

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 13th March 2023 AT 8PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mrs O'Dowd (Vice Chair) Mr J Rodrigues, Mr J. Venworth, Mr B Almond and, Mrs A Walker-Fraser

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

Matters Raised Under Time Allocated to the Public

Nothing was raised

There was no County Councillor Present

District Councillor Report

District Councillor Atterwill reported that the Local Plan is still ongoing currently, there will be a consultation coming out at the end of March and he is still waiting for the assessments to be published for each piece of land that has been put forward for consideration. Breckland Council have set their budget and council tax has gone up £4.95 for a band d property.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies received from Councillor Turner

2. To Receive Declarations of Interest

Councillor Venworth declared an interest in item 9c

3. Minutes from the Parish Council Meeting of 13th February 2023 to be Accepted, Initialled and Signed

Councillor Rodrigues proposed that the minutes are accepted seconded by Councillor Venworth and carried.

4. Matters Arising from Minutes of 13th February 2023 (For Exchange of Information Only)

None were raised

5. Finance

a) Accounts to Approve for Payment:

The Clerk reported that the donations that were in the 2022/2023 budget are due to be paid. Citizens Advice Bureau for £200.00, Rivers Trust for £50.00, Wildlife Trust for £50.00 and The Woodland Trust for £50.00, bringing the total amount of payments to approve to £5137.02.

Councillor Rodrigues proposed that the payments are made seconded by Councillor O'Dowd and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 11	Bacs	£3894.73	
S2 Computers	Monthly subscription	Bacs	£163.44	£27.24
BT	January	DD	£110.72	£18.45
N Power	Streetlight	DD	£101.00	£4.81
Crane Farms & Fencing	Old Village Hall site	BACS	£576.00	£96.00
CAB	Donation	BACS	£200.00	
Rivers Trust	Donation	BACS	£50.00	
Wildlife Trust	Donation	BACS	£50.00	
Woodland Trust	Donation	BACS	£50.00	
		Total	£5137.02	£146.50

b) Income to be reported

Income Received from	Details	Amount
Rural Payments Agency	Higher Level Stewardship	£1052.93
HMRC	VAT reclaim	£5746.79
Allotments	Tenancy	£68.00
		£6867.72

c) To consider a small donation to Swanton Morley Cricket Club for replacement pads for a defibrillator

The Clerk has received correspondence from a member of the Cricket Club to request a donation towards the upkeep of a new defibrillator being installed at the top end of the Village. This would be used for any ongoing maintenance issues or replacement pads.

Councillor Atterwill proposed that the Parish Council earmark a £100 donation for the Cricket Club for the purpose of the defibrillator seconded by Councillor Almond and carried

d) To appoint an Internal Auditor for the 2023/2024 Parish Council accounts

The Clerk had contacted six independent auditors and had received two quotations for consideration.

Councillor Atterwill proposed that Mr R Goreham is appointed as the Internal Auditor for the 2022/2023 Parish Council accounts seconded by Councillor Venworth and carried

e) To consider financial assistance to Swanton Morley Village Hall for a replacement heating system

Councillor Atterwill had circulated a report ahead of the meeting for consideration.

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This detailed the need for the Village Hall heating system requiring an upgrade due to the current boiler being 28 years old, parts no longer being available and no longer economical costing the Village Hall high sums in heating oil.

The Village Hall Trust employed a consultant who carried out a thorough inspection of the current heating system and provided a report with his recommendations.

The Village Hall Trust then agreed on a tender document which was sent to recommended contractors. The tenders received were considered at the Village Hall Trust meeting and the cost to replace the system is £31,660 + VAT.

Councillor Atterwill confirmed that Swanton Morley Parish Council do not have the funds to carry out the work in the bank accounts so the only way that the Parish Council can afford to assist the Village Hall to carry out the work is through Public Works Loan for £30,000.

The Village Hall is a community building that several residents use each week and is an asset to the community. If the boiler were to breakdown then the building would have to close.

Councillor Atterwill then asked the councillors for their thoughts.

Councillor Almond asked how this could be budgeted from the Parish Council budget. Councillor Atterwill referred Councillors to the budget document and highlighted certain items that will not be required after this year.

Councillor Rodrigues asked how much of a difference it would make to the precept per household. £7.52 per household per year.

Councillor Atterwill has suggested that the Parish Council requests that the Village Hall pay for their grass cutting contribution as a way to offset the cost to the Parish Council. If the Village Hall pay for their element of the grass cutting contract then the Parish Council would be looking at a cost of £2050 per year, this would mean that it would be an additional £2.85 per household.

Councillor O'Dowd did not think it was inappropriate to ask the Village Hall pay for something that is relevant to them.

As part of the report it was suggested that if the Parish Council applied for a loan it could be over 6 years to keep the interest slightly lower.

Councillor Venworth also noted that the current boiler is uneconomical on cost and the Village Hall is already in excess of the heating oil budget.

Councillor Atterwill proposed that due to the uneconomical and unreliable boiler in the Village Hall that the Parish Council agrees to finance the project to upgrade the heating system for the Village in its entirety and will fund it by way of a Public Works Loan for £30,000 repayable over 6 years seconded by Councillor Venworth and carried

Councillor Rodrigues abstained from the vote

f) To consider the purchase of a replacement Union Jack Flag

The existing flag has become worn and faded due to usage.

The Clerk has obtained a quote to replace the flag ahead of the Coronation for £93.53 (incl VAT)

Councillor Rodrigues proposed that the replacement flag is purchased seconded by Councillor O'Dowd and carried

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6. Land and Planning

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

3PN/2023/0007/PNE - Murrell Cottage Town Street - Prior approval for proposal to erect a single storey rear extension projecting from the original rear wall by 6.6m deep, with a maximum height of 3.40m and eaves height of 2.65m

For information only. Planning are not seeking the views of the Parish Council

3PL/2023/0051/VAR - Swanton Morley: Land off Primrose Hill

The Clerk emailed councillors regarding this application, it has subsequently been approved

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

3PL/2023/0109/HOU - 4 Middleton Avenue

Permission granted

3PL/2022/0068/HOU - Waterfall House, Worthing Road

Permission granted

3PL/2023/0051/VAR - Land off Primrose Hill

Permission granted

c. To receive an update on the Local Plan review

Councillor Atterwill reported on this during the District Council report.

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

a) Churchyard at All Saints' Church

Councillor Walker-Fraser had sent the report ahead of the meeting for consideration.

As part of the report it was highlighted that some of the trees are in poor condition, the clerk has subsequently obtained a quote for a survey to be carried out for £175 + VAT

Councillor Walker-Fraser proposed that the tree survey is carried out seconded by Councillor O'Dowd and carried

b) Swanton Morley Burial Ground

Councillor Walker-Fraser reported that the plastic kerbstones have been removed.

A working party is needed to carry out some grass raking, Councillor Walker Fraser will circulate some dates to arrange this.

c) Swanton Morley Allotments

i) To receive an update on the water supply to the allotment site

The Clerk reported that the landowner has reimbursed 50% of the bill from January to cover the field with the horses.

Since the water was turned off to the allotments there has been another bill generated so the Clerk has obtained an up to date meter reading to generate an accurate bill to be sent to the landowner.

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

i) To agree a date in March to plant the trees

It was agreed that Councillor Atterwill and Councillor Venworth will arrange a week day with Mr Marsham and Mr O'Dowd to get the trees planted. This will also require additional compost which can be ordered from Mole Country Stores.

Councillor Venworth has offered to collect it.

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ii) To receive an update on the Ability Swing

Councillor Venworth confirmed that the £10,000 from the second grant has now been received in the bank.

Councillor Venworth is liaising with the Manufacturer to agree a date and any additional requirements on site.

Councillor Atterwill suggested asking the resident in the village to have a look at the design in comparison with her wheelchair and report back at the April meeting.

Councillor Venworth agreed

e) Swanton Morley Common Lands

i) To receive an update on the maintenance work at Burgh Common

Councillor Atterwill and Councillor Turner met with the Environment Agency on site, they looked at the weeds in the river and trees that need the branches cut back and possibly plant some willows trees. The gentleman has gone away to liaise with Natural England for permission. Councillor Atterwill has also been in contact with the Internal Drainage board who carry out the reed cutting for the Environment Agency, it is possible that with permission from the Environment Agency that they may be able to clear the river at Burgh Common as well.

Councillor Rodrigues left the meeting

f) Streetlights

Councillor Venworth circulated his report ahead of the meeting

g) Village Paths

Councillor Venworth had circulated his report ahead of the meeting along with an email exchange with a landowner regarding the condition of the public footpath at Primrose Hill. This has become increasingly overgrown and unpassable. The landowner has suggested that walkers can use the permissive pathway instead. This is a permissive footpath that the Parish Council pay for on an annual basis.

Councillor Atterwill proposed that the clerk writes to Norfolk County Council Trails Team to let them know the designated public footpath cannot be accessed seconded by Councillor Venworth and carried.

h) Noticeboards

Nothing further to report

8. Highways

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

Manhole cover on Gooseberry Hill has been repaired.

Pothole and road breaking away on Thompson Close

The verge on Tuddenham Road is collapsing again

The damaged van on Rectory Road is still opposite the junction.

Councillor Venworth then reported that the vehicle in Gooseberry Hill carpark is in the process of being dealt with.

b) To receive an update on the Community Speedwatch scheme

The clerk reported that the scheme is still running and there is a further volunteer.

It was reported that there needs to be more sessions or the equipment will be recalled.

A different time of the day has been suggested

c) To receive an update on the flooding on Woodgate

The Clerk should have a date for the survey by the end of the week

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d) To receive a report from the SAM data

The Clerk reported that the SAM data has been analysed and the following summary was provided:

SAM 1 – Ward Crescent towards Primrose Square – The average speed limit was 34.5 mph and the maximum speed limit was 40mph

SAM 2 – Town Street – The average weekly speed limit was 25mph and the maximum speed limit was 70mph which could be an emergency vehicle

SAM 3 – Greengate towards The Angel – The average speed limit was 26-33mph and the maximum speed was 40mph.

9. To receive an update on the 'Mens Shed'

Councillor Almond was please to report that the 'Shed' have been offered their first commission by the Brownies group. They have been asked to build a Celebration Kings Coronation Bench for their allotment.

Councillor Atterwill also raised the idea of working together with the Repair Café in Hoe, Councillor Almond will be looking into this.

10. To discuss the 2023 local elections

The Clerk reported that the local elections are being held on 4th May 2023.

The notice of election will be going online shortly and anyone interested in becoming a parish councillor can collect a nomination pack from the clerk to complete.

There are nine seats available on the Parish Council so if nine or less nominations are received, they will automatically be elected unopposed, if more than nine are received then there will be a local election.

It was agreed that the next Mardler will not go out until after the elections.

Councillor Atterwill also reported that if the Parish Council get 2/3 of members elect then the council can adopt the General Power of Competence.

11. To receive a report for the Kings Coronation Celebration

Councillor O'Dowd reported that the initial meeting of the Coronation festival group was held on Monday 6th March.

Mrs O'Dowd, the Clerk and 8 volunteers were in attendance.

Mrs O'Dowd reported that a two day festival was being planned. On Saturday 6th May, the Coronation will be live streamed from the Village Hall and there will be refreshments available.

During the course of the day there will be a 'Swanton Gets Royally Creative' showcase.

On Sunday 7th May there will be a Lunar Supper. There will be a games afternoon and rounders. From 5.30pm a bbq and buffet will be provided, Swanton's Got Talent showcase followed by a light show outside.

There will also be the Scarecrow competition running alongside the events.

The next meeting of the festival will be held on Monday 20th March at 7.30pm.

12. To agree the date of the Annual Parish Meeting

Due to the local elections and period of purdah, the Clerk suggested that the APM is held on 22nd May 2023.

All agreed

13. To agree a date for the Annual Meeting of the Parish Council

The Annual Meeting of the Parish Council must be held between 9th and 23rd May, the clerk suggested that this is held on Monday 15th May

All agreed

14. Correspondence (For Exchange of Information Only)

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Nothing to raise

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

The member of the public reported that there had been a report of children pulling up trees.
When the tree survey is received can this be passed to the Church Warden?
The new vicar is due to begin post in June 2023

15. Any Item to be Reported for the Next Agenda

Ability Swing

Burgh Common

Shed project

Coronation

Parish Council to invoice Village Hall for grass cutting

16. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 10th April 2023 at Swanton Morley Village Hall at 7.30pm.

It was agreed to hold an extraordinary meeting of the Parish Council on Monday 20th March at 7pm to agree the Parish Council minutes for the purpose of the PWL application

All agreed.

The meeting closed at 9.38pm.

Approved by _____

Signed _____

Date _____