

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 11th August 2025 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

Councillors Present: Mr R Atterwill (Chairman), Mrs B O'Dowd (Vice Chair), Mr B Powter, Mr J. Venworth, and Mr J Phillips

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

Matters Raised Under Time Allocated to the Public

Nothing was raised

County Councillor report:

No County Councillor in attendance

District Council report

District Councillor reported that there are two key things being focused on. The first being the Local Government reorganisation - there will be a special full council meeting being held on 18th September to finalise the submission to be sent to Government.

Local Plan – Breckland Council are still reviewing the parcels of land out forward in the call for sites and there should be a further update for Swanton Morley in October.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Turner, Councillor Rodrigues, Councillor Walker-Fraser and Councillor Gauntlett accepted by Council

2. To Receive Declarations of Interest

Councillor Powter declared an interest in item 7c

3. Minutes from the Parish Council Meeting of 14th July 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 14th July 2025 (For Exchange of Information Only)

None were raised

5. Finance

a. Accounts to approve for payment

Payee – August 2025	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 4	Bacs	£4242.50	
S2 Computers	IT Support	Direct debit	£170.28	£28.38
PWLB	Public Works Loan	Direct debit	£2997.69	
Breckland Council	Business Waste	BACS	£223.94	
D Palmer	Pressure washing	BACS	£1965.00	
Cozens	Streetlighting testing	BACS	£4435.50	£739.25
Viking	Stationery	BACS	£62.56	£10.43
NPT&S	Autumn Seminar 2025	BACS	£67.20	£11.20
Abzag	Neighbourhood Plan	BACS	£1286.40	£214.40
	TOTAL		£15,451.07	£1003.66

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

b. Income to be reported

Income Received – July 2025	Details	Amount
HMRC	VAT Reclaim	£5555.39
Swanton Morley Village Hall	Grass cutting	£297.50
Allotment holders	Allotment tenancy	£110.50
	Total	£5963.39

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 final update and changes has been completed, and the Clerk shared this with full council ahead of the meeting for consideration.

Councillor Atterwill ran through the changes and updates that have been worked on:

Councillor Walker-Fraser had sent an email with some thoughts for consideration; this was shared with full council.

Councillor Atterwill proposed that the final document is accepted for submissions seconded by Councillor Venworth and carried

d. To receive an update on Breckland Council's Local Plan review

Councillor Atterwill had provided an update at the start of the meeting

e. To receive an update on correspondence relating to Robertson Barracks

Councillor Atterwill reported that the next meeting being held with the Defence Infrastructure Organisation is being held late September and a report will be provided at the October meeting

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

a. Churchyard at All Saints' Church

Councillor Atterwill reported that there had been an enquiry concerning an internment of ashes in the Churchyard.

The Clerk had responded that the churchyard is now closed however there is an option for the family to apply to the church for consideration.

Due to the confusion with the matter, there will be a meeting with Councillor Atterwill, the Clerk and Rev Paul Cubitt to understand the regulations.

b. Swanton Morley Burial Ground

There are some overgrown burial plots that the Clerk has contacted.

The grass cutting contractor will be on site later in the week for another cut

c. Swanton Morley Allotments

There are two available plots on site at the moment,

Letters have been sent to tenants who need to tend to their plots

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

i) To appoint a contractor for maintenance work to Davidson Park

The clerk reported that following the remedial work to repair the sink hole on Davidson Park the Clerk has obtained a quotation from the Grounds Maintenance contractor to repair the green on the open space.

This is to topsoil the affected area and sow in new grass seed.

The cost of the work is £2453.20 + VAT. This would be deducted from the S106 money received for the maintenance on Davidson Park.

Councillor O'Dowd proposed to waive the standing orders and appoint the contractor at the cost of £2453.20 seconded by Councillor Venworth and carried.

ii) To consider a quotation for a concrete slab for a bench on the Village Green

This item was deferred

iii) To discuss the remedial work for Gooseberry Hill

Councillor Venworth had put together an analysis of the work required following the RoSPA inspection. Some of the work is low risk and other parts are medium risk.

It was agreed that the Clerk will contact NGF Play to attend site and put together a quotation to carry out all of the work

e. Swanton Morley Common Lands

The Clerk had received correspondence from Dereham Angling Club to request permission to install replacement fencing that borders Mill Common to keep the otters away/

All agreed that this is acceptable however the work would need to be carried out when the cattle have moved off of the site.

f. Streetlights

i) To receive the 6 yearly inspection report

The Clerk circulated the information ahead of the meeting for consideration.

To have the remedial work carried out is at a cost of £3025 + VAT

Councillor O'Dowd proposed that the standing order are waived to appoint our contractor to carry out the work at a cost of £3025 + VAT seconded by Councillor Venworth and carried

g. Village paths (Rights of Way)

The Clerk is confirming a meeting with the landowner to review the existing Permissive Footpath agreement and will provide an update at the September meeting

h. Noticeboards

Financial Year 2025/2026

Nothing to report

8. Highways

Councillor Atterwill wanted thanks placed on record to Councillor Powter and Councillor Venworth for laying topsoil in the trench on Middleton Avenue

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

Pothole on Primrose Square

Woodgate Lane - Pothole

b. To receive an update on the Community Speedwatch

The Clerk had secured two further dates for the Speedwatch sessions to be held.

Councillor Atterwill reported that he had been contacted by a parishioner to raise a concern that on two occasions they have been overtaken on Gooseberry Hill by the pedestrian crossing.

Councillor Atterwill has asked for the registration information of the vehicles to liaise with Norfolk Constabulary.

c. To discuss a Swanton Morley Community Neighbourhood watch

Nothing to report

d. To consider the Parish Partnership for 2026/2027

The Clerk reported that they have been made aware that the Speedwatch camera is not currently commissioned in Norfolk.

It was agreed that the Clerk would contact the Police Crime Commissioner.

e. To discuss grant funding for Bus shelters

Councillor Atterwill reported that funding had come available to install Bus Shelters in the village.

It was agreed that the Clerk would put together a proposal with the information for consideration at the September meeting.

9. Correspondence (For Exchange of Information Only)

None received

Meeting to Be Suspended for Further Time Allocated to the Public

10. Any item to be reported for the next agenda

Bus Shelter proposal

Quotation for Gooseberry Hill

Update on the ACV

PPG Report

11. To Confirm the Date & Time of the next meeting of the Parish Council to be held on Monday 8th September 2025 at 7.30pm

All agreed

12. To receive a receive a proposal to close the meeting to the press and public for item 13, for the reason that the content of discussion relates to Staff Matters (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

13. Staff Matters

Approved by _____

Signed _____

Date _____