

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 8th December 2025 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Kelly Pickard (Clerk) and three members of the public

Matters Raised Under Time Allocated to the Public

No public were present

County Councillor report:
No report received

District Council report

District Councillor Atterwill reported that he had attended the meeting at Dereham Football Club concerning NR19 in Dereham. Police and Breckland Council were in attendance.

Breckland Council have confirmed that they are going to form a task force to look at the issues and then provide a report in the new year with any actions to be taken.

Councillor Atterwill reported that he feels that the biggest issue is not Breckland Council that are housing people in there, but it is other councils outside the area that are housing people there and Breckland Council do not know who they are.

Councillor Atterwill also mentioned that he had been talking to Breckland Council about the pieces of land that they own in the village.

Breckland Council have now offered Swanton Morley Parish Council the chance to purchase this land.

Councillor Atterwill reported that he is now going to be attending a meeting with the leader of Breckland Council to talk about their proposal. This will then be discussed at the budget meeting in January.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Turner, and Councillor Rodrigues

2. To Receive Declarations of Interest

Councillor Powter declared an interest in item 7c

Councillor O'Dowd declared an interest in item 5a

3. Minutes from the Parish Council Meeting of 10th November 2025 to be accepted, initialled, and signed.

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

4. Matters arising from Minutes of 10th November 2025 (For Exchange of Information Only)

None were raised

Councillor O'Dowd left the room

5. Finance

a. Accounts to approve for payment

Payee – December 2025	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 8	Bacs	£3876.44	
S2 Computers	IT Support	Direct debit	£170.28	£28.38
Travis Perkins	Concrete	BACS	£34.74	£5.79
Instantprint	Mardler	BACS	£312.89	
Dereham Band	Donation	BACS	£50.00	
All Saints Church	Donation	BACS	£50.00	
Swanton Morley Bowls Club	Donation	Bacs	£50.00	
TOP garden	October	BACS	£1471.87	£245.31
Surelock security	Padlock	BACS	£77.12	£12.85
Travis Perkins	Ballast	BACS	£86.07	£14.34
TOP Garden	Davidson Park	BACS	£2943.84	£490.64
	TOTAL		£9123.25	£782.97

Councillor Venworth proposed that the payments are made seconded by Councillor Powter and carried

Councillor O'Dowd re-entered the room

b. Income to be reported

Income Received – November 2025	Details	Amount
Swanton Morley Village Hall	Grass cutting	£297.50
Rural Payments Agency	Countryside Stewardship	£3743.26
	Total	£4040.76

c. To consider items for the 2026/2027 budget

The Clerk is putting together the final draft budget and asked Councillors if there were any further items for consideration.

Additional streetlight on Greengate and remedial work to be carried out on Mill Common were included.

6. Land and Planning

a. To consider responses to Breckland District Council for any planning applications:

PL/2025/1540/HOU - 8 Thompson Close - Proposed Front porch with toilet and shower

Councillor Powter proposed that the Parish Council respond with no objections seconded by Councillor Gauntlett and carried

PL/2025/1692/HOU - 11 Bedingfield Road - Proposed two storey extension to the rear

Councillor Walker-Fraser proposed that the parish Council respond with no objections seconded by Councillor O'Dowd and carried

PL/2025/1511/FMIN - Waterfall House Worthing Road - Demolition of existing single storey garages & adjoining two storey rear wing; construction of replacement two storey rear wing on the same footprint as existing & Demolition of existing stable block and replacement with detached events building with first floor ancillary residential annex.

Councillor Venworth proposed that the Parish Council respond with "Swanton Morley Parish Council would like further information some aspects of the planning application.

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The council would like clarification on the purpose of the proposed events building which seems to have living accommodation, catering kitchen, storage for marquee table and chairs and undercover parking; is this purely for private use or commercial use?

The parish council would also like to refer to the comments made by Natural England particularly the development having the potential to have a harmful effect on terrestrial Sites of Special Scientific Interest (SSSIs) and those Special Areas of Conservation (SACs), Special Protection Areas (SPAs) or Ramsar sites that they underpin. The Parish Council own the SSSI site (Mill Common) and would like further information regarding this concern.

*The Parish Council would also like to refer to the highway comments regarding the proposed outbuilding and use of that, and information to be provided on the access, parking and business aspects" **seconded by Councillor O'Dowd and carried***

b. To Receive Report on Planning Decisions by Breckland District Council

None received

c. To receive an update on the Neighbourhood Plan review

The Clerk reported that there had been some issues with the format of the documents that had been submitted by the Consultant.

The Clerk is working with Breckland Council to make the documents accessible in order for the Consultation to begin on Monday 15th December

d. To consider and respond to Breckland Council's Regulation 18 Local Plan Consultation

Councillor Atterwill reported that the Clerk has spoken to the Consultant to obtain some bullet points to respond as a Parish Council to the Local Plan review.

Councillor Atterwill went through the bullet points received from the Consultant.

Councillor Atterwill requested delegated authority to draft a response with the Clerk to be submitted by Friday 12th December.

Councillor Venworth proposed that there is delegated authority to Councillor Atterwill and the Clerk seconded by Councillor Powter and carried

e. To receive an update on the transfer of land for Swanton Vale and Appoint a Solicitor

The Clerk has received an update that most of the remedial work is now complete.

The Parish Council will need to appoint a Solicitor to oversee the Transfer and documentation.

The Clerk has received a quotation from a Solicitor who dealt with the wayleave for the water supply for £2,500 for the transfer.

Councillor Atterwill proposed that the Parish Council appoint Leathes Prior to work on their behalf for the transfer of land seconded by Councillor Venworth and carried

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

a. Churchyard at All Saints' Church

Councillor Phillips reported that the Churchyard is looking very tidy.

There is a mole near the slope

b. Swanton Morley Burial Ground

Councillor Phillips reported that the hedge on the roadside is not straight.

The entrance to both gateways has formed significant potholes, this is something that will need to be worked on in the new year

The Clerk is meeting with a contractor to quote to cut back the canopy in the burial ground.

Councillor Venworth reported that he had removed the noticeboard and the Swanton Morley shed is restoring it.

c. Swanton Morley Allotments

The Clerk reported that there is now one full and two half plots available as there is a new tenancy, the water supply is now turned off for the winter.

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The Clerk is still working with the landowner concerning the large water bill from when there were sheep grazing on the adjacent field.

Councillor Venworth also reported that following a site visit at the tree nursery, it has been advised that several of the saplings now need to be removed and they are getting too large for the land due to the roots.

This will be discussed in the new year.

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

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

i) To receive an update on the outstanding work on Gooseberry Hill

NGF Play have been appointed to carry out the remedial work in Gooseberry Hill, this will take place in the new year.

The Clerk will need to look at scheduling in a RoSPA Inspection for 2026 following the repairs.

The Clerk is obtaining a quotation for the 75mm posts for the new signage for Gooseberry Hill.

The Clerk wanted to place thanks on record to Councillor Venworth and Councillor Powter for laying the concrete pad in the youth area at the Village Hall.

Councillor Venworth has also reported that the youth area bench needs new slats.

e. Common Lands

Councillor Atterwill reported that Burgh Common is looking tidy, someone has done a litter pick there but left the bag of rubbish so Councillor Atterwill disposed of it.

The Clerk is to contact the contractor to dig the weed out on the riverbank

Councillor Atterwill reported that he had spoken to the farmer who has cattle on the land, he has suggested that some of the fencing may need improving before the cattle go back on in May.

Councillor Atterwill will have a site visit with the farmer in the new year.

Councillor Venworth asked for an update on the issue with the access track, Councillor Atterwill responded that on the deeds for Mill Common and Waterfall house shows that the actual vehicle access, the Parish Council has a right of way across the garden of Waterfall House.

Councillor Atterwill needs to obtain the deeds for the land to speak to the homeowner.

f. Streetlights

Councillor Atterwill reported that there had been a number of incidents along Greengate in the same location. The Clerk is to obtain a quotation for a new streetlight to be installed in that location for consideration at the budget meeting. The streetlight would have a shield, so this does not glare into the properties.

The Parish Council would need to speak to the homeowners in that location.

The Clerk is to purchase a full set of streetlight numbers

g. Village paths (Rights of Way)

Councillor Walker-Fraser reported that the footpaths that have been inspected are in good order.

Councillor Atterwill reported that he had seen the landowner concerning the access track to the permissive footpath next to Lincoln Close. He has no further update from the developer so it is likely this footpath will be removed from the Permissive footpath schedule.

h. Noticeboards

All noticeboards are up to date.

The Clerk reported that a noticeboard can be installed on Robertson Barracks however the QDG would like access to it to update as well.

The Clerk and Councillor Atterwill need to speak with DIO concerning permission.

It was agreed to budget for a replacement noticeboard at the end of the Village Hall carpark.

8. Highways

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

New telegraph poles have been installed through the village in anticipation of new fibre cabling.

Councillor Atterwill has received an email from a resident concerning a request for a small extension to the pavement at the end of their property. This would be for approximately 8-10m.

The Clerk has contacted the Highway Engineer and is awaiting a response.

The Clerk has received an email concerning a hedge obstructing the footpath on Bedingfield. This property is unoccupied.

The Clerk will write a letter to the property asking for this to be addressed.

Councillor Atterwill asked if there is any further update concerning the overgrown hedge opposite the shop on Town Street, the Clerk has not received an update from the Highway Engineer so this will be escalated to the Director of Highways.

The Clerk is still circulating the location maps for the highway defects.

Councillor Atterwill had also instructed Breckland Council to clean the footpaths on rectory Road, C Site and Ainsworth Close.

b. To receive an update on the Community Speedwatch

There has been one session run on Greengate where two speeding vehicles were reported.

The SAM signs are due to be moved to a different location. Councillor Powter will bring them to the parish office for the Clerk to download ready to go back up before Christmas

c. To discuss a Swanton Morley Community Neighbourhood watch

Councillor Gauntlett reported that there hasn't been anything further reported other than the lady who has reported anti-social behaviour.

Councillor Atterwill asked if she has a record of reporting the antisocial behaviour? If so and she feels that there hasn't been anything done about it, she can request an antisocial behaviour case review.

It was suggested that she contact the Safer Neighbourhood Team officer at Breckland Council and request an antisocial behaviour diary. This can then log all the incidents, and the officer can review the case.

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

The Clerk has received confirmation that the shelter will not obstruct the view of the vehicles at the junction, and the Highway Engineer has approved the design and location.

The Clerk has been in touch with Norfolk County Council and requested the funding. This has not yet been received in order to proceed.

e. To receive an update on the speeding issues on Greengate

Following the public participation and correspondence received at the last meeting, the clerk has been in touch with Road Safety Team, Norfolk Constabulary and Norfolk County Council highway engineer. An analysis of the SAM2 statistics and Speedwatch statistics were sent as evidence for our request for a safety audit.

A response was received from the Road safety team that this is outside of their remit so they passed it back to NCC and the Clerk has received the following response from the highway engineer:

"Thank you for getting in touch and for sharing the detailed data regarding traffic speeds and volumes on Greengate. I appreciate the effort that has gone into collecting this information, and it clearly shows the concerns within the community.

Safety audits are typically carried out on new highway schemes rather than existing roads. In cases like this, where speeding and driver behaviour are the main issues, these matters generally fall under the remit of the police for enforcement.

Your Community Speedwatch activity and SAM2 data are valuable and can support any discussions with the local policing team.

For context, our records show there has only been one slight personal injury accident on this stretch of road in the last five years.

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While this is reassuring from a collision perspective, I understand the concerns you've raised about near misses and driver behaviour.

It would be worth sharing the data with Norfolk Constabulary's Roads and Safety team"

The Clerk will continue follow this up.

9. To receive an update from the PPG

Councillor O'Dowd reported that there had been an ongoing issue with the surgery over the last couple of months.

Colleagues had asked some questions concerning their strategy meetings and the objectives they were working to.

The surgery made an issue of this line of questioning and would not attend any further PPG meetings.

The PPG were then given an ultimatum.

It was agreed at the November PPG meeting that the PPG would disband.

Councillor Atterwill asked if it is in the terms of reference that a surgery has to have a PPG.

Councillor Walker Fraser has been asked to send to Councillor Atterwill, the terms of reference and the correspondence in his capacity of District Councillor.

10. Correspondence (For Exchange of Information Only)

Councillor Atterwill reported that there was a social media post concerning the Community Car Scheme. It is volunteer led and requires a coordinator.

The Clerk reported that a young resident in the Village has won the 'Local Hero' in the 'Make a difference Award' and has completed his Duke of Edinburgh Bronze award and has been undertaking litter picking through the village as part of this.

The Clerk is to write to the resident congratulating and thanking him on behalf of the Parish Council.

The Clerk wanted her thanks placed on record to the Parish Council for the hard work and support during 2025.

Councillor Atterwill placed his thanks on record to the Clerk for the work this year.

Meeting to Be Suspended for Further Time Allocated to the Public

11. Any item to be reported for the next agenda

Parish Partnership
Swanton Vale

12. To Confirm the Date & Time of the Parish Council Budget meeting to be held on Monday 19th January 2026 and the next meeting of the Parish Council to be held on Monday 9th February 2026 at 7.30pm

All agreed

Approved by _____

Signed _____

Date _____