

## MEETING OF SWANTON MORLEY PARISH COUNCIL

### MEETING MINUTES

Monday 9<sup>th</sup> March 2026 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R Atterwill (Chair), Mrs B O'Dowd (Vice Chair), Mr J. Venworth and Mr B. Powter, Mr S. Gauntlett and Mrs A Walker-Fraser

**Also in attendance:** Kelly Pickard (Clerk) and no members of the public

#### **Matters Raised Under Time Allocated to the Public**

No public were present

#### **County Councillor report:**

County Councillor Borrett had sent a report ahead of the meeting. This is available on the website.

Councillor Atterwill reported that the County Council elections will be going ahead in May but the Ward boundary for Swanton Morley is changing, Swanton Morley will no longer be in Elmham and Mattishall Ward come May, Swanton Morley will be in Lauditch Ward

#### **District Council report**

District Council Atterwill reported that there is a special Cabinet meeting on 13<sup>th</sup> June to finalise the Regulation 19 responses for the local plan ahead of it being submitted to the Planning Inspectorate.

Councillor Atterwill had opposed the Breckland Budget due to the issue with Breckland Bridge.

The Planning portal has had an IT update so this is working again

Breckland Council have purchased some social housing in Beetley.

County Council have been given an extra £27 million over three years for road maintenance.

### ***The Meeting Went into Session***

#### **1. To Accept Apologies for Absence**

Apologies were received from Councillor Phillips, Councillor Rodrigues and Councillor Turner accepted by Council

#### **2. To Receive Declarations of Interest**

Councillor Powter declared an interest in item 7c

Councillor O'Dowd declared an interest in item 5c

#### **3. Minutes from the Parish Council Meeting of 9<sup>th</sup> February 2026 to be accepted, initialled, and signed.**

Councillor Venworth proposed that the minutes are accepted as an accurate record of the meeting seconded by Councillor O'Dowd and carried

#### **4. Matters arising from Minutes of 9<sup>th</sup> February 2025 (For Exchange of Information Only)**

Non raised

**5. Finance**

a. Accounts to approve for payment

Payee – March 2026	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 11	Bacs	£3876.44	
S2 Computers	IT Support	Direct debit	£170.28	£28.38
Allotment tenant	Refund of deposit	BACS	£50.00	
Stocksigns	Posts for Gooseberry Hill	BACS	£168.19	£28.03
Broadscape	Burgh Common weed clearance	BACS	£360.00	£60.00
Norfolk PTS	Cemetery Management Training (Clerk)	BACS	£57.60	£9.60
Norfolk PTS	Cemetery Management Training (Chairman)	BACS	£57.60	£9.60
Abzag	NH Plan	BACS	£1221.60	£203.60
	<b>TOTAL</b>		<b>£5961.72</b>	<b>£339.21</b>

Councillor Walker-Fraser proposed that the payments are made seconded by Councillor O'Dowd and carried

b. Income to be reported

Income Received – February 2026	Details	Amount
Swanton Morley Village Hall	Grass cutting	£297.50
H Brett & Son	Memorial	£75.00
Barclays	Allotment tenancy	£112.20
	<b>Total</b>	<b>£484.70</b>

c. To receive an update concerning Dereham Brass Band for Carols in the Church

Councillor Atterwill proposed to suspend the meeting to make an enquiry ahead of the next item, seconded by Councillor Venworth and carried

*Councillor O'Dowd left the room*

*The meeting resumed*

Following the discussion last month concerning Dereham Brass band and the possibility of a nominal fee being paid for the Carols in the Church event, the Parish Council agreed the sum of £100. At their committee meeting, Dereham Band agreed that the sum for small concerts will now be £150.

Councillor Venworth proposed that the Parish Council pay £150 for the Carols in the Church concert seconded by Councillor Powter and carried

*Councillor O'Dowd re-entered the room*

d. To consider the purchase of the Asset Management software for the Parish Council

As agreed at the February meeting the Clerk circulated the information and demonstration to video to councillors for consideration, it was confirmed that the easiest way to set this up is to take photos of your assets with a phone and upload them via the mobile app. The AI does the rest, identifying the asset type, mapping it, and linking regulations.

This is at a cost of £57 per month (£684 per year)

It was agreed by Councillors that as this is a new software they would like to see if the rollout works for other councils before purchasing this.

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The Clerk also suggested that Parish Online can also map assets in the Village.

### **e. To appoint an Internal Auditor for 2025/26 Parish Council Accounts**

The Clerk had circulated three quotes ahead of the meeting for consideration.

It was noted that if the Parish Council appointed the same Internal Auditor as the last three years, this is lawful

Councillor Walker-Fraser proposed that the Parish Council appoint R Goreham for the Internal Audit of the 2025/26 Parish Council accounts seconded by Councillor O'Dowd and carried

## **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**

Councillor Atterwill reported that the Consultant is reviewing all of the comments made at the point of the consultation and the Clerk has requested details of possible examiners for consideration

### **d. To receive an update on the transfer of land for Swanton Vale**

The Clerk reported that following the discussion last month that Hopkins raised regarding the wording of the S106 agreement, this information is now with the solicitors to proceed.

The Clerk is still following up the missing swing seat from the play area.

### **e. To receive a report for an easement and consider any actions necessary**

The Clerk reported that the resident has been in touch with the Clerk and provided an update that their solicitor had been on holiday but is now ready to proceed with the request.

This has been sent to our solicitor, whose fees are being paid by the resident.

### **f. To receive a report on the transfer of Breckland Council owned land to the Parish Council**

The Clerk had circulated the site visit report to all Councillors and the outstanding queries from this had been sent to Breckland Council.

Councillor Atterwill went through the responses to the queries.

It was noted that there were two queries that were not fully answered.

1. The time of the last tree survey and the date when the next one is due
2. The distance in front of the garages that the residents have right of way over.

The Clerk will send these to Breckland Council.

The four areas that were agreed by the Parish Council are:

- Green space in the centre of Thompson Close
- Land at the end of Middleton Avenue
- Area of open space adjacent to Gray Drive
- Land to the West of Middleton Avenue

Councillor Venworth proposed that subject to the response from these queries that the Parish Council take ownership of four green space areas at nil cost seconded by Councillor Powter and carried

Councillor Gauntlett abstained

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

### **a. Churchyard at All Saints' Church**

The Churchyard is in good order. Nothing to report

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### **b. Swanton Morley Burial Ground**

It was reported that there is still moss on the footpath

The Clerk is to chase the plumber concerning the water leak

There is a large pothole at the first entrance which requires crushed plainings

### **c. Swanton Morley Allotments**

It was reported that there are still two available plots on the site.

The hedges around the chain link fencing need cutting back

The water has been switched back on

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

Councillor Venworth had sent his reports ahead of the meeting for consideration.

It was noted that the surfacing underneath the roundabout is showing considerable wear and tear, the Clerk will request a quotation to replace this.

It was noted that the rubber surfacing under the swings on Gooseberry Hill requires attention, there is also debris that needs clearing away.

Councillor Venworth wanted his thanks placed on record to Mr Milne and Mr LeNeve for remedial work carried out.

It was noted that Davidson Park could possibly benefit from a nitrogen feed this year.

Councillor Atterwill reported that the flag pole needs cleaning, Councillor Venworth and Councillor Powter have volunteered to help with this.

It was noted that the Union Jack flag is showing signs of wear and tear.

**Councillor Atterwill proposed that the Clerk order a replacement flag seconded by Councillor Venworth and carried**

### **e. Common Lands**

Councillor Atterwill reported that there is a muddy patch between the road and the platform at Burgh Common which is muddy.

There will be a site visit on Mill Common to discuss the fencing requirements ahead of the cattle going back on.

It was agreed that Burgh Common would be monitored for any anti social incidents.

### **f. Streetlights**

Councillor Venworth had inspected the street lighting columns ahead of the meeting.

There are some column numbers missing so these need replacing.

It was agreed to replace all numbering for the columns.

Councillor Atterwill suggested that a template stencil could be used to spray the numbers onto the galvanised metal columns.

Councillor Venworth will look at the different options to do this.

### **g. Village paths (Rights of Way)**

Councillor Walker-Fraser reported that the walks are all accessible with no visible issues.

The Clerk reported that there had been a report of a discarded needle on Harkers Lane and the issue of dog mess is persisting.

The Land owner has not yet provided any further update concerning the access track to walk 10.

### **h. Noticeboards**

All noticeboards are up to date

At the start of the new financial year, there will be an order for a replacement noticeboard and the end of the Village Hall car park on Manns Lane.

Councillor Atterwill reported that the Men's Shed are restoring the Burial Ground noticeboard

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Councillor Atterwill then referred back to open spaces and discussed the areas that require old road planings or chippings for repair.

Gooseberry Hill car park

Burgh Common

VH Car park

Councillor Atterwill also raised an issue concerning the Village Green, where Town Street garage is located at the end of the green requires remedial work to preserve and repair the edging to the Green.

### **8. Highways**

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

The Clerk and Chairman will be inspecting the village over the coming days to report all of the defects in the village onto the Norfolk County Council portal for repair.

#### **b. To receive an update on the Community Speedwatch**

The Clerk reported that there was a session the previous week where 6n drivers were reported for exceeding the speed limit, one was reported as doing 46mph on Gooseberry Hill. Further sessions are scheduled in and there has been a new volunteer come forward.

#### **c. To discuss a Swanton Morley Community Neighbourhood watch**

Councillor Gauntlett reported that there have been no further reports at this time.

There will be a meeting of the new Neighbourhood watch volunteers.

A meeting has been scheduled with the Street Warden service. They will then liaise with the Neighbourhood watch

#### **d. To receive an update on the installation of a bus shelter**

The Clerk has confirmed the funding and scheduled this in with Westcotec. They have confirmed it is on their list however due to the demand from the funding they have received a lot of orders.

As soon as they have fixed a date they will confirm this.

#### **e. To receive an update on the Parish Partnership**

The Clerk reported that Swanton Morley was listed as successful for the Parish Partnership scheme for 2026/2027.

This is welcome news for the School to help with the parking and speed issues.

### **9. To Agree the date for the Annual Parish Meeting**

It was agreed that the date for the Annual Parish Meeting will be Monday 18<sup>th</sup> May 2026

### **10. Correspondence (For Exchange of Information Only)**

Councillor Atterwill reported that an FOI request had been received and will be responded to shortly.

Councillor Venworth confirmed that Mrs Venworth has been following up the installation of full fibre broadband on Woodgate and is happy to report that this is now fully functional.

Councillor Atterwill placed his thanks on record to Mrs Venworth.

#### **Meeting to Be Suspended for Further Time Allocated to the Public**

No public in attendance

### **11. Any item to be reported for the next agenda**

Bus Shelter

Highways

Mill Common

### **12. To Confirm the Date & Time of the next Parish Council meeting to be held on Monday 13<sup>th</sup> April 2026 at 7.30pm**

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All agreed

Approved by \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_