00, NPT&S for the Internal Audit for £252 and, expenses for M Heinrich for £118.80, this brings the total cost to £5814.22.

Councillor O'Dowd proposed that the following payments are made seconded by Councillor Turner and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 2 – under contract	BACS	£3439.29	
CGM	Grasscutting	BACS	£646.81	£107.80
BT	Telephone line	DD	£222.54	£18.89
E.On	Streetlight electricity	DD	£65.05	£3.10
S2 Computers	IT support	DD	£144.24	£20.24
Marc Lappin	Allotments	BACS	£84.04	

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SLCC	Annual Membership	BACS	£185.00	
Viking	Stationery	BACS	£65.49	
Suffolk Owl Sanctuary	Donation	BACS	£50.00	
M Heinrich	Expenses – Bin stickers	BACS	£456.00	
M Neave	Churchyard	BACS	£85.00	
NPT&S	Internal Audit	BACS	£252.00	
M Heinrich	Expenses – Travel	BACS	£118.80	
		Total	£5814.22	£150.03

Councillor Venworth left the room

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

Payee	Detail	Payment type	Total Amount Payable
Cllr J Venworth	Swing seat materials – Gooseberry Hill	BACS	£16.69
	TOTAL		£16.69

Councillor Rodrigues proposed that the payment is approved seconded by Councillor O'Dowd and carried.

Councillor Venworth re-entered the room

c) Income to be reported

Income Received from	Details	Amount
Memorial Fees	Burial Ground	£150.00
Allotment Holders	Allotments	£111.00
		£261.00

d) To Consider the Purchase of a Tree to mark the Queen's Platinum Jubilee in 2022

The Clerk reported that the Queen's Green Canopy (QGC) is a tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022. Everyone across the UK is being invited to plant trees from October 2021, when the tree planting season begins, through to the end of the Jubilee year in 2022.

This is in honour of The Queen's service and the legacy she has built.

The proposal would be that the Jubilee Tree will be planted in Swanton Morley burial ground as part of the new structure being designed.

Councillor Atterwill requested that this item is deferred as the suggested location for the tree forms part of the new layout in the burial ground.

All agreed

e) To Consider making a donation to the Children Today charity

Councillor Atterwill reported that a young resident of the village, Brooke Sprawling has carried out a charity 5k cycling challenge to raise funds for Children Today's. This is a charity that has helped her with her childhood illness.

Councillor Atterwill confirmed that once again this year like last year he would not be claiming the budgeted Chairman's Allowance. Instead, he would like Councillors to consider using part of the Chairman's Allowance as a donation to Children Today in recognition of Brooke's effort.

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In addition to this donation, Councillor Atterwill would also like Councillors to consider using part of the Chairman's allowance for a donation to the Alzheimer's Society in memory of Margaret Smith, a resident who sadly passed away.

Councillor O'Dowd proposed that the Parish Council match fund £250 as a donation for the Children Today Charity and £250 to the Alzheimer's Society seconded by Councillor Venworth and carried.

6. Annual Accounts

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

The Clerk had circulated the Internal Audit report ahead of the meeting for consideration.

Councillor Atterwill reported that the report was very pleasing, however, as this had only been received on the morning of the meeting it was agreed that this would be discussed at the next meeting of the Finance & Governance group for any recommendations.

b. To Agree the Annual Statement of Governance

Councillor Atterwill read aloud each of the annual governance statements to which councillors positively responded.

Councillor Curran proposed formally approving the Annual Governance statement seconded by Councillor Rodrigues and carried. Councillor Atterwill signed the document.

c. To Agree the 2020/2021 Parish Council Accounts

Councillor Curran proposed that the 2020/2021 accounts be accepted seconded by Councillor O'Dowd and carried. Councillor Atterwill signed the document.

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

The Clerk had circulated the recommended period to 'Exercise the Public Rights' as 1st July until 11th August. The publication date will then be 30th June 2021.

Councillor O'Dowd proposed that these dates are accepted, and the publication date of 30th June 2021 seconded by Councillor Rodrigues and carried.

7. Policies

a. To Consider the adoption of a Procurement Policy

Councillor Atterwill suggested that this item is deferred for the Finance and Governance working group to consider.

All agreed

8. Land and Planning

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

i) 3PL/2021/0569/F - Merryfield 39 Greengate - Construction of a single dwelling and associated infrastructure works

Councillor Curran proposed that the Parish Council object to this application on the grounds that it is a front garden development and does not comply with Policy 11 paragraph 5 of the Swanton Morley

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Neighbourhood plan, that the application does not comply with Polices Gen 02 and Com1 of the Breckland Local Plan. The application also does not make any mention of energy generation and therefore does not comply with Neighbourhood Plan Policy 11 paragraph 11, seconded by Councillor Cawdron and carried.

ii) 3PL/2021/0647/HOU - 3 Bedingfield Road - Single storey rear extension, conversion of rear part of garage to office including new window to rear. Proposed Underground Calor Gas Tank in Driveway.

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

iii) 3PL/2021/0741/LB - Kesmark House Gooseberry Hill - Replacement of two existing single glazed sash windows on the frontage

Councillor Turner proposed that the Parish Council respond with no objections seconded by Councillor Cawdron and carried.

iv) 3PL/2021/0051/F - Land on the edge of Woodgate Alongside Frog's Hall Lane - Whole life zero-carbon dwelling with detached garage set within a substantial natural landscaping and ecological enhancements scheme – Amended plans

Councillors referred to previous comments objecting to this planning application. These comments are all still relevant. In addition, the proposal to move the dwelling to the front of the site moves it even closer to the surrounding dwellings and therefore this application should not be considered under paragraph 79e of the NPPF.

There were also significant concerns concerning the proposed educational visits to the site. Woodgate is not a sustainable location in terms of access due to its narrow roads and lack of any footpaths.

Frogs Hall Lane is also an unadopted track and any outside visitors will undoubtedly have to use a car and larger educational visits will have to be made using larger vehicles, even buses. There is also no mention of how these vehicles will turn around or park.

Councillors would like to reiterate that a previous appeal application for this development site was dismissed by HM Planning Inspectorate because of its unsustainable location.

Councillor Venworth proposed that the Parish Council object to the planning application on the above grounds seconded by Councillor Rodrigues and carried.

v) 3PL/2021/0828/VAR - Woodgate Farm Woodgate – Variation of Condition No 2 on 3PL/2020/0752/F – The original roof line and roof finish is to be retained to Barn 2. The existing supporting brick eaves walls and gables are also retained.

Councillor Cawdron proposed that the Parish Council respond with no objections seconded by Councillor Turner and carried.

b. To Receive a report on Planning Decisions by Breckland Council None received

Councillor Atterwill referred to the planning appeal for Gooseberry Hill and thought that Breckland officers were correct in their response.

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

a) Churchyard at All Saints' Church

Councillor Curran had circulated the report ahead of the meeting for consideration.

The main concern in the churchyard is the grass cutting.

Councillor Atterwill reported that the Clerk had been in touch with the contractor company who had been given incorrect information by a third party not connected with the Parish Council

Councillor Atterwill suggested that consideration should be given as to how grass areas in the village are managed moving forward potentially moving the sensitive areas out of the main contract and appointing another sub-contractor.

The Clerk has also obtained a comprehensive list of approved contractors to consider when the contract is due for renewal at the end of the year.

i) To Receive an Update on the Coping Stones at the Churchyard

This work is now complete

ii) To receive an Update on the Repair of the Church Clock

The church fabric officer, Mr Hyde advised that this work is now complete

b) Swanton Morley Cemetery

Councillor Curran had circulated the report to councillors ahead of the meeting for consideration.

All in order.

i) To Receive an Update following the Site Visit to Sketch the Proposed Pathways

Councillor Atterwill requested that this item is deferred until the July meeting as he would like to have another site visit with regards to the design.

All agreed

The site visit with Councillor Atterwill, Councillor O'Dowd, Councillor Curran and the Clerk will take place on Wednesday 23rd June at 7pm.

c) Swanton Morley Allotments

Councillor Turner reported that there are two plots that require work to be carried out. Photos of the plots were circulated to Councillors for consideration.

It was agreed that the Parish Council will contact the tenants and request that this is rectified by the end of the month, or a formal warning will be issued.

The edging of the allotments also requires cutting as the contractor has only cut a small path not a track. The Clerk will contact the contractor to have this carried out.

Councillor Turner reported that other than the plots that require attention the whole site is looking very good and would like it placed on record his thanks to K Whitmore for creating a planting area surrounding the cabin.

d) Swanton Morley Playing Fields and Village Green

Councillor Keen had sent his report prior to the meeting for consideration.

Councillor Atterwill reported that there had been a complaint received from a parishioner who had been at the park with his child and that the bins were on top of the apparatus and there was also human excrement on site. The parishioner had cleared some of the rubbish away and tried to clear the area as much as possible.

Councillor Atterwill also attended site and scrubbed down the affected equipment with disinfectant.

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The two bins have been vandalised so the parish Clerk will obtain quotes for two stronger replacement bins for consideration at the July meeting.

Councillor Keen had also detailed that a number of trees on Meadowview are not very secure.

The Clerk will purchase some tree straps and Councillor Atterwill will fit them.

e) Swanton Morley Common Lands

Councillor Atterwill and the Clerk circulated the report ahead of the meeting for consideration following a site visit.

Little common requires a small working party to go down to the site and clear the vegetation in the winter months.

Burgh Common – information board is now rotting away and needs replacement.

Strimming work is also required on site.

Mill Common – the site is in very good shape. Mr Marsham has been onto site and cut back the access route to the gate.

Councillor Turner offered to trim the area surrounding Burgh common.

The Clerk suggested that the Parish Council could consider installing an information board at the Mill Common site with information on the Countryside Stewardship. Councillor Atterwill agreed this would be a good idea, and also suggested that the Parish Council install a new gate set further back to allow for parking.

f) Streetlights

Councillor Cawdron had sent the streetlight report ahead of the meeting for consideration.

One or two streetlights are obscured by vegetation which needs cutting back and a streetlight on Bedingfield Road requires attention.

g) Meadowview Estate (Davidson Park)

i. To Receive a Quotation for the Repair to the Lectern

The Clerk had circulated the quotation to Councillor's ahead of the meeting for consideration.

To remove the existing panel, clean and re-install a new panel would be £110 + VAT. This quotation has come from the manufacturer as it is a bespoke item.

Councillor O'Dowd proposed that the quote of £110 + VAT is accepted seconded by Councillor Turner and carried.

The Clerk also reported that the contractors will be confirming the date for the work to be carried out with concrete pads in the next 7 days.

h) Village Paths

Councillor Venworth had circulated the report to councillors ahead of the meeting for consideration.

He would like it placed on record his thanks to Mr S Westbury for his help with the permissive path maps.

Councillor Venworth has suggested that the Parish Council install new signage for the permissive paths.

Councillor Atterwill will speak to the landowner to discuss this.

Councillor Atterwill also reported that he had been in touch with Norfolk County Council trails team regarding the cuts on Harkers Lane.

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

The clerk reported that Breckland Council have given permission for a new bin to be installed on Hannah Road however further evidence is required for consideration for a replacement bin on the verge outside the Church carpark.

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It was agreed that if the permission is received for the church site, then the clerk will purchase the two bins at the same time.

i) Noticeboards

Councillor Atterwill has now installed the two new noticeboards.

10. Highways

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

Two potholes were reported on the road leading up to Hunters Hall
Strimming is required on the bend from Tuddenham Road into the Village.

i. To Receive an Update on Highways Work Reported

The Clerk reported the following:

Waterfall bridge – This is being programmed in for repair, the road closure application requires completion first.

Pothole on Town Street traffic island – programmed in and followed up with Highways

Pothole on Tuddenham bends – reported and programmed.

Pedestrian crossing – Councillor Atterwill reported that following a conversation with the Highways Engineer it was agreed that the road surface would require replacing before the white lines are reinstalled.

Councillor Atterwill then reported that a site visit had taken place with the highways engineer and design team with regards to the Woodgate trod and the Clerk is awaiting further information.

Councillor Atterwill also reported that he and the Clerk will be carryout a village inspection to highlight any signposts or street areas that require remedial works.

b) To Receive an update on the Community Speedwatch Scheme

Councillor Turner reported that the first session of training is now complete, the volunteers have been issued PPE and signage.

The next training session will be held by Councillor Turner for the remaining volunteers.

Once this has also been carried out, then a schedule will be arranged with the volunteers to monitor the 8 different sites.

c) To discuss replacement planters

Councillor Atterwill requested that this item is deferred for the time being.

All agreed

Councillor Atterwill requested permission to extend the meeting past 9.45, all agreed.

11. Flooding in the Village

The Clerk had circulated an up-to-date flooding report to councillors ahead of the meeting for consideration.

The following points were reported:

- Anglian water has agreed that a further pipe needs to be installed on the side of the road directly opposite the pumping station that will then flow through alongside the station and into the ditch.
- The Kerbing work at the bottom of Frogs Hall Lane was inspected and found to be incomplete. This needs further kerbing to be installed to run to the gully that has overgrown. This could also have concrete set around the gully to feed any surface water into it.
- The junction of Norwich Road was investigated to look at potential drains.
- Norfolk County Council Highways are to confirm how far back onto the bank is owned by Norfolk County Council.

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- The old piggery site was visited to access the attenuation pond from phase 1 of the Lincoln House/Woodgate Park development.
It was established that this is not constructed well enough to act as a true attenuation pond but more of a catch pit. The inlet and outlet pipes need to be positioned 2m higher to allow more water capacity, with a slower discharge.
Flood and Water Management Team are to investigate the attenuation pond and liaise with Breckland District Council planning department.

This is currently ongoing, and the Clerk will provide an update at the July meeting.

12. To Confirm the Vacancy on the Council and Agree a Co-Option Date

The Clerk reported that following the resignation of Cllr Westbury in May there is now a vacancy on the Parish Council for a Councillor.

The Clerk has received notification from Democratic Services that there has been no request to hold an election therefore the Parish Council are able to co-opt.

The Clerk has advertised the role on the website, in the notice board and on social media for anyone wishing to apply for the position. A deadline has been given of Monday 5th July for applications.

Councillors agreed to co-opt at the July meeting.

13. To Receive Information from the Electoral Commission

Councillor Atterwill reported that at the next elections, the Electoral Commission are looking to redesignate the Norfolk County Council ward boundaries. The proposal is that Swanton Morley will no longer be in Elmham & Mattishall ward, but will be included in the Launditch Ward, this includes Mileham and Litcham.

In a further consultation the Electoral Commission is proposing that Swanton Morley will be moved from the Mid Norfolk MP constituency and into the Broadland constituency.

14. To Consider a Jubilee Festival 2022 and Agree any Actions Necessary

The Clerk had sent a report to Councillors ahead of the meeting for consideration.

The Queen has a Platinum Jubilee in 2022 and there is a four-day bank holiday weekend, therefore it was discussed that there could be a small Jubilee Festival to celebrate.

This will include the main events of lighting the Beacon at 8pm on Thursday 2nd June, and a potential street party on Sunday 5th June.

Councillor O'Dowd is currently in talks with Dereham Brass Band for a Brass on the Grass event around that time and Darbys in principle are happy to be involved, with a possible beer festival and live music.

15. To Agree the Date of the Carols on the Village Green event

Councillor O'Dowd and the Clerk suggested that the Carols on the Village Green event could take place on Saturday 4th December 2021.

All agreed

16. To Consider the Relaunch of CASM and Agree any Actions Necessary

This item was deferred until after the Covid restrictions are eased.

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

The Clerk reported that notification had been received from Breckland Council that the application had been successful, and Darby's is now listed as an Asset of Community Value.

18. Correspondence (For Exchange of Information Only)

Councillor Atterwill referred to a letter from a resident that had been received regarding the support and thanks to all of the volunteers during the pandemic.

Councillor Atterwill wanted a special thank you to Councillor O'Dowd for co-ordinating the efforts.

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

One member of the public referred to the grass cutting in the Churchyard and confirmed that the conversation had with the CGM contractor was to confirm the work that was required. Another member of the public referred to the grass cutting on Meadowview and that a lot of long grass cuttings are being left. This is being raised with the contractor.

19. Any Item to be Reported for the Next Agenda

Burial Ground pathway
Jubilee Tree
Churchyard bin application
Replacement bins in Gooseberry Hill
CASM relaunch

20. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Tuesday 13th July at Swanton Morley Village Hall at 7.30pm. This date was moved from Monday 12th July due to the restrictions still being in place and the Village Hall main hall availability.

All agreed

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

21. To receive a proposal to close the meeting to the press and public for item 20, for the reason that the content of discussion relates to Staff matters (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

Councillor Atterwill proposed that the meeting is closed to the press and public seconded by Councillor Rodrigues and carried.

22. Staffing

The Clerk confirmed that a conversation had taken place with the administrator who, with Councillor's permission, would like to continue to work for the Parish Council remotely from home.

The Clerk confirmed that this arrangement is working very well, and the quality of work is excellent.

All agreed

The meeting closed at 10.08pm

_____ (Chairman) _____ Date