

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 11th July 2022 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mrs B. O'Dowd, Mr G. Curran, Mr J. Venworth, Mr B. Almond, Mrs A Walker-Fraser.

Also in attendance: Mrs K. Pickard (Clerk), and one member of the public

Matters Raised Under Time Allocated to the Public

One member of the public reported that the mechanism in the church bells requires repair as they are going off during the night. This will be carried out shortly. Councillor Atterwill thanked him.

There was no County Councillor Present

District Councillor Report

District Councillor Duffield had sent his apologies.

Councillor Atterwill reported that he had attended a Local Plan review at Breckland Council to receive an update on the call for sites. This information will be available by the end of July and the parish council will then be consulted on this.

Councillor Atterwill also reported that Breckland Council are now offering a match funding grant for up to £5,000 for initiatives that include the Inspiring Communities programme. The deadline for applications is 16th September.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Turner, Councillor Keen and Councillor Rodrigues, accepted by the council

2. To Receive Declarations of Interest

Councillor Atterwill declared an interest in item 7a

Councillor Venworth declared an interest in 8c

3. Minutes from the Parish Council Meeting of 13th June 2022 to be Accepted, Initialled and Signed

Councillor Curran had sent in one amendment to the CASM report to read 'Councillor Curran reported that the agreement for a tree nursery has been received'.

'CASM have now applied for some grant funding for some fencing and materials'

This amendment had been actioned.

Councillor Curran proposed that the minutes are a true and accurate record of the meeting seconded by Councillor Venworth and carried

Financial Year 2022/2023

4. Matters Arising from Minutes of 13th June 2022 (For Exchange of Information Only)

None were raised

5. To agree the draft minutes from the Annual Parish Meeting held on the 25th April 2022

The minutes had been circulated ahead of the meeting for consideration.

Councillor Venworth proposed that these are accepted in principle seconded by Councillor Curran and carried

6. Finance

a) Accounts to Approve for Payment:

Councillor Almond proposed that the following payments are made seconded by Councillor Walker-Fraser and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 3	Bacs	£4307.30	
CGM	May contract	Bacs	£691.94	£115.32
CGM	June contract	Bacs	£691.94	£115.32
S2 Computers	IT Support	Direct debit	£141.84	£23.64
NPT&S	New councillor training	Bacs	£88.00	
Parish Online	Annual fee	Bacs	£72.00	
H Brett & Son	Memorial cleaning	Bacs	£1560.00	£260.00
Thain Wilbur	Internal audit	Bacs	£402.00	£67.00
Bracken Pest Control	Allotment gate/Wasp nest	Bacs	£258.00	
Mole Country stores	Replacement padlock	Bacs	£65.49	£10.92
Viking	Stationery	Bacs	£125.63	£20.94
M P Dennis & Sons	Grasscutting	Bacs	£315.00	£63.00
AC Banham	Emergency tree clearance	Bacs	£60.00	
Orchard House	Festival banners	Bacs	£275.80	
Leathes Prior	Legal fees	Bacs	£600.00	
M Lappin	Allotment refund	Bacs	£84.00	
		Total	£9,738.94	£676.14

b) Income to be reported

The Clerk wanted a note of thanks placed on record to Councillor Curran who made a donation of £150.00 to the Swanton Morley Hardship fund.

Income Received from	Details	Amount
Burial Fees	Burial ground	£110.00
Allotment fees	Allotment tenancies	£68.00
G Curran	Donation to hardship fund	£150.00
L Goodbody	Refund of deposit	£42.50
Rural Payments agency	Countryside Stewardship	£459.65
Bank interest	Interest	£1.90
		Total
		£832.05

c) To receive an update from the Internal Control Officers

The Clerk reported that the checks are yet to be carried out for this financial year. The Clerk will email the members responsible and if they are unable to carry this out then Councillor Walker-Fraser and Councillor Venworth have volunteered.

Councillor Atterwill proposed that Councillor Walker-Fraser carries out the internal checks if required seconded by Councillor O'Dowd and carried.

Councillor Atterwill proposed that Councillor Venworth carries out the internal checks if required seconded by Councillor Curran and carried

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

7. Land and Planning

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

3PL/2022/0698/F – 6 Thompson Close – Single storey detached potter/arts studio (part retrospective)

Councillor Curran requested that the clerk contacts the planning officer to ask if this is to be utilised for a business or if it just a hobby.

The Clerk will enquire and circulate the response to councillors ahead of submitting any comments.

On the basis that this is used for a hobby Councillor Venworth proposed that the Parish Council respond with no objections seconded by Councillor Walker-Fraser and carried

Councillor Atterwill re-entered the room and resumed the chair

3PL/2022/0674/HOU – AND BYLAUGH Maple Cottage, Mill Street – Partial demolition to Northern most lean to ext on Eastern elevation and erection of single storey extrn. SE lean-to extended upwards to create a two storey extrn with balcony. Orangery to rear (East). Internal reordering. Front porch on West elevation to replace bay window.

Councillor Venworth proposed that the Parish Council respond with no objections seconded by Councillor Almond and carried.

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

Councillor Atterwill provided an update with regards to the Radome on Robertson Barracks as it was published in the press that it will be position in Neatishead. This is not official on the planning portal as yet.

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

a) Churchyard at All Saints' Church

Councillor Curran reported that the area looking very tidy however the bank in the car park has been strimmed. The Clerk to is to check CGM contract.

i) To agree a date and time of the Churchyard and Burial Ground Working group

It was agreed that the group would meet on Wednesday 10th August at 7pm at the Churchyard

Financial Year 2022/2023

b) Swanton Morley Burial Ground

Councillor Curran reported that there are dead branches hanging off the trees and some of the plots require attention.

The roses are very well kept, and Councillor Curran has requested more rose food.

i) To Receive an update on the tender for the footpaths in the Burial Ground

The tender document has been circulated to a number of companies to provide their tenders for the work. There have been several responses, and some have had to decline the work.

The clerk will await the three tenders which will then be evaluated on price/quality and references and will be presented at the August meeting for consideration.

ii) To Receive an Update on the Water Supply to the Burial Ground

The Clerk has received the grounds work evaluation from Anglian Water and has received confirmation that the Parish Council will need to apply for a wayleave to lay the initial pipework.

The process requires a valuation on the land for the wayleave. The valuer will be appointed on behalf of Breckland Council at a cost of £750 + VAT. Further associated costs is the legal undertaking of the wayleave and the clerk is awaiting the cost.

The Clerk will chase the legal fees cost and request quotations for the pipework to be laid.

Councillor Atterwill suggested that the clerk contacts the grave digger to price the work for a trench to be dug out.

Councillor Curran suggested that Hopkins Homes could lay the pipe work.

There is currently £2486.80 in the budget for the water supply. Any additional cost could be transferred from capital funds where there is a sum of £14,686.30.

Councillor Curran proposed to accept the quotation from Breckland council and proceed with the work seconded by Councillor Venworth and carried.

c) Swanton Morley Allotments

Councillor Turner was not in attendance at the meeting.

i) To discuss the existing issues at the allotment site and agree any actions necessary

The Clerk reported that there have been several reports of thefts taking place on the allotment site over the period of the last month.

There has been produce stolen and in some cases bamboo and netting damaged.

Councillor Atterwill proposed that the clerk contacts all of the allotment holders to let them know the situation is being closely monitored and to report this to the police for a crime reference number seconded by Councillor Curran and carried.

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

i) To discuss replacement benches for Gooseberry Hill

It was reported that there has been some damage to one of the backless benches in Gooseberry Hill Park and the woodwork was rotting. It was also reported that there are 3 other benches of the same condition.

The Clerk had obtained some initial costings to replace the benches. Councillor Atterwill highlighted that these benches would also require concrete slabs.

It was agreed that the Clerk will obtain costs for concrete slabs under each leg of the benches and bring the full cost to the next meeting. The condition of the three further benches will be monitored.

Financial Year 2022/2023

ii) To receive an update on the funding for the disability swing

The Clerk reported that there is still research going into sourcing a grant funding provider to assist with the cost of the disability swing.

Councillor Atterwill suggested that the clerk speaks to a resident in Beetley who has recently been involved in grant funding for a play area.

Councillor Atterwill wanted to report that he had been to GH and VG and is concerned about the ground underneath the swings and the slide in GH. The ground was replaced with soil and rubber matting. The matting has now sunk and is wearing away. NGF recommend shredded rubber put into a mixer with resin put crushed concrete so doesn't sink. Don't need edgings just dig around it. Clerk to obtain a quote. Rospa may pick that up on the inspection.

Budget for 2023/2024.

Also need to maintain the cams need oiling bird rails are snapping do we need a price for a contractor to help with the work.

Clerk has also requested a quote from Mr Palmer to carry out further maintenance work. 2 swings paint slide swings need cams need greasing.

iii) To discuss the Jubilee Tree

Mr Marsham has reported that he has driven a pipe into the ground to try and get water further to the roots. It was reported that bark has been strimmed from the bottom of the tree.

It was suggested that this tree would need to be replaced. It will require more protection around the base. It was reported that this cannot be planted until winter. It was agreed that this may have to be relocated to a healthier location.

iv) To receive a quote for replacement posts on Davidson Park

It was reported that some of the posts are rotten and need replacing. The quotation for this piece of work is included with item v below.

v) To receive a quote to have a post and rail fitted at the bottom of Davidson Park

It has been reported that vehicles have been using the bottom of the footpath near the memorial lectern as a short cut. Councillor Atterwill inspected the pathway with Mr Banham to install post and rails. It was established that this would not be practical however three upright posts would be better so that people can still walk through.

To replace item iv and v is between £600-£700 total. The exact figure was not available due to the costs of the wood.

Councillor Curran asked if the posts could be recycled plastic.

Councillor O'Dowd proposed that the Parish Council accept the quotation and proceed with the work seconded by Councillor Venworth and carried.

Councillor Atterwill asked if the contractor had provided any timeframe for the nitrogen feed to be carried out. The Clerk confirmed that it would be in autumn.

e) Swanton Morley Common Lands

i) To agree a date for the working party

This is to carry out work on the access to Mill Common and clear the boardwalks on Burgh common. It was agreed that volunteers would meet at Burgh Common on Thursday 21st July at 6pm.

Financial Year 2022/2023

ii) To receive an update on the Cattle on Mill Common

Councillor Atterwill reported that as part of the Higher Level Stewardship Mr Carrick has placed cattle on the land. Two lots of cattle have been on the land but they have managed to get over the river to the other field.

Mr Carrick will persevere with smaller cattle to make sure that this is carried out and confirm the number and ages of the cattle for the report.

f) Streetlights

Councillor Venworth had circulated the report ahead of the meeting for consideration.

Councillor Atterwill reported that the only issue that he had encountered when changing the SAM signs is the post opposite Kesmark House. This is overgrown with vegetation and will need trimming back to access the column.

Generally trimming work is carried out in September towards the darker months.

g) Village Paths

Councillor Venworth had sent a report to councillors ahead of the meeting.

Councillor Venworth has had a meeting with Mr Keith regarding a number of things. Mr Keith has agreed to cut back branches and vegetation by Manns Lane to the bottom of School field.

There is a history with Green lane but this has been designated to the trails team at Norfolk County Council but it will need to be reported for them to carry out the work.

On Primrose Hill to the sewage works – Mr Keith will arrange for the hedges to be cut back.

Permissive way alongside new Hopkins development there will be access to the corner on Harkers lane. It was suggested that further along there is a lane on the right hand side which is currently a track could this be used as a permissive way? Mr Keith agreed.

The cost of a new sign for the permissive path is £36.25.

Councillor Venworth proposed that the permissive path signs are ordered seconded by Councillor O'Dowd and carried

The permissive path contract will need to be updated.

h) To discuss Harkers Lane

Harkers Lane is increasingly overgrown by the cottages.

The trails team will need to be contacted again as they have a duty to maintain this and copy in Mr Bygrave to have this work actioned. To include Green Lane.

h) Noticeboards

i) To confirm the design of the noticeboard on the junction of Greengate

The Licence has been received and the Clerk would like agreement on the size to be positioned.

The Clerk had circulated the cost and size options to councillors ahead of the meeting for consideration.

Councillor Venworth proposed the A0 size for £475 + VAT seconded by Councillor O'Dowd and carried.

Councillor Atterwill reported that this can be installed but post crete will need to be ordered.

iii) To receive an update on the design for the new Village Green map

Councillor Venworth reported that a meeting had taken place with Scarning Art club to discuss ideas for the Millenium sign. Artwork is being carried out by hand and there will be a follow up meeting at the end of July.

Councillor Venworth can report back at the next meeting.

Financial Year 2022/2023

Councillor Venworth then reported that some of the noticeboards are missing the name plates at the top.

Councillor Venworth has received a quote for £68.69 + VAT to replace four.

Councillor Venworth proposed that the name plates are replaced seconded by Councillor Curran and carried.

9. Highways

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

New footpath on Hoe Road seems to end with a different path it is just mud.

Unfortunately, this is where the boundary ends. Anything between the post and rail and the vegetation, Hopkins do not own.

Councillor O'Dowd confirmed that the kerbing carried on that used to be grass.

There is a motorbike that is always parked on the new footpath. This will be reported.

The Clerk reported that the road closure is taking place later in July for the work to be carried out on the bridges.

The Clerk has also received a response from Norfolk County Council regarding the trees on Greengate. They will not be carrying out any work due to the health of the tree, however if the resident would like to cut them back in her garden then that will be acceptable.

The Clerk is to contact the company that carried out the tree survey and ask them for a quote to have this work carried out.

The Clerk will circulate the road closures online for the residents.

Flytipping was also reported on Norwich Road.

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

Councillor Atterwill reported that the project will not be going ahead. The work would of involved a ramp up onto the high level ground and along the field past the blind bend and down towards the surgery. The landowner was happy to assist with this however Norfolk County Council Highways have said that this would involve cutting down Hawthorne trees. Highways suggested that the path is taken all the way to Woodgate junction but the landowner will not agree to this.

Here is an alternative route however this will involve speaking to a different landowner.

There was £2186 that was earmarked in the budget to pay for 1 year PWLB and there is also £3750 to be refunded from Norfolk County Council for the contribution.

c) To discuss the Parish Council applying for the Parish Partnership 2022/2023

The invitation to bid for the Parish Partnership for 2023/2024 has now been received.

One suggestion could be the footpath on Primrose square or work to be carried out to help the primary school.

The Clerk is happy to receive suggestions ahead of the next meeting

d) To receive an update on the Community Speedwatch scheme

The Clerk provided a short update regarding the Speedwatch and the statistics that have been received. The highest recorded speed was 45mph.

Councillor Atterwill will arrange a time with Councillor Almond to re position the SAM signs

Financial Year 2022/2023

e) To receive an update on the grasscutting in the village

The Clerk had circulated the service level agreements that had been received by Breckland Council for the additional cuts being carried out by Serco.

Councillor Atterwill explained the reason for the contract and to cover the additional cuts that are required and was included in the budget.

The Clerk has invoiced Norfolk County Council £3,047.60 for the funding that is available to cover these cuts.

Councillor Atterwill proposed that the contract is accepted and signed seconded by Councillor Venworth and carried

f) To receive an update on the flooding at Woodgate

Councillor Atterwill reported that a site visit had taken place with the flood team at Norfolk County Council in November 2021. The outcome of this was a survey was going to be taking place to establish which areas need work or improvements.

The Clerk has chased up this work to find out if the survey has taken place and is awaiting a response.

Mr Bygrave was copied in on the correspondence and will chase this up on the Parish Council's behalf.

10. To Receive an Update on CASM

Councillor Curran reported that there will be a visit from Greg Pearson at the next CASM meeting.

Mr Monteith is currently completing the application pack for the tree nursery.

11. To discuss the Parish Council liaising with Robertson Barracks for the consideration of equipment to use for a 'Mens shed'

Councillor Almond explained the idea behind a mens shed being available in the village and thought it would be a good time to approach Robertson Barracks to ask if they would consider leaving some facilities for this to be set up. The facilities that would be useful is any tools or a cabin.

Councillor Atterwill agreed that this would be a benefit and suggested a counter proposal.

There is a concern with the future of the barracks and the boundary.

With this in mind would it be possible to do something at the Village Hall instead. Potentially get a large shipping container with windows.

This could also be a project that could be supported by match funding through Breckland District Council. Councillor Almond agreed that this idea has potential.

Councillor Atterwill suggested that a survey could be put together to ask the village if this is something that they would be interested in.

Councillor Almond is happy to put together some questions.

This could be available on line and in different locations in the village.

Councillor Atterwill is happy to speak to Mr James at Breckland to seek some advice.

12. Correspondence (For Exchange of Information Only)

The Clerk reported that Mr Marsham wanted the issue of the of the parking at Waterfall bridges raised. This will be reported to the police.

Councillor O'Dowd proposed that the meeting is extended past 9.45pm seconded by Councillor Venworth and carried.

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

Nothing was raised

13. Any Item to be Reported for the Next Agenda

Report on the Parish Partnership options
Tenders received for the footpaths
Update on the survey for the mens shed

14. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 8th August 2022 at Swanton Morley Village Hall at 7.30pm.

All agreed.

15. To receive a proposal to close the meeting to the press and public for item 16, for the reason that the content of discussion relates to a legal agreement (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

Councillor Atterwill proposed the meeting was closed to the press and the public seconded by Councillor Curran

16. To Agree a Transfer of Deed

Councillor Atterwill had circulated this information ahead of the meeting for consideration.

Councillor Curran proposed that the transfer document is signed seconded by Councillor Almond and carried.

Councillor O'Dowd, Councillor Atterwill and the Clerk all signed the document.

The meeting closed at 9.50pm

_____ (Chairman) _____ Date

Village Hall Meeting resumed.