

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 8th April 2024 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Mrs Pickard (Clerk) and 6 members of the public

Matters Raised Under Time Allocated to the Public

A member of the public wanted to congratulate Councillor Atterwill and the Clerk on the repair of many potholes and defects in the village.

Councillor Atterwill thanked him and reported there are still some outstanding however Highways are making good progress.

The member of the public also asked if there will be a steering group for the Neighbourhood Plan review? Councillor Atterwill explained that the Council would need to look at funding to carry out the review and then appoint a consultant to assist with the review.

Breckland have also adopted a new design guide which will be considered and then it will be decided if a full review will be required or just to review the policies.

Another member of the public asked if the street furniture will be treated when it is pressure washed. Councillor Atterwill responded that the furniture is not treated as they are recycled plastic. The contractor has been appointed to treat the wooden benches at the junction of Greengate and outside the Village Hall.

There was no County Councillor Present

District Council report

Councillor Atterwill reported that there is a site meeting on 30th April with the Defence Infrastructure Organisation, planning officers, the Deputy leader of Breckland Council, County Councillor Bill Borrett, Highways and the Chair of the Hoe and Worthing Parish meeting to carry out a survey of Robertson Barracks and talk about what they envisage could be the future of the site.

It has been made clear by Councillor Atterwill that the road infrastructure will need to be improved for the site.

Councillor Atterwill has stated that he is keeping an open mind as this could create potential homes and employment opportunities.

The Meeting Went into Session

1. To Accept Apologies for Absence

Councillor Rodrigues and District Councillor Duffield sent their apologies accepted by Council

2. To Co-Opt a Parish Councillor

The Clerk had circulated an application form from Mr Stephen Gauntlett prior to the meeting for consideration

Councillor Atterwill proposed that Mr Gauntlett is co-opted onto the Council seconded by Councillor Turner and carried

Councillor Gauntlett signed his Declaration of Acceptance of Office

Councillor Atterwill then reported that this is Councillor Almond's final meeting as he has resigned from Council.

Councillor Atterwill thanked him for his time and commitment while a Councillor

3. To Receive Declarations of Interest

Councillor Venworth declared an interest in item 6b and 8c

Councillor Turner declared an interest in item 8c

4. Minutes from the Parish Council Meeting of 11th March 2024 to be accepted, initialled, and signed.

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

5. Matters arising from Minutes of 11th March 2024 (For Exchange of Information Only)

None were raised

6. Finance

a. Accounts to approve for payment

Payee	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 12	Bacs	£3635.17	
N Power	Streetlight electricity	Direct debit	£237.50	£10.52
S2 Computers	IT Support	Direct debit	£173.05	£36.03
BT	Telephone	Direct debit	£133.88	
AT Coombes	Village Green Trees	BACS	£702.00	£117.00
Swanton Morley Farms	Permissive Paths 6 Months	BACS	£1250.00	
Norfolk PTS	Subscription	BACS	£545.00	
Scribe Accounts	Annual fee	BACS	£673.92	£112.32
Norfolk County Council	50% Parish Partnership	BACS	£4840.75	
Wave	Water rates	BACS	£18.21	
	TOTAL		£12,209.48	£275.87

Councillor Turner proposed the payments are made seconded by Councillor Venworth and carried

Councillor Venworth left the room

b. Payments to approve for members with a pecuniary interest

Payee	Detail	Total £
Jim Venworth	Burgh Common noticeboard/Tree planting items for the tree nursery	£34.49
	Total	£34.49

Councillor Atterwill proposed that the payment is made seconded by Councillor Gauntlett and carried

c. Income to be reported

Income Received from	Details	Amount
Burial fees	Burials	£225.00
Barclays	Bank Interest	£56.53
Nationwide	Bank interest	£1148.36
	TOTAL	£1429.89

7. 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

3PL/2024/0141/F - Change of use from agricultural to dog walking field with associated works including a covered seating structure, new access, car parking area, perimeter fencing and landscaping

Application approved

c. To discuss the Neighbourhood Plan review

Councillor Atterwill reported on this under the Public session.

The Clerk raised a query from a member of the public whether there will be a public consultation following the review.

Councillor Atterwill responded that it depends on how much they need to review.

Need to decide if there are substantial changes, if there are then it would need to go through the due process.

8. 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 Churchyard is in a pleasing condition

b. Swanton Morley Burial Ground

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

It was reported that there are still some graves that require attention.

It was reported that the contractor will be carrying out the next cut in the next few days

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

The Clerk reported that the draft wayleave should be available for consideration soon.

The documents have been delivered to the solicitor for the Land Registry

ii. To agree a date for a working party

It was agreed that a date will be circulated for members who are available

c. Swanton Morley Allotments

Councillor Turner reported that there are now one and half plots available.

There is some damage to the rabbit fencing and the rat boxes have been refilled.

The Clerk and Councillor Turner will carry out a site visit ahead of the May meeting

i. To discuss correspondence from the Landowner and agree any actions necessary

The Clerk had circulated correspondence received to Councillors ahead of the meeting for consideration.

It was discussed to query the additional costs and refer to the contract to see if there is a third party clause included to allow the Parish Council to ask someone to review the increase.

It was also noted that the increases are not consistent

The Clerk will look at the lease dates and having a discussion around the time frame

The Clerk will also collate the figures for the Manns Lane income before having a meeting with the land owner

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

i. To receive a quotation for the tree work required on the Village Green

The clerk has received a quotation to lift the crowns on the Village Green trees on the Green side for £112.36

Councillor Venworth proposed that the work is carried out seconded by Councillor Turner and carried

Councillor Atterwill has also requested a quote from Highways to instal kerbing on the corner by Town Street garage

ii. To agree a date for a working party for the Village Green

It was agreed that Councillor Venworth will attend site with Mr Marsham at a time agreed between the two of them

iii. To consider safety surfacing around the village green swings

It was reported that following the RoSPA inspection new surfacing is required under the double bay swing on the Village Green.

The Clerk had circulated quotations ahead of the meeting for consideration.

Councillor Atterwill proposed to waive the Financial Regulations as it is specialised work and appoint NGF to resurface the ground at a cost of £3816 seconded by Councillor Venworth and carried

iv. To consider a quotation for replacement posts on Davidson Park

The Clerk has received further complaints of rotten posts on Davidson Park – a contractor has been and surveyed the posts and has identified 13 that require replacing.

This is at a cost of £780 – this would be covered from the funding for Davidson Park

Councillor Turner proposed that this is agreed in principle with authority to be delegated to Councillor Atterwill and Councillor Venworth to confirm the number of posts seconded by Councillor O'Dowd and carried

v. To consider installing the memorial garden at Davidson Park

It was agreed that Councillor Atterwill would seek third party advice regarding the chosen plants.

It was also agreed to seek volunteers to make this a Community project

e. Swanton Morley Common Lands

i. To agree a date for working party on Burgh Common

A working party is no longer required as Councillor Atterwill has carried out the work

Councillor Atterwill also reported that he has spoken to Mr Harris and confirmed that the cattle will be placed on Mill Common again for 2024 as part of the Higher Level Stewardship

f. Streetlights

It was reported that there are some columns on Hoe Road East that require numbers

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It was also reported that following a pedestrian crossing issue that the flashing beacons require cleaning

g. Village paths (Rights of Way)

Councillor Phillips reported that the footpaths are generally in good condition however there are still dog bags strewn on the paths or in the trees

The footpath on Primrose Hill was discussed and it was agreed that it would make sense for the footpath to be on the right hand side. This will be raised with the land owner.

h. Noticeboards

The fixings on the Village Map require replacing

9. Highways

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

The Clerk shared the spreadsheet on the screen with an update for each of the defects and provided an update

Councillor Atterwill reported an update on the S bends. A second site visit has taken place and a look at alternative drainage. There is a ditch that runs along the boundary of the field opposite Walnut Tree Farm that could be cleaned out or there is a further option of building a tank on the corner and pipe across into the Tuddenham ditch.

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

c. To receive an update on the Community Speedwatch

Councillor Turner reported that there had been further Speedwatch sessions and the two new volunteers will be having a training session with him.

Councillor Turner also asked if the flagpole could be another location

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

The Clerk had received the up to date report on the day of the meeting. This highlights which work needs to be carried out and by whom.

Councillor Atterwill has spoken to Mr Harris who has asked for a copy of the report to carry out any work required.

Councillor Atterwill has also asked the Clerk to contact the Water Management Team to define the highway boundary

e. To receive an update on the work required to the trees on Ainsworth Close

The Clerk is awaiting the second quote for the tree work required.

When this has been received the Clerk will forward this to Norfolk County Council and copied into County Councillor Borrett for assistance and a contribution

f. To receive an update on a site meeting with Breckland Council concerning dog fouling signs

Councillor Atterwill met with Breckland Council to assess the locations for the dog fouling enforcement signs.

It was previously agreed that 10 signs would be purchased however an additional location has been identified which would mean ordering 11 signs.

All agreed

10. To receive a report from the Patient Participation Group

Councillor O'Dowd reported that the last meeting of the PPG was held on 14th February 2024. None of the surgery staff were in attendance.

Questions that have been put forward to the practice manager were around getting appointment and making more use of Swanton Morley surgery as there is only a GP available one day a week

The purpose of the dispensary closing hours are to allow the dispensary staff a period time to catch up with prescriptions, it has been confirmed that if you have an appointment and require a prescription following this then you can still obtain it during the closing hours.

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A new telephone system has been put in place which should make things more efficient, if you require an appointment you do not now have to call at 8.30am

Councillor Atterwill asked Councillor O'Dowd to convey concerns about the difficulty of transport from Swanton Morley to North Elmham

11. Correspondence (For Exchange of Information Only)

None received

Meeting to Be Suspended for Further Time Allocated to the Public

A member of the public advised that when reviewing the contract for the Land that the Parish Council do not go down the route of a District Valuer as this would cost a lot of money.

The member of the public also advised that with regards to the footpath that to change the line of the footpath can be very time consuming.

12. Any item to be reported for the next agenda

Update on Wayleave

Woodgate flooding

Update on Memorial Garden

Councillor O'Dowd wanted thanks placed on record for Councillor Bob Almond for always being very willing and generous with his time.

13. To Confirm the Date & Time of the Annual Meeting of the Parish Council to be held on Monday 13th May 2024 at 7.30pm

The meeting closed at

Approved by _____

Signed _____

Date _____