

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 13TH JANUARY 2020 AT 7.30PM

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 and Mr G. Curran (from 8.10pm)

Also in attendance: Mrs K. Pickard (Clerk), District Councillor Richard Duffield and 7 members of the public.

Matters Raised Under Time Allocated to the Public

A member of the public raised concerns about the flooding in the Village, particularly on the bends coming into the Village from Dereham. Councillor Atterwill confirmed that this issue has been reported on numerous occasions over the past few weeks and he has obtained a response from the Highways Engineer advising that the team are short staffed and under considerable pressure as they are currently working their way through many reported flooding problems. Councillor Atterwill was assured that the Area Technician will be scheduling in a site visit as soon as possible. Mr Atterwill will keep in touch with the Engineer and request that the issue is rectified.

Another member of the public referred to the discussion at December's meeting regarding the positioning of the flag pole in the Village, should planning be approved. They suggested was made that this could be positioned on the Village Green for passers-by to see.

A member of the public then requested work to be completed on the South gate of the Churchyard, Mr Marsham has offered to weld this. Councillor Atterwill thanked him.

A member of the public then addressed the item discussed at the December meeting regarding the Parish Council registering Village Assets. There was a concern raised that this could potentially restrict the current owner of the assets, if there is a change of circumstances. It was requested that adequate safeguards are put in place during the process. It was agreed that the Clerk would complete the application process and the owner would then be contacted to discuss the matter further.

One member of the public left the room

District Councillor Reports

District Councillor Richard Duffield then reported that the new Local Plan policies are in place are to protect the village and the wider Breckland community.

District Councillor Atterwill then reported that he was in attendance at the planning committee meeting earlier in the day where a lot of planning applications were considered.

District Councillor Atterwill reported that the planning application for Swanton Morley Road, Dereham for 216 new dwellings, has been approved and the planning application for Dumpling Green has been refused on the grounds of landscape sensitivity.

He also reported that homelessness has been an issue in the village, and this is currently being resolved.

The Meeting Went into Session

Financial Year 2019/2020

1. To Accept Apologies for Absence

Apologies were received from Councillor Cawdron and a late attendance from Councillor Curran, accepted by the Council.

2. To Receive Declarations of Interest

Councillor Westbury declared an interest in item 7c.

Councillor Turner declared an interest in item 7c.

Councillor O'Dowd declared a personal interest in item 9.

Councillor Rodrigues declared an interest in item 6e.

3. Minutes from the Parish Council Meeting of 9th December 2019 to be Accepted, Initialled and Signed

Councillor O'Dowd proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Councillor Turner and carried.

4. Matters Arising from Minutes of 9th December 2019 (For Exchange of Information Only)

None raised.

5. Finance

a) Accounts to Approve for Payment:

The Clerk reported that the following invoices had been received for payment

The Clerk then reported that three allotment holders had mistakenly paid for January 2020 as a result of not cancelling the standing orders. The Clerk requested that the refunds be approved totalling £163.33 along with the invoices listed below;

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Remuneration	December – Made Under Contract	BACS	£3076.71	
A C Banham	Telephone Box door	BACS	£643.20	
Viking	Stationery	BACS	£300.15	£43.55
Allotment holder	Refund	CHQ	£11.33	
Allotment holder	Refund	BACS	£68.00	
Allotment holder	Refund	BACS	£50.00	
Allotment holder	Refund	BACS	£34.00	
D Turner	Infrared Camera	CHQ	£218.00	
		Total	£4401.39	£43.55

Councillor O'Dowd proposed the payments are accepted seconded by Councillor Westbury and carried

Financial Year 2019/2020

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Barclays – Manns Lane account	Interest	£17.30
Norfolk ALC	Refund of publication	£19.99
Barclays bank – Tracker account	Interest	£14.29
HMRC	VAT Reclaim – Quarterly	£1491.01
		£1542.59

c) To Appoint an Internal Auditor

The Clerk reported that two quotations had been received for the internal audit of the Parish Council accounts for consideration:

Luisa Cantera: £20 p/h + 45p per mile for journeys to collect and return documentation.

Thain Wilbur: £275 (+VAT).

Councillor O’Dowd proposed that Luisa Cantera should complete the internal audit of the Parish Council Accounts seconded by Mr Westbury and carried.

d) To Agree Date and Time of the Next Finance and Governance Meeting

It was agreed that the meeting would take place on Wednesday 29th January at 7pm.

6. Land and Planning

a) To Consider Responses to Breckland District Council for the Following Planning Applications:

Applications:

3PL/2019/1377/HOU – Four Oaks Farm Woodgate, Residential development – proposed erection of 7 dwellings – Councillor Atterwill reported that this application has now been withdrawn.

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

3PL/2019/0549/F – Hopkins Homes - Erection of 85 Residential Dwellings

Councillor Atterwill reported that this application had been approved at the planning committee meeting earlier in the day subject to extra conditions that had been included as detailed below:

Additional Bus stops to be provided on Rectory Road

Energy efficiency measures to be in place to comply with Neighbourhood Plan Policy

Construction Management Plan - Working hours of contractors on site to be addressed along with the need to carry out the widening of Hoe Road East at an early stage of construction works

3PL/2017/1548/O - Land adjacent to Crispins, Gooseberry Hill - Erection of detached dwelling
Permission granted

3PL/2019/1377/HOU - White Cottage Woodgate - Proposed single storey rear extensions
Permission granted

3PL/2019/1394/LU - Monksilver Barn Swanton Morley - Change existing conservatory to UPVC keep brick base and have a solid roof with 2 roof lights to match the barn roof (Certificate of Lawfulness)
Permission granted

c) To Receive an Update for the S106 Agreement on Gooseberry Hill – 3OB/2019/0031/OB

The Clerk reported that this is still ongoing between the Solicitors and that the S38 agreement had been received by Councillor Atterwill for signing.

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

The Clerk had reported in the meeting pack that the funding for the S106 monies has been applied for.

e) To Consider Registration of Key Community Facilities as 'Community Assets'

Councillor Atterwill addressed this matter under the public participation and therefore there is no further information to report.

f) To Consider a Planning Application for a Flag Pole

Councillor Atterwill reported that upon investigation the Parish Council would require planning permission to install a flag pole in the Village. This will incur a cost of £234.

Councillor Turner proposed that the Council proceed with a planning application seconded by Councillor O'Dowd and carried.

Subject to the planning application being approved the Clerk has spoken to Hampshire Flag Company and has been recommended the following:

6 metre Fibre Glass pole. (Sizes available range from 3m to 18m).

Each flagpole features an internal halyard system and when properly installed, the pole can withstand winds up to 100mph. For additional security, the anti-vandal system means the rope and cleat mechanism is within the pole and can be accessed only via a secure door.

The cost for purchase, delivery and installation will be £885.95 + VAT.

It was then suggested to agree on a number of flags to be purchased for various occasions:

Flag description	5ft x 3ft - £	6ft x 3ft - £
Union Jack	£62.95 + VAT	£62.95 + VAT
England Flag (St George)	£49.45 + VAT	£54.95 + VAT
Welsh Flag	£99.45 + VAT	£103.95 + VAT
Scottish Flag	£59.95 + VAT	£63.95 + VAT
Norfolk (County flag)	£148.45 + VAT	£152.45 + VAT
Pride (Rainbow Flag)	£72.95 + VAT	£76.45 + VAT

Councillor Atterwill requested that the Irish flag is also included.

Councillor Turner proposed that, subject to the planning application being approved that the above flags should be ordered up to the value of £550 + VAT (This figure is to include the Irish flag) seconded by Councillor Rodrigues and carried.

Councillor Atterwill suggested meeting on site to discuss the possible location of the flag pole to be on Saturday 18th January 2020 at 9.30am, all agreed.

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

a) Churchyard at All Saints' Church

Councillors had received an inspection report from Councillor Curran prior to the meeting. The following was reported:

- Evidence of moles in grassed areas
- Damage to the West gate latch
- Church compost heap is overflowing
- Collapsing fence on the South West side

The Clerk then reported that there had been communication from two family members regarding a memorial grave in the closed cemetery. Photos were provided of the condition of the grave.

The Clerk is awaiting further correspondence from the War Graves Commission regarding the work that is required and when this can be carried out. The Clerk will provide an update at the February meeting.

District Councillor Duffield left the room

b) Swanton Morley Cemetery

Councillors had received an inspection report from Councillor Curran prior to the meeting. The following was reported:

- The tops of the hedges need trimming
- There are a number of untidy graves
- Moss covering the pathways

The Clerk will obtain quotations to carry out the work on the pathways.

c) Swanton Morley Allotments

Councillors had received an inspection report from Councillor Turner prior to the meeting. Due to the quiet period there was nothing significant to report.

Councillor Turner did report that he is now in possession of the infrared camera. **Councillor Rodrigues proposed that the Parish Council refund Councillor Turner the cost of £218 seconded by Councillor Keen and carried.**

d) Swanton Morley Playing Fields and Village Green

There was nothing significant to report.

- i. Councillor Atterwill will be revisiting the measurements for the disabled access to the picnic bench on the Village Green during the site visit on Saturday 18th January.
- ii. To consider a quotation to undertake work necessary on the trees on the Village Green:

Mr Marsham delivered a quotation from Sonny's Gardens for the following work:

- Three small cherry trees on the Village Green – To pollard to suitable growth points
- Large Sycamore on Village Green – height of crown to be reduced by approximately 50% and sides reduced to match
- Smaller Sycamore on Village Green – crown to be reduced by 25-35%, height to match larger reduced sycamore
- All woodchip and green waste created to be transported and tipped at Mr Marsham's yard.

Estimate for labour and associated costs £749.15.

Councillor Turner proposed the quotation is accepted seconded by Councillor O'Dowd and carried.

e) Swanton Morley Common Lands

There was nothing to report

f) Streetlights

The street light on the pedestrian crossing still remains faulty despite the Clerk reporting this. The Clerk will follow this up.

g) Meadowview Estate (Davidson Park)

Nothing to report

8. Highways

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

- There are two large potholes on Hoe Road East
- Flooding on the bends into the Village
- A large pothole was reported on Woodgate

b) To Receive an Update on the Community Speed Watch Scheme

Councillor Turner reported that there are still two outstanding application forms to be received. Once these have been completed a training course can be booked for the volunteers.

9. To Consider the arrangements for the Brass on the Grass/Carols on the Green concert 2020

Councillor O'Dowd has been approached by the Dereham Brass Band to formalise arrangements for the annual celebrations. It was agreed that in exchange for the fee for the hire of the Village Hall, Dereham Brass Band would once again perform free of charge at the Christmas Carols on the Green scheduled for Saturday, 5th December 2020.

10. To Receive an Update Report from the Clerk on 'Operation London Bridge'

The Clerk reported that following December's meeting the two condolence books have now been ordered.

As part of this project is the possibility of a flag pole in the village, this was discussed under planning section 6F.

The Clerk then reported that work has begun on a 'mourning' policy and procedure, setting out the obligations of the Parish Council during the relevant periods.

This will be completed and forwarded to Councillors for their consideration at the February meeting.

11. To Agree a Proposal for the WWII Commemorative Grant Scheme

Councillors had received a separate report and proposal for consideration prior to the meeting.

It was suggested that the WWII Commemoration could be a 1940's style celebration held on a weekend.

This could potentially include memorabilia from that particular time including RAF uniforms and a bugler.

The event costings are to include the hire of Swanton Morley Village Hall, refreshments, entertainment, decorations, music, and display boards.

Councillor Atterwill proposed the above seconded by Councillor Curran and carried.

12. To Agree the Future of Swanton Morley Festival

Councillor O'Dowd reported that following on from the success of Swanton Morley Festival 2019, plans have been discussed to run Swanton Morley Festival 2020. There will be some of the previous years events taking place again to run alongside the 25th Birthday of Swanton Morley Village Hall.

It was agreed that the sum of £1000 would be included in the budget for financial year 2020/2021.

13. Correspondence (For Exchange of Information Only)

It was reported that a Parishioner had been in contact with the Clerk regarding the Parish Council VAT refund amounts.

All communication had previously been discussed with Councillors.

Councillors unanimously agreed that the content of the responses sent from the Clerk were sufficient and that there was nothing further to add.

Councillor O'Dowd confirmed that the VAT claims are in line with expenditure.

Councillor Atterwill proposed that there was nothing further to add seconded by Councillor Turner and carried.

The Meeting Was Suspended for Further Comment from the Public

A member of the public referred to the item of the flagpole and asked if there was going to be an amount in the budget to cover the flags. Councillor Atterwill responded that there would be.

Another member of the public asked if the Parish Council would be adopting the attenuation pond on the new Hopkins Homes development.

Councillor Atterwill responded that they would not, highways would be responsible for maintaining this drainage stream, and would need to consider railings to fence this area off.

A member of the public then asked if the Parish Council would consider a donation to All Saint's Church towards the cost of new windows for the church, Councillor Atterwill reported that due to the 1894 Local Government Act the Parish Council is not allowed to spend on the fabric of the building, however the maintenance of the Church clock is allowed as it is considered to be a public clock.

Councillor Atterwill then requested that the forthcoming year's maintenance should be reported to the Clerk for consideration at the budget meeting.

*The Meeting Went Back Into Session
Five members of the public left the room*

14. Any Item to be Reported for the Next Agenda

- Operation London Bridge – mourning protocol
- Community litter pick
- Swanton Morley Twinning with Springfield, USA

15. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 10th February at 7.30pm at Swanton Morley Village Hall.

This was agreed

The meeting closed at 9.10pm

_____ (Chairman) _____ Date