

MINUTES OF THE PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD
ON 9th. MARCH 2021 at 7.00p.m. via ZOOM

PRESENT –Cllrs. Haden (Chair), A. Brown, R. Gee, S. Taylor, R Talbot & M. Vaughan, the Clerk, G. Kimmerling, NNDC Cllr. Penfold & 9 members of the public.
Open session for members of the public to speak. No comments from the public.

	AGENDA	<i>Action</i>
21.14	<p>a. <u>APOLOGIES FOR ABSENCE</u> Cllr. Belsham – working</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 January 12 th. 2021</u></p> <p>Resolution. Proposed by Cllr. Taylor, seconded by Cllr. Talbot & agreed by the Parish Council to accept the Minutes of the meeting held on January 12th. 2021 as a true record. These will be signed by the Chairman at the next live Parish Council meeting.</p> <p>d. <u>TO AGREE THAT THE APCM AND THE APM MEETINGS WILL BE HELD ON MAY 18TH. EITHER VIA ZOOM OR IN PERSON.</u></p> <p>It was agreed that the APCM & APM meetings will be held on May 18th. via Zoom as the Village Hall may not be open.</p>	
21.15	<p><u>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u></p> <p>a. IP Road Sweepers have cleared the gullies in the village.</p> <p>b. The plaque is in place on the seat by the bus stop in the Aylsham Rd.</p> <p>c. There does not appear to be a problem with the van parking by the Defibrillator at the moment.</p>	
21.16	<p><u>NORFOLK COUNTY COUNCIL REPORT.</u> No report</p> <p><u>NORTH NORFOLK DISTRICT COUNCIL REPORT.</u></p> <p>NNDC Cllr. Penfold said NNDC are freezing their part of the Council tax for the next year but there will be no reduction in services. They have £542,000 available for projects and reserves. The Covid 19 rates of infection are falling and the vaccine centers are performing well. The Help Lines are still available. The County Council elections are taking place on May 6th & Mr. Penfold will be standing for election.</p>	
21.17	<p><u>FINANCES</u></p> <p>a) <u>TO CONSIDER THE PRESENT FINANCIAL POSITION</u></p> <p>The Clerk had produced up-to date accounts. Once VAT has been reclaimed, the income and expenditure for the year will nearly balance out.</p> <p>b) <u>TO CONSIDER AND RESOLVE WHETHER TO APPROVE OUTSTANDING INVOICES FOR PAYMENT.</u></p> <p>Resolution. Proposed by Cllr. Brown seconded by Cllr. Taylor and approved by the Parish Council to pay the following invoices.</p> <p>The following payments were paid on-line before the meeting:-</p> <p>Engraveitnow Plaque for seat & postage £52.49 & £5.95</p> <p>Deb Haden Christmas decorations etc. s137 £100.00</p> <p>IP Sweepers Clearing gullies £168.00 (VAT £28.00)</p> <p>The following payments were authorised to be paid on-line.</p> <p>G Kimmerling Clerk's salary & Tax (£39.80) £328.66</p> <p>G Kimmerling Clerk's expenses & 4 keys for noticeboards £19.56 & £20.00</p> <p>C Haden Chair's ½ year allowance £50.00</p>	

	<p>c) <u>TO CONSIDER A DONATION TO THE NORFOLK CITIZENS ADVICE.</u></p> <p>Resolution. Proposed by Cllr. Gee, seconded by Cllr. Haden and agreed by the Parish Council to make a donation of £50 to the Norfolk Citizens Advice.</p> <p>The Clerk asked if she could order The Local Council's Update which deals with legal matters etc. for £75 annual subscription – usual price £100. This includes a monthly paper copy and online information.</p> <p>Resolution. Proposed by Cllr. Taylor , seconded by Cllr. Gee and agreed by the Parish Council to take out a one year subscription for the Local Council's Update. The Parish Council will review the value/benefit before renewing.</p>	
21.18	<p><u>PLANNING</u></p> <p>a) <u>TO CONSIDER ANY PLANNING APPLICATIONS.</u></p> <p>PF/21/0106 The Willows, Aylsham Road. Detached garage to front of dwelling. This was approved by the Parish Council before the meeting.</p> <p>b) <u>TO NOTIFY OF ANY PLANNING DECISIONS BY NNDC</u></p> <p>The Clerk had checked the NNDC decisions over the past two years.</p> <p>PF/19/0311 Pond Farm Barn, The Hill – Conversion of existing garage to Home office and gym. Approved 09/04/19</p> <p>PF/19/0438 Land West of 11 The Poplars – variation of planning permission PF/05/1491 to amend the parking and boundary layout. Approved 03/05/19</p> <p>PF/19/0858 Charosa, The Street – Conversion of garage to living accommodation & single storey rear extension. Approved 05/07/19</p> <p>PF/19/1205 Janipy House, The Street – Demolition of single storey rear & side extensions and erection of two storey rear extension – Withdrawn</p> <p>PF/19/1240 Woodsend Cottage, Aylsham Road – Two storey rear extension. Approved 08/10/19</p> <p>PF/20/0200 Shangri La, Long Common Lane – Side and front extensions and changes to the roof profile to create accommodation in the roof space with new rooflights. Approved 31/03/20</p> <p>PF/20/0376 Brackenheath, Long Common Road – Two storey extension to front of dwelling. Approved 29/03/20</p> <p>PU/20/0892 Building Land at Pond Tree Farm, The Hill – Application to determine if prior approval is required for change of use of agricultural building to single storey dwelling house & building operations necessary for the conversion. Approved 30/09/20</p> <p>PF/20/1731 11 The Poplars – Detached open fronted single garage to front of house. Approved 23/12/20</p> <p>NNDC Cllr. Penfold said that the proposal for a new build at Janipy House is still on-going.</p> <p>c) <u>TO CONSIDER ANY OTHER PLANNING ISSUES</u></p> <p>None.</p>	<p style="text-align: right;">Page 262</p>

	<p>a) <u>UPDATE ON AFFORDABLE HOUSING MEETING WITH NNDC.</u> The Parish Council had received an unsolicited approach from Anna Clarke, Community Housing Officer at NNDC re affordable housing and a Zoom meeting had taken place in February. She explained that there are people on a waiting list for affordable homes in Swanton Abbott and there are Community-led Housing Initiatives supported by NNDC. She identified 4 possible sites but the Parish Council ruled out 2 on Westwick land so she has contacted the other 2 land-owners. The maximum number of houses permitted is 10 and these could be part-owned by the Community with a Housing Association and would always be for people with local connections only. The community would be consulted if a suitable site were found. Cllr. Taylor said she was opposed to any development in the village because of the drainage and Highways issues. It was stressed the proposal is in the very early stages. NNDC Cllr. Penfold explained that the proposal for 300 homes at Badersfield is purely speculative and would be unlikely to get approval as it does not meet with NNDC's Local Plan.</p>	
21.19	<p><u>HIGHWAYS AND DRAINAGE</u> a) <u>UPDATE ON DRAINAGE IMPROVEMENT PLAN</u> Cllr. Haden said there had been a high number of water leaks in the village but these are being fixed. NCC Cllr. Timewell has not come back with any information on the culvert in the Aylsham Road and the Clerk will contact him again. b) <u>UPDATE ON HIGHWAYS WORK IN THE STREET.</u> This work should be done by the end of March and the Clerk will contact Highways and NCC Cllr. Timewell about this. The Clerk will also check when the next Ranger visit is due. It was agreed to have IP Road Sweepers on the May agenda as they could not carry out work in Youngman's Lane. The farmer has cleared the road to the school.</p>	<p>Clerk Clerk May agenda</p>
21.20	<p><u>PLAY PARK</u> a) <u>UPDATE.</u> Various work has been identified at the Play Park:- the entrance pathway needs surfacing; the benches need refurbishing; some fencing needs replacing; some paving slabs are dangerous; parts of the zip-wire need removing. Cllr. Haden will send photos to the councillors and will draw up a priorities list. He said the Parish Council is keen to get the Play Park re-opened provided safety concerns could be met. The Clerk will get quotes for resurfacing the pathway using road planings. NNDC Cllr. Penfold will send details of a member of their staff who deals with Specialist-needs equipment. b) <u>TO CONSIDER THE PLAY PARK ANNUAL INSPECTION.</u> Came & Co had quoted £69.50 + VAT for the annual inspection. It was agreed to ask Came & Co to carry out the inspection. c) <u>TO CONSIDER THE ANNUAL MAINTENANCE PROGRAMME FOR THE PLAY PARK AND OTHER AREAS.</u> BGM Services had given two quotes - £1400 to carry out the work as last year and £1130 to cut the Play Park grass 8 times instead of 16 times. It was decided that the alleyway to the Play Park would not need weeding if it was re-surfaced; the bed in the park did not need weeding and the hedges in the Play Park should not be trimmed this year. The Clerk will ask for a revised quote.</p>	<p>Cllr Haden Clerk Clerk Clerk Page 263</p>

21.21	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>a) <u>TO AGREE THE PLAQUE FOR THE VILLAGE SIGN</u> It was agreed that the best option for the plaque was on top of the base of the Village sign. The revised quote for this is £435.00 plus VAT. Resolution. Proposed by Cllr. Vaughan, seconded by Cllr. Haden and agreed by the Parish Council to accept the quote of £435.00 from Nick Hindle for the plaque on top of the village sign base.</p> <p>b) <u>TO CONSIDER THE WORK NEEDED ON THE VILLAGE SIGN.</u> The sign at the top needs to be sand-blasted and re-painted and the post needs replacing. Cllr. Vaughan suggested using a metal post with the wooden decoration on the outside and offered to do this at cost. Nick Hindle had quoted £275.00 plus VAT to repair the top of the sign. Cllr. Vaughan offered to source another quote for this work.</p> <p>c) <u>TO REPORT ON THE GOOD NEIGHBOUR SCHEME.</u> Cllr. Brown explained that she is no longer able to take this forward. The next steps would be to establish if there is a need for the scheme; to confirm the volunteers to take it forward; to get the Parish Council approval; to organise training; arrange funding and to set up the scheme. The intention of the scheme is to keep people in their own homes. It was felt that there is enough help in the village for vulnerable people. Cllr. Haden proposed shelving the scheme for the moment but to keep it under review and this was agreed.</p> <p>d) <u>UPDATE ON THE REVELS.</u> Cllr. Brown said there is a committee meeting next week and it is hoped to organise a single day event later in the year.</p> <p>e) <u>TO REPORT ON THE VILLAGE PLAN.</u> Cllr. Haden said the Steering group has another meeting this week. He felt the Village Plan needed to be brought to a swift conclusion. Glynn Williams is willing to carry out the independent analysis.</p> <p>f) <u>UPDATE ON THE SA SOCIAL COMMITTEE</u> The idea of a social committee is to include all the groups in the village together with enthusiastic individuals and young people. Cllr. Haden plans to get a leaflet out to the various groups. It was agreed that a new name is needed to prevent confusion with the SAS.</p> <p>g) <u>THE ABBOTT- PRINT/DIGITAL PUBLICATION.</u> The Abbott was not produced in February and is next due in early May. It was felt that this publication should go ahead. Cllr. Haden will liaise with the editor.</p>	<p>Clerk</p> <p>Cllr Vaughan</p> <p>Cllr Haden</p> <p>Cllr Haden</p>
21.22	<p><u>COMMUNICATIONS</u></p> <p>a. <u>BROADBAND AND MOBILE PHONE UPDATE.</u> There is no further update on Broadband which appears to be offering a good service around the village. We are awaiting a possible survey on Small Cell Technology to upgrade the current poor signal around the village. A decision should be made at the end of March.</p>	<p>Page 264</p>

21.23	<p><u>FOOTPATHS AND GREEN ISSUES</u></p> <p>a) <u>TO CONSIDER PROBLEMS ON THE LOCAL RIGHTS OF WAY.</u> Cllr. Talbot reported on-going national lockdown issues – farmers are having problems with people making the footpaths too wide; horses and bikes using the footpaths and dogs off the lead being allowed to foul the crops. If a field is growing crops for human consumption it is illegal to allow dogs to foul there.</p> <p>b) <u>TO CONSIDER THE LETTER RE THE TRACK FROM FOOTPATH 8</u> A letter had been received concerned that the cinder track by Footpath 8 had been blocked off at both ends. Some signs here had been removed but have now been re-instated by the farmer. Cllr. Talbot had spoken with the farmer who explained that the cinder track is not a Right of Way and he has had problems with people using his building for pic-nics, leaving litter and excrement in the building. He is concerned with insurance if someone had an accident. It was agreed that the Parish Council should explain the rules regarding Footpath usage.</p> <p>c) <u>TO CONSIDER ACTION TO REDUCE DOG FOULING</u> Cllr. Haden had researched various signs re dog fouling. He will produce laminated signs to educate people on the dangers of dog fouling. The Clerk will get quotes for more permanent metal signs. The Parish Council could issue fines for persistent fouling. One of the worst areas is the footpath from the Village hall to the school which is used daily by school children.</p> <p>d) <u>TO CONSIDER THE CONDITION OF THE FOOTPATH BY THE VILLAGE HALL.</u> It was agreed that this footpath needs improving. Cllr. Vaughan will get measurements and a price for digging out the path and putting down road plannings.</p>	<p>Clerk</p> <p>Cllr Haden Clerk</p> <p>Cllr Vaughan</p>
21.24	<p><u>ON-GOING ISSUES</u></p> <p>a) <u>TO REPORT AND RESOLVE, WHERE POSSIBLE, ON-GOING COMMUNITY ISSUES.</u> Cllr. Haden said the present Web-site is not fit-for-purpose and does not work. There is a legal obligation for a Parish Council to have a web-site. Cllr. Haden offered to set-up a new simple web-site at cost. He thought this would be about £500.00. The Clerk will find out how much money is left from the grant. Resolution. Proposed by Cllr. Talbot, seconded by Cllr. Gee and agreed by the Parish Council to ask Cllr. Haden to set up a new web-site at cost.</p> <p>b) <u>PREPARATION FOR APPOINTING A NEW SAPC CHAIR</u> This is the last Parish Council meeting that Cllr. Haden will chair. He asked all councillors to consider taking on this role.</p> <p>c) <u>TELEPHONE BOX – SEED SWAP.</u> Cllr. Taylor said the seed swap is going well but asked people to donate seeds as well as taking them. She said there is also chocolate in the box from the chapel.</p> <p>d) <u>UPDATE ON VILLAGE IMPROVEMENT TRACKER.</u> Cllr. Haden will share the link with the councillors. Cllr. Vaughan suggested a time capsule to be included in the village sign and suggested getting ideas for inclusion from the villagers. It was thought this was a good idea.</p>	<p>Clerk</p> <p>Cllr Haden</p>
21.25	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>a. <u>TO REPORT ON CORRESPONDANCE RECEIVED.</u> Covered under Agenda items.</p>	<p>Page 265</p>

The meeting closed at 8.55p.m. The next meeting is the APCM and APM on May 18th.

Members of the public were invited to speak.

It was felt that the dog poo signs should be changed regularly as this would have more impact.

It would be nice to know where the various footpaths were. The Clerk will produce a map. People drive to the church and let their dogs out of the cars. This suggests they are from outside the village.

Someone who parks by the Chapel puts the 'no parking' cone on the chapel steps. Could there be a note on the cone explaining the 'no parking' is to keep the defibrillator clear?

DRAFT