

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 8th January 2024 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R. Atterwill (Chairman), Mrs B O'Dowd (Vice Chair), Mr J. Rodrigues, Mr D. Turner, Mr J. Venworth and Mr B. Almond.

Also in attendance: Mrs K. Pickard (Clerk)

Matters Raised Under Time Allocated to the Public

No public were in attendance

There was no County Councillor Present

District Council report

District Councillor Atterwill reported that Breckland Council are having a 6 week Local Plan consultation from 8th January until 19th February. Councillor Atterwill has suggested to Councillors that there is an informal meeting to go through the local Plan papers and how the Parish Council could respond. Councillor Atterwill also attended a meeting to discuss concerns with the District Council Budget.

District Councillor Duffield entered the room

Councillor Atterwill also reported that the last round of the household support fund will end in March 2024 and if there is anyone in need to contact Councillor Atterwill for a referral for a one off grant.

Breckland District Council have opened the application process for community groups to apply for a D-Day grant. The Clerk will be applying for this to hold a community event.

Councillor Duffield reported that he had been contacted for an update by Breckland Council regarding the Green Grant that was awarded to Swanton Morley Parish Council Climate Group. Councillor Atterwill confirmed that the Clerk had drafted a response and this will be sent to Breckland Council later in the week.

The Meeting Went into Session

1. To Accept Apologies for Absence

Councillor Walker-Fraser and Councillor Phillips sent their apologies accepted by council.

2. To Receive Declarations of Interest

Councillor Atterwill declared an interest in item 5a

Councillor Venworth and Councillor Turner declared an interest in item 7c

3. Minutes from the Parish Council Meeting of 11th December 2023 to be Accepted, Initialled and Signed

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Councillor Rodrigues proposed that the minutes are a true and accurate record seconded by Councillor O'Dowd and carried

4. Matters Arising from Minutes of 11th December 2023 (For Exchange of Information Only)

Nothing raised

5. Finance

a) Accounts to Approve for Payment:

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

The clerk requested agreement in principle for the settlement payment to PJ Plumbing of £1938.96 when the heating system has been reviewed as satisfactory.

Councillor Rodrigues proposed the settlement figure is paid when the boiler is reviewed seconded by Councillor Turner and carried.

Councillor Atterwill has submitted an expenses claim form for daffodil bulbs and storage boxes for £56.78

Councillor Rodrigues proposed the expenses are paid seconded by Councillor Venworth and carried

The Clerk reported that there was an additional invoice to WAVE for the allotment water bill for £370.04.

The Clerk also reported that the first loan repayment is due on 5th February 2024 £2997.69

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

Payee	Detail	Payment Method	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 9	Bacs	£3448.63	
N Power	Electricity	Direct Debit	£220.91	£10.52
S2 Computers	IT Support	Direct debit	£216.18	£36.03
CMR Fencing	Posts on the Village Green	BACS	£850.00	
Breckland Council	Grass Cutting	BACS	£4332.84	£722.14
Wave	Allotment water bill	BACS	£370.04	
PJ Plumbing	Boiler installation	BACS	£1938.96	£323.16
R Atterwill	Expenses	BACS	£56.78	
		Total	£11,434.34	£1091.85

Councillor Atterwill re-entered the room and took the chair

b) Income to be reported

Income Received from	Details	Amount
Norfolk County Council	Grass cutting	£3462.07
Festive Lights	Delivery refund	£14.99
Barclays	Interest – Manns Lane	£4.69
Rural Payments Agency	Countryside Stewardship	£1211.74
Barclays	Interest – Saver	£151.60
		£4845.09

c) To discuss the bank account options for the Parish Council

It was reported that the Dereham branch of Barclays is closing in early 2024 and Councillor Atterwill wanted to discuss the implications of this to the Parish Council.

This will result in no face to face contact locally and therefore the Clerk would need to travel to Norwich. The Clerk reported that usually it is just paying in cheques and this can be done at the local post office. It was agreed that the Parish Council will remain with Barclays and monitor the impact of the closure.

6. Land and Planning

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

3PL/2023/1198/HOU - The Barn Woodgate - Single Storey Rear Extension (Policy: Out Settlement Bndry)

Councillor Almond proposed that the Parish Council respond with no objections seconded by Councillor Turner and carried

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

None received

c. To receive an update on the Local plan review

This was reported under the District Council report

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

a) Churchyard at All Saints' Church

Councillor Atterwill reported that the condition of the Churchyard is very good.

b) Swanton Morley Burial Ground

Councillor Walker-Fraser reported that a working party will be required in the Spring time as some of the plots are in disarray.

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

The Clerk reported that correspondence had been received from the solicitor as the Burial Ground is not registered to the Parish Council. This needs to be carried out in order to proceed with the wayleave. It was agreed that the Clerk would instruct the solicitor to register the land.

c) Swanton Morley Allotments

Councillor Turner reported that the allotments are currently in the dormant period.

Plot 1 had suffered some vandalism with the gate post being snapped.

One plot holder has moved plots however the original plot will need to be tidied.

Councillor Atterwill reported that the landowner had given the owners of the horses notice to vacate.

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

Councillor Venworth had circulated the reports ahead of the meeting for consideration.

It was reported that there was a fallen tree on the Village Hall Playing field near the youth gate, Councillor Venworth has tidied this up.

It was suggested that the Playing field sign has a post code on it.

Councillor Atterwill reported that the posts have now been installed on the Village Green.

It was agreed between Councillor Atterwill and Councillor Venworth that the new Jubilee tree will need to be collected and planted in this area as previously discussed.

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Councillor Atterwill also suggested that a 'please keep clear at all times' sign is purchased for the posts at the garage end of the green, this will allow access for the grass cutting contractor. It was also suggested that in future the Parish Council may appoint a contractor to install kerbing in this area.

Councillor Venworth also reported that he has been in contact with the Freemens Society regarding further funding for Gooseberry Hill.

- i) To consider the future of the Village Green swings

Councillor Atterwill had published a post on social media regarding the use of the Village Green swings and there were a variety of responses that the swings are still in use but others suggested that this area could be used for something else.

Councillor Atterwill reported that he is not minded to get rid of the swings at this stage but to allow the money in the budget for the required surfacing surfacing.

Councillor Atterwill also reported that he is mindful that it has been 20 years since the last village appraisal about all aspects of village life.

It was suggested to look into the option of carrying out this piece of work again and one page of the appraisal could be the provision of play equipment for young people.

The future of the Village green swings can then be decided at a later date when the results from the appraisal is received.

All agreed

- ii) To receive an update concerning the work to be carried out to the Village Green trees

The clerk reported that the contractor will confirm the date later in the week that the work will be carried out.

e) Swanton Morley Common Lands

Due to the water level the work planned for Burgh Common is currently on hold.

f) Streetlights

The Clerk has ordered the numbers to be installed on the columns.

g) Village Paths

- i. To consider surfacing required on Harkers Lane near the School

Councillor Atterwill reported that on the shingle driveway in front of the cottages there are some horrendous potholes and it is becoming impassable.

Councillor Duffield suggested a contractor for Councillor Atterwill to contact for a quote to carry out some remedial work, the cost will then be reimbursed by the land owner.

The Clerk reported that there is still an issue with dog mess on the footpaths particularly on Hoe Road East.

h) Noticeboards

It was reported that the door on the noticeboard at the end of the Village Hall is bent.

8. Policies

Nothing to consider

9. Highways

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

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Pothole on Hoe Road North

Town Street drain opposite the shop

The hedge on the bend outside the shop

Surfacing on Primrose Square

Surface water on the bends going out of the village and a large pothole near Walnut Tree Farm

There is overgrown hedging from the piggeries site up to Lincoln House, the landowner has advised that the Care home are responsible for this, the Clerk will write to Lincoln House and request that this is cut back.

Water running down on Woodgate Road to the Norwich Road junction, Councillor Venworth will provide photos of the location.

b) To receive an update on the Community Speedwatch scheme

Councillor Turner reported that the Speedwatch is still running, there needs to be 12 per year.

Councillor Turner also reported that there was a vehicle driving erratically through the village flashing headlights and when he got to Gooseberry Hill he then overtook Councillor Turner.

The vehicle registration has been reported to Norfolk Constabulary.

One volunteer has resigned from Speedwatch and has been removed from the group.

It was also agreed to place a SAM sign at the end of Ward Crescent.

c) To receive an update concerning the flooding report for Woodgate

Councillor Atterwill reported that he had been in talks with MP George Freeman who has been informed there has been no reports of flooding on Woodgate.

The Clerk has been in correspondence with the Flood Management Team who confirmed they were putting together the action plan.

The Clerk received an email the day of the meeting from the Flood Team that they have been unable to get a response from Highways but he will be in touch as soon as possible with an update.

d) To discuss the trees on Greengate

The Clerk is awaiting a quotation from the Tree surgeon to raise the crowns of the trees.

10. To receive a report from the PPG for Elmham Group of Practices

Councillor O'Dowd is now the Chair of the PPG and Councillor Walker-Fraser is the Vice Chair.

The meetings take place every three months and at the last meeting, the terms of reference were approved.

There is now 20 active members.

Subjects that are discussed are the length of time to answer the phone, the number of appointments, availability of appointments and questions around the pharmacy.

Leanne Tan is the Practice Manager and had provided statistics to the PPG on numbers of calls, in 2022 there was an average of 1000 calls per week, 1/5 not answered or abandoned, the surgery are currently looking at ways to improve this. It was reported that 8.30am – 10am has the highest call rate however if you have any normal queries the better time to call is 10.30am – 1pm.

The surgery are looking at opening up more future appointments specifically for people who have regular check ups and there will eventually be an online booking system.

The dispensary is closed during the lunch period 12pm – 2pm, this is largely due to the increase in requests for prescriptions, it allows the dispenser to have them ready.

Councillor O'Dowd is asking for questions to be given in advance to allow time for the Practice Manager to respond.

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It was noted that if anyone has an appointment and require a prescription following this during the 12-2 closure period of the dispensary this will still be available.

The next meeting is on 14th February.

Councillor Atterwill asked if the surgery had given any consideration to the parents and carers on the school run during the time to call for a same day appointment.

Councillor O'Dowd will raise the query and feedback a response.

11. Correspondence (For Exchange of Information Only)

The Clerk has received a complaint from a football club regarding dog mess on the playing field. It was noted that they had inspected the pitch following the rain and when they returned to set up for a match, there were dog mess piles on the pitches that they had to be cleared up.

It was discussed that the gaps in the fence line need to be closed up so that anyone accessing the playing field has to go through the kissing gate where there is a 'no dogs' sign.

It was also discussed to trim back the trees behind the cabin so that the CCTV covers the playing field.

Councillor Turner also reported that there were two dogs on the Manns Lane football pitches.

Councillor Duffield suggested that an article highlighting the successful prosecution of dog fouling on a playing field is published.

The Clerk then reported that there have been parking issues on Cullum Close.

It was suggested that the Parish Council writes to the homeowners to request more considerate parking.

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

No public were in attendance

12. Any Item to be Reported for the Next Agenda

Burial ground wayleave

Harkers Lane surfacing

13. To confirm the date of the Budget meeting to be held on Monday 22nd January 2024 at 7pm

14. To Confirm the Date & Time of the next Meeting of the Parish Council to be held on Monday 12th February 2024 at Swanton Morley Village Hall at 7.30pm.

All agreed

The meeting closed at 9.01pm.

Approved by _____

Signed _____

Date _____