

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

Monday 13th September 2021 AT 7.44PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mrs B. O'Dowd (Vice Chair), Mr J Venworth, Mr L. 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 an issue with the condition of the planters that were donated in 2019.

Mr Atterwill apologised however there has not been enough volunteers that have come forward to take care of these. The Parish Council's focus is on the grounds maintenance in the village and are conscience of the matter, but it is felt that a community effort is required for the planters. It was agreed that there will be a piece in the Mardler to raise awareness

Mr Marsham has offered to donate Christmas trees this year. Mr Atterwill thanked him for his kind offer

The parishioner then asked for the date of the widening of Hoe Road East. Mr Atterwill reported that there is an item on the agenda to discuss the s278 agreement, but the work should be commencing on 4th October.

A further issue that was raised concerning Anglian Water and its sewage treatment plant on Worthing Road. The 'clean' recycled water is supposed to go to the river utilising an existing old salt glazed pipe. Anglian Water cleaned this pipe earlier in the year and have agreed to jet clean it every 6 months. Mr Marsham advised that the old pipe cannot cope with the amount of water produced and instead water is running across the surface of the road. This could potentially be dangerous for motorists in winter months if the water freezes. Mr Atterwill has offered to contact the Water Recycling Network Manager at Anglian Water directly.

Another member of the public raised a complaint about the noticeboard on Rectory Road not holding any information on Parish Council meetings. The Clerk confirmed that the agenda only goes into the Parish Council noticeboard on Greengate. The Clerk reported that all the noticeboards will be up to date later in the week.

It was agreed that for the benefit of the parishioners that do not go online the noticeboard on Rectory Road will hold the agenda.

The member of the public also raised a further issue with the trees on Rectory Road and wanted to know the latest update regarding these. The Clerk confirmed that the Highways engineer was due to visit to look at the trees however they did not show up. The Clerk will continue to pursue this.

Mr Atterwill also suggested that the member of the public emails the County Councillor directly.

A member of the public asked if the Parish Council could send a letter of thanks to Mr & Mrs Moulton for looking after the planter under the flag pole. This was agreed.

Another member of the public asked about the possible positioning of a jubilee tree on Davidson Park. Mr Atterwill confirmed that nothing has been decided as yet.

There are also two dead trees by the lectern and need replacing.

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Another member of the public attended as he had an interest in item 6 planning. The concerns that were raised were with regards to the two applications for Primrose Hill. This included issues with the hedgerow, and the large Oak Tree on Primrose Lane.

Mr Atterwill reported that he has asked a tree officer to inspect the oak tree with a view of placing a TPO onto it.

Further concerns were raised with regards to the treeline being planted and the response that he had received from the planning officer at Breckland Council. It was raised that the accepted planning application allowed for this however the Planning Officer has responded that this is not compulsory.

The member of the public will email his list of concerns.

County Councillor Report

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

Councillor Atterwill expressed his disappointment that Cllr Borrett had not attended a Parish Council meeting since being re-elected in May

District Councillor Reports

District Councillor Richard Duffield sent his apologies.

District Councillor Atterwill reported that there are some issues with the Serco contract. This was discussed at the recent Breckland Council Overview and Scrutiny meeting. It was reported that Serco have insufficient staff to adequately fulfil their contractual obligations in terms of bin collections and grass cutting.

Two further meetings have been arranged later in the week. One meeting is with the cabinet members responsible for grass cutting and the portfolio for commercialisation who is responsible for the land on middle camp. The aim of the meeting is to discuss the possibility of the Parish Council taking on the grass cutting and the possibility of transferring the ownership of certain pieces of land to the Parish Council. The second meeting is with the Assistant Director for Communities to have a walk around the village and discuss Breckland Council's 'Inspiring Communities' strategy. On Friday afternoon Mr Atterwill will be meeting the acting CEO for Community Action Norfolk regarding community housing projects. Councillor Atterwill will provide an update at the October meeting.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received by Councillor Keen, and Councillor Curran, these were accepted by the council.

2. To Receive Declarations of Interest

Councillor Turner declared an interest in item 7c

Councillor Lappin declared a personal interest in item 7c

Councillor Atterwill declared a pecuniary interest in item 5b

3. Minutes from the Parish Council Meeting of 9th August 2021 to be Accepted, Initialled and Signed

Councillor Turner was concerned that Mrs Sadler's name had been omitted from the minutes under item 8. This was amended in the meeting by Councillor Atterwill.

Councillor Venworth proposed that the minutes are accepted seconded by Councillor O'Dowd and carried.

4. Matters Arising from Minutes of 9th August 2021 (For Exchange of Information Only)

Councillor Venworth provided an update following item 7 of the minutes to confirm that the sign on Burgh Common has now been repaired.

Councillor Atterwill thanked him.

5. Finance

a) Accounts to Approve for Payment:

The Clerk reported that had been a further invoice from Wave for £94.33 bringing the total amount of payments to approve to £12,510.82.

Councillor O’Dowd proposed that the following payments are made seconded by Councillor Rodrigues and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 5 – under contract	BACS	£3443.96	
CGM	Grasscutting	BACS	£627.97	£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
Viking	Stationery	BACS	£108.86	£10.14
Came & Company	Parish Council Insurance	BACS	£2945.24	
Glasdon	Bins – Gooseberry Hill	BACS	£667.61	£111.28
PWLB	Public Works Loan	DD	£4198.65	
Mr S Gould	Allotment maintenance	BACS	£70.00	
Wave	Allotment Water	BACS	£94.33	
		Total	£12,510.82	£267.66

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

Councillor O’Dowd confirmed that the expenses claim form is to cover the multiple planning drawings which were presented at the August meeting.

Councillor Atterwill also purchased the padlocks to keep the SAM signs secure.

b) Payments to approve for members with a pecuniary interest

Payee	Details	Payment type	Total amount payable	Of which VAT Reclaimable
Councillor Atterwill	Planning drawings & SAM padlocks	£145.98		
			Total	£145.98

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

Councillor Atterwill re-entered the room and resumed as chairman

c) Income to be reported

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Income Received from	Details	Amount
Allotment Holders	Allotments	£61.33
		£61.33

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

Councillor Atterwill suggested that due to finalising details of the current year Parish Partnership that this item is deferred until the October meeting.

All agreed

6. Land and Planning

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

3PL/2021/1171/F - Primrose Lane - Road widening to Primrose Lane

Councillor Atterwill suggested that the road widening would be an improvement however the concern would be the junction and the concerns with the Oak Tree.

Councillor Turner asked about the potential of having the junction further along Worthing Road.

Councillor Cawdron proposed that Swanton Morley Parish Council agree in principle however there are concerns about the Oak tree and the impact that this road widening may have on number 1 Primrose Lane, seconded by Councillor O'Dowd.

3PL/2021/1172/VAR - Primrose Hill - Changes to site layout and house types

Councillor Atterwill raised the concern that the new design has a larger footprint than the original design. Councillor Cawdron observes that the design of the roofs is higher, but the houses are wider.

There was also a concern regarding the materials that will be used and the view from the road as there has only been one completed elevation view provided by the applicant.

It was agreed that the Parish Council have concerns that the footprint is larger than the original application that has been granted permission.

The council also feel that the applicant has not submitted enough information on the materials being used on all elevations.

There is no visual information to show what this development will now look like, and there is also no updated plan detailing the tree line.

Councillor Cawdron proposed that the Parish Council respond that the Councillors would like to see more information (as detailed above) to submit their response, seconded by Councillor Turner and carried.

3PL/2021/1199/HOU - 10 Manns Lane - Proposed Single Storey Side and Rear Extension

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

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

3PL/2021/1016/HOU - 15 Bedingfield Road – Rear single storey extension and conversion of garage to workroom. New front entrance door position and pitched roof over garage. Reduction in first floor rear bedroom window width

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Permission Granted

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

This application was refused at the Planning Committee meeting

One member of the public left the room

c. To Receive an Update on the Section 278 and Section 38 agreements for Hopkins Homes development

Councillor Atterwill requested that this item is heard during a closed item towards the end of the meeting. He then read out a statement.

"In accordance with Standing orders 10,a,xi, in light of the urgency of the legal documents received today Councillor Atterwill would like to propose that this item is closed to the public in accordance with section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960)".

All agreed

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

a) Churchyard at All Saints' Church

Councillor Curran had forwarded the report ahead of the meeting for councillors to consider.

The large double gates need to be re-aligned

Excessive cuttings still on site

Some graves overgrown with weeds

Councillor Atterwill then discussed the tree saplings that require some attention at the Churchyard and provided the quotes for the materials to carry this out.

It was noted that volunteers would be required for this.

Councillor Cawdron has offered an old woven back carpet that he is happy to donate for this purpose.

Councillor Atterwill thanked him

i) To Receive an Update on the Moles

The Clerk reported that this work has now been carried out.

b) Swanton Morley Burial Ground

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

i) To Receive an update to consider the proposed pathways to include planting a Jubilee Tree

Councillor Atterwill requested that the consideration for the proposed pathway is deferred until a later date.

All agreed.

The Jubilee Tree was then discussed. It was agreed that the location of this would be better on the Meadowview Open space as it more central to the village.

Councillor Atterwill asked Mr Marsham which type of tree would be his recommendation, Mr Marsham suggested a 'Copper Beech' tree.

It was agreed Councillor Atterwill will provide the drainage plans for Meadowview in order to decide the location that the tree will be planted at a future meeting.

Councillor O'Dowd proposed that the Parish Council plant a 'Copper Beech' tree for the platinum jubilee seconded by Councillor Rodrigues and carried. The Clerk will provide the cost for these at the next meeting.

c) Swanton Morley Allotments

Councillor Turner confirmed that all of the plots were now taken and in general is looking very tidy.

There is a small issue with one or two plots that require some work but the Clerk in touch with the tenants regarding this.

Councillor Atterwill asked Councillor Turner if any of the allotment holders may like to volunteer to look after the village planters. Councillor Turner will enquire.

Councillor Rodrigues is happy to sponsor one.

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

The clerk provided an update with regards to the repair to the roundabout. This has been pushed back due to staff numbers and illness. Once a new date has been confirmed then the Clerk will report this to Councillors.

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

This item was deferred for the Clerk to receive further information

e) Swanton Morley Common Lands

Councillor Venworth reported that he has fitted a new backing on the noticeboard at Burgh Common and repainted it.

Councillor Atterwill thanked him

f) Streetlights

Councillor Cawdron reported that the streetlight that was obscured with brambles has now been cut back. Councillor Atterwill confirmed that this was his parents that had kindly carried this out.

g) Village Paths

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

The Clerk has submitted the request to Breckland Council again and is now waiting for a response.

ii) To Receive a Report regarding the signs to be installed on the Permissive Paths

Councillor Venworth reported that the Administrator had provided some quotations for the signage to be strengthened onto 5mm stronger material. These were circulated to councillors ahead of the meeting.

Councillor Venworth proposed that 8 pairs of reinforced signs are purchased for £153.44 seconded by Councillor Lappin and carried.

h) Noticeboards

It was agreed that the information in the noticeboards will be refreshed.

8. Highways

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

Nothing new was reported.

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i. To Receive an Update on Highways Work reported

The clerk had circulated the updated spreadsheet to councillors ahead of the meeting.

The clerk confirmed that the work had not been carried out on the bridges due to the requirement for a road closure.

The Clerk has also been chasing Norfolk County Council highways regarding the 'slow' markings that should have been painted in the roads however there is a delay with Tarmac.

Councillor Atterwill confirmed that there had been several meetings with highways and the Clerk is continuing to chase and update.

Councillor Rodrigues confirmed that the 30mph sign is still laying at the side of the road despite being reported.

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

Councillor Atterwill reiterated that he has an upcoming meeting later in the week to discuss this. The Clerk confirmed that Norfolk County Council have not responded to the request regarding the Parish Council taking on the hedge cutting for a sum.

It was also noted that the Parish Council's current contractor has been working very well and the areas are improving.

Councillor Cawdron requested that the Clerk speaks to the contractor regarding the hedge in the burial ground.

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

Councillor Atterwill reported that there had been further correspondence from Norfolk County Council regarding the trod. The design team have now responded that there will have to be the removal of 30metres of trees to install a slow grading ramp.

Councillor Atterwill has since spoken to the design team and has now requested an alternative plan to continue the length of the trod to the Woodgate Lane junction, therefore there should be no trees removed and a short post and rail fence installed. Councillor Atterwill will then discuss this with the landowner.

Councillor Atterwill will then produce this at the October meeting with costings for discussion.

c) To Receive an update on the Community Speedwatch Scheme

Councillor Turner reported that all is going well. Following a conversation with Norfolk Constabulary, the Police are supportive of the Speedwatch team and have suggested carrying out a dual police and community Speedwatch session.

Councillor Turner also reported that the scheme requires more volunteers.

9. Flooding in the Village

a. To Receive an Update on the Flooding report

Councillor Atterwill reported that he has been doing further work regarding the planning application for Woodgate Park to install yet another attenuation pond to discharge into the existing ditch system.

Councillor Atterwill had sent all videos and correspondence to the Director of Planning at Breckland Council and Norfolk County Council flooding authority. NCC have objected as they do not feel the proposed drainage system is suitable.

Councillor Atterwill also reported that the owner of the old piggery site is still keen to help create a ditch to slow the water up which emanates from Woodgate Park.

10. To Receive a Request from two Parishioners regarding the Pig Farm at Swanton Morley Farms

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Councillor O'Dowd reported that she has received complaints from three residents regarding the smell coming from the pig farm.

Councillor Atterwill confirmed that he has spoken to the landowner and due to the original site of the pigs being flooded, they had to be relocated to this site, however they will be moved by the end of the year.

11. Correspondence (For Exchange of Information Only)

Nothing was raised

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

One member of the public requested to know what a trod was. Councillor Atterwill explained this is a type of porous footpath made from crushed tarmac chippings.

A member of the public mentioned that the landowner of Primrose Hill has an opportunity to be carbon neutral by planting trees.

Another member of the public asked if he could send an email in to the Parish Clerk for circulation to councillors regarding the application on Primrose Hill.

Four members of the public left the room

12. Any Item to be Reported for the Next Agenda

Jubilee tree

Festival

Trod

CASM

Disability Swing

Dog fouling

To consider inviting the new Practice Manager to a Parish Council meeting

Councillor Atterwill requested to extend the meeting past 9.45pm

All agreed

13. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 11th October 2021 at Swanton Morley Village Hall at 7.30pm.

All agreed

14. To receive a proposal to close the meeting to the press and public for item 15, 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 Rodrigues proposed that the meeting is closed seconded by Councillor O'Dowd and carried.

15. Staff Terms and Conditions

Councillor Atterwill had circulated an email to Councillors regarding the resignation of the administrator. It was confirmed that the last working day will be 30th September 2021.

It was noted that the administrator is still willing to continue to update the website and the Christmas edition of the Mardler with the Clerk.

Councillor Atterwill then reported that the Clerk had offered to increase her working hours by five hours per week until a new employee is established.

All agreed

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It was then discussed that the original job advert produced in January is still relevant however the hourly rate will need amending to £10.86 - £11.53 per hour due to document E01-20 in line with the contract.

Councillor Venworth proposed that the hourly rate is amended in line with document E01-20 seconded by Councillor Turner and carried.

It was agreed that the advertisement will go out on the Swanton Morley social media sites in the first week and then to a wider audience in the second week.

Councillor Atterwill proposed Councillors to delegate authority of offering the position to a candidate to the Personnel Working Group seconded by Councillor Turner and carried.

Councillor Atterwill then congratulated the Clerk on the completion of the CiLCA qualification. In line with the Clerk's contract and detailed in the budget this then allows the Clerk's salary to increase one increment level to SCP27 as per the NALC E01-20 document increasing the hourly rate to £16.29.

Councillor O'Dowd proposed that the pay increase is authorised from 1st October seconded by Councillor Cawdron and carried.

6c. To Receive an Update on the Section 278 and Section 38 agreements for Hopkins Homes development

Councillor Atterwill had sent the correspondence between the solicitors to councillors ahead of the meeting.

Councillor Atterwill had a concern that the drawings that the Parish Council originally agreed to showing the design of the lighting columns and fittings is not the drawing that this document refers to. This refers to the County Council drawings and only shows four columns. In total there are 17 columns, and only 4 columns form part of the highways work.

It was then explained that this is not a s38 agreement, this is s278 for four columns on Hoe Road East and Rectory Road.

There will be a subsequent s38 agreement sent through for the remaining columns.

However, the commuted sum for the maintenance of all 17 streetlights for £12,750 has been included in this document.

Councillor Atterwill contacted Hopkins Homes regarding the plans, and their Director subsequently emailed Councillor Atterwill to confirm that the subsequent s38 will be to follow.

Councillor Atterwill confirmed that the County Council have already signed the agreement. However, there is a small element of risk that the remaining 13 light columns may not be installed. Having discussed this with the Parish Council's Solicitor it was felt that this is a very small risk.

The funds will be paid to the Parish Council when the practical completion certificate has been received. There is then a 12 month period before the Parish Council start paying for the running costs.

Councillor Atterwill proposed that the s278 agreement is signed seconded by Councillor Turner and carried.

Councillor Atterwill signed the documents, witnessed, and signed by the Clerk.

The meeting closed at 10.15pm

_____ (Chairman) _____ Date