



SWANTON MORLEY PARISH COUNCIL

Notice of a Meeting of the Parish Council

Dated this day Wednesday 7th May 2025

Councillors are hereby summoned to attend the Annual meeting of the Parish Council at Swanton Morley Village Hall, Manns Lane on Monday 12th May 2025 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 represent the Council as Surgery Liaison
 - g. Member to be responsible for Allotments
 - h. Members to form the Personnel Working Group
 - i. Members to form the Finance and Governance Working Group
 - j. Member to be responsible for the Community Speedwatch Scheme
 - k. Member(s) to be responsible for the Neighbourhood Watch Scheme
 - l. 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

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

6. Minutes from the Parish Council Meeting of 14th April 2025 to be accepted, initialled, and signed.

7. Matters arising from Minutes of 14th April 2025 (For Exchange of Information Only)

8. 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	£3651.26	
BT	Telephone line	Direct debit	£133.50	£3.65
N Power	Streetlight electricity	Direct debit	£243.99	
S2 Computers	IT Support	Direct debit	£184.49	£30.75
Robin Goreham	Internal Audit	BACS	£80.00	
Viking	Stationery – NH Plan	BACS	£120.53	£17.92
	TOTAL		£4413.77	£52.32

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	£321.20
			£321.20

c. Income to be reported

Income Received from	Details	Amount
HMRC	VAT Reclaim	£2499.59
Swanton Morley Village Hall	Grass cutting	£297.50
H Brett & Son	Burial Fee	£150.00
Allotment holder	Tenancy	£77.99
Breckland Council	50% Precept	£48,952.50
	TOTAL	£51,977.58

- d. To consider the purchase of a replacement laptop for the Chairman
- 9. 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 2024/2025 Parish Council Accounts
 - d. To set the period of 30 days for the 'Exercise of Public Rights'
- 10. Land and Planning
 - a. To consider responses to Breckland District Council for any planning applications:
 - b. To Receive Report on Planning Decisions by Breckland District Council
 - c. To receive an update on the Neighbourhood Plan review
 - d. To receive an update on Breckland Council's Local Plan Review
- 11. To Consider Matters for Attention for the Following Parish Assets:
 - a. Churchyard at All Saints' Church
 - b. Swanton Morley Burial Ground
 - c. Swanton Morley Allotments
 - d. Swanton Morley Open Spaces (Gooseberry Hill, Village Green and Davidson Park)
 - e. Swanton Morley Common Lands
 - f. Streetlights
 - g. Village paths (Rights of Way)
 - h. Noticeboards
 - i. To receive an update on the Asset of Community Value
- 12. Highways
 - a. To receive an update on the highway schedule of faults
 - b. To receive reports of Highways faults / matters for attention
 - c. To receive an update on the Community Speedwatch
 - d. To receive an update on the Neighbourhood Watch
 - e. To receive correspondence concerning the installation of a new bench in memory of a parishioner
- 13. Correspondence (For Exchange of Information Only)

Meeting to Be Suspended for Further Time Allocated to the Public

14. Any item to be reported for the next agenda
15. To Confirm the Date & Time of the Next Meeting of the Parish Council to be held on Monday 9th June 2025 at 7.30pm
16. To receive a proposal to close the meeting to the press and public for item 17, for the reason that the content of discussion relates to Confidential Correspondence (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).
17. Confidential correspondence