

## MEETING OF SWANTON MORLEY PARISH COUNCIL

### MEETING MINUTES

Monday 13<sup>th</sup> JULY 2026 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

**Also in attendance:** Kelly Pickard (Clerk) and 2 members of the public

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

Nothing was raised

#### **County Councillor report**

No report received

Councillor Atterwill provided an update about the personal highway budget of £11,000 per year for highway projects in their ward and the individual councillor community fund of £5,000.

Both of these allowances for the county councillor have been abolished.

Councillor Atterwill has made enquires concerning the Parish Partnership fund as the invitation is usually with the Parish Council's in June. There is no update at this time.

#### **District Council report**

Councillor Atterwill reported that as part of the Local Government review a working steering group has been set up to put structures together for the new authority. The administration at Norfolk County Council have said they don't want to participate which is causing issues for the remaining group. Norfolk County Council would like a judicial review to be a single unitary authority.

The deadline when Breckland ceases is April 2028.

Councillor Atterwill reported that in September there will be a new food waste collection. Two new bins will be delivered for households. The Clerk confirmed that the information about this is on the website.

Councillor Atterwill also provided an update on the Local Plan, Cabinet approved the Regulation 19 and there will be a further public consultation between July and September.

The regulation 19 document has not changed as far as land for Swanton Morley.

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

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

Apologies were received from Councillor Turner, Councillor Rodrigues and County Councillor Tom Dickerson accepted by Council

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

Councillor Powter declared an interest in item 8c.

**3. Minutes from the meeting of the Parish Council held on 8<sup>h</sup> June 2026 to be accepted, initialled, and signed.**

Councillor Venworth proposed that the minutes are accepted seconded by Councillor Gauntlett and carried.

Councillor Atterwill abstained.

**4. Matters arising from Minutes of 8<sup>th</sup> June 2026 (For Exchange of Information Only)**

Non raised

**5. To receive an update on the Parish Councillor vacancy and agree any actions necessary**

The Clerk reported that there are four applicants who have returned their application form. Two of those are in attendance at the meeting.

It was agreed that there would be a special meeting of the Parish Council held on 10<sup>th</sup> August for the purpose of co-option.

The Clerk will circulate the application forms ahead of the meeting for consideration.

**6. Finance**

a. Accounts to approve for payment

| Payee – July 2026  | Detail                     | Payment type | Total Amount Payable | Of Which VAT Reclaimable |
|--------------------|----------------------------|--------------|----------------------|--------------------------|
| Staff remuneration | PAYE Month 3               | 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                    |
| Walpole Mowing     | Grass cutting              | BACS         | £1062.22             |                          |
| Don Palmer         | Pressure Washing           | BACS         | £2050.00             |                          |
| RoSPA Play Safety  | RoSPA Inspection           | BACS         | £366.00              | £61.00                   |
| Dereham Taxi       | Medical Journey            | BACS         | £42.00               | £7.00                    |
| SLCC               | Annual Membership          | BACS         | £316.00              |                          |
| Link Up            | Subscription               | BACS         | £8.50                |                          |
| Norfolk PTS        | Exclusive Rights of Burial | BACS         | £115.20              | £19.20                   |
| Norfolk PTS        | Exclusive Rights of Burial | BACS         | £115.20              | £19.20                   |
| Parish Online      | Subscription               | BACS         | £81.00               | £13.50                   |
| Viking             | Stationery                 | BACS         | £117.43              | £19.57                   |
| Norfolk PTS        | Online training            | BACS         | £62.40               | £10.00                   |
|                    | <b>TOTAL</b>               |              | <b>£8874.11</b>      | <b>£240.08</b>           |

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

**b. Income to be reported**

| Income Received from        | Details       | Amount         |
|-----------------------------|---------------|----------------|
| Bank Interest               | Interest      | £8.93          |
| Bank Interest               | Interest      | £95.60         |
| Swanton Morley Village Hall | Grass cutting | £297.50        |
|                             | <b>TOTAL</b>  | <b>£402.03</b> |

**c. To arrange a Finance & Governance Working Group Meeting**

It was agreed to hold the Finance and Governance meeting on Monday 24<sup>th</sup> August at 7pm.

**7. 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 agree any actions necessary**

Councillor Atterwill reported that the examiners report has been received. This was then proofread by Councillor Atterwill and the Consultant.

All of the policies that were asked for have been included.

With reference to the EV charging point the examiner would like the wording put into the text as this is already a requirement.

Councillor Atterwill confirmed that it does not need a referendum

Councillor Atterwill proposed that the document is sent back to Breckland seconded by Councillor O'Dowd and carried

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

The Clerk reported that they are awaiting Birketts to respond to the latest correspondence. This is ongoing.

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

Councillor Atterwill reported that the report had been received from the solicitor. A site visit has taken place between Councillor Atterwill and Councillor Venworth.

There were some queries to include and reserved rights. Councillor Atterwill will go through the document with the Clerk ahead of returning this to the solicitor.

Councillor Atterwill proposed to update the document with the queries and send it back to the solicitor seconded by Councillor O'Dowd and carried.

**f. To receive an update on the Deed of Easement**

The Clerk reported that this work is almost complete.

The hard copy of the agreement has been received for signature.

Councillor Venworth proposed that the document is signed seconded by Councillor Powter and carried  
Councillor Atterwill, Councillor O'Dowd and the Clerk signed the document

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

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

Councillor Phillips reported that the mole catcher had been on site and it is now clear.

Councillor Atterwill also reported that one of the graves has an overgrown tree through it and it was agreed that the Clerk would contact H Brett & Son to carry out a site visit and advise how to level it off.

The fencing is being repaired on the week commencing 27<sup>th</sup> July 2026.

It was also advised by Mr O'Dowd not to have the owl box in direct sunlight.

**b. Swanton Morley Burial Ground**

It was reported that there has been a kerb edging laying at an angle that has possible been hit by machinery, this needs to be dug out and reset.

The rose garden is healthy and the roses are growing well.

The memorial regulation and fees need reviewing.

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### i) To arrange a working party

There is a child's grave that has been placed next to the boundary and trees and hedges have grown over it causing it to be in almost permanent shade and limiting access to clean and maintain in.

A working party needs to attend to cut back all of the overgrown vegetation.

The working party will meet at 9am on Saturday 1<sup>st</sup> August. The Clerk will circulate the date.

### c. Swanton Morley Allotments

The Clerk reported that there are currently no available allotment plots.

New signage needs to be installed to request that the gates are closed at all times.

The perimeter of the Manns Lane field is becoming overgrown.

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

Councillor Venworth reported that there has been some vandalism at Gooseberry Hill and one of the springies has been broken.

A quote has been received from the supplier for the replacement part £1170 + VAT

A discussion was had regarding claiming for the damage through the insurance company to have the item replaced.

**Councillor Atterwill proposed to claim through the insurance seconded by Councillor Gauntlett and carried**

### i) To receive an update from the RoSPA inspection

The RoSPA inspection has now taken place. There are no high risk items. There are a few medium risk items that require monitoring.

Councillor Venworth will continue going through any recommendations.

There is a multi play ramp and some of the wood has become loose so Councillor Venworth is repairing this.

Councillor Atterwill has been watering the jubilee tree on the Village Green.

Councillor Venworth and Councillor Powter have been cleaning the area behind the old village hall site. Some of the trees from the tree nursery can be placed here.

The Clerk confirmed that the posts on Davidson Park will be done the last week of July.

Councillor Atterwill suggested to clean up the Village Sign. The oak post needs to be signed and the village sign needs washing with a sponge. The Clerk will obtain a quotation for the brickwork and post to be pressure washed.

Councillor Gauntlett reported that there was a deceased monk jack on the Village green.

### e. Common Lands

The Clerk reported that the trees at Little Common have been inspected and the contractor is sending in a quote to include any traffic restrictions.

Councillor Atterwill inspected Burgh Common and reported that the boardwalks will need to be cut back again in August.

The mid section is overgrown with river weeds.

The water level is the lowest it has been for quite some time.

Councillor Atterwill would like to fill the gap between the road and the boardwalks with plantings.

Councillor Atterwill reported that emergency work is needed on Mill Common as there is a ragwort problem and all of the yellow plants need to be dug out by hand.

Councillor Atterwill asked for volunteers to help. Councillor Gauntlett, Councillor Powter and the Clerk volunteered.

The Clerk will obtain a quote to replace the gate and the posts on Mill Common near Waterfall House.

The Clerk will also replace the sign on the gate.

### f. Streetlights

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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 Clerk and Councillor Venworth had a site visit to look at the possible location for the new streetlight. This is now with highways to approve the location.

### **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.

## **9. Policies**

### **i) To review the Parish Council Co-Option Policy**

The Clerk had circulated the draft reviewed policy to councillors ahead of the meeting.

Councillor O'Dowd requested that there is a note to confirm that when the vacancy is filled then councillor training will be provided.

Councillor O'Dowd proposed that with the change that the policy is adopted seconded by Councillor Venworth and carried

## **10. Highways**

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

Councillor Venworth had provided some faults to the clerk.

Pothole on Rectory Road.

The road surfacing outside the shop, the piece in the middle is very uneven and is causing tyre damage.

Potholes on Primrose Square

Potholes in Thompson Close

Manns Lane have the new 20mph posts, there are redundant existing posts. The Clerk to enquire if the signs can be mounted onto the same post and remove the old ones.

The pedestrian crossing needs to be weeded and use a stiff brush to clear it.

Old cuttings left on the ground at the end of Ainsworth close.

On the other side of the road there is a section of hedge outside the Gables, the hedge is encroaching onto the footpath.

The Clerk confirmed that the quote has been sent to a homeowner for the extension to the footpath outside.

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

The Clerk reported that there haven't been any sessions for 6 weeks due to low volunteer numbers.

More dates are being circulated.

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

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

The signage is going to be installed throughout the village.

### **d. To receive a report concerning the Waterfalls**

The Clerk had circulated some information to councillors ahead of the meeting highlighting the complaints surrounding the site.

The Clerk and Councillor Gauntlett had a meeting with the Safer Street Wardens to discuss the issues.

Breckland Council have now appointed two enforcement officers to go to the waterfalls and try and educate the users of the site.

The Clerk also reported that in 2023 the landowner had set out some rules for the site.

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The Clerk has been made aware about a community protection warning that would come from Breckland Council with some guidelines set out that he would need to comply with. It was agreed that the Clerk would look into this option.

### 11. Correspondence (For Exchange of Information Only)

Councillor Atterwill asked if all of the Marder's have been delivered. There is half of the last route to finish and the Clerk will get this carried out.

Councillor Venworth referred back to Gooseberry Hill and the surfacing under the roundabout. He has received further quotations to replace the surfacing. These options were then discussed. This included type 1 and mulch.

Councillor Atterwill asked if the RoSPA had highlighted this as a risk. It was confirmed that it was to be monitored.

It was agreed to monitor the issue and come back to this in the Autumn.

A further option is to look at grant funding for a replacement roundabout as well.

*Councillor Phillips left the meeting*

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

A member of the public raised the issue of drivers parking outside the shop instead of in the car park. Councillor Atterwill responded that the white lining is only advisory and there is no way to enforce yellow lines if they were to be installed.

If the Parish Council were to request this then there would be legal fees as they would need to apply for a road traffic order.

Councillor Atterwill reported that part of the Parish Partnership needs to be revisited as highways have only painted certain white lines outside the school and not on the bend.

Another member of the public asked if the Parish Council may look at purchasing the land behind Bedingfield.

Councillor Atterwill responded that this is to be discussed.

### 12. Any item to be reported for the next agenda

Churchyard site visit

Update on Land Transfer

Update on Neighbourhood Plan

Memorial regulations

Waterfalls

### 13. To Confirm the Date & Time of the next meeting of the Parish Council to be held on Monday 10<sup>th</sup> August 2026 at 7.30pm

All agreed

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

Councillor Atterwill proposed that the meeting is closed to the press and public seconded by Councillor O'Dowd and carried

### 15. Parishioner correspondence

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

Signed \_\_\_\_\_

Date \_\_\_\_\_