

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 26th September 2022 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

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

Matters Raised Under Time Allocated to the Public

A member of the public asked if the Clerk could report a number of potholes and provided the locations of these.

Another member of the public asked if there had been a date confirmed for the repair to the bridge. Councillor Atterwill responded that there hasn't yet. The member of the public then reported that the owner of the property is having some tree work carried out.

The member of the public also reported that the remainder of the trees purchased by the Parish Council are at his residence being well kept until such a time as these are planted.

There is a concern regarding the Jubilee tree on Davidson Park as this has been hit by the strimmer from the contractor and it has trimmed the bark from the base of the tree. It was agreed that the tree would be monitored but may require replacing.

There was no County Councillor Present

District Councillor Report

Councillor Atterwill reported that Breckland District Council have a hardship fund for residents to apply for. Councillor Atterwill is happy to forward any applications to officers at Breckland Council.

Councillor Atterwill also reported that he has raised a motion at the next full council meeting to promote credit unions as a better alternative to help vulnerable people rather than loan sharks.

Councillor Walker-Frazier asked if this is something that could be included in the Mardler and on the website to make residents aware. The clerk agreed that it could.

2 members of the public entered the room

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Venworth and District Councillor Duffield, accepted by the council

2. To Receive Declarations of Interest

Councillor Turner declared an interest in item 7c

3. Minutes from the Parish Council Meeting of 8th August 2022 to be Accepted, Initialled and Signed

Councillor Curran proposed that the minutes are accepted and signed seconded by Councillor Almond and carried.

Councillor Rodrigues and Councillor Turner abstained.

4. Matters Arising from Minutes of 8th August 2022 (For Exchange of Information Only)

None were raised

5. Finance

a) Accounts to Approve for Payment:

The clerk reported that four further invoices had been received following the agenda being published.

Viking for Stationery - £77.65

Norfolk PTS for a Clerks seminar - £52.00

PKF Littlejohn – Audit - £480.00

Mr D Palmer – Repair work to the swings - £640.00

Councillor Curran proposed the following payments are made seconded by Councillor Rodrigues and carried

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 5	Bacs	£3969.03	
S2 Computers	Monthly subscription	Bacs	£163.44	£27.24
BT	June/July 2022	DD	£228.27	£33.57
CGM	August/September	Bacs	£1383.88	£230.64
NPT&S	Election Training	BACS	£36.00	
PWLB	Public Works Loan	DD	£4198.65	
Glasdon UK	Bin post	BACS	£69.96	£11.66
David Bracey	RoSPA Inspection	BACS	£192.00	£32.00
Bright & Beautiful flowers	HM The Queen Tribute	BACS	£45.00	
Spiegl	Condolence Book	BACS	£84.62	
Viking	Stationery	BACS	£77.65	
NPT&S	Seminar	BACS	£52.00	
PKF Littlejohn	External Audit	BACS	£480.00	
Don Palmer	Repair to the Swings	BACS	£640.00	
		Total	£11,620.50	£335.11

b) Income to be reported

Income Received from	Details	Amount
Norfolk County Council	Parish Partnership Refund	£3750.00
Norfolk County Council	Grasscutting contribution	£3047.60
Barclays Bank	Compensation for Complaint	£100.00
		Total
		£6897.60

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c) To discuss and approve a payroll adjustment

The clerk reported that following an enquiry from a member of the public an enquiry was raised about a discrepancy in the staff costs in the minutes.

Following an investigation with Councillor O'Dowd the formulas in the payroll monitor document were discovered as incorrect.

The correct amount was approved on the payslip however the minutes reported the incorrect figure from the spreadsheet.

For financial year 2022/2023 this was found to be understated by £965.65.

For financial year 2021/2022 this was found to be understated by £3126.56.

The clerk reported that the AGAR staff figure was correct of £44,313.

The internal spreadsheets have now been corrected.

Councillor Rodrigues proposed that the figure for the minutes is recorded correctly seconded by Councillor Curran and carried

d) To agree the updated Financial Regulations

It was agreed to defer this item and review with a debt policy

e) To receive the conclusion to the Audit for 2021/2022

The external audit is now complete, and the accounts have been signed off by PKF Littlejohn.

The clerk reported that there was one advisory that the date on the section 2 was incorrect. This will need to be detailed in the Audit for 2022/2023.

6. Land and Planning

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

3PL/2022/0949/HOU - Pond Farm 40 Greengate - Four new dormers in NW elevation. Alterations to window and door openings. New joinery on front porch and rear converted garage. PV panels on SE roof.

Councillor Curran proposed that the Parish Council respond with no objections seconded by Councillor O'Dowd and carried

3PL/2022/0917/HOU - Kesmark House Gooseberry Hill - Addition of Pavilion style extension to the side and rear

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

3PL/2022/0918/LB - Kesmark House Gooseberry Hill - Addition of Pavilion style extension to the side and rear

Councillor Rodrigues 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

None received

Councillor Atterwill reported that the planning application for land on Frogs Hall Lane is still at appeal process.

Councillor Atterwill then reported that following correspondence received on the 'call for sites' consultation, the update of sites that have been put forward is now available and will be shared on social media and on the website.

7. 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.

i) To receive the inspection report from the Churchyard and Burial Ground working party.

The Clerk had circulated the report from the working party meeting ahead of the meeting for consideration.

It was agreed that the work to the churchyard would be considered to form part of the 2023/2024 budget. The clerk has contacted the War Graves Commission and reported the damage to the gate for repair. The Clerk has also obtained information from the Norfolk Wildlife Trust concerning the wild areas and has passed this on to Councillor Curran.

b) Swanton Morley Burial Ground

Councillor Curran had circulated his report ahead of the meeting.

Councillor Curran reported that he had dead headed the roses in the memorial garden.

i) To receive the inspection report from the Churchyard and Burial Ground working party

It was agreed that a working party would be arranged for some maintenance work in the burial ground when the paths have been installed.

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

The Clerk reported that the information requested by Breckland Council has been forwarded to them and is now awaiting further update.

iii) To receive an update on the new footpaths

Councillor Atterwill reported the footpaths should be completed in the next few days. The work carried out has been high quality and as soon as this is complete, he will circulate an update to councillors.

Councillor Curran reported that he was unaware of the work being started.

c) Swanton Morley Allotments

i) To receive an update on the conditions of the plots.

Councillor Turner raised concerns with a number of plots at the allotment site.

Councillor Atterwill proposed that the allotments policy is followed, and a formal warning is to be sent to the allotment holders who have not corresponded with the council seconded by Councillor Curran and carried

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

Following the resignation of Councillor Keen Councillor Atterwill reported that Councillor Venworth and himself are happy to take on the responsibility of the open spaces.

Councillor Atterwill proposed that two places are booked on the 'Play Area Inspection' training course provided by Community Action Norfolk for himself and Councillor Venworth seconded by Councillor O'Dowd and carried.

Councillor Atterwill also reported that there had been some vandalism on Gooseberry Hill park and at the Village Green. Councillor Atterwill had attended site and made some small repairs to the equipment; the photos of the damage have been forwarded to NGF Play to provide a quotation for the repair work.

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i) To receive the RoSPA inspection and agree any actions necessary

The Clerk had circulated the RoSPA inspection to councillors ahead of the meeting for consideration.

It was agreed that the Clerk would send the report to NGF Play to provide a quotation for any urgent work.

Councillor Atterwill requested the Clerk contact the contractor regarding the installation of the posts on Davidson Park.

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

An application has been submitted to Norfolk Community Foundation and Lottery Funding. Councillor Venworth has also had a meeting with the Norwich Freeman Charity, at the Forum. Councillor Venworth has an application form which will need to be submitted by the beginning of November ready for their next grant meeting.

e) Swanton Morley Common Lands

Councillor Turner confirmed that cattle were on the site of Mill Common.

Councillor Turner is also to contact Dr Droben from the Environment agency to discuss a project for the boardwalks on Burgh Common

f) Streetlights

Councillor Venworth had circulated his report ahead of the meeting. There were no issues to report.

g) Village Paths

Councillor Venworth had circulated his report ahead of the meeting for consideration. Nothing further to report.

The Clerk reported that there had been notification from Norfolk County Council Highways who are investigating the issues raised with the trails team.

h) Noticeboards

Councillor Atterwill reported that the noticeboard is ready for installation at the junction of Greengate. The smaller noticeboard will be removed, and the wall made good. The smaller noticeboard will then be installed on the village green when the map is complete.

i) To receive an update on the design of the Village Green map

Councillor Venworth reported to the clerk ahead of the meeting that the village information sign is still being developed but has been delayed slightly. A better update will be provided at the October meeting, but I am confident it will be installed in the Queens Platinum Jubilee Year as planned.

8. Highways

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

In addition to the potholes reported at the start of the meeting, it was also reported that there is an overhanging branch at the bottom of Gooseberry Hill that needs to be cut back. Councillor Walker-Frazer has offered to carry this out. Councillor Atterwill thanked her.

b) To receive a draft proposal for the Parish Partnership Application 2023/2024

The clerk had circulated a draft proposal ahead of the meeting for consideration. This still requires some information from Norfolk County Council highways that the Clerk has requested.

It was agreed to defer this item until Norfolk County Council have provided the information.

c) To discuss the grass cutting tender for the forthcoming year

The clerk reported that the current grounds maintenance contract is due for renewal at the end of the year.

It was agreed that the clerk would draft two separate tender documents for consideration.

One would be for the open spaces in the Village and the second would be for the Burial Ground and Churchyard.

The Clerk is also to contact Norfolk County Council highways to enquire about funding for the Parish Council to appoint a contractor for the domestic hedges.

d) To receive an update on the Community Speedwatch scheme

Councillor Turner reported that the scheme is still operating however more volunteers are required.

There have been a number of vehicles reported to Norfolk Constabulary, and these have received communication.

The Clerk reported that the request for the SAM locations on Woodgate has been submitted to the Highways engineer and is awaiting confirmation that this is a suitable site.

e) To receive an update on the flooding on Woodgate

The Clerk has received confirmation that the team have not yet carried out the full survey.

The Clerk is awaiting a response from the Highways engineer who is also chasing this up at County level.

It was agreed that the Clerk would contact a resident who has been in touch to provide an update.

9. To consider the Parish Council setting up a 'warm bank' for winter

The Clerk reported that research has been carried out regarding the idea of 'warm banks' or 'warm hubs' in the community.

The idea would be to help with the cost of living crisis by setting up a warm space for any resident that may need it.

The project could include existing groups and activities in the village along with opening up the areas in the building that are not being used but are being heated. This could be for parents to bring their children after school to use for a homework space.

Councillor agreed to support this initiative, Councillor Atterwill suggested speaking with Breckland Council Inspiring Communities' team to enquire about any funding or support that may be available.

10. To consider a draft village emergency plan

The Clerk had requested that this item is deferred while collating further information.

Councillor Atterwill suggested that the clerk speak with the Emergency Planning Officer at Breckland Council to enquire if they can provide a template.

It was suggested that the Clerk works with Breckland to identify our duties.

11. To Receive an Update on CASM

Councillor Curran reported that the monthly meetings are still going ahead.

There is an Owl walk and talk being held at the Village Hall this coming week.

CASM also organised a litter pick in the village which resulted in seven bags of rubbish being collected.

Councillor Curran wanted his thanks placed on record for everyone that helped with this.

The tree nursery is in good progress and Councillor Curran would like to place on record his thanks to Councillor Venworth for his time spent on this project

CASM have carried out a survey on the trees that were planted in 2021 and some of these have not survived.

Councillor Curran has been contacting takeaways to discuss the recycling message on the packaging.

There is due to be a visit to the recycling centre on 11th October at 10am.

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Councillor Curran also wanted his thanks placed on record to Emma Raines who has been working hard on the website and social media.

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

Councillor Almond reported that the initial meeting for the idea of a 'Mens Shed' had taken place. There were 7 people in attendance including a representative from the Norfolk Mens Shed Association to give a talk and provide any information.

A visit to a local mens shed will be arranged and advertising to promote the initiative.

Councillor Atterwill thanked Councillor Almond for all of the effort with the project.

13. Correspondence (For Exchange of Information Only)

Nothing to report

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

A member of the public enquired now that the Barracks is open, how many people are using it. Councillor Atterwill confirmed that 70 houses are currently being refurbished.

A member of the public reported that the Church will not be decorated for the 'Carols in the Church' event.

The hedge on the s bend coming into the Village needs trimming back.

A member of the public also reported that the Vicar has resigned, Dereham will be providing a temporary vicar to carry out the services.

Councillor Turner wanted to discuss the issues of parking on Town Street and in the Church carpark. This is becoming a hazard again as buses and emergency vehicles are struggling to get through and patrons to the church at the weekend have nowhere to park.

It was agreed that the clerk would write to Swanton Morley Garage regarding this issue and copy in the landlord.

14. Any Item to be Reported for the Next Agenda

Environment Agency regarding the river at Burgh common

Grasscutting tenders

Parish Partnership

Christmas lights

Jubilee tree

Warm hub

15. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 10th October 2022 at Swanton Morley Village Hall at 7.30pm.

All agreed.