

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 14th October 2024 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Mrs Pickard (Clerk) and 1 member of the public

Matters Raised Under Time Allocated to the Public

A member of the public reported that the anti-social behaviour is still ongoing.

Mrs O'Dowd raised a question on behalf of a member of public concerning the Christmas trees and he is willing to donate them again for 2025. There is a discussed about the Christmas trees later the agenda.

County Councillor report:

County Councillor Borrett was not in attendance however his report is available on the Parish Council website.

District Council report

District Councillor Atterwill reported that Local Plan review has been paused due to the Local Government producing a draft National Planning Policy Framework which increases the housing number. Councillor Atterwill then reported on the car park consultation and further discussions being held at Breckland Council following a petition being received from Watton Town Council. Councillor Atterwill has concerns on the small businesses in the town.

Barnham Broom Golf and Country Club has still not sold.

Councillor Atterwill reported that following further dog fouling issue between Primrose Square and Thomson Close, Breckland Council have now installed CCTV cameras to catch dog owners and issue fines. Councillor Atterwill also reported that the dog exercise field should be up and running very soon.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Powter, Councillor Turner, Councillor Phillips and County Councillor Bill Borrett accepted by Council

2. To Receive Declarations of Interest

Councillor Atterwill declared an interest in item 5b

3. Minutes from the Parish Council Meeting of 9th September 2024 to be accepted, initialled, and signed.

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

Financial Year 2024/2025

There was three abstentions due to absence

4. Matters arising from Minutes of 9th September 2024 (For Exchange of Information Only)

Councillor Atterwill reported that during County Councillor Borrett's report he stated that Breckland Council's housing target has been increased by 65% however the figure should have been 39% and Councillor Borrett has also stated that

5. Finance

a. Accounts to approve for payment

Councillor Rodrigues proposed that the payments are made seconded by Councillor Venworth and carried

October Payee	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 6	Bacs	£3577.22	
BT	Telephone line	Direct debit	£142.86	£23.70
N Power	Streetlight electricity	Direct debit	£194.41	£9.26
S2 Computers	IT Support	Direct debit	£184.49	£30.75
Royal British Legion	Poppy Wreathes	CHQ	£100.00	
Anglian Water	Burial Ground water	BACS	£2910.02	£485.00
Public Works Loan	Public Works Loan	Direct debit	£4198.65	
Gallagher	Parish Council Insurance	BACS	£3880.82	
PKF Littlejohn	Audit	BACS	£504.00	£84.00
	TOTAL		£	£

Councillor Atterwill left the room and Councillor O'Dowd took the Chair

b. Accounts to approve for members with a pecuniary interest

September Payee	Detail	Payment type	Amount
Roger Atterwill	50% Chairman Allowance	BACS	£313.37
		Total	£313.37

Councillor Venworth proposed that the Chairmans allowance is paid seconded by Councillor Walker-Fraser and carried

Councillor Atterwill re-entered the room and resumed the Chair

c. Income to be reported

Income Received from – September 2024	Details	Amount
Barclays Bank	Bank Interest	£64.20
Groundworks	Neighbourhood Plan Review Grant	£10,000.00
Swanton Morley Village Hall	Grass cutting	£297.50
Breckland Council	50% Precept	£49692.00
	TOTAL	£60,053.70

Financial Year 2024/2025

d. To receive the conclusion to the Audit for 2023/2024 financial year

The Clerk reported that the conclusion to the audit had been received and as reported at the September meeting, there was an additional note concerning the Public Works Loan payment that had been calculated by the Public Works Loan board but had not yet been made.

The conclusion to the audit documents are available on the website.

6. Land and Planning

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

None received

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

None received

c. To receive an update on the Neighbourhood Plan review

Councillor Atterwill reported that £10,000 in grant funding from Locality had been received for the review up to regulation 14. A further £5,000 has been received from Breckland Council.

The Clerk had circulated the Consultant's Terms of Engagement ahead of the meeting for consideration and to formally accept them. This includes an initial payment of £1,000.00.

An informal meeting with the Consultant is scheduled for Wednesday 16th October to discuss the review timetable and forming a Steering Group.

Councillor Atterwill proposed that the Terms of Reference are accepted and a payment of £1,000 is made seconded by Councillor Rodrigues and carried

d. To receive an update on the land transfer of Swanton Vale

Councillor Atterwill reported that he had correspondence with the S106 Officer at Breckland Council to confirm that they have received the S106 money from Hopkins Homes until the land transfer is completed.

Councillor Atterwill reported that he has sent a list of work required before the Parish Council will consider the transfer of land. This includes the grass on the open space and water outside the play area.

The list is currently being addressed with the contractors with a view to being finalised in the spring.

Once this has been completed the Parish Council will have a site visit with a view to completing the transfer.

Councillor Atterwill also reported that a parishioner has been in touch regarding the trees on the adjoining field. Councillor Atterwill met with a landowner and Breckland Council tree officer and Councillor Atterwill has requested a TPO on the row of trees.

e. To discuss a quotation from the District Valuer

The Clerk shared a site plan of Middle Camp on the screen.

Councillor Atterwill reported that Breckland Council own various pieces of land on Middle Camp. There are three areas that have been designated as green space in the neighbourhood plan.

Breckland Council have approached the Parish Council to purchase these parcels of land.

Councillor Atterwill had asked the Clerk to contact the District Valuer for a quotation to carry out a survey and find out how what the true value of each parcel of land is before making a decision going forward.

The quotation had been received for £1500 + VAT and this was circulated to Councillors ahead of the meeting for consideration.

Councillor Walker-Fraser proposed that the valuation is carried out at a cost of £1500 + VAT seconded by Councillor Rodrigues and carried

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

a. Churchyard at All Saints' Church

Councillor Phillips reported that he has walked the site, and the area is very tidy.

b. Swanton Morley Burial Ground

Financial Year 2024/2025

Councillor Atterwill reported that the hedge has now been cut but there is still some debris on the road side that needs clearing up.

It was suggested that the hedge is also cut in early March.

- i) To Receive an update on the water supply to the Burial ground

The Clerk had received the confirmation from Leathe's Prior Solicitors that the Wayleave was complete.

The contractor has been on site to dig the trench and will be returning to site w/c 14/10/2024 with the plumber to install the standpipe.

Once this has been completed Anglian Water will be on site to inspect the work ahead of connecting the water supply.

Councillor Atterwill suggested that grass seed is scattered where the trench is in early spring.

c. Swanton Morley Allotments

The Clerk reported that there are two half and two full plots available.

Councillor Turner had a site visit with a new tenant and will be completing the tenancy this week.

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

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

- i) To receive a quotation for additional signage required

The Clerk had circulated a quotation for additional signage that is required ahead of the meeting for consideration.

This includes additional 'No Dogs' signage and a road sign for Gooseberry Hill.

The total cost of the additional signage is £188.92 + VAT.

Councillor Venworth proposed that the signs are ordered seconded by Councillor O'Dowd and carried

- ii) To receive quotations for a new RoSPA Inspector

The Clerk reported that the previous inspector has now retired.

The Clerk had provided three quotations ahead of the meeting for consideration.

Councillor Venworth proposed that MG Inspect is appointed at a cost of £395 + VAT seconded by Councillor Gauntlett and carried

- iii) To discuss the installation of the Christmas trees

Councillor Atterwill reported that it can be a struggle to decorate all of the Christmas trees on his own and has asked for some assistance from the Council.

It was agreed to forego the tree outside the Village Shop as there is already one on the Green and by the flag pole.

It was agreed to purchase the additional batteries required.

e. Swanton Morley Common Lands

Councillor Atterwill will carry out the inspections when the cattle are removed from Mill Common

- i) To confirm the quotation for the autumn river weed clearance on Burgh Common

The Clerk had circulated an email to Councillors on 4th October to appoint the contractor to clear the weeds on Burgh Common by hand.

The quotation received was £280 + VAT.

Councillor Atterwill proposed that the contractor is appointed at a cost of £280 + VAT seconded by Councillor Venworth and carried

f. Streetlights

Councillor Venworth reported that when Councillor Powter is back from leave they will be cutting back vegetation from around some of the columns.

Financial Year 2024/2025

g. Village paths (Rights of Way)

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

Councillor Atterwill had asked the Clerk to contact the trails team to swap the designation of the Primrose Hill footpath as it is virtually non-existent.

A meeting with the Landowner needs to take place to discuss the Permissive footpath contract.

h. Noticeboards

Councillor Gauntlett reported that the noticeboards have been updated and there are no maintenance issues to report

Councillor Atterwill suggested that the Clerk allows some money in the budget for an additional noticeboard to be placed on Robertson Barracks.

The Clerk also suggested one to be placed on Swanton Vale when the land ownership is complete.

8. Highways

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

There is still a pothole on Primrose Square

The hedge along Town Street opposite the shop is encroaching into the road and the leylandii hedge needs cutting back hard as the original highways sign is buried in the hedge

The junction of Town Street was discussed to speak to the highway engineer to look at improvements.

The Clerk reported that Highways have confirmed that they will not be actioning any tree work on the trees on Ainsworth Close.

b. To receive an update on the Community Speedwatch

The Clerk will be circulating further dates to run the sessions

c. To discuss a Swanton Morley Community Neighbourhood watch

Councillor Gauntlett reported that there are now three volunteers that have signed up.

The Clerk has put together a poster to advertise the Neighbourhood watch and encourage volunteers

d. To receive an update on the flooding survey for Woodgate

The Clerk has contacted the Water Management team for an update but has had no response.

Councillor Atterwill suggested that the Clerk contacts someone from Watton Town Council who has had some dealings with the issue of flooding and ask for some guidance with the reports with a view to moving forward.

e. To discuss the Parish Partnership for 2025/2026

The Clerk had circulated the invitation to bid to Councillors ahead of the meeting.

Councillor Atterwill suggested that the Parish Council do not commit funds to a project for 2025/2026 as there are no serious issues.

The Clerk will leave it on the agenda for the November meeting to make a formal decision.

Councillor Atterwill wanted his thanks placed on record to Councillor Powter and Councillor Venworth for removing the village of the year sign

9. Correspondence (For Exchange of Information Only)

Nothing was raised

Meeting to Be Suspended for Further Time Allocated to the Public

A member of the public agreed that a sign to show where Gooseberry Hill is located is a good idea and suggested that the hedge could be trimmed down

Financial Year 2024/2025

A member of the public also suggested that the Speedwatch team could have a Whatsapp group

10. Any item to be reported for the next agenda

Parishioner correspondence

Parish Partnership

Flooding

Councillor Walker-Fraser asked for consideration to have only ten meetings per year.

It was agreed that there would only be a Budget meeting in January.

**11. To Confirm the Date & Time of the Annual Meeting of the Parish Council to be held on Monday
11th November 2024 at 7.30pm**

All agreed

Approved by _____

Signed _____

Date _____