

## SWANTON MORLEY PARISH COUNCIL MEETING MINUTES

Monday 13<sup>th</sup> December 2021 AT 8PM

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R. Atterwill (Chairman), Mrs B. O'Dowd (Vice Chair), Mr J Venworth, Mr G. Curran and Mr M. Lappin.

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

### **Matters Raised Under Time Allocated to the Public**

One member of the public raised a concern with the tidiness of the Churchyard.

Another member of the public asked if there was the possibility of installing a grit bin on Greengate at the junction of Manns Lane. Councillor Atterwill responded that there were some talks a few years ago and it was decided that this would not be viable at that time.

Councillors agreed that the Clerk would contact Norfolk County Council Highways and ask if this is something that would be considered and if a bin was purchased if it would be refilled on the gritting route.

### **County Councillor Report**

County Councillor Borrett was not in attendance. However, he had provided the briefing note from the County Council.

### **District Councillor Reports**

District Councillor Duffield had sent his apologies.

District Councillor Atterwill reported that the review of Breckland District Council's Local plan will be completed in 2027. Councillor Atterwill has concerns that such a lengthy timetable will result in some existing planning policies carrying less weight after 2024 when the review should have been completed by.

Councillor Atterwill also reported that there has been a meeting with an Executive Director of Breckland Council to discuss a new community initiative and the potential of using Swanton Morley Village Hall for this.

### ***The Meeting Went into Session***

#### **1. To Accept Apologies for Absence**

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

#### **2. To Receive Declarations of Interest**

Councillor Atterwill declared an interest in item 5

Councillor Lappin declared an interest in item 7c

#### **3. Minutes from the Parish Council Meeting of 8<sup>th</sup> November 2021 to be Accepted, Initialled and Signed**

## Financial Year 2021/2022

Councillor Venworth 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 8<sup>th</sup> November 2021 (For Exchange of Information Only)

None were raised

### 5. Finance

#### a) Accounts to Approve for Payment:

The Clerk reported that there was an additional payment to Felthorpe Nurseries for the Jubilee Tree and replacement trees for £237.60. This brings the total amount to be approved for payment to £9058.99.

Councillor O'Dowd 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 8 – under contract	BACS	£3185.05	
CGM	Grasscutting	BACS	£643.67	£107.28
BT	Telephone line	DD	£119.10	£15.10
E.On	Streetlight electricity	DD	£72.02	£3.10
S2 Computers	IT support	DD	£144.24	£20.24
S2 Computers	Replacement laptop	DD	£490.90	
GL Jones	Repair to roundabout	BACS	2640.00	£440.00
Viking	Stationery	BACS	£57.61	£9.60
Community Heartbeat	Replacement pads	BACS	£28.80	£4.80
Leathes Prior Solicitor	Planning advice	BACS	£1440.00	£240.00
Felthorpe Nursery	Jubilee tree/replacement trees	BACS	£237.60	
		<b>Total</b>	<b>£9058.99</b>	<b>£840.12</b>

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

#### Accounts to Approve for payment for Members with a Pecuniary Interest

Payee	Details	Amount	VAT
Wensum Valley Electrical Ltd	Compost/Wooden stakes	£31.98	
		<b>£31.98</b>	

Councillor Venworth proposed that the payment is made seconded by Councillor Curran.

It was agreed to waive the financial regulations for Councillor Atterwill to second authorise the payment as bank signatory.

*Councillor Atterwill re-entered the room and resumed the chair*

#### b) Income to be reported

Income Received from	Details	Amount
Breckland Council	Green Grant	£500.00
		<b>£500.00</b>

**c) To Agree the Date of the Budget Meeting in January 2022**

Councillors agreed that the Parish Council budget meeting will be held at 7pm on Monday 17<sup>th</sup> January 2022 at Swanton Morley Village Hall.

**d) To Receive any Items for Consideration on the Parish Council budget**

Councillors discussed the possibility of additional cuts being required in the village in 2022 as Norfolk County Council are only going to be carrying out 4 cuts per year.

It was agreed to look at costs of a salt/grit box for the village.

The Clerk has now obtained a remote survey and quote for a water supply into the Burial Ground. This figure will be considered.

**e) To consider grass cutting requirements for 2022**

Councillor Atterwill reported that there has been a site visit with representatives from Breckland Council and Serco to discuss the requirements for Swanton Morley moving forward.

As Norfolk County Council have taken back the grass cutting to in house, Serco have agreed to provide the Parish Council with a quote for additional cuts in the Village when they are required.

The Clerk has also spoken to an independent company who has quoted additional hedge cuts.

Norfolk County Council are due to be providing the Clerk with a figure in the new year for possible funding if the Parish Council were to employ an independent contractor.

Councillor Atterwill suggested that the Parish Council could renew its existing contract with CGM for an additional 12 months. This would provide continuity for the Parish Council owned land and give the Parish Council time to monitor the service provided by Norfolk County Council in the rest of the village before making longer term plans for the 2023/24 financial year.

The Clerk is to circulate the current schedule to all Councillors to consider any additional work to be included.

Councillor Atterwill then suggested that when all of the information has been received this can then be reviewed in January.

All agreed

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

The Clerk provided an additional design of the plaque to councillors for consideration. This plaque is made from recyclable material and provided by Veterans through the Royal British Legion.

Councillors had a concern over the design of the plaque and if it was engraved or printed.

It was agreed to defer this item for the Clerk is to confirm this information for the January meeting.

It was then discussed that an oak post similar to the one positioned in Gooseberry Hill Park could be used to mount the plaque onto.

**6. Land and Planning**

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

3DC/2021/0247/DOC - Woodgate Farm Barns - Discharge of Conditions No10,11 on 3PL/2021/0828/VAR

Councillors agreed to stay silent

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3PL/2021/1606/HOU - 8 Blenheim Drive, - Single storey shed/home office at rear of property (Householder)

Councillor O'Dowd proposed no objections to this planning application seconded by Councillor Venworth and carried.

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

None received

### **c. To Consider Breckland District Council Consultation on the Council's Statement of Community Involvement**

The Clerk had circulated correspondence ahead of the meeting for consideration.

The SCI is a document that Breckland Council would like to adopt that contains details of how Breckland Council plan to work with communities on planning applications.

Councillor Atterwill had concerns that one of the items had been removed from the original SCI.

*"In working with Town and Parish Councils we will respond constructively and positively to requests to attend Parish meetings, particularly where they can be grouped or where there is a recognised policy issue of local significance"*

Councillor Atterwill has contacted Breckland Council to request an extension to allow all Town and Parish Councils to consider this.

Councillor Curran proposed that the Clerk responds with a request to include the above item seconded by Councillor Venworth and carried.

### **d. To consider Breckland District Council's Local Plan Review timetable**

Councillor Atterwill reported that the review of Breckland District Council's Local plan will be completed in 2027. Councillor Atterwill has concerns that such a lengthy timetable will result in some existing planning policies carrying less weight after 2024 when the review should have been completed by. Councillor Atterwill also reported that there is due to be meeting of Ward Members taking place in early January.

### **e. To Receive a Report regarding Land Registry and a B13 notice of an application to register easements or other rights**

Councillor Atterwill reported that following email correspondence to all Councillors regarding the easement across the Village Green the requested documents have still not been received.

Until this information can be circulated to Councillors for consideration this item cannot be discussed.

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

### **a) Churchyard at All Saints' Church**

i) To receive an update on the progress of the installation of a new bell at All Saints Church to which the Parish has contributed £1918

Councillor Atterwill reported that he had received confirmation that due to the Covid-19 pandemic this project is still ongoing.

Anonymous donations had been received originally which helped the funding however now there are concerns about the funding.

A new proposal will be put together and circulated however it is thought that the funding will not now be required until 2022/2023 financial year.

Councillor Curran also reported that there are still moles in the Churchyard. The Clerk will contact the contractor to visit site.

*One member of the public left the room.*

**b) Swanton Morley Burial Ground**

i) To receive a quote to install a water supply

The Clerk has now obtained a quote from Anglian Water to install a water supply directly from Middleton Avenue into the Burial ground for use by visitors to the site.

The full quote to provide a water supply is £1216.80.

It was agreed that the Clerk will contact Commercial Assets at Breckland District Council to request an easement to dig a trench for the water pipe.

The Clerk will provide an update at a later meeting.

**c) Swanton Morley Allotments**

The Clerk reported that the site was in good order with no vacant plots.

Two allotment holders had now received letters requesting work to be carried out on their plots.

i) To Consider a request from an Allotment Holder

The Clerk had received a request from an allotment holder to install a perimeter fence around their plot due to rabbits and unwanted visitors.

**Councillor Atterwill proposed that the allotment holder can proceed with the request in line with the allotment policy seconded by Councillor O'Dowd and carried.**

Councillor Atterwill then suggested that the Clerk contacts a contractor who has carried out work for the Parish Council to rebuild the gate onto the allotment site from the playing field.

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

Councillor Atterwill and Councillor Venworth have agreed to carry out a full site inspection in the New Year at Gooseberry Hill Park to consider work and items for the Parish Council budget.

i) To Receive an update on the purchase of a Jubilee tree and additional trees for Davidson Park  
Councillor Atterwill, The Clerk and Mr Marsham collected the trees for Davidson Park on Saturday 11<sup>th</sup> December.

Councillor Atterwill and Mr Marsham then planted the Jubilee Tree.

Councillor Atterwill thanked the residents who provided hot drinks.

Thanks were placed on record to both Councillor Atterwill and Mr Marsham.

The rest of the trees will be ready for collection over the next two weeks and Mr O'Dowd has volunteered to assist the council in planting them.

ii) To receive an Update from the Gardening Club for the planting area surrounding the Lectern.

Following the November meeting and accepting the quote from the Gardening club to plant the area surrounding the memorial lectern the Clerk has received a donation from the Gardening Club for £200 towards the cost of the plants.

Councillor Atterwill would like thanks placed on record for the Gardening Club for their gesture.

**e) Swanton Morley Common Lands**

Councillor Atterwill suggested that the Clerk contacts a contractor for a quote to install a new gate on site at the entrance to Mill Common. This can then be considered for the budget.

**f) Streetlights**

Councillor Cawdron had provided a report ahead of the meeting for consideration.

It was reported that there are a number of columns over grown with vegetation. Councillor Cawdron will rectify this over the Christmas period.

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### **g) Village Paths**

Councillor Venworth had circulated his report ahead of the meeting for consideration. He had nothing further to add.

#### **i) To Receive an Update on the Installation of additional bins**

Councillor Atterwill reported that following a meeting with Breckland Council and Serco the location for the bin at the Churchyard was discussed and a location was agreed.

Councillor Atterwill then reported that the Parish Council would need to purchase the bin and Breckland Council will empty it at a cost of £200 per year.

Councillor Atterwill and the Clerk will need to seek permission from the landowner to site a bin in the agreed location.

### **h) Noticeboards**

It was agreed that work is required to the noticeboard on the Village Green.

A replacement will be considered in the 2022/2023 budget.

## **8. Highways**

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

The drain on Town street opposite Swanton Morley Stores is now starting to collapse.

The Clerk is to enquire about an oak post being positioned on the Village Green and possible kerbing work to be carried out.

It was reported that the hedges along Norwich Road are overgrown. The Clerk is to contact the owner.

Councillor Curran reported that the sign to Swanton Morley from the Tuddenham bends is missing.

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

The Clerk reported that the removal of the tree on Rectory Road has been actioned however the contractor has left a 3ft stump. The Clerk is to contact Norfolk County Council and find out if they are going to grind this down. The Clerk will also query when they are going to complete the work on the remaining trees.

Councillor Atterwill also reported that the work to the end of Primrose Square has not been completed. The Clerk will chase this up.

It was agreed that Councillor Atterwill will contact the director of Hopkins Homes to request that the road closure does not affect pedestrian access.

The Clerk is to contact Norfolk County Council highways and request a time frame for the kerbing work on Frogs Hall Lane.

There was a report of overgrown hedges along Norwich Road. Councillor Atterwill provided the Clerk with contact information in order to request these are cut back.

Councillor Curran reported that the Swanton Morley sign at the junction of Tuddenham Road was missing. The Clerk will follow this up.

### **ii. To Receive a Report regarding the Grass Cutting/Hedge Cutting in the Village**

This was discussed under item 5e

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

Councillor Atterwill reported that the bid for the 2022/2023 Parish Partnership has been accepted as it is a continuation of the work from 2021/2022.

Councillor Atterwill will schedule a meeting with the land owner to come up with a design for Norfolk County Council highways to consider.

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

The Clerk reported that due to the lack of numbers available a Speedwatch has not taken place since November.

The Assistant Clerk has offered to co-ordinate the volunteers from the new year with a view of setting up a monthly rota.

### **9. To Receive a Report on the Jubilee Festival**

Councillor O'Dowd had circulated a draft logo to Councillors ahead of the meeting to consider. This was designed by the company that produced the Swanton Morley Festival logo in 2019 as a continuation.

The design agreed by Councillors has been confirmed to include an updated website for the event.

### **10. To Receive a Report on the CASM relaunch**

Councillor Curran reported that the Clerk had made contact with members of the original CASM working group.

The relaunch meeting will take place on Wednesday 19<sup>th</sup> January. This will be advertised in the Mardler, Link Up and on social media.

It was reported that 'Earth Day' is on 22<sup>nd</sup> April 2022, it was agreed that the relaunch event could take place on Saturday 23<sup>rd</sup> or Sunday 24<sup>th</sup> April 2022.

Suggestions for possible guest speakers for future CASM meetings were Mr Nigel Middleton of the Hawk & Owl Trust and Dr Charlotte Packman of Wildwings Ecology and a representative from the Norfolk Wildlife Trust

Councillor Atterwill reported that he had received a request from a local resident to look into the pesticides used on farmers fields in an effort to save pollinator insects. Councillor Atterwill advised the resident to contact George Freeman MP as this would require national legislation

### **11. 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 complained about the tree work on Rectory Road as he was under the impression that Norfolk County Council were removing two trees.

The Clerk confirmed that it was one tree and the rest were being cut back.

Another member of the public asked if the Parish Council would consider a local blacksmith for a galvanised post for the Jubilee tree plaque

A request was also made to include a service to the church clock in the budget.

Councillor O'Dowd wanted to place on record thanks to Councillor Atterwill and Sean Atterwill for the Christmas light display in the Village.

Councillor Atterwill then reported that the Village Hall had been presented with a tapestry made by the late Margaret Smith. An inscription on the back of the picture was read out.

This will be hung in the foyer of the Village Hall.

### **12. Any Item to be Reported for the Next Agenda**

Grass cutting

Jubilee Plaque

Grant funding for Disability swing

Budget items

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**13. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 10<sup>th</sup> January 2022 at Swanton Morley Village Hall at 7.30pm.**

All agreed.

The meeting closed at 9.45pm

\_\_\_\_\_ (Chairman) \_\_\_\_\_ Date