



## SWANTON MORLEY PARISH COUNCIL

### **Notice of a Virtual Meeting of the Parish Council**

**Dated this day 8th July 2020**

The next meeting of Swanton Morley Parish Council will be held on **Monday 13<sup>th</sup> July 2020 at 7.30pm.**

**Under the Coronavirus Act, the Secretary of State has published meeting regulations which remove the requirement to hold annual meetings and allow virtual meetings up to 7 May 2021. These are contained in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.**

**Accordingly, this meeting will be held virtually via Microsoft Teams and if any members of the public or press wish to attend, please contact the Clerk no later than 12 noon on Monday 13<sup>th</sup> July 2020 and an invitation to join the Teams meeting will be sent to you.**

**The public and press will be able to address the Council during the Public Participation session. Any member of the public wishing to speak must give notice to the Clerk by 12 noon on Friday 10<sup>th</sup> July 2020. Public Participation will be limited to 15 minutes, with three minutes allowed per speaker. Our Standing Orders do not permit members of the public and press to take part in the debates.**

#### **Time Allocated to the Public**

#### **To Receive District & County Councillors Report**

#### **BUSINESS TO BE TRANSACTED**

- 1. To Accept Apologies for Absence**
- 2. To Receive Declarations of Interest**
- 3. Minutes from the Parish Council Meeting of 20<sup>th</sup> May 2020 to be accepted, initialled and signed.**
- 4. Matters arising from Minutes of 20<sup>th</sup> May 2020 (For Exchange of Information Only)**
- 5. To Consider regular publication of 'Draft' minutes on the Parish Council website**
- 6. Finance**
  - a. Accounts to approve for payment (This includes payments approved in June during lockdown).**

Please see overleaf

Parish Clerk: Kelly Pickard 01362 637166  
Swanton Morley Village Hall, Manns Lane, Swanton Morley  
parishcouncil@swantonmorley.org

*Kelly Pickard*

Payee	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff Renumeration	PAYE month 2	Bacs	£3206.66	
Hampshire Flag Company	Flag Pole	Bacs	£1063.14	£177.19
Hampshire Flag Company	Flags	Bacs	£717.17	£119.53
Wave	Allotment water bill	Bacs	£146.71	£24.46
SLCC	Annual Membership	Bacs	£180.00	
CGM	Grasscutting	Bacs	£627.97	£104.66
BT	Telephone Line	Direct debit	£110.73	
E.On	Streetlight electricity	Direct debit	£72.02	
S2 Computers	IT Support	Direct debit	£144.24	
<b>The above payments were approved on 24<sup>th</sup> June by email?</b>	<b>Councillor Atterwill proposed the payments were made, seconded by Councillor O'Dowd.</b>		<b>£6268.64</b>	<b>£425.84</b>
Staff Renumeration	PAYE Month 3	BACS	£3263.41	
CGM	Grasscutting – (to be approved in principle upon receipt of the detailed breakdown)	BACS	£627.97	£104.66
M.E & H.S Crane	Repair and replace rabbit fencing in Churchyard	BACS	£660.00	£110.00
RoSPA	Playground Inspection	BACS	£271.80	£45.30
BT	Telephone line	Direct debit	£110.73	£18.45
E.On	Streetlight electricity	Direct debit	Awaiting invoice	
S2 Computers	IT Support	Direct debit	£144.24	
	<b>TOTAL</b>		<b>£4695.62</b>	<b>£214.66</b>

## b. Income to be reported

Income Received From	Details	Amount
Interest	Bank Interest Tracker Account	£12.49
Allotment holders	Payments for plots	£373.00
	<b>TOTAL</b>	<b>£385.49</b>

- c. To Receive an Update on the application for a Business Credit Card for the Parish Council
- d. To Receive an update on the Nationwide Account
- e. To Consider the Parish Council applying for the Parish Partnership 2021/22
- f. To Receive a Report for the Councillors to have their own Parish Council email address
- g. To Agree the Clerk purchasing the 'Clerks Manual' publication for the CiLCA

Parish Clerk: Kelly Pickard 01362 637166  
 Swanton Morley Village Hall, Manns Lane, Swanton Morley  
 parishcouncil@swantonmorley.org

*Kelly Pickard*

- h. To consider a Parishioner request for information relating to a VAT reclaim
- i. To Consider the purchase of an additional flag to commemorate the RAF.

**7. Annual Accounts**

- I. To Receive the Internal Audit Report and Consider any Actions Necessary
- II. To Agree the Annual Statement of Governance
- III. To Agree the 2019/2020 Parish Council Accounts
- IV. To Set the Period of 30 days for 'Exercise of Public Rights'

**8. Policies**

**To Consider Recommendations made by the Finance & Governance working group.**

- i. To Agree the Data Protection Policy
- ii. To Consider the Complaints policy
- iii. To Agree the Freedom of Information Act
- iv. To Agree the Information Audit document

**9. Land and Planning**

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

3PL/2020/0567/HOU - The Nest, Woodgate - Demolish existing single storey extension and construct single storey extension to rear, erection of detached garage

3PL/2020/0555/F - Old Dial Town Street Swanton Morley - Change of Use existing detached outbuilding to holiday accommodation

3PL/2020/0563/F - Merryfield, 39 Greengate - Construction of a single dwelling and associated infrastructure works

3PL/2020/0632/HOU - 30 Thompson Close - Proposed Two Storey Side Extension.

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

3PL/2020/0350/F - Land to The East of Woodgate Lane - Erection of a small storage barn / animal shelter to house agricultural equipment

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

- a. Churchyard at All Saints' Church
- b. Swanton Morley Cemetery
  - i. To receive an update report from Councillor Curran
- c. Swanton Morley Allotments
- d. Swanton Morley Playing Fields and Village Green
  - ii. To receive an update report regarding the installation of a playboat at Gooseberry Hill
  - iii. To receive a draft risk assessment to re-open Gooseberry Hill, the swings on the Village Green and the outdoor gym
  - iv. To receive an update on the installation of the flag pole
  - v. To receive an update on the work being carried out on village green trees
- e. Swanton Morley Common Lands
  - i. To Receive an Update Report on the Application for Countryside Stewardship for Mill Common
  - j. To receive an update on the installation of the replacement picnic bench
- f. Streetlights
- g. Meadowview Estate (Davidson Park)
- h. Village paths

Parish Clerk: Kelly Pickard 01362 637166

Swanton Morley Village Hall, Manns Lane, Swanton Morley  
parishcouncil@swantonmorley.org

*Kelly Pickard*

11. **Highways**
  - a. To Receive Reports of Highways Faults / Matters for Attention
  - b. To Receive an Update regarding the Speeding in the Village and Agree any actions necessary
12. **To Discuss the ongoing litter and antisocial behaviour at the Waterfalls**
13. **To Receive an Update on the new Parish Council website**
14. **Correspondence (For Exchange of Information Only)**

**Meeting to Be Suspended for Further Time Allocated to the Public**

15. **Any item to be reported for the next agenda**
16. **To Confirm the Date & Time of the Next Meeting of the Parish Council to be held on Monday 10<sup>th</sup> August 2020 at 7.30 via Microsoft Teams**