

MINUTES OF THE PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD  
ON 12<sup>th</sup>. MAY 2020 at 7.00p.m. via ZOOM

PRESENT –Cllrs. Haden (Chair), C Belsham, A. Brown, R. Gee, S. Taylor, R Talbot & M. Vaughan, the Clerk, G. Kimmerling, NCC Cllr. Timewell, NNDC Cllr. Penfold & 7 members of the public.

The Chair explained how the Zoom meeting would work for the Councillors and members of the public. The APCM & APM will be held at a later date.

**Open session for members of the public to speak.**

It was questioned why Heritage Development update was on the Agenda and a request was made to remove this in future. Cllr. Haden explained the present position and said it was important to be aware of any developments. The Parish Council was asked to invite comments before the meeting to allow the public participation to be more meaningful.

	<b>AGENDA</b>	<i>Action</i>
20.26	<p>a. <u>APOLOGIES FOR ABSENCE</u> None</p> <p>b. <u>DECLARATION OF INTEREST IN ITEMS ON THE AGENDA.</u> None.</p> <p>c. <u>TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON March 10<sup>th</sup>. 2020</u> <b>Resolution.</b> Proposed by Cllr. Talbot, seconded by Cllr. Gee &amp; agreed by the Parish Council to accept the Minutes of the meeting held on March 10th. 2020 as a true record. These will be signed by the Chairman at the next Parish Council meeting which can be held live.</p>	
20.27	<p><u>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u></p> <p>a. G M Window Cleaning have been given the contract for the bus shelter windows and will clean them twice a year.</p> <p>b. A Letter was sent to Mr. Buxton regarding the possible damage caused to the water pipes by heavy agricultural vehicles. There has been no response.</p> <p>c. BGM Services will continue to carry out the maintenance this year. The Clerk will chase them again to carry out the work.</p> <p>d. Japanese Knotweed has been seen in the Aylsham Road near Grove Farm and reported to Highways and other agencies. This area will not be cut and the Knotweed will be dealt with,</p>	<b>Clerk</b>
20.28	<p><u>NORFOLK COUNTY COUNCIL REPORT.</u> (Given a little later in the meeting) NCC Cllr. Timewell apologised for being late in joining the meeting. NCC officers are working from home at present. A lot of road works are being carried out. He was under the impression that the old Officers Mess at Badersfield had been sold so was not sure who owned it but Central Government had placed the asylum seekers there so NCC had no choice. A temporary mortuary had been set up in one of the hangers. NNDC Cllr. Penfold said this had now been stood down. Cllr. Taylor said the problem was with the asylum seekers and homeless people who had been intimidating residents and stealing from the shop. NNDC Cllr. Penfold thought the problems were getting resolved but NCC Cllr. Timewell said he would call in to the shop himself. Some re-cycling centres are re-opening but not Worstead yet. Cllr. Timewell was concerned that restrictions were being lifted too fast. (Cllr. Timewell left the meeting after giving his report.)</p>	<b>Page 232</b>

NORTH NORFOLK DISTRICT COUNCIL REPORT.

NNDC Cllr. Penfold said there are key areas supporting communities during the Coronavirus epidemic. The website is very good and updated regularly. North Walsham is the nearest center for supporting volunteer groups providing help for vulnerable people. NNDC administers Business Grants from Central Government and is dealing with Benefit claims as quickly as possible. There is a Council Tax Hardship fund of £150 which will happen automatically. There are dedicated phone lines and e-mails dealing with Covid 19 listed on the website and also a dedicated number for Parish Councils. Most NNDC meetings are carrying on as usual but remotely, as the Cromer Office is closed. The Officers Mess at Badersfield, Scottow is housing homeless families and about 76 asylum seekers. There were initial problems but there is now good support with translators on base and the lockdown is understood. There has been support from Badersfield residents. Cllr. Vaughan asked why there were 2 Police on the site when they were not available at other times. This was in response to the initial concerns. Cllr. Taylor said there are still problems with people stealing from the shop. NNDC is likely to lose £2m in lack of revenue this year. Cllr. Brown said there should have been a letter from NNDC to every household re Corvid19 but several didn't get this. Cllr. Penfold said it had been sent but he would see if another letter could go out.

20.29

FINANCES

- a) To consider current financial position. The Clerk had produced up-to date accounts. £3375 for 50% of the precept had been received; £170 for Rent Surveyors allot. & a £1000 grant for Covid19 related needs. A monthly STO for £14.39 had been set up payable to C. Haden for the Zoom Communication fee.
- b) To consider and resolve whether to approve outstanding invoices for payment.

**Resolution.** Proposed by Cllr. Belsham seconded by Cllr. Brown and approved by the Parish Council to pay the following invoices.

The following payments were paid on-line before the meeting:-

Norfolk ALC	Subscription	£129.86
BGM Services	25% annual maintenance bill	£332.00
L & G Green	Covid19 shopping	£ 36.90
C Haden	Zoom Communication.	£ 14.39
Regular payments:-	C Haden STO	£ 5.99
	URM/UK/Ltd DDR	£ 10.80

The following payments were authorised to be paid on-line.

G Kimmerling	Clerk's salary & Tax (£39.80)	£328.66
G Kimmerling	Clerk's expenses	£ 6.98

- c) To consider payment for extra hours worked by the Clerk and to agree any extra hours in future.

Cllr. Haden said this had been discussed before the meeting. The Parish Council has become very active resulting in more work for the Clerk. In future, the Clerk will send the hours worked at the end of each month to all Councillors.

**Resolution.** Proposed by Cllr. Belsham, seconded by Cllr. Talbot and agreed by the Parish Council to pay the extra hours worked by the Clerk and to review the hours worked at each meeting.

- d) To consider and agree quotation for insurance.

The Clerk had sent out 3 quotes. Cllr. Brown had compared all three and

	<p>found them similar. The quotes were as follows:-  Zurich (present insurers) £374.55  Hiscox, Came &amp; Co £499.49 or £477.02 for 3 years  CAS Ltd. Parish Protect £274.40 or £260.68 for 3 years.  <b>Resolution.</b> Proposed by Cllr. Haden, seconded by Cllr. Taylor and agreed by the Parish Council to go with CAS Ltd. for one year.</p>	
20.30	<p><b>PLANNING</b>  a) <u>To consider any Planning applications.</u> None received  Cllr. Haden had spoken to the owners of Janipy House who were still waiting to hear about their application to rebuild.  b) <u>To notify of any Planning decisions by NNDC</u> None received  c) <u>To consider any other Planning issues.</u> None  d) <u>Heritage Development update.</u>  The Clerk had e-mailed Heritage Developments to ask for information. There is a new person responsible for the proposed development. Mr. David Duffield has been newly appointed and is looking into all proposed developments including the one in Swanton Abbott. Cllr. Haden felt the Parish Council should be prepared for any possible planning applications for the site and will keep the Update as an Agenda item. The Clerk suggested adding 'nothing to report at this meeting' if that was the case and this was agreed.</p>	
20.31	<p><b>HIGHWAYS AND DRAINAGE</b>  a) <u>New hardstanding base.</u>  Cllr. Belsham had contacted Stuart Blake at Norse on 28<sup>th</sup> April. Only routine maintenance is being carried out at present and they are not in a position to carry out any construction work until the restrictions are lifted. Cllr. Belsham will contact them again before the next PC Meeting.  b) <u>Drainage Improvement Plan update.</u>  Cllr. Haden has been in contact with Highways and Anglian Water. When Anglian water did the survey, cracks were identified in the sewer and a new liner will be installed. The new pumps are in place and being monitored but a lot of unflushables are still going through the system despite the Parish Council delivering information leaflets in the village.  Highways will carry out the work in The Street at a later date.  Cllr. Vaughan said the re-jetting of the drain by the old phone box was a more urgent requirement.  Cllr. Gee asked about ownership of the culvert along the Aylsham Road. Cllr. Vaughan had produced a document from Highways saying it was their responsibility at a previous meeting. A more powerful machine is needed to jet this culvert and Cllr. Haden will contact Highways once he has seen the document.  The Clerk was asked to contact BGM Services again as members of the public have been cutting the grass by the village sign &amp; The Poplars.  Cllr. Vaughan asked when the Rangers were due again as there is a rut in the Road opposite to the Old Weavers which needs attention. Cllr. Talbot said there is an outstanding issue in Church Lane. Cllr. Haden suggested reporting these on the Highways web-site.</p>	<p><b>Cllr. Belsham</b></p> <p><b>Cllr.Haden</b></p> <p><b>Clerk</b></p>
20.32	<p><b>PLAY PARK – Update</b>  Cllr. Haden said there are 6 people willing to be on the Play Park committee but this is on hold at present. The Clerk will check that the June inspection will go ahead and advise them to contact Cllr. Vaughan for access.</p>	<p><b>Clerk</b>  <b>Page 234</b></p>

20.33	<p><b>COMMUNITY ENGAGEMENT</b></p> <p>a) <u>Update</u> -Cllr. Brown reported that at the last Revels Committee meeting on 13<sup>th</sup>. March it was agreed that, if necessary, the event would either be postponed or re-scheduled for next year. It has now been mothballed although an Treasure Hunt did take place and it may be possible to hold a scaled-down event later this year.</p> <p>b) <u>To consider measures taken during the Coronavirus lockdown.</u> Posters went up in the village and leaflets were delivered to potentially vulnerable residents with all Parish Councillors' phone numbers offering any help needed. All residents had support in place but a further leaflet was delivered which also offered amenity packs. Help has been given to a number of residents with the support of volunteers and no cost incurred as items for the amenity packs have been donated. Some residents in Scottow Row and Westwick are also covered. £1000 grant was acquired in April and is available to support the impact of Covid19. There are 60 members on a Community Facebook page.</p> <p>VE Day was celebrated by an Act of Remembrance at the Village sign with a VE Day flag flying and by front garden picnics in the afternoon – all at a social distance. The Parish Council purchased bunting and the flag which can be used again. There is a strong community spirit in the village which needs to be nurtured.</p> <p>Exercise at home packs are available free for vulnerable adults and the Clerk can order these.</p> <p>Cllr. Haden felt the Parish Council had done a good job with the VE Day celebrations and was proud of the way the village worked together. He said the £1000 grant was for work with 3<sup>rd</sup>. parties and asked the SAS for ideas plus canvassing ideas on Facebook and the notice boards. Cllr. Brown said the quiz is funded by a member of the SAS. Cllr. Vaughan suggested buying wool for the elderly who are knitting items to be sold for charity and it was agreed that Cllr. Brown should purchase some wool. Cllr. Talbot said entertainment is good for mental health. Cllr. Haden suggested a possible VJ Day picnic in August and Cllr. Brown thought a produce exhibition might be good as a lot of people were growing food. <b>July agenda item.</b></p> <p>Cllr. Haden mentioned that Mr. Christman had donated food and drink from The Jolly Farmers towards the picnics and a letter of thanks will be sent. There had been favourable comments on the 2 min. silence at the flagpole.</p> <p>c) <u>To consider the request for support for a memorial to Mr. Cubbitt.</u> Cllr. Haden spoke of the sad death of Mr. Cubbitt. Cllr. Vaughan also mentioned a midwife who had recently died. It might be possible to have a memorial to other prominent village figures and to include those who died in the world wars. <b>July agenda item.</b></p> <p>Cllr. Gee said the Village Hall Committee are doing something in memory of Mr. Cubbitt.</p> <p>d) <u>Update on Community Asset status of the Jolly Farmers.</u> The Clerk said NNDC should write to the Jolly Farmers in May asking if the Pub is still up for sale. If it is, the process starts again, with the village having the chance to buy the pub for the Community. If it is no longer for sale, the process is on hold but the Community Asset remains. Cllr. Belsham suggested that if it is not up for sale, then signs indicating it is a pub should be re-instated and asked if the Parish Council could help with the cost. This was agreed and will be included in the letter to the landlord. Cllr. Taylor felt it was run more as a club than a pub.</p>	<p>Clerk</p> <p>Cllr Brown</p> <p>Page 235</p>
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20.34	<p><b>COMMUNICATIONS</b></p> <p>a. <u>Broadband and mobile update.</u>  Cllr. Gee said the Government has pledged £5b for fast broadband in the most difficult to reach 20% of the country but this is on hold now. NCC are working with mobile phone providers to improve the signals. Swanton Abbott will be used as a pilot scheme as part of a £510m Government scheme aiming to give 4G coverage to 95% of the country within 5 years but this is also on hold at present. If anyone has a problem with mobile coverage in their home, contact the supplier and ask about an aerial or wireless signal improver which may be available free of charge.</p> <p>b. <u>Website.</u>  Cllr. Haden reported that he is still looking into alternative websites.</p> <p>c. <u>Newsletter.</u>  There is little to report as all organisations etc. are closed down due to Covid 19 so there will be no newsletter this month but there may be one in July.</p>	
20.35	<p><b>FOOTPATHS AND GREEN ISSUES</b></p> <p>a. <u>Update</u>  Cllr. Talbot said he has walked or run along all footpaths and all are OK. Any outstanding issues are on hold at present. The Church Lane footpath will need cutting after the nesting season and this may need to be done by volunteers.  Cllr. Taylor reported that problems with dog poo are getting worse and people are letting their dogs run loose over the fields. Cllr. Talbot said farmers have put up signs asking people to keep their dogs off the fields. Cllr. Belshar said the dog poo problem in the Aylsham Road is the worst in 11 years. Cllr. Vaughan said there are a lot of outsiders walking their dogs in the village. Cllr. Haden said people should take photos to name and shame people and report them to the Parish Council.</p>	
20.36	<p><b>ON-GOING ISSUES.</b>  <u>To report on and resolve, where possible, on-going community issues.</u>  Cllr. Haden reported that the defibrillator battery needs replacing. It would cost £220 and last for 5 years.  <b>Resolution.</b> Proposed by Cllr. Vaughan, seconded by Cllr. Talbot and agreed</p>	<b>Clerk</b>
20.37	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>a. <u>To report correspondence received.</u>  The Clerk explained that she had received numerous e-mails relating to Covid19 and had passed the relevant ones onto the Parish Council and dealt with all those that required replies.  Letter from Broadland DC re the asylum seekers at Badersfield. The accommodation is not a detention centre but community accommodation. All residents must sign in and out &amp; be in the premises after 9p.m. They are advised to remain on site but cannot lawfully be stopped from leaving.  Clerk's and Councils Direct Issue 129</p>	<b>Page 236</b>

The meeting closed at 9.00p.m. The next meeting is July14<sup>th</sup> 2020.

**Members of the public were invited to speak.**

The Chair of the Village Hall Committee said the village hall shed had been broken into and this had been reported to the Police. Officers from Kings Lynn are dealing with this and wish to hear of any other problems. He had heard reports of the asylum seekers accosting women and relieving themselves in open spaces. On Thursdays he said he can

hear the village applauding the NHS and suggested the Parish Council thank them and acknowledge the work the NHS & other key workers do.

Cllr. Brown said plants had been stolen from a stall in The Street.

Cllr. Haden suggested the Parish Council should be aware of a pattern emerging.

**July agenda item**

Cllr. Vaughan reported that at a SNAP meeting it was reported that a lot of construction plant and other tools had been stolen from along the coast. The Police had a purge on this and it has now stopped.

DRAFT