

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 12TH APRIL 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), and one member of the public

The meeting began with Councillor Atterwill inviting all those present to observe a two-minute silence in memory of The Duke of Edinburgh, Prince Philip.

Matters Raised Under Time Allocated to the Public

One member of the public raised the issue of the potholes in the village and the road breaking up near the pedestrian crossing. The Clerk responded that these jobs have been raised with Norfolk County Council Highways and the Parish Council are monitoring the work.

Councillor O’Dowd reported that a request had been received from a parishioner regarding the three planters in the village and the possibility of asking for volunteers to maintain them throughout the year.

The Councillors agreed that this would be a favourable idea and sponsorship from local businesses could be considered.

The Clerk is to report on this at the May meeting.

County Councillor Report

County Councillor Borrett was not in attendance.

District Councillor Reports

District Councillor Duffield was not in attendance.

District Councillor Atterwill reported that he has forwarded to the Clerk the details of Breckland Councils match funding grant scheme. Eligible groups can apply for funding of up to £5,000. The Clerk and Administrator will look into this and any schemes that may be applicable.

Councillor Atterwill then reported that the legislation for virtual meetings expires on 7th May 2021 so Breckland Council are putting in place the ability to hold face to face meetings.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Westbury; these were accepted by the council.

2. To Receive Declarations of Interest

Councillor Atterwill declared a pecuniary interest in item 5b

Councillor Turner declared a pecuniary interest in item 5b and an interest in item 7c.

3. Minutes from the Parish Council Meeting of 8th March 2021 to be Accepted, Initialled and Signed

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

4. Matters Arising from Minutes of 8th March 2021 (For Exchange of Information Only)

Councillor Atterwill provided an update regarding the Parish Council applying for a commuted sum for the streetlights on the new Rectory Road development. The proposal is currently with Hopkins Homes awaiting a response.

5. Finance

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 four further invoices had been received after the agenda was published. Scribe Accountancy for the annual fee for the accountancy software of £561.60, CGM for trimming the border at Gooseberry Hill for £78.00, Bracken Pest Control for clearance and installation work at the allotment for £160 and Screwfix for an additional safety chain and batteries for £10.28. This brings the total amount of invoices to approve for payment to £14,995.05.

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 12 – under contract	BACS	£3432.81	
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
PWLB	Public Works Loan – 31.03.2021	DD	£4198.65	
ICO	Annual Fee	DD	£35.00	
Jewson	Marker Spray	BACS	£41.38	
Viking	Ink/Stamps	BACS	£164.94	£19.49
Viking	Litter pickers/office stationery	BACS	£72.77	£12.13
M Heinrich	Expenses Mardler/Travel	BACS	£145.80	
NALC	Annual Membership	BACS	£320.90	
Norfolk Parish Training and Support	Annual Membership	BACS	£374.85	
Mole Valley Farmers	Allotment padlocks/Moss killer	BACS	£314.43	
Norfolk County Council	50% Parish Partnership contribution – Road markings	BACS	£255.00	
Norfolk County Council	50% Parish Partnership contribution - Trod	BACS	£3,750.00	
Scribe Accounts	Annual fee	BACS	£561.60	
CGM	Hedge trimming	BACS	£78.00	
Bracken Pest Control	Allotments	BACS	£160.00	
Screwfix	Chain/batteries	BACS	£10.28	
		Total	£14,995.05	£181.65

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Councillor Atterwill and Councillor Turner left the meeting and Councillor O'Dowd took the Chair

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

Payee	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Cllr Turner	Expenses for Allotment maintenance	BACS	£18.44	£3.07
Cllr Atterwill	Reimbursement of QDG Donation – Pre-approved	BACS	£100.00	
	TOTAL		£118.44	£3.07

Councillor Rodrigues proposed that the expenses are paid to Councillor Turner for the sum of £18.44 seconded by Councillor Cawdron and carried.

Councillor Curran proposed that the agreed donation is reimbursed to Councillor Atterwill for £100 seconded by Councillor Venworth and carried.

Councillor Turner re-joined the meeting and Councillor Atterwill re-joined the meeting and resumed the Chair

c) Income to be reported

Income Received From	Details	Amount
Burial fees	Burial ground	£175.00
HMRC	VAT reclaim	£1411.57
Allotment fees	Allotments	£118.00
		£1704.57

d) To Receive an Update on the Parish Partnership Scheme

The Clerk reported that correspondence had been received from Norfolk County Council regarding the application for an additional SAM2 sign, this was circulated to Councillors.

It detailed that the Safety Camera Partnership Team who help to fund the Parish Partnership SAM2's and accessories have not had an annual meeting yet to discuss the funding for 21/22. There is a delay of up to 3 months before a formal agreement is received.

As soon as the Clerk receives further information this will be circulated to Councillors.

6. Land and Planning

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

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

Councillors had received the details of the application ahead of the meeting for consideration.

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

a. To Receive a report on Planning Decisions by Breckland Council

3PL/2021/0149/HOU - Hartington Woodgate - Proposed Porch Extension.
Permission granted

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Councillor Atterwill reported that there is still no decision on the planning application for Frogs Hall Lane and there is no further update for the Woodgate Park application for 36 assisted living bungalows.

7. 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 the progress of the new birdbox is coming along well and had circulated a photograph.

Councillor Curran also reported that there are still some smaller mounds of mud but is unsure if this is from the old mole hills.

Councillor Atterwill confirmed that there is a large improvement on the site, Councillor Venworth has been and flattened out the old mole hills and Councillor Atterwill will replace the batteries in the deterrents.

Councillor Atterwill asked if the clock on the Church can be set to the correct time, but Councillor Curran reported that the repair is still in progress. It was agreed that contact will be made with the Parishioner who is dealing with the repair.

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

Councillor Atterwill had circulated photos of the work required at the Churchyard ahead of the meeting for consideration.

The coping stones are all on site and need to be bedded in, this comes under the responsibility of the Parish Council.

The bricks on the ramp that were knocked down by a contractor need to be put back in place.

There are also engineering bricks on top of the ramp that are split, Bernie Marsham built the ramp 2007 as a volunteer and ever since the Parish Council have been waiting for Mr Carrick to transfer the ownership of the footprint that the ramp sits on over to the Parish Council, it will then form part of the churchyard that the Parish Council are responsible for.

Councillor Atterwill asked Councillors for their thoughts on carrying out the repair or to pass the responsibility to the Church.

Councillor Keen suggested that the Parish Council carry out all the repairs as the Church are not able to do this, Councillor Curran agreed.

Councillor Atterwill is concerned about spending funds on an asset that the Parish Council are not responsible for and do not own

Councillor Cawdron proposed that the Parish Council writes to Mr Carrick and details that the broken bricks need to be repaired and that the Parish Council are prepared to do so, but cannot take on the engineering brick work repair until such point that the ownership is signed over to the Parish Council as a churchyard asset.

Councillor Atterwill agreed.

Councillor Atterwill then reported that he had arranged a site visit with a bricklayer to discuss the repair of the coping stones at Parson's gate on the North side road however the gentleman did not turn up.

Councillor Atterwill suggested that the Clerk contacts Mr Banham, Mr Neave and a third bricklayer to provide a quotation

Councillor Cawdron proposed that only the damaged bricks on the ramp are repaired and the coping stones are re bedded seconded by Councillor Atterwill and carried.

b) Swanton Morley Cemetery

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

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Councillor Curran reported that the hedge has still not been trimmed back, the Clerk had chased this with the contractor however it has still not been actioned. Councillor Atterwill pointed out that as we are now in the bird nesting season any cutting of the hedge should not be carried out until September at the earliest.

Councillor Curran also raised a query with one of the graves having short fencing installed around the edges and the Clerk has agreed to look at the regulations as this could obstruct the grass cutting.

Councillor Curran also reported that now that the work has been carried out on the trees, the roses in the memorial garden are looking healthier so he will attend site and trim them.

Councillor Atterwill also suggested that during the summer months it would be a good suggestion to water the area. Councillor Cawdron offered to carry this work out.

c. Swanton Morley Allotments

Councillor Turner reported that with effect from 1st April the site became the Manns Lane Allotments instead of SMART. This has been a successful transition and the new allotment agreements have been received and all of the padlocks have been updated.

Councillor Tuner reported that they had carried out a working party to tidy up the area, this proved very successful with 8 volunteers attending, socially distanced to carry out the work.

Three water tanks have been removed and the rabbit fencing has all been checked.

All plots are now allocated so the Administrator will start a waiting list if there are further enquiries.

The Clerk also attended a full site inspection with Councillor Turner on that day, and any findings are being detailed in letters to the allotment holder.

Councillor Turner also raised a possible issue with the emergency track around the outside of the allotment – this is rutted on the right-hand side and could cause future issues for emergency vehicles. This will be monitored.

Councillor Atterwill placed on record his thanks to Councillor Turner for all of his hard work at the allotment site.

d) Swanton Morley Playing Fields and Village Green

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

The health and safety reports now include the open space on Davidson Park.

Councillor Keen reported that the glass has slipped down on the memorial lectern, and some of the plastic casings around the trees have come loose.

Councillor Atterwill reported that the lectern had been like this for some time, and it was reported for repair however this has not been carried out yet due to the pandemic. The Clerk will follow this up.

Councillor Atterwill reported that there is an issue with the roundabout in Gooseberry Hill, and the clerk has been contacting the manufacturer to carry out a repair.

Councillor Keen also raised a concern with the numbers of parents and children using the equipment in Gooseberry Hill at any one time, given that we are still in a pandemic. The Clerk will look at the guidelines that are signposted at Gooseberry Hill and put a post out on social media.

Councillor Atterwill then reported that Swanton Morley Garage appear to be parking vehicles on the village green, the Clerk will contact the garage and politely request they do not park on the green, but they can use the church car park instead.

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There is also a concern with the trailer being parked in the road as cars come around the bend at a speed by the church and this could cause a traffic accident.

Councillor Atterwill then reported that at the back of the village green where the wall is requires a small working party to clear the debris.

All agreed

e) Swanton Morley Common Lands

The clerk reported that Mr Carrick had been in contact to confirm that he will be placing cattle on Mill Common as part of the Countryside Stewardship agreement.

Councillor Atterwill suggested that a sign is made up and placed on the gate to make people aware that there is cattle on the land and to close the gate.

f) Streetlights

The Clerk had received a report of a faulty streetlight on Bedingfield Road which has been reported for repair.

g) Meadowview Estate (Davidson Park)

The Clerk reported that a site visit has been arranged with Mr Banham this week to confirm the work required.

Once this has been carried out, the work will be scheduled in for completion.

h) Village Paths

No report has been received.

It was agreed that the Clerk will contact the Councillor responsible for the paths and request an up-to-date report.

Harkers lane has some fallen trees and debris, Councillor Atterwill will confirm this when he attends site to plant the saplings.

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

The Clerk has received confirmation from Norfolk County Council Highways that the proposed locations of two additional bins in the village are highways land. These are at the edge of the Church carpark on the grass verge and on the junction of Hannah Road on the grass verge.

The Clerk has submitted this to Breckland Council for consideration however there is a backlog so when the clerk receives any update this will be circulated to Councillors.

The Clerk then confirmed that there had been a further request for a bin to be installed at the end of Norwich Road. The location map will be sent onto Breckland Council for agreement.

Councillor Turner then reported that he will be placing extra signage around the area to remind dog walkers to pick up the mess and put it in a bin or take it home to dispose of.

i) Noticeboards

The Clerk had circulated the proposal for a replacement noticeboard on Rectory Road and the Parish noticeboard on the Woodgate junction.

The cost of the installation of these were discussed at the meeting.

The Noticeboard Company - £550 + VAT

Parish Noticeboard - £395 + VAT

Mr Banham - £300 plus materials

Councillor Atterwill suggested that as the proposed noticeboard comes with the legs ready for installation, he will purchase some post crete and ask for a volunteer to attend site with him to install it himself.

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The Clerk shared the design of the proposed noticeboard on the screen, this is the Complementary Range, size A0 and includes the Parish Council name across the top. This is a lockable noticeboard. It comes in different colours. The green noticeboard was displayed on the screen. The cost of this is £465 + VAT.

Councillor Atterwill proposed that the Parish Council purchase the complementary noticeboard, size A0 in green, displaying the Parish Council name for £465 + VAT (no installation) seconded by Councillor O’Dowd and carried.

Councillors then discussed the Parish noticeboard on the Woodgate junction, this noticeboard is also showing signs of wear and damage. The Clerk confirmed this is the noticeboard that displays the monthly agenda and the AGAR.

Councillor Atterwill then proposed that the A1 Complementary, wall mounted noticeboard in green is purchased with wall fixings for £235 + VAT seconded by Councillor Turner and carried.

Councillor Venworth then reported that he has been in talks with residents regarding the noticeboard on Woodgate and there is no appetite to change it. Councillor Venworth reduces the size of the posters to A5 for it to hold the information and is happy to leave it as it is.

8. Highways

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

Councillor Atterwill reported that the worst part of the road is by the pedestrian crossing, the suggestion is that the Clerk sends some photos to County Councillor Borrett and request that this work is carried out with the possibility of using a different colour tarmac to raise awareness of the crossing.

Councillor Atterwill then reported that on Manns Lane, the farmer has formed a new field entrance opposite the entrance to the Village Hall, unfortunately this has caused damage to the road. Councillor Atterwill as Breckland District Councillor has reported this to the Breckland Council enforcement team to be investigated and will provide an update at the next meeting.

Councillor O’Dowd then referred to the manhole cover on Town Street and the response that Norfolk County Council are not proceeding with any work at this time as it is not found significant and has requested that this is escalated due to the complaints of the noise.

Councillor Curran reported the pothole on the bend by the doctor’s surgery, Councillor Atterwill confirmed that this now has white lines around it, awaiting the repair.

Councillor Rodrigues reported a pothole on the turning of the roundabout outside the shop and Darby’s, the clerk will report this.

Councillor Atterwill then reported that Hoe Road East is still showing as road closed, so the Clerk will clarify this and if the work is complete request that the signs are removed.

b) To Receive an update on the Community Speedwatch Scheme

i) To Discuss the Locations of the Speedwatch traps

Councillor Turner reported that he is attending a site visit this coming week with a representative from the Health and safety team for Speedwatch and a member of Norfolk Constabulary to risk assess suggested areas. There are certain criteria to take into consideration, no trees to be blocking the view and not to be in a location at the same time as a SAM2 sign.

Councillor Turner would like consideration of the following locations:

1. Swanton Morley Church Carpark – Facing Rectory Road and Towards the shops
2. Town Street – Village Green – both directions
3. Outside Ward Crescent – both directions

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4. Gooseberry Hill – Outside the play area in both directions
5. Outside Bedingfield Road – in both directions (In the lay by).
6. In a close locality to the school
7. Hoe Road East near the Burial ground

Councillor Cawdron raised a concern with the speed on Hoe Road East near the entrance to the burial ground (This location was added to the list).

The Clerk then reported that following members of the Council having a conversation with the unit welfare officer on Robertson Barracks, they also have two volunteers that are put forward for the scheme.

Councillor Turner also reported that there had been further volunteers following the Mardler distribution.

Councillor Turner asked if Councillors were happy to proceed with the locations.

All agreed

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

The Clerk has investigated the option of 30mph wheelie bin stickers, these are approved by Breckland Council and Norfolk County Council however they no longer supply them.

The Administrator has been in touch with the local parish who have sent across correspondence on where they purchased some and the cost.

This was £1120 + VAT for 2000

It was agreed that that this would be a positive initiative, the Clerk will request further quotations to be discussed at the May meeting.

All agreed

Councillor Keen will provide the Clerk with contact details of a gentleman that runs a sign printing business.

9. Flooding in the Village

The Clerk reported that it has still been unsuccessful in establishing contact with the Area Manager to organise a site visit at Woodgate. Councillor Atterwill has been passed the contact information and relevant reference numbers by the Clerk and will make contact directly.

10. To Receive an Update on the Parish Council Mourning Protocol for Operation London Bridge

Due to the passing of the Duke of Edinburgh, Councillor Atterwill suggested it would be unseemly to discuss this at the meeting and asked for agreement to defer the item until June.

All agreed

11. To Receive a Report regarding a Dog Control Order

The Clerk reported that contact had been made with Dog Warden Services at Breckland Council to seek advice on the dog fouling issues, the response was sent to Councillors ahead of the meeting for consideration.

The are some key points that came from the initial contact were that:

- There have only been 4 reports in the last twelve months – all of which were from the Clerk
- No parishioners are contacting the Dog Warden regarding fouling so there is little evidence of an issue
- The Parish Council can apply for a Dog Control Order for fenced off areas, i.e., the Village Hall playing field and Gooseberry Hill play park – with relevant reasons for consideration
- There would need to be an enforcement officer
- A public consultation would need to take place initially before anything can be considered

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- As some of the main areas of concern are on private land, the Parish Council cannot apply for this location

The dog warden had suggested an initial community engagement task, where the Parish Council publish a positive message to the dog owners in the village and ask for them to either contact the clerk or report online directly any areas of concern so that it is clear where the problem is.

If it is an area that the Parish Council are responsible for then a full public consultation can be considered but if it is private land, then this is the responsibility of the landowner.

The Administrator has put a piece together for the Mardler engaging with the public and asking for their help and the Clerk will include this in the report for Link Up.

The situation will continue to be monitored and when the Clerk receives the feedback from the community, this will be circulated to Councillors to agree any further actions necessary.

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

The Clerk reported that following the Parish Council meeting in March, the initial contact form to register Darby's as a community asset has been submitted.

A representative at Breckland Council has been in touch with the Clerk and provided an update on the new process.

This is now an online application that requires a lot of information to be included that will put the Parish Council in the best position to successfully register Darby's.

The Clerk had circulated a document with suggested information to be considered for the application.

This document also includes the potential of a steering group to comprise of Councillors and interested members of the public, if the application is successful.

The new Managers of Darby's have contacted the Clerk to enquire about the application, the Clerk has provided them with Councillor Atterwill's telephone number to discuss this further if they wish.

Councillor Atterwill highlighted that the intention of the application is to maintain Darby's as an established community pub and to reopen it should it close in the future.

The Clerk then asked if a member of the council would like to assist the application process via Microsoft Teams, Councillor Keen volunteered.

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

i. To Receive a Recommendation to plant Woodland Trust trees

Councillor O'Dowd reported that a lot of planting has been carried out over the previous few weeks, after a donation of 210 saplings by the Woodland Trust.

Councillor O'Dowd detailed the locations and volunteers responsible.

Behind the Old Village Hall site at the fence line and on the bank behind it, thanks were given to Councillor Curran, Laurie Brooks, Councillor Atterwill, Mr Marsham and Mr O'Dowd.

The Village Hall site behind the wind turbine now has a double line of hedging and thanks were given to Councillor Venworth and Mrs Venworth.

The Village Hall playing field adjacent to Harkers Lane, will be several saplings planted by Councillor Atterwill to fill in any gaps. Wire fencing will also be placed along the line to avoid any damage to the saplings.

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The Village Hall site behind the cabin was cleared and saplings planted, thanks were given to the Clerk and all members of the family along with Mr O'Dowd.

At the bottom of the Churchyard, from the rabbit fencing to the edge of Mr Carrick's land. This area was cleared, and saplings planted, thanks were given to Mr Duce, Mr O'Dowd, Councillor Venworth, Councillor Atterwill, Mr & Mrs Jamieson, the clerk and two members of the family.

Councillor O'Dowd also reported that Mr & Mrs Simpson donated two further, more mature saplings to also plant at the Churchyard.

Councillor O'Dowd thanked everyone who was involved in the big project.

Councillor Atterwill extended his thanks to Mr O'Dowd for looking after all the saplings until they were ready to plant and attending site to oversee the project.

Councillor Atterwill then suggested that behind the old Village Hall site, bluebells and snow drops could be planted. The Clerk will source some quotations for a future meeting.

All agreed

Councillor Atterwill then extended his thanks to Councillor O'Dowd for co-ordinating all the volunteers and attending site to oversee the project as well.

14. To Confirm the Date for the Annual Meeting of the Parish Council

Councillor Atterwill reported that the Annual Meeting of the Parish Council is due to be held on 10th May 2021. The current Coronavirus legislation only allows remote meetings up until 7th May; therefore, the Parish Council would be obligated to hold the meeting face to face, this would be against step 2 of the lockdown rules.

Councillor Rodrigues proposed that the Annual meeting of Swanton Morley Parish Council will be held on Wednesday 5th May 2021 at 7.30pm via Microsoft Teams, seconded by Councillor Keen and carried.

This will ensure the safety of participants and maximise the numbers for anyone wishing to join the meeting and raise any issues.

Councillor Atterwill then confirmed that the Annual Parish Meeting would also be going ahead on Monday 26th April at 7.30pm.

15. To Confirm the Date for the June Parish Council meeting

Councillor Atterwill suggested that the June meeting is pushed back by two weeks as this is when the easing of lockdown step 4 should be actioned.

This would allow the Parish Council meeting to be face to face at the Village Hall.

All agreed

16. Correspondence (For Exchange of Information Only)

The Clerk asked all Councillors ahead of the Annual meeting of the Parish Council to consider areas that they would like to be responsible for as an item on the agenda is to appoint Councillors for specific assets.

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

Nothing further was raised

17. Any Item to be Reported for the Next Agenda

To Receive an update on the application to register Darby's as an asset of community interest

Replacement planters

Operation London Bridge

Flooding

30mph Bin stickers

18. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Wednesday 5th May 2021 at 7.30pm

All agreed

19. 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 for item 20 seconded by Councillor O'Dowd and carried

20. Staffing

The employment of the Administrator was discussed.

The Administrator has confirmed that she is happy to continue working remotely with a view to reviewing this in June 2021 after the Village Hall has reopened.

Councillor Atterwill proposed that the next review date is at the end of June, seconded by Councillor Turner and carried.

The meeting closed at 9.45pm

_____ (Chairman) _____ Date