

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

Monday 8th November 2021 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

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

Matters Raised Under Time Allocated to the Public

One member of the public raised a question regarding the possibility of extending the kerbing work on Rectory Road and if this could be extended further up towards Primrose Lane. Councillor Atterwill responded that this would be unlikely due to the road widening as part of the Primrose Hill planning application but that this is something which can be considered once the construction work is completed on Primrose Lane.

Another member of the public asked why there was 10pmh signage through the village? Councillor Atterwill responded that these have likely been left behind by accident by Norfolk County Council following any repairs.

County Councillor Report

County Councillor Borrett was not in attendance. However, he had provided the briefing note from the County Council.

District Councillor Reports

District Councillor Duffield was not in attendance.

District Councillor Atterwill reported that his request at the Overview and Scrutiny meeting at Breckland Council to bring the Local plan review back to the Cabinet meeting was successful. This meeting will take place later in the month.

Breckland Council are funding a mindful communities initiative. This is an initiative to train community mental health champions in the Breckland District. Councillor Atterwill, Councillor O'Dowd, the Clerk and the Assistant Clerk will be attending this training in December.

Councillor Atterwill also confirmed that Norfolk County Council have given notice to Breckland Council for the grass cutting in the village. Norfolk County Council's contractor will be carrying out the cuts from the new year, but this has been reduced to four cuts annually. This will affect many of the housing estate roads and Rectory Road.

Councillor Atterwill has scheduled a meeting with the existing contractor, Serco, to discuss a quotation to carry out additional cuts. This will be considered by the Parish Council when it sets its 2022/23 budget.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received by Councillor Keen; these were accepted by the council.
Councillor Lappin will be late.

2. To Receive Declarations of Interest

Councillor Atterwill declared an interest in item 5b
Councillor Turner declared an interest in item 7c

3. Minutes from the Parish Council Meeting of 11th October 2021 to be Accepted, Initialled and Signed

Councillor Rodrigues proposed that the minutes were a true and accurate record of the meeting seconded by Councillor Turner and carried.
Councillor Cawdron abstained.

4. Matters Arising from Minutes of 11th October 2021 (For Exchange of Information Only)

Councillor Atterwill reported that following the October meeting and the agreement for the Parish Council to purchase the trim trail equipment for the primary school, the Headteacher has been in touch and is very thankful for the offer.

The head teacher is also keen to discuss a school travel plan.

5. Finance

a) Accounts to Approve for Payment:

The Clerk reported that there was an error on the payment to be made to the Royal British Legion. The agreed donation as set out in the budget was £100. Therefore, the total amount to be approved for payment was £4574.15.

Councillor Curran proposed that the following payments are made seconded by Councillor Venworth and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 7 – under contract	BACS	£2885.55	
CGM	Grasscutting	BACS	£646.81	£107.80
BT	Telephone line	DD	£119.10	£15.10
E.On	Streetlight electricity	DD	£72.02	£3.10
S2 Computers	IT support	DD	£144.24	£20.24
S2 Computers	Remote support	DD	£141.84	£23.64
Royal British Legion	Poppy wreath	Chq	£50.00	
Toftwood Garden Centre	Bulbs	BACS	£50.00	
Viking	Stationery	BACS	£133.79	£22.30
Michlmayr Clock	Church clock repair	BACS	£280.80	£46.80
		Total	£4524.15	£238.98

Councillor Atterwill left the room and Councillor O’Dowd took the chair

b) Accounts to Approve for payment for Members with a Pecuniary Interest

Payee	Details	Amount	VAT
Wensum Valley Electrical Ltd	Christmas Lights/Batteries/Cable Ties for the Village Green display	£978.10	£163.02
		£978.10	

Councillor Venworth proposed that the payment is made seconded by Councillor Rodrigues.

It was agreed to waive the financial regulations for Councillor Atterwill to second authorise the payment as bank signatory.

Councillor Atterwill re-entered the room and resumed the chair

c) Income to be reported

Income Received from	Details	Amount
Breckland Council	S106 Gooseberry Hill	£5788.00
Allotment Holder	Allotment fees	£17.00
		£5805.00

d) To Consider the Application for the Parish Partnership 2022/2023

As part of this discussion Councillor Atterwill included item 8b of the agenda.

Following on from the Parish Council’s 2021/2022 successful application to install a trod footpath on Woodgate there have been several site visits with Norfolk County Council highways and the design team.

Councillor Atterwill reported that the quotation from the Area Manager had been under quoted as he had not carried out an on site survey. It was also deemed impossible to site the trod in the agreed location.

Several site visits have been carried out with Norfolk County Council and the landowner of the adjacent field and a new proposal for the work was agreed. This means that the trod would run up the bank and along the hedge line of the landowner’s field and extended to Woodgate Lane. It would also require post and rail fencing for safety.

The complete cost of this work is £38,000.

Councillor Atterwill reported that the Parish Council currently have £7,500 earmarked for this work as part of its successful 2021/22 NCC parish partnership bid. Therefore, there is currently a shortfall of £30,500.

It was discussed that the Parish Council could apply for 50% of the outstanding amount by submitting an application to for the 2022/23 NCC parish partnership scheme. If this bid is successful a Public Works Loan for the outstanding 50% could be applied for.

One member of the public left the room

Councillor Cawdron proposed that the Parish Council applies for 50% of the shortfall for the trod through the NCC Parish Partnership Scheme seconded by Councillor Venworth and carried.

The Clerk is to forward the application to County Councillor Bill Borrett asking him for support

e) To Consider the Purchase of a Platinum Jubilee plaque and a Platinum Jubilee flag.

Financial Year 2021/2022

The Clerk had circulated the details of a Jubilee Flag and Jubilee tree plaque ahead of the meeting for consideration.

It was agreed that a Jubilee flag is not required as it would only serve its purpose on one occasion.

Councillor Atterwill suggested that a bronze plaque would be a good option at the foot of the Jubilee tree. Unfortunately, this does not come with a post or stake.

It was agreed that the Clerk will make further enquiries to mount the plaque and will provide an update at the December meeting.

*Councillor Lappin entered the room and joined the meeting.
Councillor Lappin declared an interest in item 7c*

6. Land and Planning

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

3PL/2020/1245/F - Land East of Gooseberry Hill immediate east of recreation ground - Erection of single-storey detached dwelling together with associated detached single-storey garage/workshop, solar panels and landscaping – Appeal

The appeal information had been circulated to councillors ahead of the meeting for consideration.

Councillor Atterwill had circulated a suggested response to councillors.

This outlines the Parish Council's objection to the planning application;

"The site is outside the Swanton Morley Settlement Boundary and does not comply with the criteria of Policies HOU02 (Level and Location of Growth) and HOU03 (Development Outside of the Boundaries of Local Service Centres) of the adopted Local Plan. The application also does not comply with Policy 1 of the adopted Swanton Morley Neighbourhood Plan. Breckland Council continues to demonstrate that it has a positive 5 year Housing Land Supply".

Councillor Lappin proposed that the suggested response by Councillor Atterwill is sent to Breckland Council seconded by Councillor Cawdron and carried.

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

3OB/2021/0036/OB - Application to discharge planning obligation on permission 3PL/2018/1246/F - Open Space Specification including LEAP - Sch 2, Pt 2, 1.1 Open Space Nominated Body - Sch 2, Pt 2, 1.1 & Sch 4.5

Permission granted

3PL/2021/1172/VAR - Primrose Hill - Variation of Condition No 2 on 3PL/2020/0018/F - Changes to site layout and house types

Permission granted at Planning Committee

TRE/2021/0277/TPO - Bayfield House 6 Elsing Road - Tree is overhanging onto public footpath and private garden Crown reduce the large Oak tree in the front garden. Prune to balance Crown. No height reduction planned. Reduce by no more than 1/3 overall. Remove deadwood.

TPO Refused

c. To consider Breckland District Council's Local Plan Review timetable

Councillor Atterwill reported that the timetable of the local plan review is being heard at Breckland Council cabinet meeting the following week.

Financial Year 2021/2022

The review of the Local Plan originally should be completed by 2024 however, Breckland Council are now proposing that this is complete by 2027. This means that potentially there will be a three year gap where the existing planning policies will hold less weight.

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

a) Churchyard at All Saints' Church

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

This details that there are still some visible mole hills.

The grass cutting is much tidier

The bank has now been cut back and the new saplings have been given some protection against the overgrowth of bracken.

Councillor Curran would like his thanks on record to the volunteers of the working party who completed this on 23rd October.

b) Swanton Morley Burial Ground

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

This report includes two trees that have dead branches on them.

The hedge inside the gate has some overhanging brambles that need cutting back.

Councillor Curran has been trimming the roses in the memorial garden.

The Clerk is to follow up the enquiry with Anglian Water for a supply to run into the Burial ground.

c) Swanton Morley Allotments

Councillor Turner reported that he had undertaken a tour of the allotment site with the Assistant Clerk. Letters have been sent to allotment holders who need to carry out some maintenance work on their plots.

Councillor Turner has also been contacted by an allotment holder to build a fence around his plot in line with the Allotments policy.

Councillor Atterwill proposed that the decision is delegated to the Clerk and Councillor Turner seconded by Councillor O'Dowd and carried.

d) Swanton Morley Open Spaces (Gooseberry Hill, Village Green and Davidson Park)

i) To Receive a report on the disability swing for Gooseberry Hill

The Clerk reported a site visit has taken place with the contractor. The outcome of this was circulated to councillors ahead of the meeting.

The contractor looked at the suggested location but had concerns that the swing would face away from the park and not feel very inclusive for the user.

He has suggested that the disability swing can be positioned in line with the nest swing. This will be more inclusive for the user and be a shorter distance to install a pathway.

Councillors agreed.

The Clerk also reported that a quotation has been received to supply and install the disability swing and install a pathway from gate to gate.

The full quotation is £18,225.00 + VAT (£21,870.00).

The Clerk explained that three quotations had not been obtained as this manufacturer is a specialist in this field. Any companies that the clerk had contacted had recommended this supplier.

It was agreed that the Clerk and Assistant Clerk would look at possible grant funding for this project.

Councillor Atterwill then requested a site visit with the Clerk, Councillor Keen and Councillor Venworth at Gooseberry Hill Park to carry out a maintenance inspection.

ii) To Receive an update on the purchase of a Jubilee tree and additional trees for Davidson Park

Financial Year 2021/2022

The Clerk reported that the chosen nursery have confirmed that the Copper beech selected for the Jubilee Tree will be ready from the following week onwards.

As agreed at the October meeting, the Clerk also requested a selection of tree types for councillors to consider replacing the dead trees on Davidson Park.

The Clerk had circulated a list with prices to Councillors for consideration.

Councillors agreed that six additional trees of the selected types would be suitable. These include an Acer Crimson King, a Crab Apple and a Himalayan Birch.

Councillor Atterwill proposed a budget of £500 + VAT to purchase seven trees seconded by Councillor Venworth and carried.

The Clerk will also request a quote for a Nitrogen Feed to be carried out.

iii) To receive a quotation from the Gardening Club for the planting area surrounding the Lectern.

The Clerk had circulated a report from the Gardening club ahead of the meeting for consideration.

The Gardening club have carried out a visit to the Lectern and are happy to provide a planting area.

The quotation for this is £321.69.

Councillor Atterwill proposed that the quotation is accepted seconded by Councillor Turner and carried.

e) Swanton Morley Common Lands

The Clerk confirmed that the first payment for the Countryside Stewardship will be received at the end of January.

f) Streetlights

Councillor Cawdron reported that there are currently no faults with the streetlights.

Councillor Atterwill has suggested some are overgrown and require cutting back. There is a visibility issue and Councillor Atterwill is unable to place SAM signs due to the vegetation. Councillor Cawdron will look into this.

g) Village Paths

Councillor Venworth had sent a report to Councillors ahead of the meeting for consideration.

Councillor Venworth reported that the owner of the Permissive paths has requested assistance in obtaining a further pathway sign for a location on the village boundary.

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

Councillor Atterwill reported that a site meeting is taking place later in the week with Serco and the Assistant Director at Breckland Council will consider the location of the bin in the Church car park.

h) Noticeboards

It was agreed that there is work required on the noticeboard on the Village Green.

8. Highways

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

Councillor Atterwill reported that he has spoken to the highways engineer regarding the time frame of work being carried out. This has largely been due to budget cuts.

There is a pothole on the left of Hoe Road East and the Mann's Lane junction.

i. To Receive an Update on Highways Work reported

The pothole at Primrose Square has been reprogrammed.

'Slow' road markings have been completed.

The kerbing work on Frogs Hall Lane has been requested again.

Financial Year 2021/2022

The drainage issue on Town Street has been inspected and the Clerk is awaiting a report. The work to the trees on Rectory Road has been programmed for 1st December.

Councillor Atterwill reported that one resident has cut back the requested hedge. The Clerk is to send follow up letters.

ii. To Receive a Report regarding the Grass Cutting/Hedge Cutting in the Village

Councillor Atterwill reported that due to the situation with Serco and Norfolk County Council. Additional cuts may have to be considered by the Parish Council when setting the annual budget. Following the site visit later in the week it was agreed that the Clerk will work with Councillor Atterwill on a proposal for moving forward.

b) To Receive an Update on the Trod on Woodgate as part of the Parish Partnership Scheme

Discussed under item 5d of the agenda.

c) To Receive an update on the Community Speedwatch Scheme

Councillor Turner reported that at the time of establishing the Community Speedwatch a location on Worthing Road/Ward Crescent was missed from the set-up sheet. This has now been rectified. Councillor Turner has requested a social media push as the scheme requires further volunteers. Councillor O'Dowd confirmed that she knows of a further volunteer and will liaise with Councillor Turner.

Councillor Venworth referred to the previous meeting where a resident had asked if there was a possibility of a 20mph speed limit in Woodgate.

The Clerk confirmed that the feedback from Norfolk County Council is that this quite unlikely due to the nature of the roads and no immediate amenities.

Councillor Venworth made a suggestion that the council look at options for 'quiet lane' signage.

It was agreed that the Clerk will speak with the highways engineer and ask for any feedback or suggestions.

9. Flooding in the Village

Councillor Atterwill reported that a site visit had taken place between himself, the Clerk, Councillor Venworth and three members of the Flood Management Team.

A number of issues were identified between the field at the back of Lincoln House and Frogs Hall Lane. Norfolk County Council have suggested that they request the contractor attends site and cleans out the drains near the Woodgate Park attenuation pond.

The landowner of the adjacent field is to be contacted to see if any work can be carried out to stem the flow of water off of the field.

Ditches in the location are full of silt and require cleaning out.

It was agreed that the Flood Team are going to carry out a full survey and report the findings to the Parish Council with an action plan.

10. To Consider a Parish Emergency Support scheme

It was agreed to defer this item until a later date.

11. To Consider the Organisation of Carols on the Green

Councillor Atterwill confirmed that Mrs Horstead has once again agreed use of the electricity for the event.

Swanton Morley Butchers are once again providing the hot dogs for the children

Swanton Morley Stores are kindly donating the mince pies for the adults.

Squilla and Squidge are providing hot drinks.

Santa has confirmed that he will be attending.

12. To Consider the arrangements for the donated Christmas Trees

Councillor Atterwill would like volunteers to assist with the cutting and placing of the Village's Christmas trees.

It was agreed that this would take place on Saturday 20th November.

Councillor Turner is happy to volunteer.

13. To Receive a Report on the Jubilee Festival

Councillor O'Dowd reported that a quote has been received from Tangerine Creative to rebrand the Festival publications.

The quote is £440 + VAT. This will provide amendments to the main design of the Festival logo, new templates, amendments to the website and social media sites and the design of an 8 page programme.

Councillor Atterwill proposed that the quotation of £440 + VAT is accepted seconded by Councillor Rodrigues and carried.

14. To Receive a Report on the CASM relaunch

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

The CASM relaunch will be taking place in the new year.

Existing members of the CASM group will be contacted before Christmas with a view to holding a working group meeting in January.

It is thought possible that a larger event could take place early in spring to include information boards and guest speakers.

15. To Receive a Report on Swanton Morley Surgery

Councillor Atterwill reported that correspondence had been received from the Surgery.

Councillor Atterwill confirmed that there are no GP appointments being carried out as the surgery is continuing the Covid vaccine rollout.

The report from the surgery will be published in all parish magazines.

Councillor Atterwill is awaiting the new Practice manager taking post in order to have a meeting.

Councillor Atterwill asked for permission to extend the meeting past 9.45pm.

All agreed

16. To Consider the issue of dog fouling

Councillor Cawdron confirmed that this issue appears to be rectified.

17. Correspondence (For Exchange of Information Only)

The parking on Cullum Close was referred to as the Clerk had received correspondence from a resident that the letter sent from the Parish Council appears to have been ignored.

Councillor Atterwill confirmed that this issue has also been raised with Norfolk Constabulary.

Councillor Atterwill then read a letter from a parishioner requesting a copy of minutes of a meeting regarding placement of a bus shelter.

Councillors agreed that as there is no specific time frame provided then it will be very difficult for the Clerk to locate this information.

The Clerk reported that a request had been received from a representative on behalf of the Lord Lieutenant, The Lady Dannatt and the presentation of a commemorative plaque.

It was agreed that the Clerk will respond and request the presentation is held in January.

Councillor Atterwill then reported that Breckland Council are carrying out a landscaping assessment on Survey Monkey.

It was agreed that Councillor Atterwill will respond.

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

A member of the public agreed that there are a lot of issues with the surgery, it was felt that there is not enough staff.

The surgery is only providing Doctors for half days.

It was requested that the Parish Council writes to MP George Freeman.

There is a meeting of Elmham PPG in January.

A member of the public also raised the issue of Road safety on Hoe Road East and has suggested that the kerb needs to be taken back so that it is level.

18. Any Item to be Reported for the Next Agenda

Grass cutting

Plaque

Grant funding

Budget items

19. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 13th December 2021 at Swanton Morley Village Hall at 7.30pm.

All agreed.

The meeting closed at 10.16pm

_____ (Chairman) _____ Date