

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 10TH FEBRUARY 2020 AT 7.36PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mr S. Westbury, Mr J. Rodrigues, Mr J Keen, Mr I Cawdron and Mr G. Curran

Also in attendance: Mrs K. Pickard (Clerk), District Councillor Richard Duffield and 6 members of the public.

Matters Raised Under Time Allocated to the Public

A member of the public raised concerns about the planning application to be discussed under item 8a. The member of the public felt that the application should be objected to by the Parish Council on the grounds that this does not comply with policy HOU11 of Breckland District Council's Local plan, Swanton Morley Neighbourhood plan Policy 9 and would cause light pollution.

A member of the public reported to Council that a Parishioner has been seen to be clearing debris from the roads in the Village. The Clerk will send a letter of thanks to the individual for their support.

Another member of the public referred to January's meeting and discussion regarding the possibility of a flag pole and in particular the chosen flags. The member of the public asked if there is room for flexibility on the chosen flags, Mr Atterwill responded that there will be the possibility of more flags as and when required.

One member of the public left the room

District Councillor Reports

District Councillor Richard Duffield reported that Breckland Council is to invest in a number of new schemes which will help disrupt organised crime in the District. The first scheme will be 'Automatic Number Plate Recognition' technology to support Norfolk Constabulary detect and disrupt criminal activity.

District Councillor Atterwill reported that he attended the District Council Cabinet meeting to discuss the forthcoming budget. With regards to the issue of homelessness he proposed an amount to be considered in the budget to assist homeless people to get to Thetford where they will receive support, this was accepted.

District Councillor Atterwill also reported that there is now a budget to support other local parishes who wish to build a neighbourhood plan, funding forums where information and support can be obtained.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor O'Dowd and Councillor Turner, accepted by the Council.

2. To Receive Declarations of Interest

Councillor Westbury declared an interest in item 9c.

3. Minutes from the Parish Council Meeting of 13th January 2020 to be Accepted, Initialled and Signed

Councillor Rodrigues proposed that the minutes be accepted as a true and accurate record of the meeting, seconded by Councillor Cawdron and carried.

4. Matters Arising from Minutes of 13th January 2020 (For Exchange of Information Only)

None raised.

5. Minutes from the Parish Council Meeting of 20th January 2020 to be Accepted, Initialled and Signed

Councillor Keen proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Councillor Rodrigues and carried.

6. Matters Arising from Minutes of 20th January 2020 (For Exchange of Information Only)

None raised.

7. Finance

a) Accounts to Approve for Payment:

The Clerk reported that there was an additional invoice to those published on the agenda for the Mardler publication for a sum of £94.50 to be paid to M Heinrich. The following invoices had been received for payment.

Councillor Rodrigues proposed the payments are accepted, seconded by Councillor Westbury and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff Remuneration	January – Made Under Contract	BACS	£3130.14	
CGM	Grasscutting	BACS	£518.53	£86.42
CGM	Grasscutting	BACS	£175.31	£29.22
CGM	Grasscutting	BACS	£255.71	£42.62
Viking	Stationery	BACS	£53.80	£8.97
Tangerine Creative	Festival Website domain name	BACS	£102.00	£17.00
East Anglia Air Ambulance	Donation	CHQ	£50.00	
Community First Responder	Donation	CHQ	£50.00	
CAB	Donation	CHQ	£100.00	
Maddi Heinrich	Mardler Publication	BACS	£94.50	
		Total	£4529.99	£184.23

b) Income to be Reported

The following income was reported:

Income Received From	Details	Amount
Allotment Holders	Fees	£1423.00
SMFC	Pitch Fees	£330.00
Co-Op Funeral Care	Burial Fee	£75.00
		£1828.00

c) To Consider the Transfer of Manns Lane funds to the Tracker account to earn interest

The Clerk reported that the Manns Lane account currently has a balance of £10,726.22. This is a considerable amount to retain in an account with minimal interest. The Interest is paid

annually at a rate of 0.09%. The Clerk has can confirm that the current interest rate on the tracker account is 0.10% however the interest rate on the Nationwide account is 0.65%.

Councillor Atterwill proposed that £8000 is transferred into the Nationwide account and the Clerk is to make some more enquiries into the best interest rates for a business account, seconded by Councillor Keen and carried.

d) To Consider Communication from Norfolk County Council Regarding the Budget for the Parish Partnership.

The Clerk has received an email from Norfolk County Council to explain that due to over subscription, the Parish Partnership application has not been successful.

The Parish Council currently have £6250 in the budget for the kerbing work on Rectory Road to be completed.

Councillor Atterwill reported that he is meeting with the Highways department the following day and would like it agreed that a quote is obtained for the work to be carried out without the Parish Partnership funds and will update Councillors at the March meeting.

All agreed.

e) Policies

i. To consider the Adoption of the Reviewed Standing Orders

This item was deferred to the March meeting.

ii. To consider the Adoption of the Reviewed Financial Regulations

This item was deferred until the March meeting.

iii. To appoint an ICO (Internal Controls Officer) to Verify the Parish Council Accounts in Accordance with the Financial Regulations

Councillor Atterwill reported that in the new financial regulations it stipulates that an ICO for the Parish Council can no longer be an authorised bank signatory. As Councillor O'Dowd is a signatory on the bank accounts, she is no longer able to fulfil this role.

The Clerk requires two internal control officers to carry out spot checks on the accounts on a quarterly basis. Councillor Curran then showed concerns at being able to fulfil this duty due to work commitments. Councillor Atterwill then requested two new volunteers to undertake this role.

Councillor Keen and Councillor Cawdron volunteered for the positions.

Councillor Westbury proposed that Councillor Keen and Councillor Cawdron take on the role of ICO, seconded by Councillor Rodrigues and carried.

The Clerk thanked them.

8. Land and Planning

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

3PL/2020/0018/F – Primrose Hill – To demolish the four existing residential units which comprise two pairs of semi detached bungalows and replace with four detached dwellings.

Councillor Westbury raised concerns regarding the protected views as set out in the Neighbourhood Plan, Councillor Atterwill responded that the planning application is just outside the chosen photograph in the Neighbourhood plan so this would be acceptable.

Councillor Westbury suggested that this does not comply with Policy HOU11 of Breckland District Council's Local Plan, which states that proposals for replacement, extension or alteration of rural dwellings must be contained within the existing curtilage. The building must be in residential use and not classed as abandoned.

Councillor Curran asked if there was sufficient access to the proposed site, Councillor Atterwill responded that there was already an existing road.

Councillor Atterwill then closed the meeting to hear from Mr Marsham who reported that the existing buildings are not habitable, and the applicant is looking to assist residents who are looking for accommodation.

The meeting went back into session.

Councillor Curran proposed that Councillors object to the planning application on the grounds that this does not comply with policy HOU11, as set out in Breckland District Council's Local Plan, seconded by Councillor Westbury and carried.

Councillor Rodrigues and Councillor Atterwill stated that they were against the objection. Councillor Westbury then requested that Councillor Atterwill bring the planning application to the planning committee at Breckland Council. Mr Atterwill agreed to request this.

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

3pl/2018/1451/HOU – 24 Thompson Close – Demolish existing conservatory erect two storey and single storey extension to rear single storey porch to front.
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. It was agreed that this will be removed from the agenda until there is anything further to report.

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

The Clerk reported in the meeting pack that the funding for the S106 monies has been successful. The Clerk is now awaiting the funds to be credited into the bank.

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

Councillor Atterwill reported that this is still ongoing.

f) To Consider a Planning Application for a Flag Pole

Councillor Atterwill reported that the Clerk had received correspondence from the Highways department at Norfolk County Council, to support the planning application subject to:

a) The 800mm deep hole needs to be excavated by a competent contractor used to working within the highway, with minimum £10 million public, utility & employee insurances and they will need to ask Norfolk County Council Streetwork Team for a permit to work.

b) When the 6m pole is lowered the tip of the post needs to still be on the grassed verge and not sticking out onto the carriageway on footway.

c) There being a stipulation in the mourning protocol for the time constraint of the flowers being laid and removed to prevent any obstructions.

d) There being a designated flag pole inspector – to maintain the area and report any issues.

The Clerk is now to prepare the planning application to submit to Breckland District Council
Councillor Rodrigues proposed that the application is for a 6 metre pole, seconded by Councillor Keen and carried.

District Councillor Duffield left the room

9. 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:

- The coping stones on 3 brick gate pillars require fixing in place
- Repairs needed to the access ramp and central retaining wall
- Notification from PCC that John Carrick has agreed access rights to the ramp
- Fencing repairs needed
- West gate repairs needed

b) Swanton Morley Cemetery

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

Financial Year 2019/2020

- The wire fences at the eastern and western sides are broken and require replacement to make good. This will take approximately 18 posts and sufficient wire or stock-netting to make 2 x 50m fences. The items are held at the Village Hall
- Additional beech hedging is also appropriate in the eastern area
- There is a gap in the perimeter at the south western corner. This would be resolved by item 1
- Wooden boards need removing
- Moss covered pathways need attention

c) **Swanton Morley Allotments**

The Clerk reported that the padlock had been damaged on the main Manns Lane gate. Mr Marsham has a replacement for this and will attach it to the gate securely.

The Clerk thanked him.

Nothing further to report.

d) **Swanton Morley Playing Fields and Village Green**

Councillors had received an inspection report from Councillor Keen prior to the meeting.

There has been a report of dog fouling in the Gooseberry Hill play area.

i. **To Receive an Update Report for Wheelchair Access to the Village Green Bench**

Councillor Atterwill confirmed that the length of matting required is 18 metres. The clerk has obtained a quote from Grassform Plant Hire. For 20 metres it would cost £468 inclusive of VAT. In addition, a bag of 50 pins would be £43.80 incl VAT needed to secure the matting.

Councillor Atterwill expressed concerns over the ability to maintain the ground once this has been installed.

It was agreed that due to this issue the Parish Council would look at other options.

ii. **To Receive an Update on Work Agreed on the Trees on the Village Green**

The Clerk reported that the following response has been received from the contractor to undertake the work:

“Unfortunately, it's the wrong time of year to prune sycamore and cherry trees. Sycamore trees need pruning between October to December as they bleed in the spring. Cherry's ideally pruned in the summer. I can book the work in for October/November”

It was agreed that the Clerk would book in the work for summer for the Cherry trees and Autumn for the sycamore trees.

e) **Swanton Morley Common Lands**

Nothing to report.

f) **Streetlights**

Nothing to report.

g) **Meadowview Estate (Davidson Park)**

Nothing to report.

10. Highways

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

- A pothole on the S bend
- The hedge opposite the shop on Town street is overgrown
- Three residents have overhanging hedges on Town Street

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

The Clerk reported that applications are in the process of being completed for the scheme. Councillors received the SAM2 stats ahead of the meeting. The clerk reported that this has shown the average speed limit through the Village to be 34 mph.

11. To Receive an Update on Swanton Morley Links with Springfield KY USA

Councillor Atterwill reported that there has been an email exchange between himself and the tourism office in Kentucky. Information is currently being gathered by the Americans, and a further update shall be provided at the March meeting.

12. To Agree a Date and Time for the next Community Litter Pick

The Clerk reported that 'keep Britain tidy' have launched a 'Great British Spring Clean' event running from 20th March until 13th April. The Clerk would like the Parish Council to sign up to this scheme and organise a further litter pick in Swanton Morley.

It was agreed that this would go ahead on Sunday 5th April 2020 at 10am.

13. To Agree the Clerk and Administrator to Attend the NPT&S Spring Seminar

The Clerk would like to request that both members of staff attend the Spring seminar organised by Norfolk Parish Training and Support on 11th March. Areas that will be covered include the two annual meetings and working with village halls and charities.

The cost of this is £96 for both members of staff.

Councillor Curran proposed that the seminar is booked, seconded by Councillor Keen and carried.

14. To Agree the Clerk Attending the Introduction to CiLCA on 2nd July 2020.

The Clerk reported that NPT&S are running an Introduction to CiLCA session on 2nd July. This is an invaluable insight into the course, at a cost of £32.

Councillor Curran proposed the Clerk attends this course, seconded by Councillor Keen and carried.

15. Correspondence (For Exchange of Information Only)

The Meeting Was Suspended for Further Comment from the Public

A member of the public made a request that as part of the community litter pick that all signs in the Village are cleaned.

Councillor Atterwill requested that the Clerk obtain a quotation for this.

Another member of the Public requested a time limit on wreaths being laid at memorial sites to be set.

Councillors agreed that a maximum of two months would be acceptable. Mr Hyde and Mr Palmer who were both present at the meeting kindly agreed to ensure this happens

The Meeting Went Back Into Session

16. Any Item to be Reported for the Next Agenda

Balloon Charter

Interest on Bank Accounts

Parish Partnership work

Trees on the Village Green

Financial Year 2019/2020

17. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 9th March at 7.30pm at Swanton Morley Village Hall.

This was agreed

The meeting closed at 9.30pm

_____ (Chairman) _____ Date