

## MEETING OF SWANTON MORLEY PARISH COUNCIL

### MEETING MINUTES

Monday 12<sup>th</sup> June 2023 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R. Atterwill (Chairman), Mrs B O’Dowd (Vice Chair), Mr J. Venworth, Mrs A Walker-Fraser, Mr J Rodrigues and Mr D Turner

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

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

A member of the public raised a question concerning the s bends, Councillor Atterwill confirmed that the hedges will be cut back shortly.

Another member of the public reported that there is a dead tree of Davidson Park. Councillor Atterwill reported that the Council are aware.

The member of the public then asked if there could be a parish diary to avoid local events being on the same day.

Another member of the public then asked if the Parish Council were going to be attending the Vattenfall consultation to find out about funding. Councillor Atterwill confirmed that he will be attending.

**There was no County Councillor Present**

#### *The Meeting Went into Session*

#### **District Council report**

District Councillor Richard Duffield reported that he had spoken to the organisers of the Tractor Rally and the issues being had with Breckland Council. Councillor Duffield has touched base with Breckland Council to investigate the matter.

District Councillor Atterwill reported that he had attended the Breckland Council Overview and Scrutiny meeting as Norfolk County Council Highways had been invited to attend. Councillor Atterwill was keen to find out their approach to potholes and grass cutting.

Councillor Atterwill confirmed that in 30mph urban areas, cuts are being carried out four times per year.

Councillor Atterwill is still looking into the Disability Facility grant.

Councillor Atterwill also reported that there had been some antisocial behaviour on Primrose Square and Victory Housing and the Safer Neighbourhood Team is involved.

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

None received

#### **2. To Co-Opt a Parish Councillor**

Councillor Atterwill reported that two co-option applications had been received.

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Councillor Atterwill proposed that both Mr B Almond and Mr J Philips are co-opted onto the Parish Council seconded by Councillor Turner and carried.

Both Mr Almond and Mr Philips signed the declaration of acceptance of office and took their seats

### 3. To Receive Declarations of Interest

Councillor Turner and Councillor Venworth declared an interest in item 11c

### 4. Appointment of Council Representatives and Councillors with Special responsibilities:

#### a. Member to be responsible for Village Pathways

Councillors agreed Councillor Philips would assist Councillor Venworth

#### b. Members to form the CASM Climate Change Working Group

Councillors agreed that Councillor Venworth would continue with the tree nursery

#### c. Member (s) to be responsible for the Volunteer scheme

It was agreed that this scheme is no long running

#### d. Member to be responsible for the SAM2 signs

Councillors agreed that Councillor Almond is appointed as responsible for SAM2 signs

### 5. Minutes from the Parish Council Meeting of 15<sup>th</sup> May 2023 to be Accepted, Initialled and Signed

Councillor Rodrigues proposed that the minutes are accepted seconded by Councillor Walker-Fraser and carried.

Councillor Almond, Councillor Phillips, Councillor Turner and Councillor O'Dowd abstained from voting

### 6. Matters Arising from Minutes of 15<sup>th</sup> May 2023 (For Exchange of Information Only)

None were raised

### 7. To receive the draft minutes from the Annual Parish Meeting held on 22<sup>nd</sup> May to take forward to the next Annual Parish Meeting

Councillor Atterwill proposed that the draft minutes are accepted seconded by Councillor Almond and carried

### 8. Finance

#### a) Accounts to Approve for Payment:

Councillor Almond proposed that the payments are made seconded by Councillor Venworth and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 12	Bacs	£3929.19	
S2 Computers	Monthly subscription	Bacs	£171.90	£28.65
BT	Telephone line	Direct Debit	£110.65	£3.65
N Power	Streetlight Electricity	Direct Debit	£110.51	
Swanton Morley Farms	Permissive Paths	BACS	£2500.00	
J Keith	Annual rental for Manns Lane	BACS	£1500.00	
Viking	Paper/Ink	BACS	£126.72	£21.12

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Robin Goreham	Internal Auditor	BACS	£75.00	
TOP Garden Services	Nitrogen Feed -	BACS	£885.00	£147.50
TOP Garden Services	April contract	BACS	£1335.00	£222.50
TOP Garden Services	May Contract	BACS	£1335.00	£222.50
		<b>Total</b>	<b>£12078.97</b>	<b>£645.92</b>

### b) Income to be reported

Income Received from	Details	Amount
Swanton Morley Farms	Water bill	£526.09
		£526.09

### c) To receive an update on the Public Works Loan application

The Clerk reported that there has been no further update since the additional paperwork had been submitted.

## 9. Annual Accounts

### a. To receive the Internal Audit report and consider any actions necessary

The Clerk had circulated the document ahead of the meeting.  
Councillors agreed this report is accepted.

### b. To agree the Annual Statement of Governance

Councillor Atterwill read out each statement for councillors to agree.

Councillor Venworth proposed that this document is accurate and signed seconded by Councillor Rodrigues and carried

Councillor Atterwill signed the document

### c. To Agree the 2022/2023 Parish Council Accounts

The Clerk had circulated the document ahead of the meeting.

Councillor Venworth proposed that the document is accepted and signed seconded by Councillor O'Dowd and carried

Councillor Atterwill signed the document

### d. The set the period of 30 days for 'Exercise of Public Rights'

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

Councillor Atterwill proposed that the period for electors to exercise the public rights will be from Monday 19<sup>th</sup> June 2023 – Friday 28<sup>th</sup> July 2023 seconded by Councillor Venworth and carried

## 10. Land and Planning

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

3PL/2023/0541/HOU - Murrell Cottage Town Street - Conversion of detached garage to Garden Room / additional sleeping accommodation for occasional use

Councillor Rodrigues proposed the Parish Council respond with no objections seconded by Councillor Turner and carried

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3PL/2023/0574/HOU - 1 Rayner Drive - Erection of Front Porch and Single Storey Side Extension  
Incorporating  
Living Accommodation within Roof Space

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

### **b. To Receive Report on Planning Decisions by Breckland District Council**

None received.

Councillor Atterwill reported that there is no further update regarding the Lincoln House application.

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

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

Councillor Walker-Fraser had sent the report ahead of the meeting for consideration.

Thanks were placed on record to the 'Friends of the Church' carrying out additional grounds work

#### **b) Swanton Morley Burial Ground**

Councillor Walker-Fraser had circulated the report ahead of the meeting for consideration

It was reported that the hedge outside the burial ground needed to be cut back.

There is a number of graves with weeds growing through that need tidying up.

Councillor Walker-Fraser had also fed the roses with the box feed provided by the Clerk

##### **i) To receive an update on the water supply to the Burial Ground**

The Clerk had been in correspondence with Breckland Council but had received no further update.

Councillor Atterwill offered to contact them directly.

#### **c) Swanton Morley Allotments**

Thanks were placed on record to Councillor Venworth for carrying out a site survey on behalf of Councillor Turner.

It was reported that there are two plots that require attention, three half plots available and 8 residents on the waiting list.

##### **i) To receive an update on the water supply to the allotment site**

The Clerk reported that a quotation to fit a sub meter will be received shortly.

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

Councillor Venworth had circulated the reports ahead of the meeting for consideration.

##### **i) To receive an update report on the installation of the Ability Swing at Gooseberry Hill**

Councillor Venworth confirmed that the Ability Swing will be installed the week commencing 19/06/2023. A portaloo has been ordered to site and Councillor Venworth will oversee the installation. The Clerk is working on a QR code to be developed to monitor usage of the swing.

##### **ii) To discuss the opening of the Ability swing**

Councillor Venworth reported that he had been looking at an opening ceremony for the swing.

Invitations will need to be distributed to include the EDP and Dereham Times.

There will also be a thank you plaque designed and installed to commemorate the occasion and thank the grant funders.

The noticeboard has been deferred.

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iii) To receive a quotation for a replacement flag for the play boat

The Clerk reported that a replacement flag for the playboat will be £550 + VAT. The excess on the insurance is £450.

Councillor Almond suggested that he can have a look at the damaged sail and the Shed may be able to assist with the replacement.

Councillor Atterwill thanked Councillor Almond.

iv) To receive a quotation for the treatment to the Village Green

The Clerk had received a quotation to treat the grass on the Village Green as it is in poor condition.

Price per treatment

Lawn feed £120.00 + vat

Iron Treatment £90.00 + vat

Weed control £120.00 +vat

Slitting £360.00 +vat

Over seeding £180.00 +vat

It was agreed that the Clerk would enquire about the time of year to carry out this work and if the contractor could provide an additional quote to resurface underneath the swings at the same time.

### e) Swanton Morley Common Lands

i) To receive an update on the cattle for Mill Common as part of the correspondence received.

The Clerk reported that the cattle were placed on Mill Common in May in line with the Countryside Stewardship.

### f) Streetlights

Councillor Venworth circulated his report ahead of the meeting

It was reported that there are a number of column numbers that need to be placed.

### g) Village Paths

Councillor Venworth had circulated his report ahead of the meeting

The Clerk is to chase the Trails team regarding the footpath on Primrose Hill.

### h) Noticeboards

Councillor Venworth circulated his report ahead of the meeting.

Nothing further to report.

## 12. Highways

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

There was a low hanging tree on the Tuddenham bends – The Clerk has reported this as a matter of urgency

The verges are becoming overgrown and it was reported that the visibility was poor coming into the Village from Dereham. Councillor Atterwill reported that the contractor has been given instruction to carry out the additional verge cutting

On Hoe Road North there are two large potholes

There is an overhanging tree on Greengate – this is obstructing the SAM2 sign

The issue of Town Street garage was raised and the vehicles overhanging the road. It was agreed that the Clerk would write a formal letter to the Landlord expressing the unhappiness of the parking and usage of the church car park

It was also suggested that there needs to be a no entry sign outside the shop.

### b) To receive an update on the Community Speedwatch scheme

The Clerk has circulated dates for the volunteers to book in further Speedwatch sessions.

There is still a need for further volunteers.

A log sheet will be produced to monitor the sessions.

**c) To receive an update on the flooding on Woodgate**

The Clerk has received an update from the Flood Management Team. They have been on site to carry out a two day survey however did not manage to fully complete the route.

They will be scheduling in a further two days.

The Clerk has requested the initial report to circulate to councillors

**d) To receive an update from the request from a Parishioner regarding safer crossing opposite the church**

The Clerk reported that she had spoken to the Highway Engineer. He was going to schedule in an inspection on this piece of road and make any suggestions possible.

It was suggested that the Clerk contact Norfolk County Council for funding to extend the footpath.

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

Councillor Atterwill reported that he had spoken to Breckland Council regarding the peacocks and there is going to be noise monitoring. Councillor Atterwill has also spoken to the parishioner with the peacocks and he has assured the Council that these are being rehomed.

The Clerk reported that a parishioner had been in touch regarding the minutes on the website for the Village Hall. The Clerk confirmed that the links were not active however this has now been reset and the minutes are fully available on the Parish Council and Village Hall website.

Councillor Rodrigues then reported that there are now only two people left on the Swanton Vale site due to lack of sales.

They will be back to complete the work in November/December.

Councillor Atterwill will check the S106 agreement concerning the sum due to the Parish Council for the open space play area.

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

A member of the public reported that there is going to be a small fete when the duck race is taking place for anyone that would like to attend.

A member of the public raised the concern of cars parking in the Church carpark and also reported that there are a number of people using it to leave their cars while they go on a bus to the town.

It was suggested that extra signage could be installed.

The member of the public asked if the Churchyard can be strimmed. The Clerk confirmed this is in the contract so this will be chased up.

Thanks were placed on record to a parishioner who has been keeping an area of the Churchyard well kept and removing moles.

The member of the public then reported that there is going to be a service the following week to welcome the new Vicar to the village. This will be held at 8pm.

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

Update on the Public Works Loan

Update on the water supply to the Burial ground

Update on the water supply to the Allotments

**15. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 10th July 2023 at Swanton Morley Village Hall at 7.30pm.**

All agreed.

The meeting closed at pm.

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Approved by \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_