

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 14th August 2023 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Mrs K. Pickard (Clerk), and 3 members of the public

Matters Raised Under Time Allocated to the Public

A member of the public asked about wildflower meadows for villages and if there could be one outside Hoe Road East. It was suggested that this could be part of Swanton Vale.

Councillor Atterwill responded that the Parish Council have no say at the moment on how the new estate is maintained until it is adopted by the Parish Council. It would be a concern taking something on that is not maintained properly.

There was no County Councillor Present

The Meeting Went into Session

District Council report

District Councillor Duffield had nothing to report

District Councillor Atterwill had nothing to report.

Councillor Atterwill wanted to thank everyone that has donated to his skydive fundraiser on 9th September.

1. To Accept Apologies for Absence

Apologies were received from Councillor Rodrigues and Councillor Turner, these were accepted by the Council

2. To Receive Declarations of Interest

Councillor Atterwill declared an interest in item 5f

Councillor Venworth declared an interest in item 7c

3. Minutes from the Parish Council Meeting of 10th July 2023 to be Accepted, Initialled and Signed

An amendment was agreed to a paragraph in the District Council report to read 'a housing provider'

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

4. Matters Arising from Minutes of 10th July 2023 (For Exchange of Information Only)

None was raised

5. Finance

a) Accounts to Approve for Payment:

Councillor O’Dowd proposed that the payments are made seconded by Councillor Turner and carried

| Payee | Detail | Payment Method | Total Amount Payable | Of Which VAT Reclaimable |
|---------------------|-----------------------------|----------------|----------------------|--------------------------|
| Staff remuneration | PAYE Month 4 | Bacs | £4706.89 | |
| N Power | Streetlight electricity | Bacs | £142.41 | |
| S2 | IT Support | Direct Debit | £171.90 | £28.65 |
| InstantPrint | Mardler | BACS | £270.00 | |
| Viking | Stationery | BACS | £94.51 | |
| David Bracey | RoSPA | BACS | £192.00 | £32.00 |
| Marmax | Bench | BACS | £270.00 | £45.00 |
| D Palmer | Pressure Washing | BACS | £1450.00 | |
| D Palmer | Maintenance | BACS | £2425.00 | |
| TOP Garden Services | June/July cutting | BACS | £2670.00 | £445.00 |
| Resident | Hardship fund | BACS | £100.00 | |
| Apex Engraving | Plaques for Gooseberry Hill | BACS | £186.00 | £31.00 |
| Viking | Stationery | BACS | £81.00 | |
| | | Total | £12,759.71 | £581.65 |

b) Income to be reported

| Income Received from | Details | Amount |
|----------------------|----------------|---------|
| Allotment holders | Allotment fees | £374.79 |
| | | £374.79 |

c) To receive an update on the Public Works Loan application

i. To agree the increased interest rate

The Clerk reported that at the time of the loan being applied for the interest rate was 4.76%. When the loan was approved and subsequently sign off the interest rate is now 5.82%.

Councillor Atterwill proposed that the new interest rate is agreed seconded by Councillor Walker-Fraser and carried

ii. To appoint the contractor following the tender process to carry out the replacement heating system at the Village Hall

PJ Plumbing were the successful contractor approved at the Village Hall meeting.

Councillor Atterwill proposed PJ Plumbing are appointed by the Parish Council to carry out the heating replacement at the Village Hall seconded by Councillor Venworth and carried

Councillor Atterwill also reported that there is a need to replace the oil tank.

It was agreed that Councillor Atterwill will obtain quotations to circulate to Councillors.

d) To consider an amendment to the Financial Regulations for the purpose of the Hardship fund

The Clerk had circulated the amended document ahead of the meeting for consideration.

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This now includes a regulation that gives delegated authority to the Chairman, Vice Chair and the Clerk under authority to spend from the Hardship fund subject to Breckland Council carrying out eligibility checks.

Councillor Walker-Fraser proposed that the amendment is accepted seconded by Councillor Venworth and carried

e) To consider a replacement laptop for the Clerk

S2 have confirmed the machine is a 2015 model and that this would not now be worked on. The recommendation is to replace the laptop.

The quotation to replace this is £695.99 (Incl VAT) for the recommended model

The additional cost for S2 to set this up would be £100 + VAT per hour (as estimated 1-2 hours required).

Councillor O'Dowd proposed that the laptop is purchased seconded by Councillor Walker-Fraser and carried

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

f) To consider a donation to a Village Group

The Clerk reported that there is a new charity group forming in the Village and would possibly require some financial assistance to get started.

It was agreed that the Clerk would obtain some further information and specific need for financial support

Councillor Atterwill re-entered the room and resumed the chair

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 correspondence from Norfolk County Council concerning Swanton Vale

Councillor Atterwill had received correspondence regarding the section 278 agreement for Swanton Vale.

Councillor Atterwill proposed that the s278 agreement is accepted seconded by Councillor Walker-Fraser and carried.

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

a) Churchyard at All Saints' Church

Nothing further to report

b) Swanton Morley Burial Ground

i) To receive an update on the water supply to the Burial Ground

The Clerk reported that Breckland Council have now completed their land checks for the wayleave and there were no objections.

The wayleave was approved on 11th August.

The Clerk has contacted Anglian Water who will be carrying out a further survey ahead of the work being done.

ii) To appoint Legal representation for the Wayleave

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Breckland Council will shortly be in a position to complete the wayleave agreement itself and the Parish Council require legal representation.

The Clerk has contacted Leathes Prior for a quotation which will be £240 + VAT per hour.

Councillor Venworth proposed that Leathes Prior are appointed seconded by Councillor O'Dowd and carried

c) Swanton Morley Allotments

The Clerk reported that a review has taken place of the site. Out of five available plots only two remain available.

A contractor has been appointed to trim the available plots

- i) To receive an update on the water supply to the allotment site
This work is due to be carried out at the end of the week

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

- i) To discuss the opening of the Ability swing
Councillor Venworth confirmed that the opening ceremony will take place on Friday 8th September at 3pm.
This will be a small ceremony to include coffee and cake.

- ii) To consider a quotation for the repair to the zipwire
Following the RoSPA inspection it was identified that the zipwire is a priority.
A quotation has been received for £2009.10 + VAT

Councillor Walker-Fraser proposed that the quotation is accepted seconded by Councillor Venworth and carried

- iii) To receive a quotation for game boards to be installed in Gooseberry Hill
The Clerk had circulated some designs of playboards to Councillors ahead of the meeting.
It was agreed that these could be considered as part of the 2024/2025 budget

Councillor Duffield left the room

e) Swanton Morley Common Lands

Councillor Atterwill reported that the board on Burgh Common needs repainting

f) Streetlights

Vegetation around some of the streetlights needs cutting back

g) Village Paths

Councillor Walker-Fraser confirmed some work has been carried out on the footpath at Primrose Hill

h) Noticeboards

Nothing to report

8. Highways

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

Manhole Covers

Ruts on Mill Street

Hedge needs cutting on Norwich Road at the piggery site

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Councillor Atterwill reported that there is a proposed road closure on Worthing Road for a new water main to the Barracks

The Clerk is to speak to Highways to leave the footpath open

The Clerk raised the issues of the parking of Town Street Garage and will draft a letter to them

b) To receive an update on the Community Speedwatch scheme

The Clerk reported that there have been a number of sessions carried out and reports have been sent to Norfolk Constabulary.

The scheme would benefit from further volunteers

c) To receive an update on the flooding survey on Woodgate

The Clerk reported that a date has not been agreed for the second part of the survey but will continue to follow this up

d) To receive an update on the Parish Partnership 2024/2025

The Clerk has contacted the design team at Norfolk County Council and requested an up to date quotation to extend the footpath at the end of Primrose square as part of the Parish Partnership application along with a design and quotation to improve the crossing facilities outside the church

9. Correspondence (For Exchange of Information Only)

Councillor Atterwill shared correspondence from a Neighbour who had put in a complaint regarding speeding bikes through the Village

Councillor Atterwill raised an issue that had been raised on Social Media regarding a barking dog on Swanton Vale.

Councillor Atterwill has suggested that the dog warden is contacted

Councillor O'Dowd raised an issue of the hedge near the bus stop on Primrose Square being overgrown

The Clerk read out in full an email received from a Parishioner that afternoon raising concerns over the time frame of response from the Clerk.

He feels that the concerns are not being responded to fully, apologies do not suffice concerning issues regarding the website, the parishioner would like to know what the difference is for the staff costs and has asked for auditor information.

Councillor Atterwill reported that this parishioner is a former councillor who has previously been invited to attend a Parish Council meeting to discuss his concerns.

Councillor Atterwill further advised that a letter had previously been sent to the parishioner in 2019 advising him that the council found him a persistent complainant.

Councillor O'Dowd proposed that a further letter would be sent from Councillor Atterwill to the Parishioner seconded by Councillor Venworth and carried

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

A member of the public addressed the issue of cars parking in the church car park and that there are always issues with space.

The member of the public reported that the West Gate will be open in the churchyard and asked the Clerk to contact the contractor for the churchyard to weed kill the path.

A member of the public reported that the date of the opening ceremony of the Ability swing is the anniversary of the death of the Queen.

Councillor Atterwill also referred to the Davidson Park memorial lectern and will be speaking to a landscape designer regarding the planting surround for it.

A member of the public asked if police control could come to the Village, the Clerk reported that this is all dependant on the SAM data. The Clerk will request a further location for the Speedwatch on Rectory Road

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10. Any Item to be Reported for the Next Agenda

- Oil Tank
- Parish Partnership
- Flood Survey
- Neighbourhood Plan review
- Hedges outside piggeries
- Highways

11. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 11th September 2023 at Swanton Morley Village Hall at 7.30pm.

All agreed

The meeting closed at 9.03pm.

Approved by _____

Signed _____

Date _____