

## SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

MONDAY 14<sup>TH</sup> DECEMBER 2020 AT 7.30PM

VIRTUAL MEETING VIA MICROSOFT TEAMS

**Councillors Present:** Mr R. Atterwill (Chairman), Mrs B O’Dowd (Vice Chair), Mr D Turner, Mr J Rodrigues, Mr J Keen, Mr G Curran, Mr J Venworth, Mr I Cawdron and Mr S Westbury

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

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

Three members of the public attended the meeting in support of an application to be discussed on the agenda.

The information that was available on the planning portal was circulated to Councillors ahead of the meeting for consideration.

The agents introduced themselves and explained that the concept of the proposed dwelling is in line with the governments plan for the green industrial revolution by introducing renewable energy.

Another member of the team touched upon Breckland Council Local plan policy HOU03 and the settlement boundary, also Policy 1 of Swanton Morley Neighbourhood plan was noted.

The applicant then introduced himself and explained that having lived and worked in Norfolk for many years, they would now like to build their future home in Swanton Morley. Both applicants are conservationists and members of the wildlife trust and if given permission to build they would like to build on the biodiversity of the site and include a small nature trail for children to enjoy.

The fourth member of the public did not wish to add anything to the planning application, he attended to see the response from Councillors.

### **District Councillor Report**

District Councillor Atterwill reported that Breckland Council had carried out their 5 year land supply assessment, to be reviewed again in March, however Councillor Atterwill was pleased to report that Breckland District Council now have a 6.95 year land supply. This means with a strong housing land supply; the existing policies are sound within the Local plan.

### ***The Meeting Went into Session***

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

None were received. Full Council were in attendance

#### **2. To Receive Declarations of Interest**

Councillor Atterwill declared an interest in items 5b

Councillor Turner declared an interest in item 8c.

#### **3. Minutes from the Parish Council Meeting of 9<sup>th</sup> November 2020 to be Accepted, Initialled and Signed**

Councillor Curran proposed that the minutes should be signed as a true and accurate record of the meeting, seconded by Councillor Rodrigues, and carried. Councillor Atterwill then signed the minutes.

**4. Matters Arising from Minutes of 12<sup>th</sup> October 2020 (For Exchange of Information Only)**

None were raised

*With Councillors permission Councillor Atterwill brought forward item 7.*

**7. Land and Planning**

a) To Consider Responses to Breckland District Council for any Planning Applications

**3PL/2020/1247/HOU - 1 Ward Crescent - Proposed Front Porch**

Councillor Rodrigues did not have any objections to this planning application.

Councillor O'Dowd felt that this was more of a small room rather than a porch as it was quite large and had a concern that this size would restrict the next door neighbour's access to their property and the Parish Council need to look at the whole situation and consider the Parishioners.

*Councillor Westbury encountered technical issues*

Councillor Venworth agreed with Councillor O'Dowd that it does appear large for a porch.

Councillor Cawdron did not feel 2m x 3m was particularly excessive.

*Councillor Westbury re-joined the meeting  
District Councillor Duffield joined the meeting*

Councillor Westbury felt that this was also large for a porch and referred to a previous planning application for a large porch where there was potentially a loss of light.

Councillor O'Dowd also had a concern that the planning application conflicts with itself with regards to hedges.

**Councillor Cawdron proposed that the Parish Council respond with no objections seconded by Councillor Rodrigues, five Councillors were in favour, motion carried.**

The member of the public who attended for this application thanked councillors and reported that he had already shown the neighbour the plan for the porch and they had no objections.

*One member of the public left the room*

**3PL/2020/1240/HOU - The Cottage and 2&3 Gooseberry Hill Swanton Morley - Erect access scaffolding and Apply phenolic insulation boards and render to both semi detached properties.**

*Councillor Westbury encountered technical issues*

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

**3PL/2020/1245/F - SWANTON MORLEY: Land East of Gooseberry Hill land to immediate east of recreation ground - Erection of single-storey detached dwelling together with associated detached single-storey garage/workshop, solar panels, and landscaping**

Councillor Venworth talked about the settlement boundary and Councillor Atterwill confirmed that the settlement boundary comes across the front of Gooseberry Hill playing field, halfway up the drive and behind Kesmark House, it does not go all the way up to the property.

Councillor Curran felt that the Parish Council needed to stick with the Neighbourhood plan.

Councillor Atterwill then referred to Local plan policy HOU03 Development Outside of the Boundaries of Local Service Centres.

## Financial Year 2020/2021

Councillor Curran then said that if the application was not outside of the settlement boundary then there would be no reason not to support it.

*Councillor Westbury re-joined the meeting*

Councillor Cawdron proposed that the Parish Council object to the planning application on the grounds that it does not comply with the Neighbourhood plan or Policy HOU03 of Breckland Council Local plan. Seconded by Councillor Curran and carried

*Three members of the public left the room*

3PL/2020/1375/HOU - Angel Cottage, Hoe Road South - Outbuilding to provide a double garage & home office

Councillor Rodrigues 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**

**3PL/2018/1246/F** - Swanton Morley Residential Allocation 1 Swanton Morley - Erection of 85 Dwellings with Associated Open Space

**Application has been approved** Councillor Atterwill asked if any Councillors had any comments on the Construction Management Plan that had been circulated from Hopkins Homes  
All agreed that this was acceptable.

**3PL/2020/0712/F** - Woodgate Hall Farmhouse, Woodgate - Conversion of barn to one dwelling

**Application has been refused**

### **c. To Receive an update on the Government's White Paper on the future of the planning system**

Nothing further to report

### **d. To Receive an update on the legal response to a planning application**

Councillor Atterwill reported that this is now ongoing due to a flood risk assessment and issue of affordable housing, so this can be removed from the agenda

District Councillor Richard Duffield then reported that the staff at Breckland Council have worked well during this period of Covid-19.

Councillor Duffield then reported that the agent and application for the above planning application had contacted him directly to call the application to committee however Councillor Duffield felt that this application does not meet the criteria in the Neighbourhood plan or Breckland council local plan and therefore wouldn't be calling it in.

Councillor Duffield then wished everyone a Merry Christmas and Happy New year

*Councillor Duffield left the meeting*

*Councillor Westbury experienced technical difficulties and did not rejoin the meeting*

## **5. Finance**

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

The Clerk had sent the bank reconciliation and a full report of monthly payments against budget to Councillors ahead of the meeting for consideration.

## Financial Year 2020/2021

The Clerk then reported that an additional invoice from CGM had been received for the goalposts on the Village Hall field for £75.00 which brings the total amount to approve for payment to £8292.62.

**Councillor O'Dowd proposed that the payments be made seconded by Councillor Rodrigues and carried.**

Councillor O'Dowd reminded Councillors that the tree work that had been carried out can be paid for using some of the Covid19 grant recently received

| Payee              | Detail                        | Payment Method | Total Amount Payable | Of Which VAT Reclaimable |
|--------------------|-------------------------------|----------------|----------------------|--------------------------|
| Staff remuneration | PAYE Month 8 – under contract | BACS           | £3314.31             |                          |
| CGM                | Grasscutting                  | BACS           | £627.97              | £104.66                  |
| CGM                | Goalposts                     | BACS           | £75.00               |                          |
| BT                 | Telephone line                | DD             | £113.36              | £18.89                   |
| E.On               | Streetlight electricity       | DD             | £69.70               | £3.43                    |
| S2 Computers       | IT support                    | DD             | £144.24              | £20.24                   |
| AT Coombes         | Tree work                     | BACS           | £3088.80             | £514.80                  |
| M Heinrich         | Mardler                       | BACS           | £169.20              |                          |
| PKF Littlejohn     | External Audit                | BACS           | £480.00              | £80.00                   |
| NPT&S              | Councillor Training           | BACS           | £40.00               |                          |
| M Heinrich         | Office chair                  | BACS           | £25.00               |                          |
| Viking             | Stationery                    | BACS           | £43.04               | £7.17                    |
| Tangerine Creative | Festival domain name renewal  | BACS           | £102.00              | £17.00                   |
|                    |                               | <b>Total</b>   | <b>£8292.62</b>      | <b>£766.19</b>           |

***Councillor Atterwill left the room and Councillor O'Dowd took the chair***

### **b. Accounts to approve for payment for members with a pecuniary interest**

Councillor O'Dowd explained that due to the amount then the Parish Council need to be transparent where the money is being spent.

Councillor O'Dowd then detailed the first invoice for £545.35 and confirmed that Councillor Atterwill had produced the supplier invoice and it was correct. There are no labour costs and Councillor Atterwill and his son have provided this voluntarily. The length of time that the items were hired for was slightly longer than expected but that was due to the extreme heavy rain.

The second invoice for £1460.94 was for the additional Christmas lights for the village display. Councillor O'Dowd confirmed that Councillor Atterwill had provided the invoices for lights, batteries and consumables and this is correct.

Councillor O'Dowd also confirmed that the replacement lights were approved by Councillors through electronic agreement.

Councillor O'Dowd confirmed that there are no labour costs as Councillor Atterwill and his Son have provided this voluntarily.

Councillor O'Dowd would like to thank Councillor Atterwill for his time providing these items.

Councillor Cawdron asked if the Parish Council had requested three quotes and the Clerk confirmed that the Parish Council went straight to Councillor Atterwill.

Councillor O'Dowd confirmed that the reason the Parish Council went with a known supplier was due to the lights being supplied at cost and no labour costs were included for up to 40 hours work

## Financial Year 2020/2021

Councillor Curran asked Councillor O'Dowd if Councillor Atterwill had obtained three quotes from separate suppliers, Councillor O'Dowd was unsure but will ask Councillor Atterwill.

Councillor Curran would like it noted to provide three quotes in the future

It was also agreed that the additional budget would be against Contingency funds.

Councillor Keen proposed that the following invoices are paid seconded by Councillor Rodrigues and carried

| Payee                    | Detail   | Payment type | Total Amount Payable | Of Which VAT Reclaimable |
|--------------------------|--|--------------|----------------------|--------------------------|
| Wensum Valley Electrical | Supply Security Fencing at Gooseberry Hill Playing Field | Bacs         | £545.35              | £90.89                   |
| Wensum Valley Electrical | Supply Christmas Lighting equipment                      | BACS         | £1,460.94            | £243.49                  |
|                          |  | <b>Total</b> | <b>£2,006.29</b>     | <b>£337.38</b>           |

### c. To Receive a proposal to waive the Financial Regulations to authorise the payment in item 5b

Councillor Rodrigues proposed that the Financial Regulations are waived in order for Councillor Atterwill to authorise the payment in item 5b, seconded by Councillor Cawdron and carried.

*Councillor Atterwill re-joined the meeting and resumed the chair*

### d. Income to be reported

| Income Received From | Details          | Amount        |
|----------------------|------------------|---------------|
| Allotment fees       | Allotment holder | £50.00        |
|                      |                  | <b>£50.00</b> |

### e. To Receive the Conclusion to the External Audit 2019/2020

The Clerk had sent the report to Councillors ahead of the meeting for consideration.

The Clerk reported that there were three minor things to be aware of for the next Audit, one was the period to exercise the electors rights to include the bank holiday, secondly a box was left blank but the Clerk did email a response to this and the sum for the assets were given as a replacement value instead of purchase value, but PKF Littlejohn are happy to conclude the accounts.

## 6. Policies

### a. To Receive a Report following the Finance and Governance Working Group meeting and to adopt the amended Financial Regulations

The Finance and Governance Working Group met on Wednesday 18th November to review the standing orders and financial regulations with a view to reducing the number of Village Hall Trust meetings.

The Clerk reported that she had attended an online training course through NALC with Councillor O'Dowd on the Parish Council being a sole trustee of a charity. Upon attendance of this session, the obligation of the number of meetings is decided by the sole trustee.

The Clerk had then reviewed the standing orders ahead of the meeting and suggested that these are all relevant to the Parish Council and Village Hall Trust therefore this document does not require any amendments. All agreed.

## Financial Year 2020/2021

The Financial Regulations were displayed on the screen for discussion and the amendments were made to sections:

4. Budgetary control and authority to spend
5. Banking arrangements and authorisation of payments
6. Instruction for the making of payments
11. Contracts

The Clerk had sent this document to Councillor ahead of meeting, and then produced the document on the screen for Councillors to consider.

If Councillors are mindful to accept these changes and reduce the Village Hall Trust meetings to quarterly, the proposed meeting date schedule will be as follows:

- 8th March 2021
- 14th June 2021
- 13th September 2021
- 13th December 2021

Councillor Atterwill suggested that the Village Hall Trust do meet in January 2021 for a short meeting at the end of the Parish Council meeting to make the decision on reopening the Village Hall due to the ongoing pandemic.

Councillor Westbury had also reported to Councillor O'Dowd that he is happy to have short meetings.

**Councillor Rodrigues proposed to adopt the amended Financial Regulations, seconded by Councillor Curran and carried.**

It was agreed that when things return to normal, the Village Hall meetings will reduce to quarterly.

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

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

The only detail to report was that CGM had returned to site and cut the grass and it is looking much better

#### **b) Swanton Morley Cemetery**

Councillor O'Dowd reported that there had been a complaint from a Parishioner regarding two sunken graves.

The Clerk confirmed that the information had been sent to the grave digger and that he was attending site the next day to rectify the issue

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

Councillor Turner reported there is now two plots available, and that he will be turning the water off on site and completing some grounds works.

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

Councillor Keen had nothing to report.

Councillor Atterwill reported to the Clerk that the tree surgeon still has not returned to grind down the stump of the Rowan Tree. The Clerk will continue to contact him to rectify this.

It was agreed that the payment will be on hold until the work is complete

#### **e) Swanton Morley Common Lands**

The Clerk reported that the application for Higher Level Stewardship will be finalised and the Parish Council should have a response by the end of the week.

## Financial Year 2020/2021

As soon as this is received it will be circulated to Councillors

### **f) Streetlights**

Councillor Atterwill reported that the Clerk had instructed Cozens to proceed with the replacement of the two columns on Wensum Gardens, however there is a delay of a further eight weeks to wait for delivery of the items.

As soon as Cozens have received these, they will be able to proceed with the work.

Councillor Atterwill had also circulated a streetlight layout plan for the Hopkins Homes development to Councillors for consideration, Councillor Atterwill is happy to respond to Hopkins Homes that the Council are happy with the layout.

**Councillor Turner proposed that streetlight layout is accepted by the Parish Council seconded by Councillor Rodrigues and carried.**

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

The Clerk reported that some of the trees will need replacing

### **h) Village Paths**

Councillor Atterwill reported that Green Lane beside the school has a fallen tree.

## **9. Highways**

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

Councillor Atterwill reported he is waiting on a response from Highways regarding the gullies on Rectory Road

Councillor Atterwill has been in communication with Highways regarding the flooding at the top of the village and this is ongoing.

The Norwich Road Junction from the Tuddenham bends has a large hole in the side of the road, the Clerk will report this.

There is also an issue with the gullies causing flooding outside the garage and Town street shop.

Councillor Cawdron reported that the hedge on Bedingfield is now a danger to drivers as it is obstructing the view of the road, the Clerk will send a follow up letter

## **10. To receive an update to the extension of the Volunteer scheme in the Village to build community involvement**

### **i. To Receive a Recommendation to plant Woodland Trust trees**

The Clerk had circulated a report ahead of the meeting for consideration, this detailed the numbers and types of trees, type of soil that is best and what size they will grow to. This report also detailed areas in the Village that Mr Marsham recommended would be suitable for them.

The Clerk has also spoken to Swanton Morley Primary School who are interested in a donation of saplings for the children to plant in the new year on the grounds. The Clerk has also spoken to Swanton Morley Cubs who are happy to volunteer in January as a separate team with a separate area due to restrictions.

Two dates were agreed for the 2<sup>nd</sup> January 2021 and 9<sup>th</sup> January 2021, where volunteers will meet at the Village Hall site at 9am.

The Clerk will circulate this information to Councillor O'Dowd and Councillor Cawdron for the volunteers.

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

No further correspondence, but the Clerk wanted to say thank you to all of the Councillors for their support over this past year.

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

No public present

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

Streetlights on Wensum Gardens  
Plan for the planting of the free trees

**13. To Confirm the Date & Time of the next Meeting of the Parish Council to be Held on Monday, 11<sup>th</sup> January at 7.30pm**

**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 Atterwill proposed that the meeting is closed to the press and the public seconded by Councillor Rodrigues and carried.

**15. Staff Matters**

Councillor Atterwill reported that following a letter of resignation received from the Administrator that the Personnel Working Group should meet on Wednesday 6<sup>th</sup> January at 7.30pm to discuss the job description and bring any recommendations to the next meeting of the Parish Council on Monday 11<sup>th</sup> January.

The Clerk would like it on record that it is very much appreciated that the Administrator has extended the resignation period to 31<sup>st</sup> March.

The meeting closed at 9.22pm

\_\_\_\_\_ (Chairman) \_\_\_\_\_ Date