

ANNUAL MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 13th May 2024 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Mrs Pickard (Clerk) and 2 members of the public

Matters Raised Under Time Allocated to the Public

Nothing was raised

There was no County Councillor Present

District Council report

District Councillor Atterwill reported that Breckland Council, in conjunction with the Boundary Commission are carrying out a boundary review for all Breckland wards. Once passed this will come into being at 2027 elections.

After this consultation Breckland Council will decide how to reallocate ward boundaries.

The Meeting Went into Session

1. To Elect a Parish Council Chairman for the forthcoming year

Councillor Turner proposed that Councillor Atterwill is re-elect as Parish Council Chairman seconded by Councillor Rodrigues and carried

2. To Accept Apologies for Absence

Apologies were received from District Councillor Duffield, accepted by Council

3. To Receive Declarations of Interest

Councillor Atterwill and Councillor Walker-Fraser declared a pecuniary interest in 8b

Councillor Turner and Councillor Venworth declared an interest in item 10c

4. Election of Vice Chairman

Councillor Atterwill proposed that Councillor O'Dowd is re-elect as Vice Chair seconded by Councillor Gauntlett and carried

5. Appointment of Council Representatives and Councillors with special responsibilities

a. Member to represent the council on the Barrett's Charity Committee

Councillor Rodrigues

b. Member to be responsible for the Churchyard and Burial Ground

Councillor Phillips

c. Member to be responsible for Common Lands

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Councillor Atterwill

- d. Member to be responsible for Open Spaces and Recreation Grounds

Councillor Venworth

- e. Member to be responsible for Village Pathways

Councillor Walker-Fraser

- f. Member to represent the Council as Surgery Liaison

Councillor O'Dowd and Councillor Walker-Fraser

- g. Member to be responsible for Allotments

Councillor Turner

- h. Members to form the Personnel Working Group

Councillor Atterwill, Councillor O'Dowd and Councillor Rodrigues

- i. Members to form the Finance and Governance Working Group

Councillor Atterwill, Councillor O'Dowd and Councillor Rodrigues

- j. Member to be responsible for the Community Speedwatch Scheme

Councillor Turner and Councillor Gauntlett

- k. Member(s) to be responsible for the Volunteer Scheme

N/A

- l. Member to be responsible for the SAM2 signs

Mr Almond and Councillor Gauntlett

- m. Member to be responsible for Streetlights

Mr J Venworth

- n. Member to be responsible for Noticeboards

Mr J Venworth

- o. Members to carry out Internal Control checks

Councillor Walker-Fraser

- p. Member to be responsible for Highway and Village defects

Councillor Gauntlett and Councillor Atterwill

Councillor Atterwill proposed that all of the above positions are allocated for 2024/2025 seconded by Councillor Turner and carried

6. Minutes from the Parish Council Meeting of 8th April 2024 to be accepted, initialled, and signed.

Councillor Venworth proposed that the minutes are accepted seconded by Councillor O'Dowd and carried

7. Matters arising from Minutes of 8th April 2024 (For Exchange of Information Only)

None were raised

8. Finance

- a. Accounts to approve for payment

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

Payee	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 1	Bacs	£3651.26	
BT	Telephone line	Direct debit	£133.50	£3.65
N Power	Streetlight electricity	Direct debit	£243.99	
S2 Computers	IT Support	Direct debit	£184.49	£30.75
Public Works Loan	PWLB	Direct Debit	£4198.65	
Instantprint	Mardler	BACS	£170.00	
Don Palmer	Pressure washing	BACS	£950.00	
Lappin Group	Allotments water	BACS	£228.71	£38.12
SLCC	Annual membership	BACS	£288.00	
Broadscape	Burgh Common	BACS	£780.00	£130.00
NALC	Subscription	BACS	£416.71	
	TOTAL		£11,245.31	£202.52

Councillor Atterwill and Councillor Walker-Fraser left the room and Councillor O'Dowd took the Chair

b. Payments to approve for members with a pecuniary interest

Councillor Venworth proposed that the 50% Chairmans allowance is paid to Councillor Atterwill seconded by Councillor Rodrigues and carried

Councillor Rodrigues proposed that the expenses are reimbursed to Councillor Walker-Fraser seconded by Councillor Turner and carried

Payee	Detail	Total £
Chairman	50% Chairmans Allowance 2024/2025	£313.37
Mrs A Walker-Fraser	Burial Ground expenses	£20.99
	Total	£334.36

Councillor Atterwill and Councillor Walker-Fraser re-entered the room and Councillor Atterwill resumed the Chair

c. Income to be reported

Income Received from	Details	Amount
Littleproud & Son	Burial fees	£95.00
Breckland Council	50% Precept 2024/2025	£49,692.00
	Total	£49,787.00

d. To consider a request from the Village Hall Trust for financial assistance towards the Village Hall floor

The Clerk reported that the Village Hall Trust require remedial work to be carried out on the Main Hall floor however the quotations have come in at quite a high cost that the Village Hall does not have. This is a piece of work that needs to be carried out as the floor is beginning to degrade and there are visible bald patches and it is causing powdery residue to form.

Two site visits have been carried out with experienced contractors and two quotations have been received.

Edward Hyde - £6276 – no VAT to be added.

Blitz Clean - £5760 – inclusive of VAT

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The Village Hall would like consideration from the Parish Council that the Village Hall Trust would fund £760 and the Parish Council would fund £5000 by way of a loan repayable by the Village Hall Trust over two years – to include any interest accumulated from the Nationwide account.

£5000 / 24 months - £208.33 per month + Interest rate as at 31/03/2024 - 2.25% = £213.17.

Councillor O'Dowd proposed that the Parish Council loan £5000 to the Village Hall Trust repaid over two years at £213.17 per month seconded by Councillor Venworth and carried

e. To consider the quotation for fencing along Harkers Lane

As previously discussed there is a need for fencing to be secured along Harkers Lane for various reasons including health and safety.

The Clerk has received two quotations for this work.

CRM Fencing - £2350.00 Incl VAT

Crane Fencing - £15 per m +vat = £2100 + VAT

Councillor Venworth proposed that Crane Fencing is appointed to carry out the work seconded by Councillor Gauntlett and carried

f. To confirm an additional payment to Norfolk County Council for the Parish Partnership

The Clerk had circulated an update on the payment for the Parish Partnership to Councillors for agreement. The Clerk had received a revised quotation after the Parish Partnership application had been submitted.

This had resulted in the Parish Council being £1456.50 short for the scheme.

The Clerk had spoken to County Councillor Bill Borrett and he has offered to fund £1000 of the outstanding amount from the County Council Highway fund.

Councillor Venworth proposed that the additional £456.50 is approved seconded by Councillor Rodrigues and carried

Councillor Atterwill would like his thanks placed on record to County Councillor Bill Borrett

9. Land and Planning

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

3DC/2024/0085/DOC - Land Off Primrose Hill - Discharge of Condition Nos 7 & 9 on 3PL/2023/0051/VAR

No comments required

3DC/2024/0078/DOC - SWANTON MORLEY Swanton Morley Residential Allocation 1, Rectory Road, NR20 4GU

Discharge of Condition 9 on 3PL/2018/1246/F (Discharge Conditions

For information

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

None received

c. To receive a report following a site visit to Robertson Barracks

Councillor Atterwill reported that there had been a site visit to Robertson Barracks which he and Councillor O'Dowd attended. This was arranged by the Defence Infrastructure Organisation. The DIO invited members from different organisations including Swanton Morley Parish Council, Breckland District Council, Norfolk County Council & Hoe & Worthing Parish meeting.

An initial presentation was given on the potential of the site, no plans were given on the location of any housing. This is too early in the process to determine numbers.

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They then undertook walk around the site. It was clear there are many technical buildings which could create employment opportunities and sports facilities.

There is a lot of planning work and assessments to be carried out including the road infrastructure before any clear plans will be developed.

d. To receive an update on Breckland Council's Local Plan review

Councillor Atterwill reported that at Cabinet meeting the Draft Local Plan was approved, there is now going to be a public consultation 3rd June 2024

Councillor Atterwill's main concern with the new plan is that Breckland Council are looking to abolish settlement boundaries and having it policy based.

Councillor Atterwill had circulated correspondence to Councillors to consider appointing a consultant to go through the Local Plan review which is a 600 page document. This will then be considered when reviewing the Neighbourhood Plan. This would be at a cost of £2250 + VAT and when the Locality Grant application is open this would be applied for.

Councillor Atterwill proposed that the Parish Council appoint Abzag for this piece of work at a cost of £2250 + VAT seconded by Councillor Rodrigues and carried

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

a. Churchyard at All Saints' Church

Councillor Walker-Fraser had circulated a report ahead of the meeting.

The noticeboard will need to be updated with church warden information

b. Swanton Morley Burial Ground

Councillor Walker-Fraser had circulated a report ahead of the meeting

Councillor Walker-Fraser and Councillor Phillips have carried out remedial work to remove moss from the footpath.

It was suggested that moss treatment could be included in the grass cutting contract.

It was also suggested that quotations could be obtained for spray tar to be paid on the footpath. This could be considered as part of the 2025/2026 budget

i. To Receive an update on the water supply to the Burial Ground

The Clerk had circulated the draft wayleave to Councillors ahead of the meeting for consideration.

Councillor Atterwill had a couple of queries and notes for the Solicitor.

Councillor Gauntlett proposed that authority to review and complete the wayleave is delegated to Councillor Atterwill, Councillor O'Dowd and the Clerk seconded by Councillor Venworth and carried.

c. Swanton Morley Allotments

Councillor Turner reported that there has been some vandalism on the site and it is believed to be connected to water tanks.

There is one and a half plots now available on the site and the Clerk has been in touch with some tenants to raise concerns with their plots and to find out their intentions.

It was agreed that the Clerk would contact a contractor to replace the broken fence posts.

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

Councillor Venworth had circulated inspection reports ahead of the meeting.

Councillor Venworth reported that there had been a site survey with a designer from Jupiter Play to review the site and look at options to make the site more accessible and inclusive.

A proposed design will be sent through in due course.

Councillor Venworth would like thanks placed on record to Mr Marsham for his assistance to clear the debris and leaves from the Village Green.

Councillor Phillips left the room

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e. Swanton Morley Common Lands

The Cattle are being moved onto Mill Common

f. Streetlights

All good working order.

There will be a requirement later in the year to clear the vegetation from around some of the street lights.

g. Village paths (Rights of Way)

A parishioner in Woodgate reported that footpath 8 needs to be cut back.

The Clerk also reported that some of footpath 10 is now being used as part of the Vattenfall site.

h. Noticeboards

Nothing to report

11. Highways

a. To receive an update on the Highway defect report sheet

The Clerk shared the defect sheet onto the screen to show how many defects are still left to complete.

The portal is currently under construction and cannot search for

Chase highway team regarding the drainage on Dereham Road bends,

b. To receive reports of Highways faults / matters for attention

Potholes on Tuddenham Road

Pothole Mill Street

c. To receive an update on the Community Speedwatch

Councillor Turner reported that there is a Speedwatch conference being held on 17th June and he will be attending.

Councillor Turner has requested further dates are circulated

d. To receive an update concerning the flooding report for Woodgate

The Clerk has requested the highway boundary maps

The Clerk reported that a site visit had taken place with Westcotec outside the church to confirm the locations for new vehicle activation sign

Councillor Atterwill also reported that the dog fouling signs cost has been increased from £450 to £587.50 for eleven signs.

Councillor O'Dowd proposed that the signs are purchased at the increased cost seconded by Councillor Venworth and carried

12. Correspondence (For Exchange of Information Only)

Councillor Atterwill referred to the correspondence on the S38 agreement for Swanton Vale that had been circulated by the Clerk for information purposes.

Meeting to Be Suspended for Further Time Allocated to the Public

A member of the public has been reporting the potholes on Woodgate, these now have white markings around them.

The member of the public reported that the usual distance from the highway is 2m

The member of the public referred to the discussion of footpath 8 and that he didn't find a problem with it.

The member of the public raised a concern with the local plan and the loss of the boundaries.

He has asked if the public can comment on the consultation? Councillor Atterwill confirmed that they can

13. Any item to be reported for the next agenda

Local Plan
Parish Partnership
Fencing
Annual Accounts

14. To Confirm the Date & Time of the Annual Meeting of the Parish Council to be held on Monday 10th June 2024 at 7.30pm

15. To receive a proposal to close the meeting to the press and public for item 16, for the reason that the content of discussion relates to staff matters (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960)).

Councillor Atterwill proposed that the meeting is closed seconded by Councillor O’Dowd and carried

16. Staff Matters

Councillor O’Dowd provided members with an overview of the Clerk’s recent annual appraisal which was carried out by Cllr Atterwill and Cllr O’Dowd.

Councillor Atterwill gave an overview of the Clerk’s temporary salary arrangements which were agreed by Councillors and put in place in July 2023 following a staff review and subsequent redundancy of the Assistant Clerk post.

Councillor Atterwill confirmed that the current pay arrangement was allowed for in the Council’s budget set in January 2024 but that the Clerk’s contract of employment has to date, not been updated to reflect the hours she now works.

Councillor Atterwill proposed that the Clerk’s contract of employment is updated and reissued to reflect the actual hours now worked. Seconded by Councillor Venworth. The motion was carried. Councillor Walker Fraser abstained.

The meeting closed at 9.35pm

Approved by _____

Signed _____

Date _____