



SWANTON MORLEY PARISH COUNCIL

Notice of a Meeting of the Parish Council

Dated this day Wednesday 6th May 2026

Councillors are hereby summoned to attend the Annual meeting of the Parish Council at Swanton Morley Village Hall, Manns Lane on Monday 11th May 2026 at 7.30pm

Swanton Morley Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public Participation session. The law does not permit members of the public and press to take part in the debates.

Time Allocated to the Public

To Receive District & County Councillors Report

BUSINESS TO BE TRANSACTED

1. **To Elect Parish Council Chairman for the Forthcoming Year**
2. **To Accept Apologies for Absence**
3. **To Receive Declarations of Interest**
4. **Election of Vice Chairman**
5. **Appointment of Council Representatives and Councillors with Special Responsibilities:**
 - a. **Member to represent the council on the Barrett's Charity Committee**
 - b. **Member to be responsible for the Churchyard and Burial Ground**
 - c. **Member to be responsible for Common Lands**
 - d. **Member to be responsible for Open Spaces and Recreation Grounds**
 - e. **Member to be responsible for Village Pathways**
 - f. **Member to be responsible for Allotments**
 - g. **Members to form the Personnel Working Group**
 - h. **Members to form the Finance and Governance Working Group**
 - i. **Member to be responsible for the Community Speedwatch Scheme**
 - j. **Member(s) to be responsible for the Neighbourhood Watch Scheme**
 - k. **Member to be responsible for the SAM2 signs**

Parish Clerk: Kelly Pickard 01362 637166
Swanton Morley Village Hall, Manns Lane, Swanton Morley
parishcouncil@swantonmorley.org

Kelly Pickard

- l. Member to be responsible for Streetlights
- m. Member to be responsible for Noticeboards
- n. Members to carry out Internal Control checks

- 6. To report a Councillor Vacancy
 - 7. Minutes from the Parish Council Meeting of 13th April 2026 to be accepted, initialled, and signed.
 - 8. Matters arising from Minutes of 13th April 2026 (For Exchange of Information Only)
 - 9. Finance
 - a. Accounts to approve for payment
- Please see overleaf

Payee	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 1	Bacs	£3880.81	
S2 Computers	IT Support	Direct debit	£389.79	£77.96
BT	Telephone Broadband	Direct debit	£195.97	
Npower	Streetlight electricity	Direct debit	£245.94	
Robin Goreham	Internal Audit	BACS	£85.00	
Lee Webster	Supply wood for bench repair	BACS	£52.80	
Walpole Mowing	Grasscutting	BACS	£1062.22	
	TOTAL		£4850.31	£77.96

b. Accounts to approve for payment for Members with a Pecuniary Interest

Payee	Detail	Payment type	Total Amount Payable
Chairman	50% Chairmans Allowance 2025/2026	Bacs	£329.23
			£329.23

c. Income to be reported

Income Received from	Details	Amount
Swanton Morley Village Hall	Grass cutting	£297.50
Allotment holder	Deposit	£50.00
Breckland Council	50% Precept	£56,506.00
	TOTAL	£56,853.50

10. **Annual Accounts**
 - a. **To consider the Internal Audit report and consider any actions necessary**
 - b. **To agree the Annual Statement of Governance**
 - c. **To agree the 2025/2026 Parish Council Accounts**
 - d. **To set the period of 30 days for the 'Exercise of Public Rights'**

11. **Land and Planning**
 - a. **To consider responses to Breckland District Council for any planning applications:**
PL/2026/0600/HOU - 6 Lombardi Mews - Single-storey side extension and installation of air source heat pump
PL/2026/0625/HOU - 38 Greengate - Demolition of Conservatory and Erection of Single Storey Flat Roof Extension to Rear
 - b. **To Receive Report on Planning Decisions by Breckland District Council**
 - c. **To receive an update on the Neighbourhood Plan review and consider any actions necessary**
 - d. **To receive an update on the transfer of land from Breckland Council**
 - e. **To receive an update on the transfer Open spaces at Swanton Vale**

12. **To Consider Matters for Attention for the Following Parish Assets:**
 - a. **Churchyard at All Saints' Church**
 - i) **To receive an update on the Burial Records**
 - ii) **To receive an update concerning the ramp**
 - b. **Swanton Morley Burial Ground**
 - i) **To receive an update on the Scribe software for the burial records**
 - c. **Swanton Morley Allotments**
 - d. **Swanton Morley Open Spaces (Gooseberry Hill, Village Green and Davidson Park)**
 - i) **To consider the quote from NGF Play for the surfacing work in Gooseberry Hill**
 - e. **Swanton Morley Common Lands**
 - f. **Streetlights**
 - g. **Village paths (Rights of Way)**
 - h. **Noticeboards**

13. **Highways**
 - a. **To receive reports of Highways faults / matters for attention**
 - b. **To receive an update on the Community Speedwatch**
 - c. **To receive an update on the Neighbourhood Watch**

14. Correspondence (For Exchange of Information Only)

Meeting to Be Suspended for Further Time Allocated to the Public

15. Any item to be reported for the next agenda

16. To Confirm the Date & Time of the Next Meeting of the Parish Council to be held on Monday 8th June 2026 at 7.30pm