

ANNUAL MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 9th May 2022 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mr G. Curran, Mr J. Venworth, M D. Turner, Mr J. Rodrigues, and Mr J. Keen.

Also in attendance: Mrs K. Pickard (Clerk), eleven members of the public

Matters Raised Under Time Allocated to the Public

A member of the public attended the meeting to complain about the footpath between Hoe Road East and Harkers Lane. The landowner was also in attendance and reassured the member of the public that this is being investigated.

A member of the public advised that he had met with Anglian Water representatives regarding the sewage works on Worthing Road and explained that raw sewage had twice been discharged onto his land and that the outflow pipe requires upgrading.

The member of the public then asked, if there is going to be development on Robertson Barracks will there be another access road to it?

Councillor Atterwill responded that he has made representations to Breckland Council and produced a sketch drawing showing an access road running from Corners Nursery to Tuddenham Road. In Mr Atterwill's view there could be a further potential link road leading directly from this to the Barracks site if a significant number of houses and businesses are developed on the site.

At the request of a member of the public the Clerk will look into the original planning application for the existing houses on the site to see what if any permissions were granted.

A member of the public requested that item 9a be moved up the agenda, Councillor Atterwill agreed.

There was no County Councillor Present

District Councillor Duffield sent his apologies these were accepted by the council.

District Councillor Atterwill reported that he had been in dialogue with Norfolk Constabulary and the Safer Neighbourhood Team regarding the illegal parking issues in the Village and the antisocial issue on Primrose Square.

Councillor Atterwill also chaired a meeting with Victory housing and discussed a visit from them to the concerned residents. It was also highlighted that repair work was required in the area particularly on the fences.

The Meeting Went into Session

1. To Elect a Parish Council Chairman for the forthcoming year

Councillor Turner proposed Councillor Atterwill continue as Chairman to Swanton Morley Parish Council seconded by Councillor Keen and carried

2. To Accept Apologies for Absence

Apologies were received by Councillor O'Dowd; these were accepted by the council.

3. To Receive Declarations of Interest

Councillor Atterwill declared an interest in item 8b

Councillor Turner declared an interest in item 10c

4. Election of Vice Chairman

Councillor Atterwill proposed that Councillor O'Dowd continue as Vice Chair to Swanton Morley Parish Council seconded by Councillor Venworth and carried

5. Appointment of Council representatives and Councillors with Special responsibilities

a. Member to represent the council on the Barrett's Charity Committee

Councillor Turner proposed Councillor Rodrigues continue on the Barratts Charity seconded by Councillor Venworth and carried

b. Member to be responsible for the Churchyard and Burial Ground

Councillor Atterwill proposed that Councillor Curran continue to be responsible for the churchyard and burial ground seconded by Councillor Rodrigues and carried

c. Member to be responsible for Common Lands

Councillor Rodrigues proposed that Councillor Atterwill is responsible for common lands seconded by Councillor Keen and carried

d. Member to be responsible for Open Spaces and Recreation Grounds

Councillor Rodrigues proposed that Councillor Keen continue to be responsible for open spaces seconded by Councillor Turner and carried

e. Member to be responsible for Village Pathways

Councillor Rodrigues proposed that Councillor Venworth is responsible for village paths seconded by Councillor Keen and carried

f. Member to represent the Council as Surgery Liaison

Councillor Atterwill proposed that Councillor O'Dowd continues as member responsible for surgery liaison seconded by Councillor Turner and carried

g. Member to be responsible for Allotments

Councillor Keen proposed that Councillor Turner continue to be responsible for allotments seconded by Councillor Rodrigues and carried

h. Members to form the Personnel Working Group

Councillor Keen proposed that Councillor Atterwill, Councillor O'Dowd and Councillor Rodrigues form the Personnel working group seconded by Councillor Venworth and carried

i. Members to form the Finance and Governance Working Group

Councillor Turner proposed that Councillor Atterwill, Councillor O'Dowd, Councillor Curran and Councillor Rodrigues form the Finance and Governance working party seconded by Councillor Venworth and carried

j. Members to form the CASM Climate Change Working Group

Councillor Atterwill proposed that Councillor Curran is responsible for the CASM group seconded by Councillor Turner and carried

k. Member to be responsible for the Community Speedwatch Scheme

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Councillor Atterwill proposed that Councillor Turner is the member responsible for the Speedwatch scheme seconded by Councillor Rodrigues and carried

I. Member(s) to be responsible for the Volunteer Scheme

Councillor Atterwill proposed that Councillor O'Dowd is the member responsible for the volunteer scheme seconded by Councillor Keen and carried

m. Member to be responsible for the SAM2 signs

Councillor Keen proposed that Councillor Atterwill is the member responsible for the SAM2 signs seconded by Councillor Rodrigues and carried

n. Member to be responsible for Streetlights

Councillor Atterwill proposed that Councillor Venworth is responsible for streetlights seconded by Councillor Rodrigues and carried

o. Members to carry out Internal Control checks

Councillor Atterwill proposed that Councillor Rodrigues and Councillor Keen are responsible for the Internal Control checks seconded by Councillor Turner and carried

Councillor Atterwill proposed that Councillor Venworth is responsible for noticeboards seconded by Councillor Keen and carried

6. Minutes from the Parish Council Meeting of 11th April 2022 to be Accepted, Initialled and Signed

Councillor Rodrigues proposed that the minutes were a true and accurate record of the meeting seconded by Councillor Venworth and carried. Councillor Keen and Councillor Turner Abstained.

7. Matters Arising from Minutes of 11th April 2022 (For Exchange of Information Only)

Councillor Curran confirmed that the landowner had agreed to allow a tree nursery to be sited in the allotment as part of the CASM initiative

As agreed, Councillor Atterwill moved item 9 forward.

9 Land and planning

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

3PL/2022/0317/F – Robertson Barracks – Proposed radome, radome tower, two storey radar control building, construction of new internal access road, pedestrian routes and security fencing

The Clerk showed the plans on the screen.

Councillor Atterwill confirmed that only external plans are available for security reasons

It was discussed that the requirement for this is due to the current radome based in Trimmingham is in danger of collapsing into the sea.

The radome power source would be provided by the barracks site and could potentially reduce the number of dwellings that could be developed

Councillor Curran proposed that the Parish Council respond with no objections seconded by Councillor Rodrigues and carried.

One member of the public left the room

3PL/2022/0417/F – Barn at Frogs Hall Lane Woodgate – New dwelling incorporating conversion of existing barn

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Councillor Curran proposed that the council object to the planning application as it does not comply with policy 1 of the Neighbourhood plan or police HOU03 of Breckland Council Local Plan seconded by Councillor Turner and carried. Councillor Venworth disagreed with the decision.

3PL/2022/0485/VAR – The Old Rectory – Hoe Road East- Variation of Condition No 3 on 3PL/2021/0919/HOU – Regarding access to site

Councillor Atterwill confirmed that the applicant is applying to have condition 3 removed and have proposed that they restructure the entrance and exit with signage.

Councillor Atterwill proposed that the Parish Council respond with no objections on the condition that the applicant cuts back the vegetation to the full highway boundary on Hoe Road East and maintains it seconded by Councillor Turner and carried

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

None were received.

Councillor Atterwill reported that following agreement from the last meeting he has submitted the application to register Manns Lane field, the Cricket Ground and Village Hall Playing field from the first touch line to Breckland Council as open space.

8. Finance

a) Accounts to Approve for Payment:

The Clerk reported that there were three additional invoices received from Mr Marsham for aggregate for £70, Stocksigns for the 'no dog' signage for £209.43 and Leathes Prior for legal assistance for £3014.40. This brings to the total amount of accounts to approve for payment to £9,788.99.

Councillor Rodrigues proposed that the following payments are made seconded by Councillor Venworth and carried.

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 1	Bacs	£3797.53	
CGM	April contract	Bacs	£643.67	£107.28
BT	Telephone line	Direct debit	£118.65	£15.10
E-On	Streetlight electricity	Direct debit	£94.62	£3.10
S2 Computers	IT Support	Direct debit	£141.84	£23.64
Gifts2Impress	Jubilee Bears	BACS	£364.32	
Printed4U	Jubilee bookmarks	BACS	£336.00	
Morley Makes	Jubilee rosettes	BACS	£50.00	
Trophies Plus Medals	Jubilee medals	BACS	£95.39	
Norfolk Print & Design	APM Flyers	BACS	£314.50	
Baker Ross	Jubilee Crafts	BACS	£226.05	
Party Packs	Jubilee Decorations	BACS	£312.59	
Mr Marsham	Aggregate	BACS	£70.00	
Stocksigns	No Dog signage	BACS	£209.43	£41.86
Leathes Prior	Legal Assistance	BACS	£3014.40	£502.40
		Total	£9788.99	£693.38

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Councillor Atterwill thanked Mr Marsham for the aggregate,

Councillor Atterwill left the room and Councillor Curran took the Chair

b) Accounts to Pay for Members with a Pecuniary Interest

Councillor Curran explained that the Chairman can claim an allowance for this role. The following payment is for the first 50%.

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

Payee	Detail	Payment type	Total Amount Payable
Councillor Atterwill	50% Chairmans Allowance	Bacs	£298.27
		Total	£298.27

Councillor Atterwill re-entered the room and resumed the chair

c) Income to be reported

Income Received from	Details	Amount
Breckland Council	50% Precept	£39,458.19
Awards for All	Jubilee Festival funding	£4509.00
Swanton Morley FC	Field hire	£330.00
H Brett & Son	Burial fee	£150.00
	Total	£44,447.19

10 To Consider Matters for Attention for the Following Parish Assets:

a) Churchyard at All Saints' Church

Councillor Curran had circulated his report ahead of the meeting for consideration.

He reported that the grass is looking untidy and the gate was left open onto the footpath.

The footpaths require weedkiller.

Councillor Atterwill confirmed that a resident has been clearing and tidying up an area at the back of the churchyard.

i) To Consider correspondence received from the Landowner concerning ownership

The Clerk reported that there has been correspondence with the landowner to follow up and is awaiting a response.

Councillor Atterwill suspended the standing orders to ask a member of the public if the Church had received any correspondence for this. The member of the public confirmed that they have not.

The meeting went back into session

ii) To Consider quotations for a dog bin to be sited in the church carpark

The Clerk reported that permission had been received from the landowner to site a dog bin in the church carpark and Serco have agreed to empty this on the round at a cost of £239.78 (Incl VAT).

The Clerk had circulated three quotations ahead of the meeting for consideration.

Councillor Turner proposed that the Clerk purchase a bin from Glasdon UK for £126.20 (Incl VAT) seconded by Councillor Venworth and carried.

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b) Swanton Morley Burial Ground

Councillor Curran had circulated his report ahead of the meeting for consideration.

Weed killer is required on the footpaths of the burial ground.

One tree has dead branches and requires attention, Councillor Atterwill will look into this.

The rose garden has been tended to and is making good progress. The Clerk agreed to purchase more rose food and rose spray.

Councillor Atterwill also reported that following the working party on 30th April he and Councillor Venworth brushed all of the memorials and cleared up damaged property.

i) To Receive and Update on the Design of the paths for the Burial Ground

Councillor Atterwill reported that two plans had been received from the architect to include a new footpath on the next row along with an additional footpath on the right hand side against the fenceline.

These plans were shown on the screen for consideration.

It was agreed that the Clerk would draft a tender document for each of the designs for agreement at the June meeting.

The Clerk is also to contact Breckland Council regarding the wayleave for a water supply into the burial ground.

c) Swanton Morley Allotments

Councillor Turner reported that there is now one vacant plot and the Assistant Clerk is in talks with the residents on the waiting list.

The Clerk and Councillor Turner are going to carry out a further site survey and contact any plot holders that need to tend to their plots.

There is one further post left to install and Councillor Turner has also had to replace the padlock on the Manns Lane gate.

The Clerk updated that there has been open dialogue with the landowner regarding the water bill when the supply was cut off from the allotments. The Clerk is also confirming a site visit with Anglian Water to rectify the situation moving forward.

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

Councillor Keen had circulated his report ahead of the meeting for consideration.

It was reported that the nitrogen feed is required on Davidson Park.

Councillor Turner offered to use an agricultural kit on the ground of Davidson Park, Councillor Keen thanked him.

Councillor Keen also reported that there have been further residents exercising their dogs on the Village Hall field.

It has also been reported that there have been residents discarding their grass cuttings on Harkers Lane hedge.

The Clerk reported that an email has been sent to the contractor to request the cleaning of the equipment on the open spaces and is awaiting a response.

Councillor Atterwill has suggested a working party nearer summer to repaint the swings in Gooseberry Hill.

i) To Receive an Update from the Working parties

Councillor Atterwill reported that the working party was successful on 30th April.

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Councillor Atterwill, Councillor Venworth, Councillor Curran and two volunteers had cleared the Village Green of debris and cleaned down the benches. The Millennium sign has been removed with a view to updating it for the Jubilee and the noticeboard on the back has been removed.

Mrs Venworth and the Clerk cleaned and replenished the telephone box on Town Street traffic island and a volunteer trimmed the area.

ii) **To Consider quotations for bin to be sited at the end of Ward Crescent**

This item is deferred until the road widening on Primrose Hill as the bin will be sited at the bottom of the hill.

e) **Swanton Morley Common Lands**

i) **To Receive an Update on the access to Mill Common following correspondence received.**

This item was deferred until the new owners of the adjoining property has moved in, to open dialogue

f) **Streetlights**

Nothing to report

g) **Village Paths**

Councillor Venworth reported that there are only two signs waiting to be installed

h) **Noticeboards**

Councillor Atterwill reported that the Clerk has applied for a street furniture licence from Norfolk County Council to position a noticeboard on legs on the junction of Greengate.

The Clerk shared the pictures on the screen to agree the position of the noticeboard.

Councillor Atterwill proposed the position of the noticeboard in line with the back leg of the memorial bench seconded by Councillor Venworth and carried

11 **Highways**

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

There are still potholes on Primrose Square

The road sign is still down on Frogs Hall Lane

i. **To Receive an Update on Highways Work reported**

The pothole on Hoe Road East has been repaired

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

Councillor Atterwill reported that initial designs have been received from Norfolk County Council and there is due to be a survey carried out for the tree work required. Once this has taken place Norfolk County Council will provide a further quotation

c) **To Receive an update on the Community Speedwatch Scheme**

Councillor Turner reported that there has been further Speedwatch sessions and a new volunteer has signed up.

The most recent session recorded 9 further drivers exceeding the speed limit and a highest speed reported was 44mph

d) **To Agree the Position of the SAM2 signs for the forthcoming month**

As the SAM2 signs cannot be positioned near a Speedwatch session it was agreed to position the cameras outside the Angel towards Dereham, on Town Street facing the church and outside Ward Crescent facing the Village.

e) To Discuss the grasscutting and verge cutting in the Village and Agree any Actions necessary

Councillor Atterwill reported that in some areas of the village the grass is 13 inches high.

A contract has been received from Norfolk County Council for the Parish Council to claim funds to appoint a contractor to carry out these cuts and improve the village.

As previously discussed, Councillor Atterwill and the Clerk had also met Serco who carry out the cuts for Breckland District Council and obtained a quotation from them to carry out further work.

Councillor Atterwill proposed that the Clerk signs the contract with Norfolk County Council seconded by Councillor Turner and carried.

Councillor Atterwill proposed that the Parish Council appoint Serco as the contractor seconded by Councillor Turner and carried

The Clerk will contact a contractor that has carried out work in the village previously with a view to emergency work and make enquiries regarding having cuttings removed.

The Clerk is to arrange a site visit with the Contract Manager at CGM for a site visit in the village.

f) To Consider correspondence received from a Parishioner regarding the footpath from Hoe Road East to Harkers Lane

This complaint was dealt with during the public participation.

12 To Receive an Update on CASM

Councillor Curran reported that the event on St Georges Day was successful with a number of residents attending along with students from Northgate High School and Connect bus.

Councillor Curran and a volunteer on the working group were interviewed for radio interviews

Two members of the public left the room

The next meeting of the Climate Action Group will be held on Wednesday 11th May.

13 To Receive an update on the Swanton Morley Jubilee Festival

The Clerk reported that plans for the festival are coming together.

The promotion is now on social media and the booklet is being designed to deliver to each household in the village.

The children at Swanton Morley Primary School will receive a Jubilee bookmark and the children and the two pre-schools in the village will receive Jubilee bears.

There will be a further meeting of the festival working party in the next week.

14 Correspondence (For Exchange of Information Only)

Councillor Atterwill reported that a meeting had taken place with himself, the Clerk and the Head of Swanton Morley Primary school.

The purpose of the meeting was to discuss the parking issues at the school and the structure for carrying out an up to date school travel plan.

The Head teacher showed Councillor Atterwill and the Clerk the newly installed trim trail on the playground and has invited the council to the opening ceremony on Thursday 26th May.

Councillor Atterwill also reported that correspondence had been received from a resident who wanted to complain about the burial ground and expressed upset particularly at a family members grave.

The Clerk is to respond.

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

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One member of the public reported that the grasscutter on Davidson Park had hit one of the posts and made it loose. Councillor Atterwill and Councillor Keen had previously visited site but were unable to locate the loose posts.

The member of the public asked if there still plans to plant the remaining trees on Davidson Park, Councillor Atterwill responded that the ground needs investigating initially before planting more trees.

A member of the public raised an issue with the contractor carrying out verge work on Hoe Road East and that the work was minimal. Posts have been placed to stop the vegetation coming back.

The member of the public confirmed that on Friday 3rd June the church will be open from 10am until 4pm for an open day during the festival.

Another member of the public asked if there were any rules for the workforce parking on the pavement on Hoe Road East. Councillor Atterwill confirmed that the Clerk had been in touch with Hopkins Homes to ask for contractors to refrain from parking there.

15 Any Item to be Reported for the Next Agenda

Update on the Trod

Update on Grasscutting

Tender documents for the burial ground

Footpath from Hoe Road East to Harkers Lane

Noticeboard

16 To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 13th June 2022 at Swanton Morley Village Hall at 7.30pm.

All agreed.

17 To Receive a Proposal to Close the Meeting to the Press and Public for item 18, for the reason that the content of discussion relates to the Parish Council obtaining legal advice (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

Councillor Atterwill proposed that the meeting is closed seconded by Councillor Rodrigues and carried

18 To Consider Legal Advice received regarding the Village Green

Councillor Atterwill confirmed that the Parish Council had received legal advice concerning land on the Village Green.

The Solicitor is now awaiting a response from the householders.

The meeting closed at 9.45pm

_____ (Chairman) _____ Date