

SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

Tuesday 15th February 2022 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mrs B. O’Dowd (Vice Chair), Mr J Keen, Mr J Rodrigues, Mr J Venworth and Mr G. Curran.

Also in attendance: Mrs K. Pickard (Clerk), representatives from the RAF and seven members of the public

Matters Raised Under Time Allocated to the Public

Three members of the RAF was a pre-application presentation by the RAF to install a replacement radome (a structural, weatherproof enclosure that protects a radar antenna) on Robertson Barracks. The principle behind this was explained as a relocation of an existing radome where the coast line is degrading. There are two possible locations for this radome. One of those is Robertson Barracks. At this stage a planning application has not been submitted so the Parish Council were unable to make comments. When a formal application consultation has been received by the Parish Council this will be on the agenda for further discussions.

Another member of the public attended the meeting to raise concerns with the speeding in the village from the very early hours of the morning. Concerns have been noted in various locations through the village and the Clerk is in dialogue with Norfolk Constabulary and Norfolk County Council highways.

The member of the public also suggested a road sign that reads ‘this is a residential area please slow down’. The Clerk will follow this up.

There was no County Councillor Present

District Councillor Atterwill and District Councillor Duffield sent their apologies

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received by Councillor Atterwill, Councillor Turner and Councillor Cawdron; these were accepted by the council.

2. To Receive Declarations of Interest

Councillor O’Dowd declared an interest in items 7d and 12

3. Minutes from the Parish Council Meeting of 10th January 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 Curran and carried.

4. Matters Arising from Minutes of 10th January 2022 (For Exchange of Information Only)

None were raised

5. Minutes from the Parish Council Budget Meeting held on 17th January 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.

6. Matters Arising from the Minutes of the Budget Meeting held on 17th January 2022 (For Exchange of Information Only)

None were raised

7. Finance

a) Accounts to Approve for Payment:

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

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 8 – under contract	BACS	£3185.05	
CGM	Grasscutting	BACS	£643.67	£107.28
BT	Telephone line	DD	£124.16	£15.10
E.On	Streetlight electricity	DD	£94.62	£3.10
S2 Computers	IT support	DD	£141.84	£23.64
Link UP	Annual fee	CHQ	£5.00	
Lindseys Lending Emporium	Hire fee equipment for Festival	BACS	£127.50	
		Total	£4291.84	£250.92

b) Income to be reported

Income Received from	Details	Amount
Burial Fee	Burial Ground	£50.00
Allotment fees	Allotment holders	£1540.54
	Total	£1590.54

c) To Receive an Update on the Purchase of a Platinum Jubilee plaque

The Clerk presented the plaque to Councillors at the meeting.

Quotes had been received prior to the meeting to mount the plaque onto a wrought iron post or an oak post.

Mr Marsham, who was in attendance offered to use a piece of Laylandii to mount it on.

Councillor Keen proposed that Mr Marsham is to mount the plaque seconded by Councillor Rodrigues and carried.

Councillor O’Dowd left the room and Councillor Curran took the chair

d) To Consider a Donation to Dereham Band and the Church for the Carols on the Green event 2021

Councillor Curran reported that the success of the Carols on the Green event was due to Dereham Band for the music and the Church for allowing us to move inside due to bad weather.

Financial Year 2021/2022

It was suggested that a donation to each organisation is made for £50.

Councillor Rodrigues proposed that a donation of £50 is made to both Dereham Band and All Saints Church seconded by Councillor Venworth and carried.

Councillor O'Dowd re-entered the room and resumed the chair

e) To Appoint an Internal Auditor for 2021/2022 Accounts

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

Councillor Curran proposed that Thain Wilbur carries out the Parish Council Internal Audit for 2021/2022 accounts seconded by Councillor Venworth and carried.

8. Land and Planning

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

TRE/2022/0007/TPO - The Beeches Greengate - Tree branch is overhanging over the road.
The Clerk reported that a request had been received by a resident to support this tree work being carried out.

3PL/2019/0513/F - Land adjacent Lincoln House - Erection of 36 assisted living bungalows (Use Class C2) and community hall

The Clerk reported that there had been some amendments to the application to include no pathway along Dereham Road as a hedgerow is going to be retained.

There is no bus stop for residents

There are suggestions of remedial drainage work to be carried out from Woodgate Road to Norwich Road and the surface water will be flowing to the main ditch on Dereham Road.

Councillor Atterwill had previously offered to draft a response with the Clerk.

The Clerk has also requested an extension of time to 28th February to allow for comments to be submitted.

Councillor O'Dowd proposed that Councillor Atterwill will draft a response with the Clerk seconded by Councillor Venworth and carried.

3PL/2022/0068/HOU - Waterfall House, Worthing Road - Demolition of two storey rear wing and construction of smaller single storey rear wing to the main house and associated alterations with external stairway; demolition of existing stable block and construction of replacement garage block comprising workshop/open fronted double garage/gymnasium/plant room with self-contained annex at first floor level

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

Councillor Rodrigues left the room

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

None were received.

9. 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.

i) To receive an update on the moles

The Clerk reported that the contractor has now removed the traps after catching four moles.

The Clerk also reported that there had been a second contractor attend the burial ground who has cleared the area of moles and would like councillors to consider requesting that he attends the Churchyard.

Councillor Keen proposed that the Clerk appoints the second contractor to attend site at the Churchyard seconded by Councillor Curran and carried.

Councillor Rodrigues re-entered the room

b) Swanton Morley Burial Ground

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

It was suggested that there requires a working party to attend site and clear branches and tidy the area. The Clerk will circulate an email with suggested dates.

i) To receive an update on the moles

The Clerk reported that an appointed contractor had attended site and cleared the area of moles.

Councillor Curran left the room

c) Swanton Morley Allotments

Councillor Turner was not in attendance.

There was nothing to report.

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

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

It was reported that Gooseberry Hill park open space would benefit from a working party to clear any debris. The Clerk will circulate suggested dates to arrange this.

Councillor Curran re-entered the room

e) Swanton Morley Common Lands

i) To Discuss access to Mill Common following correspondence received.

Councillor Atterwill had sent a suggestion for this ahead of the meeting.

It was suggested that the Clerk looks on Land Registry to establish the boundary from Mr Marsham's land to Waterfall House. It appears that the flailing is quite wide and when it is cut back this will give an accurate measurement of the width for vehicle access.

Councillor Curran also suggested that following this step, an agreement is made to formalise the established width to include a maintenance requirement for the access.

All agreed.

f) Streetlights

Nothing to report

g) Village Paths

Nothing to report.

h) Noticeboards

Nothing to report.

10. Highways

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

There is litter building up on the layby on Tuddenham Road that needs reporting.

i. To Receive an Update on Highways Work reported

The Drain outside the shop has been repaired

There is ongoing repair work scheduled in for the drain outside the garage – this will include the installation of kerbing.

Highways are scheduling in the kerbing work for Frogs Hall Lane to include a road closure

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

Nothing further to report.

c) To Consider Complaints received regarding Manns Lane

The Clerk has received a number of complaints from residents regarding the increase of traffic and speed on Manns Lane due to the road closure.

During bad weather parents and Children are being drenched by rainwater due to the drivers speeds.

The Clerk has contact Highways to ask for some advice and is awaiting some feedback

Councillor Curran suggested that the Clerk also enquires about having a temporary 20mph sign along Manns Lane for school hours.

The Clerk will continue to liaise with the various agencies for a solution.

d) To Consider Correspondence received concerning the correct designation of the B1147/C888 road

The Clerk reported that correspondence has been received from a resident that the road signs that used to display the B1147 have now been taped over.

The road is now C888 however there is nothing to reflect this.

The Clerk has contacted the Highways Engineer who is looking into the issue.

e) To Receive an update on the Community Speedwatch Scheme

The Clerk reported that seven drivers were caught in January however there has not been any further sessions due to the need for more volunteers.

11. To Receive a Report following the CASM meeting in January

Councillor Curran reported that the meeting was very successful.

There has been a new logo agreed and will be published

The event in April will run alongside World Earth Day and more details will be reported at the next meeting.

12. To Receive an update on the Swanton Morley Jubilee Festival

Councillor O'Dowd reported that a running order of events is now being put together and grant funding is being applied for.

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

Councillor Curran and the Clerk reported that the Jubilee event on Sunday 5th June is to start as a 'Big Jubilee Picnic' with games and entertainment. This will then lead into Dereham Brass Band playing the annual 'Brass on the Grass concert'.

The Clerk would like agreement that a fee of £250 is paid to Dereham Band instead of selling tickets independently.

Financial Year 2021/2022

Councillor Rodrigues proposed that a fee of £250 is paid to Dereham Band seconded by Councillor Venworth and carried.

Councillor O'Dowd re-entered the room and resumed the chair

13. To Discuss the Vacancy on the Parish Council

Councillor O'Dowd reported that Councillor Lappin had resigned his post due to locality. The Clerk has contacted Breckland District Council and published a notice of vacancy. If an election is not requested then the Parish Council are able to Co-Opt. The Clerk will respond accordingly.

14. To Agree the Date of the Annual Parish Meeting

Councillor O'Dowd proposed that the date for the Annual Parish Meeting is Monday 25th April seconded by Councillor Rodrigues and carried.

15. To Agree the Date of the Annual Meeting of the Parish Council

Councillor O'Dowd proposed that the Annual Meeting of the Parish Council is held on Monday 9th May 2022 seconded by Councillor Rodrigues and carried.

16. To Discuss the Mardler Content for the March Publication

The Clerk has requested any further items to be included in the Mardler for March. Items received were:
Vacancy on the Parish Council
Speeding
Litter
Jubilee Tree
Forecast of work agreed

17. Correspondence (For Exchange of Information Only)

None received

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

One member of the public has suggested that following completion of 205 new houses on Dereham Road that a possible roundabout or bypass around Dereham should be considered to alleviate the volume of traffic travelling through Swanton Morley.

It was reported that Hoe Road South travelling from Swanton Morley through Hoe is becoming busier and more dangerous.

The member of the public would like to arrange communication with Norfolk County Council Highways, Breckland Council and Hoe Parish and Swanton Morley Parish Council.

Another member of the public also suggested a direct road from the Fork in Hoe to Robertson Barracks.

18. Any Item to be Reported for the Next Agenda

An update on the Trod
B1147 Signage
An update on Access to Mill Common
Lincoln House planning application

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

All agreed.

20. To receive a proposal to close the meeting to the press and public for item 2, for the reason that the content of discussion relates to the Parish Council hardship fund (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

Councillor O'Dowd proposed that the meeting is closed to the press and public seconded by Councillor Curran and carried.

21. To Discuss the Parish Council Hardship Fund

Councillors discussed the Parish Council hardship fund that is in place for residents who may require urgent assistance.

The Clerk requested Councillors agreement to delegate authority to withdraw from this fund if required urgently to the Chairman Councillor Atterwill and the Clerk. Any decisions would be ratified at a future Parish Council meeting.

Councillor Curran requested that Councillor Atterwill and the Clerk are mindful that the fund is being distributed appropriately.

Councillor O'Dowd proposed to delegate authority to Councillor Atterwill and the Clerk to be able to withdraw from the Hardship fund under urgent circumstances. This was seconded by Councillor Curran and carried

The meeting closed at 9.40pm

_____ (Chairman) _____ Date