

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 9TH MARCH 2020 AT 7.32PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Mrs K. Pickard (Clerk), District Councillor Richard Duffield and 8 members of the public

Matters Raised Under Time Allocated to the Public

A member of the public has offered to place reflective tape around the bike shelter in the car park of the Village Hall, the Clerk thanked him.

One member of the public would like it recorded in the minutes that Parish Councillors are representing the Village, and this should have no reflection to personal views.

Another member of the public asked for clarification on declaring interests and felt that at the previous meeting this had not been adhered to.

Councillor Atterwill reported that even though members are to declare a personal interest this would not necessarily result in them leaving the room. He then explained that neither the Chairman or the Clerk have the power to ask the member to declare an interest or leave the room

Councillor Atterwill then suggested if the member of the public felt strongly with regards to this matter, they may pursue a complaint.

District Councillor Reports

District Councillor Duffield confirmed what Councillor Atterwill had reported during the public participation. He stated that the register of interest is a public document and that if there is any prejudicial interest the member must leave the room.

He then went onto report that Breckland District Council have earmarked £106,000 to combat homelessness.

District Councillor Atterwill reported that Breckland District Council had passed a planning application for Thetford to refurbish a building Breckland Council has purchased for multiple occupancy. This is forecast to be complete by early 2021.

Councillor Atterwill confirmed that Swanton Morley Parish Council has been successful in grant funding for WWII celebrations.

Councillor Atterwill also reported that he had met with Judith Wood the Practice Manager at Swanton Morley Surgery to discuss the funding situation for the surgery. Councillor Atterwill has previously been chasing George Freeman for answers on the reduction in funding and why the surgery is now closed two afternoons per week. The funding for the Swanton Morley surgery is now in line with the arrangement for other local surgeries. The Swanton Morley surgery is closed for medical appointment two afternoons a week but the dispensary remains open. On those two afternoons, staff are deployed at North Elmham surgery to assist with minor medical procedures. If the population of Swanton Morley grows then the surgery will receive commensurate funding

The County Councillor, Bill Borrett was not in attendance and no report was received

The Meeting Went into Session

Financial Year 2019/2020

1. To Accept Apologies for Absence

Apologies were received from Councillor Keen, accepted by the Council.

2. To Receive Declarations of Interest

Councillor Westbury declared an interest in item 6b and 7c.

Councillor Westbury would also like it recorded that he apologised to Councillors for not declaring an interest at the previous meeting concerning the Primrose Hill planning application.

3. Minutes from the Parish Council Meeting of 10th February 2020 to be Accepted, Initialled and Signed

Councillor Westbury would like to amend the public participation paragraph to include the objection on the grounds of HOU11 and not complying with Swanton Morley Neighbourhood plan.

Councillor Westbury proposed this amendment seconded by Councillor Cawdron and carried.

Councillor Westbury then requested an amendment to paragraph 8a on the minutes.

Councillor Atterwill proposed that the wording remains, seconded by Councillor Rodrigues and carried.

Councillor Westbury would like it recorded that he objected to the vote.

4. Matters Arising from Minutes of 10th February 2020 (For Exchange of Information Only)

None raised.

5. Finance

a) Accounts to Approve for Payment:

Councillor Rodrigues proposed that the payments be made seconded by Councillor Turner and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Remuneration	February – Made Under Contract	BACS	£2969.85	
K Pickard	WIX Membership – Domain name	BACS	£12.46	
Wave	Water Bill for Allotment	BACS	£45.07	£7.51
Viking	Stationery	BACS	£60.41	£10.07
NPT&S	Seminar – Approved February 2020	BACS	£96.00	
CGM	Grasscutting	BACS	£815.94	£135.99
PWLB	Public Works Loan	DD	£4198.65	
		Total	£8198.38	£153.57

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Allotment Holders	Fees	£68.00
Breckland Council	S106 Funding (Gooseberry Hill)	£3520.00
		£3588.00

c) To Receive an Update regarding the Kerbing Work on Rectory Road and Consider any Actions Necessary

Councillor Atterwill reported that following his meeting with the Norfolk County Council Highway engineer he is still awaiting a fixed quotation.

d) To Consider the Option of a Business Credit Card for the Parish Council

The Clerk reported that following the review of the financial regulations which states in section 6.16 that personal credit or debit cards of members of staff shall not be used, the requirement for a Business credit card is increasing. An example of this is the Mardler publication that is currently produced by Instantprint, at the time of ordering the copies, the office staff have been using a personal bank card and claiming the funds back.

The Clerk has suggested that if Councillors agree, an application is requested through the business manager at Barclays and there is a cap limit of £1000 in line with the financial regulations authorised limit.

Councillor Rodrigues proposed that the Clerk applies for a Business Credit Card with £1000 maximum limit seconded by Councillor O'Dowd and carried.

e) To Receive an Update from the Clerk regarding a Business Savings Account

The Clerk reported that a comparison has been completed on interest rates for a business savings account with instant access.

The top three are:

TSB – 1%

Nationwide – 0.65%

Unity Trust Bank – 0.4%

Following the comparisons made, the Clerk suggested that this item is deferred until summer with a view to revisiting the interest rates.

All agreed.

f) Policies

i. To consider the Adoption of the Reviewed Standing Orders

A copy of the amended Standing Orders had been sent to Councillors prior to the meeting for consideration.

Councillor Atterwill proposed that these are adopted seconded by Councillor Turner and carried.

ii. To consider the Adoption of the Reviewed Financial Regulations

A copy of the amended Financial Regulations had been sent to Councillors prior to the meeting for consideration.

Councillor Atterwill proposed that these are adopted seconded by Councillor Curran and carried.

iii. To Consider the Adoption of the Amended Bad Debt Policy

A copy of the amended Bad Debt Policy was sent to Councillors prior to the meeting for consideration.

Councillor O'Dowd proposed this is adopted seconded by Councillor Rodrigues and carried.

6. Land and Planning

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

3NM/2020/0009/NMA – Non Mat Minor Amend – Vary Boundary Treatment to Southern Boundary and Erection of Post / 4 Panel fencing with Trellis (total Height 1.8m)

Councillor O'Dowd proposed that Swanton Morley Parish Council respond with no objections seconded by Councillor Cawdron and carried

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

The link to the amended plans had been forwarded to Councillors ahead of the meeting. Councillor Atterwill reported that the amendment provides a 20 metre wide strip of tree planting and additional hedging towards the gable end. Councillor Westbury was concerned that this is a screening block for parishioners.

Councillor Westbury also noted that the actual design of the dwellings has not changed, the current scale of the buildings are 94sqm however the proposed dwellings are 185sqm.

Councillor Cawdron did not feel it complied with policy HOU11 of Breckland District Council's Local Plan. Councillor Cawdron did state that if the design was for bungalows, this would make the application more appealing, Councillor Westbury agreed.

Councillor Westbury proposed that the planning application was objected to on the grounds of the scale not complying with HOU11 seconded by Councillor Cawdron.

Three Councillors were in favour and four were against.

Councillor Atterwill then proposed that the planning application was responded to with no objections subject to a condition being placed on any approval stating that any external light requirements should be approved by the Breckland Council planning department. Seconded by Councillor Rodrigues.

Four Councillors were in favour and three were against. The motion was carried.

c) To Receive Report on Planning Decisions by Breckland District Council

None received

d) To Receive and Update Report Regarding the S106 Monies Available

The Clerk confirmed that the S106 money to purchase the play boat for Gooseberry hill has been received and Councillors would now need to decide where to position this.

Councillor Atterwill proposed that a site visit can take place when the item is delivered to specify the exact location. Attending the site visit will be himself, the Clerk and Councillor Keen.

All agreed.

e) To Receive an Update on the Planning Application for a Flag Pole

The Clerk reported that the planning application was ready to be submitted however the cost that was agreed by Councillors was £234. Upon proceeding with this, the planning portal has requested an additional fee of £25 to process this, bringing the total cost to £259.

Councillor Atterwill has offered to process this online if Councillors can agree to waive the standing orders and reimburse the cost to him if a card payment is required.

Councillor Rodrigues proposed that the additional fee is included and to waive the standing orders seconded by Councillor Cawdron and carried.

f) To Receive an Update on the Street Naming on the New Rectory Road Development

Councillor Atterwill reported that he has spoken to the husband of Rosemary Northall and he would be honoured to have the surname used on a new road in Swanton Morley.

Councillor Atterwill then confirmed the agreed suggestions for road names to be:

Northall

Sommerville

Carrick

Sadler

Marsham

Hudson and

Myhill

Councillor Rodrigues proposed the above list is considered for the new Hopkins Homes development seconded by Councillor O'Dowd and carried.

District Councillor Richard Duffield left the room

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

a) Churchyard at All Saints' Church

Councillor Curran had provided a report prior to the meeting.

There is an issue with a collapsing fence along the roadside and south bank. Councillor Atterwill has suggested that the Clerk contact Mark Crane to do an inspection and provide a quotation for this work.

All agreed.

b) Swanton Morley Cemetery

Councillor Curran had provided a report prior to the meeting. The jobs to be completed are:

The wire fences at the eastern and western sides

Additional beech hedging is also appropriate in the eastern area.

There is a gap in the perimeter at the south western corner.

Moss covered pathways

Moss covered memorial seat

Right hand hedge to be trimmed

Straggling brambles blown from hedge

Councillor Curran and Councillor Westbury have been working on a comprehensive schedule of works and would like to provide a detailed report at the next meeting.

c) Swanton Morley Allotments

Councillor Turner reported that they have one of the water tanks that require replumbing.

There are still one and a half plots available

d) Swanton Morley Playing Fields and Village Green

Councillor Atterwill asked Mr Marsham if he would remove the old litter bin on the village green nearest to the garage, Mr Marsham agreed.

Councillor Atterwill also asked Mr Marsham if he was able to place some concrete chipping at the old village hall site to fill some potholes. Mr Marsham agreed

e) Swanton Morley Common Lands

Mr Marsham reported that there is an issue with littering again.

Mr Cawdron has some waders in order to clear out any rubbish and clear the water on Burgh Common.

f) Streetlights

Nothing to report

g) Meadowview Estate (Davidson Park)

Nothing to report

h) Permissive Paths

Nothing to report

8. Highways

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

Mr Atterwill reported that correspondence had been received from Norfolk County Council regarding the pathways on Thompson Close stating that the work had been completed.

The Clerk has received confirmation from the Highways Engineer that the tree officer will be visiting in the Spring to inspect trees along Rectory Road

Mr Atterwill has asked if the highways rangers are still in operation, Norfolk County Council have explained that manpower is low however if they are required then they can assist.

Financial Year 2019/2020

Mr Atterwill then asked Councillors if they wish to keep the signage for Village of the Year from 2009, Councillor O'Dowd proposed that these should remain, all agreed.

A pothole on the bends coming into the village has been reported

A pothole on Worthing Road has been reported

A manhole on Town Street has been reported

With regards to the hedges on Town Street, the Parish Council has no enforcement power however a standard letter from the Parish Council will be drafted for approval.

9. To Consider the Application for Countryside Stewardship for Mill Common

The Clerk reported that applications for the Countryside Stewardship are open again. This item was discussed in July 2019 however applications were closed.

The Clerk has requested the income figure and the cost to apply for this from Brown & Co who are the agents dealing with the application and will forward this information to Councillors when they are received.

The Clerk asked Councillors if they were still happy to proceed with an application for Mill Common upon receipt of the information, all agreed.

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

Councillor O'Dowd would like it recorded that a Parishioner Mr Leigh Andrews, who was heavily involved in Swanton Morley Festival 2019 has sadly passed away. Councillor O'Dowd extended her thanks for his involvement.

Councillor O'Dowd then went on to report that there is still one outstanding donation to be given to VIVA! An invitation has been extended to members to visit them in their new theatre in Cambridge to present the cheque. Councillor O'Dowd will provide an update when a date and time has been agreed.

Councillor O'Dowd suggested that the Parish Council use some of the successes from the Festival to assist in the celebration for the Village Hall's 25th birthday party. This could include a rounders competition.

Councillor O'Dowd felt that given the time frame to put together a full festival the Parish Council should look to having it run in 2021. All agreed

11. To Agree Swanton Morley Parish Council signing up to the Balloon Charter for Parish Land

Following on from the Village Hall signing up to the balloon charter in February 2020 the Clerk would like Councillors to consider signing up to this initiative for areas of Parish land, so that the release of balloons and lanterns is not permitted.

Councillor Atterwill proposed that the Parish Council sign up to this charter for Gooseberry Hill, The Village Green and Common lands seconded by Councillor Rodrigues and carried.

12. To Receive a Report to Consider a Dog Control Order

The Clerk had sent a separate report to Councillors prior to the meeting for consideration.

Following recent complaints from residents about dogs being in areas that have a 'no dogs' sign, there has been contact with the dog warden at Breckland District Council to look at a way to resolve this situation.

A suggestion for the Parish Council would be to put in place A Dog Control Order which is a legislation made by the local authority under powers given to it under the Clean Neighbourhoods & Environment Act 2005. This order makes it an offence to take dogs onto or into any exclusion areas specified by Swanton Morley Parish Council.

The first stage of this process would be to go out to public consultation and receive feedback from residents.

It was agreed that the Clerk should continue to look into the process and put together a public consultation to cover Gooseberry Hill as a full dog control order and the Village Green, Meadowview and the Village Hall playing fields for dogs to be kept on a lead.

The Clerk is awaiting further direction from the dog warden and will provide an update at the next meeting.

13. Correspondence (For Exchange of Information Only)

Councillor Atterwill reported that a Parishioner had been in touch requesting invoice information for a VAT reclaim, under the Freedom of Information Act. Councillor Atterwill explained that this is a sum of money HMRC has refunded to the Parish Council and not money paid to HMRC

Due to the fact that some invoices may be commercially sensitive, Councillor Atterwill suggested that a review of the invoices is carried out because some may be precluded from publication. For now he proposed that none of the information is released under the FOIA as this can already be made publicly available under the Accounts and Audit Regulations with regards to the exercise of electors rights. Seconded by Councillor Turner and carried.

The Meeting Was Suspended for Further Comment from the Public

The Meeting Went Back Into Session

14. Any Item to be Reported for the Next Agenda

15. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 6th April at 7.30pm at Swanton Morley Village Hall.

The meeting closed at 10.30pm

_____ (Chairman) _____ Date