

SWANTON MORLEY PARISH COUNCIL

A meeting of Swanton Morley Parish Council was held in Swanton Morley Village Hall on Monday 11th February 2019. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chairman), Mr G. Curran, Mr J. Rodrigues, Mr J. Keen, Mr Marsham (arrived 7.45pm), Mrs B. O'Dowd and Mr S. O'Dowd. Also, in attendance were Mr R. Richmond (District Councillor). Mrs K Pickard (Clerk). And two members of the public.

Matters Raised Under Time Allocated to the Public.

One member of the public has raised the issue of minimal members on the Committee for the Swanton Morley Festival 2019 and would like it recorded that they require more.

District and County Councillor Reports

Mr Richmond took the floor and gave an update on the Local Plan. This is still ongoing towards the 6 week consultation however Mr Bambridge has not specified a date as to when this will commence. Mr Atterwill then advised that he had been in correspondence with Breckland Council officers via email and read out the contents highlighting that the consultation should begin in the next couple of weeks.

There was an update regarding Capita. Gressenhall Parish Council have written in regarding faults, as have many Parishes specifying validation problems. Mr Bambridge will be in attendance at the next Town and Parish Forum on 21/02/19 at 5.30pm and Mr Richmond has encouraged Members of Swanton Morley Parish Council to be in attendance.

Mr Wood and Mr Berry are both senior officers in charge of the Capita led planning department however they have been uncontactable for discussion.

Mr Richmond advised that he had attended the local SNAP meeting which takes place on the last Wednesday of the month. It was discussed at the meeting that there has been an increase of Rural crime. P.C Downs gave an update at the meeting that some property which had been stolen, has been recovered. They have three priorities; 1st priority is Rural Crime and theft, 2nd priority is cyclists on pavements through the town becoming a danger to pedestrians, and the 3rd priority is drug activity.

Mr Richmond then advised that he has also attended the Patient Participation Group which was attended by Judith Wood, Practice Manager. Unfortunately, there were no GP's present as they were still seeing patients.

There has been trouble accessing certain medication it appears someone in the warehouse is stockpiling for conditions such as arthritis. The surgeries get no reimbursement for three months for drugs they have paid for. There is a new doctor due to start. There is also a new phone system being put in place this year following feedback that accessing appointments has proved very difficult.

The Meeting Went Into Session

1. To Accept Apologies for Absence

Apologies were received from Mr K Tidman. Mr S Westbury. Mr Marsham had previously given his apology as he would be arriving late due to a prior engagement)

2. To Receive Declarations of Interest

No declarations.

3. Minutes from the Parish Council Meeting of 14th January 2019 to be accepted, initialled and signed.

Mr Curran highlighted a typo error. This was noted for alteration. Mr Curran proposed that the minutes be accepted as a true and accurate record of the meeting, seconded by Mr J Rodrigues and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

4. Matters Arising from Minutes of 14th January 2019 (For Exchange of Information Only)

None raised.

5. Minutes from the Parish Council Meeting of 30th January 2019 to be accepted, initialled and signed.

Mr O’Dowd proposed that the minutes be accepted as a true and accurate record of the meeting, seconded by Mr Curran and carried. Mr Atterwill signed the minutes as a true and accurate record of the meeting.

6. Matters Arising from Minutes of 30th January 2019 (For Exchange of Information Only)

None raised.

Mr B Marsham entered the room 7.45pm

7. Finance

a) Accounts to approve for payment:

In addition to those items listed on the agenda the Clerk advised that two further invoices had been received. There were two Payment requests from CGM Group for Playing Field Maintenance - £26.14 (£4.36 VAT) and Steve Jackman for WIX Website Training for the Clerk for £80.00. Mr Rodrigues proposed that the following be authorised, seconded by Mr Marsham and carried.

| Payee | Detail | Payment Method | Total Amount Payable | Of Which VAT Reclaimable |
|-------------------------------------|---------------------------------------|----------------|----------------------|--------------------------|
| K.Pickard/HMRC/Norfolk Pension Fund | Staff Remuneration Packages (January) | Direct to Bank | £3055.63 | - |
| Community Car | Mileage | Direct to Bank | £256.78 | - |
| Realise Futures | Replacement Bench – Village Green | Direct to Bank | £378.71 | £75.74 |
| Norfolk Parish Training & Support | Clerk Training | Direct to Bank | £116.00 | - |
| S2 Computers | Remote Support Work | Direct to Bank | £54.00 | £9.00 |
| Allotment Holders | Refund of Overpayment | Cheque | £156.00 | - |
| CGM Group | Playing Fields Maintenance | Direct to Bank | £26.14 | £4.36 |
| Steve Jackman | WIX Website training | Cheque | £80.00 | |
| | TOTAL | | £4123.26 | £89.10 |

b) Swanton Morley Festival Accounts to be paid.

| Payee | Details | Amount |
|--------------|--|--------------|
| Mrs J Aldiss | Donation towards the flowers for the Church Flower Competition | £200 |
| | | |
| | TOTAL | £1650 |
| | Current Festival funds stand at £1745. | |

Mrs O’Dowd gave an update that Klezmerized, Beatroot and The Fakenham Classical Music do not require immediate payment. £200 for Mrs Aldiss is the only payment to be raised. Mrs O’Dowd also raised the fact that Klezmerized payment is to be reduced by £50 to £400. Mrs O’Dowd proposed the payment to Mrs J. Aldiss. Seconded by Mr Marsham and carried.

c) Income to be Reported

The following income was reported as being received:

| Income Received From | Details | Amount |
|----------------------|--|-------------------|
| Breckland Council | Transfer of Green Open Space – Davidson Park | £45,425.98 |
| | TOTAL | £45,425.98 |

d) To Receive an Update to Changes to Bank Signatories

Mr Atterwill advised that this is now complete and the active signatories on the Parish Council Accounts are Mr Atterwill, Mrs O’Dowd and Mrs Pickard.

e) To consider quotation for renewal of NALC Membership.

The Clerk has received a renewal figure of £325.15 to renew the membership for the National Association of Local Councils. Mr Atterwill proposed this be accepted, seconded by Mr O’Dowd and carried.

f) To Consider quotation for renewal to NPT&S Membership.

The Clerk has received a renewal figure of £500 to renew the membership for Norfolk Parish Training and Support. Mr Atterwill highlighted how positive and crucial the training for the Office staff is and how successful it has been. Mr Atterwill proposed we accept this and proceed. Seconded by Mrs O’Dowd.

8.Land and Planning

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

i) 3PL/2019/0043/HOU – 5 Greengate – New raised roof creating new first floor accommodation.

It was decided that the Parish Council have no objections. Mr Rodrigues proposed the Parish Council respond with no objections, seconded by Mr Keen.

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

Mr Atterwill reported the following;

3PL/2018/1300/F – Hill House Barns, Mill Street – Erection of entrance gates. Permission Granted on 24.01.2019.

3PL/2018/1301/F – Hill House Barns, Mill Street – Erection of two detached garages. Permission Granted on 08.01.2019.

c) To Receive Update Report on Breckland District Council’s Local Plan

This matter was discussed under the District Councillors report, it was reported that the Local Plan is due out for its 6 week consultation very soon, Parish Council should receive an email of confirmation for this.

d) To Receive Update on the Progress of the Neighbourhood Plan

Mr Atterwill reported that The Public Consultation is half way through the 6 week period. With this in mind the Examination should commence at the beginning of March. The Revised report should then be ready by the end of March. Mr Atterwill was pleased to report that Breckland Council are working positively to assist Swanton Morley Parish Council with this.

Mr Atterwill also advised that he has been in contact with the Executive Manager for Growth at Breckland Council to request an update on proposed changes to their housing allocations policy. Mr Atterwill was pleased to report that Breckland Council will shortly be carrying out a formal consultation regarding proposed amendments to their policy that will be of benefit to those parishes such as Swanton Morley having a Neighbourhood Plan that also provides a further positive land allocation for development. If Breckland Council formally adopts the proposed changes to the policy for affordable housing, there will be a need at a later date to review and amendment Policy 4: Housing for the Local Community (Local Lettings) contained within the current Neighbourhood plan so that it coincides with amended Breckland Council Policy.

Mr Atterwill also advised that he is now a Neighbourhood Planning Community Champion.

9. To Consider Matters for Attention for the Following Parish Assets

a) Churchyard at All Saints' Church

Report has been sent to councillors, nothing additional to add.

b) Swanton Morley Cemetery

Report sent to councillors

Mr Atterwill spoke with regards to the digging of graves. Referring back a number of years the Parish had one designated Grave Digger for Swanton Morley Cemetery. In the past a particular Funeral Directors were allowed to use their own however Mr O'Dowd has made the Parish aware that the standard of the work is not always very tidy. Mr Atterwill proposed that the Clerk contact all Funeral Directors that have contact with us to make sure they are aware that we will once again only allow one Grave Digger, Mr P. Robson to carry out this work. The Clerk is to also make them aware of the correct correspondence address for the Parish Council. Seconded by Mr O'Dowd and carried
Mr O'Dowd will continue to monitor the Burial Site.

c) Swanton Morley Allotments

i) The Clerk updated that the padlock had once again been removed from the gate and another had been ordered and put in place following the previous issue of leaving the padlocks unlocked.

It was agreed that Mr Marsham would weld the padlock to the chain that is attached to the lock in order to keep the gate secure.

ii) Mr Atterwill advised that following a conversation with Mr Turner there is no requirement for a working party to position the posts as Mr Turner has this in hand. Mr Atterwill and Mr Turner agreed to resume monthly inspections once Mr Turner and his volunteers have carried out their proposed improvement work on site.

Mr Atterwill advised that the payment issues have now been resolved and all payments have been approved to refund those Allotment Holders who had not amended/cancelled their standing orders after the new tenancy agreements were issued at the back end of 2018 or they had given up their plot
The Clerk has been working on a new Allotment Site Map and has spoken with Mr Turner and it has been highlighted that a number of Plots are now available.

The Clerk will work through the waiting list and allocate plots to those who are on the list. Mr Marsham shall then attend the site and plough the vacant plots in preparation.

The Clerk also informed the Council that the new direct debit mandate for the Allotment Site water supply has been received and put back into the name of Swanton Morley Parish Council.

d) Swanton Morley Playing Fields and Village Green

Reports have been sent to councillors.

i) To receive an update report on the installation of Replacement Bench on the Village Green.

The Clerk reported that the replacement bench is stored at the Village Hall and Mr Marsham will be collecting and installing this at his earliest convenience.

ii) To consider the purchase of play equipment for Davidson Park and agree any actions necessary.

Mr Atterwill addressed the meeting with the idea of installing play equipment on the Green Open Space at Davidson Park. This would be an asset for the residents with families and visiting family members to have. Mr Atterwill also highlighted that as the Memorial is in place on Davidson Park the families of the Soldiers that the Street Names are named after would be visiting to find solace in the memorial and their children could also benefit from this facility.

The Clerk and Administrator are to work on a survey to send to the residents for their feedback and ideas on what they would like to see installed on this space. Mr Atterwill advised that now the council is in receipt of the s106 money for this site it could be used towards this purpose

e) Swanton Morley Common Lands

i) To receive update report on Installation of Picnic Bench at Burgh Common.

The Clerk advised that Mr Banham had been taken considerably poorly. He has just returned to work on the date of this meeting and will get this completed at his earliest convenience in order for the picnic bench to be installed. The Clerk will keep in touch with Mr Banham for an update.

f) Street Lights

i) To receive update report on the Electrical Installation Condition report.

Mr Atterwill gave an update that he has been in contact with Mr Cozens following an email regarding the outstanding invoice. As agreed at the prior meeting this invoice will only be paid following receipt of the outstanding certificates. Mr Cozens has confirmed via an email that this is the case and is currently working on the outstanding certificates to send to us. Mr Cozens estimates that we should receive these in the next few weeks.

g) Grasscutting

i) To consider extending the term of the grasscutting contract.

Mr Atterwill updated that the Clerk has contacted CGM to enquire if it would be more beneficial to extend the Grass Cutting contract from yearly to three yearly. The Clerk has received a quotation from CGM that there will be no more than 2.5% increase over the period of extension.

Year 1 - £2359.13 + VAT

Year 2 – £2,418.11 + VAT

Year 3 - £2478.56 + VAT

This would be an increase over the three year period of £119.43.

Mr Rodrigues proposed we accept this quotation seconded by Mrs O’Dowd and carried.

It was discussed that the grass bank on Davidson Park is not owned by the Parish Council so enquiries would need to be forwarded to Highways.

The Clerk then advised that a quotation from CGM for a one-off Nitrogen Feed for the Green Open Space on Davidson Park is £80. Mr Atterwill proposed this be accepted, seconded by Mr Rodrigues and carried.

10. Highways

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

The following highway matters were reported.

- There is a pothole on the road near Burgh Common to be reported.
- A Fallen road sign outside the Barracks has been reported due to the metal pole being stuck in the ground and children use this pathway as a way to get to the school.
- Tuddenham Road there is a large pothole. This has been reported.
- Gooseberry Hill car parking area needs planings laid. Mr Marsham will complete this.
- Mr Marsham reported that the road on Mill Street is going into the ditch. It has broken away underneath the road
- Work has only been completed on the left hand side of Worthing Road near Robertson Barracks but not the right hand side

Mr Atterwill read out an email he had received from Highways Rangers and the works they intend to complete. The Clerk is to keep in touch with them for update.

Mr Atterwill updated councillors on the situation with Thompson Close. Swanton Morley Parish Council agreed that they would like to take on the green space however they are not prepared to do so until the issue regarding parking has been rectified with Breckland Council.

Mr Keen then asked Mr Richmond if an update had been provided following Breckland Council contacting the residents, however none has been provided.

Mr Atterwill suggested that the grass verges could be made into laybys to create parking facilities.

b. To consider installation of Flower Boxes on the Town Street/Elsing Road Island.

Mr Curran made a suggestion to have gravel/slate flowerbeds on the Island next to the telephone box. It was however highlighted there could be an issue with this kind of material and would need approval from Highways. The idea of ‘tubs’ instead could be a better way.

It was discussed that the positioning of more of these displays could be through the Village outside the Papermakers Arms, Church, and Ainsworth Close near the Angel. Mr Atterwill has asked the Clerk to look into costings of ‘low’ planters so that it does not cause vision issues for traffic.

The possibility was also discussed of having hanging baskets through the village however maintaining them could be an issue.

The Clerk is to put together some ideas regarding displays and costs.

c. To receive a report from Mr Tidman concerning the volume and speed of traffic along Greengate.

This has been deferred to the next meeting.

d. To consider the purchase of a new Dog Bin and agree its position on the Meadowview Estate.

Mr O'Dowd enquired as to why we require a new bin. Mr Atterwill highlighted the previous meeting where a member of the public has requested one.

The Clerk has received a quotation for this bin to include fixtures for £186.73. Mr Keen proposed we accept this quotation seconded by Mr Rodrigues and carried.

It was decided that the positioning of the bin will be near the cut through of Whiteside Mews that leads to Harkers Lane. Mrs O'Dowd proposed this seconded by Mr Keen and carried.

11. To Receive Update on Community Car Scheme and Agree any Actions Necessary

The Clerk advised that we are currently running the Scheme with just two drivers and one part time driver.

Mr Atterwill and the Clerk advised that Mr Brookes is still assisting with this task until the Administration assistant starts.

It was discussed that the advertising needs to be improved in order to obtain more volunteer drivers for the scheme. The Clerk is going to put together a short interview with one of the Community Car drivers to publish how helpful and rewarding the scheme is.

12. To Receive Update on the Swanton Morley Festival

Mrs O'Dowd had sent a report to all members.

The next meeting will be on the 25st February and it was raised that the Festival Committee would benefit from more volunteers.

13. To receive an update on proposals for Swanton Morley to 'Twin' with an overseas community.

Mr Atterwill advised councillors that he has met with Mr Glynn Burrows from Visit Breckland and has expressed our interest in this. It was agreed that Swanton Morley may wish to going ahead with this on an 'informal' basis initially to forge cultural ties with Springfield, Kentucky, USA where Abraham Lincoln's parents had their marital home. Mr Burrows has suggested that some of the community from Springfield might come and visit Swanton Morley which could be positive for local businesses.

The new Administrator, Mrs Heinrich was present and gave an update on research that had been put together including similarities between the two communities.

It was agreed that Swanton Morley are happy to proceed. Mr Keen proposed seconded by Mr Rodrigues and carried.

Mr Atterwill then gave an update on the packages on offer for membership of the Visit Breckland website highlighting that the 'Stag' package would be most beneficial for £130. Mr Atterwill proposed this be purchased seconded by Mr Keen.

14. Correspondence (For Exchange of Information Only)

Mr Atterwill gave an update on a letter received by the Parish Council from Anglian Water with a view to arranging a site visit to see how the new sewage system works.

The Clerk is to respond to the email and request convenient dates and time for 9 people to attend.

Mr Atterwill read out correspondence from Carers Matter Norfolk. It was an announcement from Carers Matter to raise awareness of the service to support unpaid carers throughout Norfolk commissioned by Norfolk County Council and the five NHS clinical commissioning groups.

"The support is for young carers, young adult carers and adult carers, working in partnership with many organisations and community groups. Including those which have been established for many years, as well as new ones that have formed.

In your Parish we have local Carer Connectors providing face-to-face support, within a carers own home or a place of their choice. This could be helping to navigate and understand local services, benefits, housing and adaptations or providing emotional support and assisting them to attend local activities.

Our Carer Connectors can assess their needs and those of their cared-for and help them access the support which will benefit them most.

CarersMatterNorfolk provide a full breadth of support through:

- *7 days a week Freephone Advice Line*
- *Emotional Wellbeing support in the caring role (counselling)*
- *Education and Training through events and sessions for peer support groups*
- *An online e-learning portal (designed by carers for carers)*
- *Online community in The Pod, where carers can engage in peer support and speak to other carers*
- *Live Chat support on our website with our Advice Line*
- *Grants for local peer support groups*
- *Membership of Carers Voice – carers can have their voice on services and decisions which affect them and the person they care for.*

Whatever the question or need of support the Advice Line Team are available:

8am – 8pm Monday to Friday

4pm – 8pm Saturday

8am – 12noon Sunday

Just call 0800 083 1148 or visit the website www.CarersMatterNorfolk.org.uk to find out more and access support.

Many carers are hidden, often not aware that they're in a caring role or don't know where or how to access support. Accessing support at an early stage, rather than being discovered or reaching out at crisis, makes a transformational difference in the outcomes for families and our communities.

A Parish Council can play a critical role in identifying and helping carers to access the right support at the right time. We value and appreciate your help in raising awareness of CarersMatterNorfolk."

Mr Richmond also wanted to reiterate the cut-off date for the Breckland Community Loneliness Grant is 22nd February 2019.

The Meeting Was Suspended for Further Comment from the Public

No Public comment.

The Meeting Went Back Into Session

15. Any item to be reported for the next agenda

To receive an update on Staff matters.

To receive an update on the forthcoming Parish Council Elections and encouraging people to stand.

To discuss the possible re-design of the Mardler for the March edition and costings. (Administrator to produce a draft copy for the next meeting).

To receive an update from the Clerk on the update of the website, to include photos and short biographies from each Councillor. This could also include an 'ask your councillor' section.

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

This was agreed.

The meeting closed at 9.45pm

_____ (Chairman) _____ Date