

## MEETING OF SWANTON MORLEY PARISH COUNCIL

### MEETING MINUTES

Monday 11<sup>th</sup> November 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, Mr J Rodrigues, Mr B Powter, Mr J Phillips and Mr D. Turner

**Also in attendance:** Mrs Pickard (Clerk) and 3 members of the public

#### **Matters Raised Under Time Allocated to the Public**

A member of the public asked for the sum of £330 is allocated in the budget for the service of the church clock.

Another member of the public asked for a letter of thanks to be sent for the work in the Churchyard. Mr Atterwill agreed and suggested to offer the cost of the shingle to be covered by the Parish Council.

Another member of the public asked for confirmation that the junction outside the Village shop was discussed.

The Clerk confirmed that this was discussed and acknowledged the problem, the Clerk has contacted the Highway Engineer with regards to the issue.

Councillor Atterwill also reported that the road traffic order would be a considerable cost in legal fees. This is something that the Parish Council or Parish Partnership would cover.

A member of the public then asked how the pedestrian sign outside the church works, Councillor Atterwill responded that when there is a pedestrian crossing the road, the sensor will send a signal to the camera to alert drivers approaching the bend.

#### **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 the Safer Neighbourhood Team and Legal Team at Breckland Council are involved with the anti-social behaviour on Primrose Square.

Councillor Atterwill also reported that the household support fund is available again for any residents that require extra assistance. They are welcome to contact Councillor Atterwill in confidence for a referral.

There is a new planning portal with Breckland Council however there has been some issues in transferring the data.

Councillor Atterwill also reported that there are drop-in sessions available concerning the proposed car park charges, Councillor Atterwill raised the concern for shop workers on minimum wage as this would equate to £768 per year. There will also be no concessions for blue badge.

***The Meeting Went into Session***

**1. To Accept Apologies for Absence**

District Councillor Duffield and County Councillor Bill Borrett accepted by Council

**2. To Receive Declarations of Interest**

Councillor Turner and Councillor Powter declared an interest in item 7c.

**3. Minutes from the Parish Council Meeting of 11<sup>th</sup> November 2024 to be accepted, initialled, and signed.**

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

Councillor Turner abstained

**4. Matters arising from Minutes of 11<sup>th</sup> November 2024 (For Exchange of Information Only)**

None were raised

**5. Finance**

- a. Accounts to approve for payment

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

November Payee	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 7	Bacs	£3577.22	
BT	Telephone line	Direct debit	£144.00	£23.70
N Power	Streetlight electricity	Direct debit	£223.70	£10.65
S2 Computers	IT Support	Direct debit	£184.49	£30.75
Abzag Ltd	Consultancy	BACS	£1200.00	£200.00
Michlmayr	Church Clock	BACS	£294.84	£49.14
Vastrad	Water supply trench	BACS	£2568.11	
TOP Garden	Grass cutting	BACS	£1401.76	£233.63
Abzag	Consultancy phase 2	BACS	£1641.00	£273.60
	<b>TOTAL</b>		<b>£11,235.12</b>	<b>£821.47</b>

**b. Income to be reported**

Income Received from – October 2024	Details	Amount
Breckland Council	Neighbourhood Plan review grant	£5,000.00
Swanton Morley Village Hall	Grass cutting	£297.50
Allotment tenant	Tenancy	£55.00
	<b>TOTAL</b>	<b>£5352.50</b>

**c. To discuss the 2025/2026 Parish Council budget**

The Clerk is putting together the draft budget and requested any further items for consideration.

## Financial Year 2024/2025

Nothing specific was suggested for consideration.

### **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 an initial meeting with the Consultant had taken place to discuss how the review and format should work.

There is a further meeting later in the week to discuss the timeline and forming a Steering Group to help manage the process.

**d.** To consider registering an asset of Community value.

The Clerk reported that correspondence had been received concerning the Angel closing and protecting its history.

The Clerk was asked to approach Full Council with a view to registering the Angel as an Asset of Community Value.

**Councillor O'Dowd proposed that the Clerk completes the application seconded by Councillor Gauntlett 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, however there is moles appearing

Councillor Atterwill wanted to place his thanks on record to Mr Beale for carrying out fantastic work to the footpath.

#### **b. Swanton Morley Burial Ground**

The hedge has now been cut however there is still debris left over which may require a working party to clear up.

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

The Clerk has received further correspondence from Anglian Water concerning the pipework, the response has been sent back and the Clerk is now awaiting the date to complete this piece of work.

It was agreed that grass seed would be laid in this area in the Spring.

#### **c. Swanton Morley Allotments**

Councillor Turner reported that this is now a stagnant time of year for the allotment holders.

The water supply has now been disconnected.

#### **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.

Councillor Venworth reported that he had spoken with a representative from Breckland Council concerning the Open Spaces audit and confirmed that there is still a small piece of work to carry out.

The Clerk thanked him for his assistance.

#### **e. Swanton Morley Common Lands**

Councillor Atterwill reported that the cattle have now been removed from Mill Common. The report from Mr Harris was then read out. This is going to be available in the Mardler.

It was agreed to write to Mr Harris to thank him for the support and detailed report.

The Clerk will follow up for the river weed clearance to be carried out.

## Financial Year 2024/2025

Councillor Atterwill wanted his thanks placed on record to Mr Marsham for clearing the pedestrian access to Mill Common.

The Clerk reported that the Rural Payments Agency will be making a farming recovery payment due to exceptional flooding for £2895.00 as part of the Countryside Stewardship.

### **f. Streetlights**

There is vegetation around some of the streetlight columns that require cutting back

### **g. Village paths (Rights of Way)**

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

There was nothing significant to report.

### **h. Noticeboards**

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

The Clerk also reported that communication had been sent to Annington Homes to discuss the possibility of a noticeboard being installed on the Barracks. This would be included in the budget for 2025/2026.

It was also suggested to install a small noticeboard on Swanton Vale once the land has been signed over to the Parish Council.

## **8. Highways**

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

Primrose Square pothole

Mill Street pothole

Town Street junction

The Leylandii hedge at the bottom of Gooseberry Hill is still encroaching onto road, the carriageway needs to be wider for buses and other large vehicles.

Councillor Atterwill reported that he had driven the Dereham straight to see the progress of the new roundabout this is weeks away from open.

The Clerk is to contact the Highway engineer with concerns about the junction at the bottom of Norwich Road and the lack of give way signage.

Councillor Atterwill reported that there have been some drainage improvements outside Walnut Tree Farm

The progress of the footpaths on Thomson Close is quite slow, Councillor Atterwill has engaged with the Engineer responsible for this work to chase up the progress.

A working party will be formed to tidy up the trees at the end of Ainsworth Close

Councillor Atterwill will contact Breckland Council regarding the cleaning of the footpaths following the leaf fall.

Councillor Atterwill reported that he had attended a training session on highways which included the highway boundary and what is deemed the highway boundary. When a resident has garden walls or fences and there are trees between their fence and the road, this is the responsibility of the home owner.

### **b. To receive an update on the Community Speedwatch**

Councillor Turner reported that there are three further sessions booked in for the next three weeks.

Received an email, going to review all of the sites and make sure that they are all viable and risk assessment.

This will then be reported through what3words.

Sam signs will be returned to the office to download the data.

### **c. To discuss a Swanton Morley Community Neighbourhood watch**

Councillor Gauntlett reported that he and another volunteer are running the scheme.

There is a new poster published to ask for volunteers and this will go out in the Mardler.

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

## Financial Year 2024/2025

Councillor Atterwill suggested that the Clerk gets in touch with a representative from Saham Toney who is very knowledgeable with the issues of flooding in the area and may be able to offer some guidelines and advice on how to proceed.

All agreed

### **e. To receive an update on the Parish Partnership project to install warning signage near the church**

The Clerk reported that this work is now complete.

### **f. To discuss the Parish Partnership for 2025/2026**

It was agreed that there is not anything significant at this time to consider for the scheme

## **9. To receive a report from the Patient Participation group**

Councillor O'Dowd reported that the last meeting was in August and as of 14<sup>th</sup> August some things were announced, new online triage system, this is still an issue for patients that do not have access to the internet.

If someone can't use the online system then the patient can come into the surgery and the receptionist will go through it, however this is in the public area.

Dispensary – some staff have retired, and they are now recruiting. In Elmham this is being reorganised.

This is now completely cash less.

Extended the length of time for the prescription to be processed is now 7 working days.

Councillor Atterwill doesn't feel the length of time is very efficient.

Councillor Atterwill and the Clerk did provide some positive feedback on the online system.

The impact of Toftwood Surgery closing will be discussed at the next meeting of the PPG.

If there were any further queries for the PPG this can be emailed to Councillor O'Dowd.

## **10. To discuss items for the winter edition of the Mardler**

The Clerk requested any items to be considered to include in the Winter edition of the Mardler.

Neighbourhood watch

Allotment availability

Neighbourhood plan steering group4Warm Hub

Volunteers, and

Winter help

## **11. Correspondence (For Exchange of Information Only)**

Enquiring could we mention the need to supply and install a bench at the new bus stop on Rectory Road

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

## **12. Any item to be reported for the next agenda**

Budget

Neighbourhood Plan review

## **13. To Confirm the Date & Time of the Annual Meeting of the Parish Council to be held on Monday 9<sup>th</sup> December 2024 at 7.30pm**

All agreed

## **14. To receive a proposal to close the meeting to the press and public for item 15 & 16, for the reason that the content of discussion relates to staff matters and Parishioner correspondence (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 Venworth and carried

**15. Staff Matters**

Terms of the Clerks contract were discussed.

Councillor Atterwill proposed the motion seconded by Councillor O'Dowd and carried

**16. Parishioner Correspondence**

Correspondence was discussed.

Councillor Powter proposed that a response is sent seconded by Councillor Venworth and carried.

Approved by \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_