

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 14th SEPTEMBER 2026 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Kelly Pickard (Clerk) and 1 member of the public

Matters Raised Under Time Allocated to the Public

A member of the public was in attendance to speak with the County Councillor.

A member of the public reported that two residents had been working hard on the verge and ditch on Rectory Road. Councillor Atterwill placed his thanks on record for their time.

The member of the public also volunteered to organise the repair of the kerb edging in the burial ground and he had also spoken to a local land owner who was going to repair the gate.

Councillor Atterwill thanked him.

County Councillor report

A separate report was sent which will be available on the website.

District Council report

District Councillor Atterwill reported that there have been issues in the County with free school meals and will be contacting Councillor Dickerson in due course.

There has been no further report from the Defence Infrastructure Organisation concerning Robertson Barracks – they are still carrying out the assessments.

It was also reported that the press had released an article concerning Breckland Council giving a local employer £250,000 towards business rates, this is incorrect. A large company in the district would like to expand and increase employment opportunities in the local area and under the Localism Act Breckland have the power to set a discretionary business rate scheme. Breckland Council are supporting them.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from County Councillor Tom Dickerson

2. To Receive Declarations of Interest

Councillor Turner and Councillor Powter declared an interest in item 8c

3. Minutes from the meeting of the Parish Council held on 10th August 2026 to be accepted, initialled, and signed.

Councillor Gauntlett proposed that the minutes are accepted seconded by Councillor O'Dowd and carried.

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Councillor Rodrigues abstained due to absence

4. Matters arising from Minutes of 10th August 2026 (For Exchange of Information Only)

None raised

5. Finance

a. Accounts to approve for payment

Payee – September 2026	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 4	Bacs	£3880.81	
S2 Computers	IT Support	Direct debit	£294.08	£49.02
BT	Telephone Broadband	Direct debit	£200.05	£33.34
Npower	Streetlight electricity	Direct debit	£173.22	£8.25
AT Coombes	Tree inspection	BACS	£210.00	£35.00
Westcotec	Bus Shelter	BACS	£6214.80	1035.50
	TOTAL		£10,972.96	£1161.11

Councillor Venworth proposed that the payments are made seconded by Councillor O'Dowd and carried

b. Income to be reported

Income Received from	Details	Amount
HMRC	VAT Reclaim	£5027.13
Burial fee	Burial Ground	£80.00
Swanton Morley Village Hall	Grass cutting	£297.50
	TOTAL	£5404.63

c. To receive the conclusion to the External Audit for the 2025/26 financial year

The Clerk had circulated the conclusion to the audit notice and report to councillors ahead of the meeting.

It was reported that there were no advisories.

The conclusion and AGAR documents are available on the website.

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 and set a date for the final Steering Group meeting

Councillor Atterwill reported that the plan went through examination and the Parish Council received the draft report for consideration. This was fact and grammar checked and the Consultant has now sent the final draft document which has been circulated to Councillors.

This will now be presented at Breckland Council's Cabinet meeting later in the month where they will agree to forward to the Full council meeting this will be formally made.

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The Clerk is awaiting availability from the Consultant to run a final meeting of the Steering Group. This will be circulated.

d. To consider a response to the Local Plan review

Councillor Venworth proposed that the response will reiterate the concern about the loss of settlement boundaries seconded by Councillor Rodrigues and carried.

e. To receive a report on the transfer of land from Breckland Council

This is still with the Solicitor being finalised.

It was agreed that the Clerk will contact Breckland Council to request that the vehicles parked on the open space of Middleton Avenue are moved prior to the agreement being signed.

f. To receive an update on the transfer of open spaces for Swanton Vale

The Clerk has received an update from the Solicitor that they are awaiting a response from Hopkins solicitor.

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

a. Churchyard at All Saints' Church

Councillor Atterwill reported that there is a problem with moles on site.

Councillor Atterwill placed his thanks on record to Councillor Venworth and Councillor Powter for the help with the grave in the churchyard after the removal of the stone.

i) To arrange a working party for the grave and agree any actions necessary

It was agreed that there needs to be 3 x 1 tonne bags of soil need to be ordered and put into the grave before the stone can be placed back onto it.

Mr Marsham has offered to assist with this work using his trailer.

Councillor Atterwill also asked for an update on the ramp ownership. The Clerk will follow this up.

The Clerk will also request a quote to clean the war memorial.

b. Swanton Morley Burial Ground

Councillor Atterwill reported that someone has made and installed a large wooden memorial cross onto a grave without permission from the Parish Council. There is no record of the contact details who is responsible for the grave. Two brass plaques have been installed on it but the Parish Council regulations state a stone no higher than 3ft.

Councillor Atterwill also reported that there is new fencing installed around another grave and another grave has plastic fencing and blue pebbles on it.

i) To arrange a working party for the brambles

Dates will be circulated

c. Swanton Morley Allotments

Councillor Turner reported that there needs to be an inspection carried out.

There is a plot which is quite full and the shed has been extended. The Clerk has contacted the tenant who is reducing the size in line with the regulations.

It was also reported that there are a few plots on there that have not been tended to all year.

Councillor Atterwill asked for the inspection report to be carried out and sent to the Clerk.

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

i) To receive an update from the RoSPA inspection

Councillor Venworth reported 1 high risk and 11 low risk items at Gooseberry Hill.

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It was agreed to circulate the RoSPA inspection and request a quotation to repair the timber structures and look at the safety surfacing that has been raised.

- ii) To receive a quotation to repair the nest swing

Councillor Venworth proposed that the quotation is accepted seconded by Councillor O'Dowd and carried.

- iii) To consider the locations to re-plant the trees from the Tree Nursery

Councillor Venworth discussed replanting the trees from the tree nursery and suggested locations behind the Old Village Hall site.

It was also agreed to look at the location of the open space on Middleton Avenue when the transfer is complete.

Councillor Phillips left the meeting

e. Common Lands

Councillor Atterwill reported that Burgh Common has been strimmed.

A tree has been reported that will be reported to the Environment Agency.

Broadscape Ltd will be clearing the river weeds in January.

There needs to be some road planings delivered to Burgh Common to fill in the gap between the common land and the road.

Councillor Atterwill reported that the cows were moved from Mill Common earlier this year due to the dry weather.

UK Power Networks have not provided any further update.

Councillor Atterwill is going to organise a meeting with the homeowner of Waterfall House to discuss the access to the Common.

Remedial work can be considered to include the entrance, walkway and the bridge.

f. Streetlights

Councillor Venworth had circulated his report ahead of the meeting. There was nothing significant to report.

- i) To receive an update on the new streetlight to be installed on Greengate

The contractor has been appointed to order and install the new streetlight.

g. Village paths (Rights of Way)

Nothing to report – all in good order

h. Noticeboards

Councillor Gauntlett reported that all noticeboards are up to date.

8. Policies

- i) **To adopt the reviewed Memorial Regulations**

Councillor Rodrigues proposed that the Memorial Regulations are accepted seconded by Councillor Gauntlett and carried

- ii) **To adopt the reviewed Standing Orders**

Councillor Turner proposed that the Standing Orders are accepted seconded by Councillor Rodrigues and carried.

9. Highways

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

Hedge at the bottom of Town Street

Post on Manns Lane

Surfacing outside the shop

Surfacing on the pedestrian crossing

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Councillor Atterwill also reported that the lining outside the school that was paid for through the Parish Partnership scheme is incorrect. Highways are aware and are going to rectify it.

The Clerk will speak to the Highway Engineer about the parking issues outside the school and ask advice on what can be done.

b. To receive an update on the Community Speedwatch

The Clerk reported that there had been a number of sessions running to include outside the school.

The statistics have been submitted to Norfolk Constabulary.

c. To discuss a Swanton Morley Community Neighbourhood watch

Councillor Gauntlett reported that there have been no significant issues to report.

A meeting is being scheduled to meet new members and discuss any actions.

d. To discuss an action plan for flooding in the Village

Councillor Venworth presented a report concerning the risk of flooding in the village with the climate changing.

The Village Hall is listed through Breckland Council to provide food and shelter to people in need.

Councillor Venworth suggested that Swanton Morley need to have an emergency plan for residents to know who can help in the event of an emergency.

Councillor Venworth also discussed the flooding issues on Woodgate following site visits and CCTV surveys being carried out however nothing further has happened.

Councillor Venworth would like to hold a meeting with residents in high risk properties and all outside parties to formulate a plan.

Councillor Venworth then shared a picture on the screen of the attenuation pond on Woodgate park and reported that the residents have been approached and asked to contribute towards the restoration of the pond as it is not fit for purpose.

Councillor Venworth asked that the Parish Council write to the owners of the site and request that this work is carried out before the bad weather and any further issues with the flooding.

Councillor Atterwill would like to escalate this issue with Breckland Council.

Councillor Atterwill requested permission to extend the meeting past

e. To receive an update on the Trees on Mill Street

The Clerk had received an additional quote to carry out the work on the trees on Mill Street at a cost of £1612.00 + VAT – this also includes traffic management.

As this is urgent work the Clerk has instructed the contractor who is scheduled to do this on 25th September.

Councillor Atterwill confirmed that a meeting needs to happen with the residents on Woodgate and all the outside agencies and display the information and images of the issues and discuss a solution.

Councillor Atterwill also stated that the village does not have a current and up to date emergency plan.

Councillor Atterwill will speak to Breckland Council and see if this is something that the Village should have and obtain some information.

f. To discuss a location for a bus stop on Greengate

The Clerk reported that the Highway Engineer has responded to the request for permission for the three additional shelters and it was felt that the location on Town Street would be too narrow.

The Clerk has suggested a different location at the end of Bennet Road as this is currently an 'unofficial' bus stop however many residents get on the bus at this location.

The Clerk has tentatively discussed this with the highway engineer who is happy to look at it.

Councillor Atterwill proposed that the Clerk proceed with the additional location seconded by Councillor Turner and carried

g. To consider the Parish Partnership for 2027/28

The Clerk has received the invitation to bid for the Parish Partnership 2027/28.

Schemes for consideration are further highway improvements to deal with the parking outside the school

An upgrade to the pedestrian crossing to traffic light controlled.

Councillor Venworth would like to look at the possibility of the trod on Woodgate.

10. Correspondence (For Exchange of Information Only)

Councillor Atterwill reported that correspondence had been received from a parishioner concerning the Parish Council helping residents apply for refunds from Anglian Water following the water outage in May.

Meeting to Be Suspended for Further Time Allocated to the Public

Nothing was raised

11. Any item to be reported for the next agenda

Land transfer

Highways

Flooding

Bus shelter

12. To Confirm the Date & Time of the next meeting of the Parish Council to be held on Monday 12th October 2026 at 7.30pm

All agreed

13. To receive a proposal to close the meeting to the press and public for item 14 & 15, for the reason that the content of discussion relates to parishioner correspondence and staff matters (permitted under section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

Councillor Rodrigues proposed that the meeting is closed to the press and public seconded by Councillor Turner and carried

14. Parishioner correspondence

15. Staff Matters

Approved by _____

Signed _____

Date _____