

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 8th September 2025 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

Also in attendance: Kelly Pickard (Clerk) and one member of the public

Matters Raised Under Time Allocated to the Public

A member of the public referred to the future of Robertson Barracks and suggested that this is used for solar panels rather than houses. It would be less disruption, and the land could still be grazed for sheep.

The member of the public also reported that either side of the bridges have been resurfaced but not the actual bridges. The Clerk agreed to contact Highways concerning this.

County Councillor report:

No County Councillor in attendance – Councillor O'Dowd thanked Mr Borrett for the report.

District Council report

No District Councillor in attendance – nothing to report

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Atterwill, Councillor Rodrigues, Councillor Walker-Fraser, and Councillor Powter accepted by Council

2. To Receive Declarations of Interest

Councillor Turner declared an interest in item 7c

3. Minutes from the Parish Council Meeting of 11th August 2025 to be accepted, initialled, and signed.

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

4. Matters arising from Minutes of 11th August 2025 (For Exchange of Information Only)

None were raised

5. Finance

a. Accounts to approve for payment

Payee – September 2025	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 6	Bacs	£3876.44	
S2 Computers	IT Support	Direct debit	£170.28	£28.38
PKF LittleJohn	2024/2025 Audit	BACS	£504.00	£84.00
TOP Garden Services	Grasscutting July	BACS	£1471.85	£245.31
TOP Garden Services	Grasscutting August	BACS	£1471.85	£245.31
Viking	Stationery	BACS	£62.56	
Community Heartbeat Trust	Defibrillator Pads	BACS	£82.74	£13.79
Travis Perkins	Allotment/Maintenance	BACS	£211.83	
Abzag	Neighbourhood Plan	BACS	£1200.00	£200.00
	TOTAL		£9051.55	£816.79

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

b. Income to be reported

Income Received – July 2025	Details	Amount
Swanton Morley Village Hall	Grass cutting	£297.50
Allotment holder	Allotment tenancy	£12.44
	Total	£309.94

c. To receive the conclusion to the External Audit for 2024/2025 financial year

The Clerk had circulated the report ahead of the meeting for consideration.

The External Auditor had confirmed that the audit process had concluded with no advisories.

All agreed

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

The Clerk reported that the period for the consultation on the Strategic Environmental Assessment and Habitat Regulation Assessment has now closed. The responses will be discussed and the next meeting on 17th September.

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

a. Churchyard at All Saints' Church

Councillor Phillips reported that all is well with the churchyard.

The Clerk reported that there will be a public meeting on Saturday 11th October to discuss the future of All Saints Church

b. Swanton Morley Burial Ground

Councillor Phillips reported that there are still some overgrown graves. The Clerk is waiting for a response from the families.

It was agreed to arrange a working party to tidy the hedgerow canopy at the back of the site.

c. Swanton Morley Allotments

Councillor Turner reported that there are still some available plots on site.

Some letters sent to tenants have been actioned.

One plot remains untouched so the Clerk will follow up.

It was agreed to contact tenants and ask for them to put plot numbers on any equipment in the hut to identify any surplus items.

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 for Gooseberry Hill

Councillor Venworth reported that NGF Play have been contacted and are due to carry out a site visit to assess the requirements from the RoSPA inspection.

Councillor Venworth has also attached cable ties to the new swings following the RoSPA inspection where it was highlighted that they prefer not to use bird spikes.

Wood pressure is required on some of the equipment.

ii) To consider a memorial plaque for the ability swing

The Clerk circulated the cost for the memorial plaque for the ability swing as discussed at an earlier meeting.

The family have provided the wording for the plaque and the design was agreed.

Councillor Venworth proposed that the initial design is approved at a cost of £67.00 seconded by Councillor Gauntlett and carried

e. Common Lands

Nothing further to report

f. Streetlights

The Clerk reported that the remedial work is still ongoing.

g. Village paths (Rights of Way)

i. To consider the proposed Permissive Footpath contract 2025 -2030.

The Clerk had circulated a report ahead of the meeting following the review of the Permissive Footpath contract for 2025 – 2030 with the landowner.

The proposed changes were:

To decommission the permissive way from Harkers Lane to Hoe Road East due to the new development boundary.

To increase the permissive way by 730m to run behind c-site down Worthing Road to meet Primrose Hill.

To retain the permissive path at Lincoln's Barn for a short period until the land is officially signed over for the new development. It was agreed that without the access path as it is now, there would not be access to the main permissive way.

The Landowner is speaking to the client to discuss the access track when ownership has been finalised.

The proposed length of permissive ways would total 4639m at a cost of £0.68 per meter = £3200.00 per year.

Councillors discussed the additional permissive way and decided not to extend the Worthing Road footpath around C Site by 730m as it was felt that this is not used enough by our residents.

Councillor Gauntlett proposed that the meeting is suspended to hear from a member of the public seconded by Councillor Venworth and carried.

The member of the public stated that although this additional footpath is seen to be used, a lot of the foot flow comes to the village from other local villages. It was felt that the extension would be to the benefit of many local villages rather than local people.

The meeting went back into session

Councillor Venworth proposed that the Parish Council object to the additional 730m therefore the agreed total would be 3909m at a cost of £2658.12 seconded by Councillor Phillips and carried.

h. Noticeboards

All noticeboards are up to date, nothing further 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

Pothole on Hoe Road South opposite the work site

Water running down Gooseberry Hill from the play area following Anglian Water works.

b. To receive an update on the Community Speedwatch

Councillor Turner reported that two further sessions have taken place along Gooseberry Hill.

The Clerk will circulate further dates

c. To discuss a Swanton Morley Community Neighbourhood watch

Councillor Gauntlett reported that there are a further two volunteers that have signed up to the scheme. It was agreed that he will sit with the Clerk and contact the volunteers to arrange an informal get together

d. To consider the Parish Partnership for 2026/2027

The Clerk had circulated a report ahead of the meeting for consideration.

This was to extend the footpath at the end of Primrose Square.

The Clerk is awaiting further information in order to update Council and will consider any further schemes that this would be useful for to discuss at the October meeting

e. To discuss grant funding for Bus shelters

The Clerk had put together a proposal and circulated this ahead of the meeting for consideration.

Councillors discussed the installation of a bus shelter and looked at two designs to be approved at the October meeting.

The location of the bus stops were looked at and it was agreed that the bus stop at the end of Primrose Square would benefit from a shelter as this appears to have more foot flow.

The Clerk will update the proposal for agreement at the October meeting and make any necessary contact with Norfolk County Council Highways and the bus company.

f. To receive an update on the Asset of Community Value

The Clerk reported that the application had to be resubmitted to Breckland Council as there has been a letter received from the Breweries solicitor concerning this.

Breckland Council have requested additional long term information on the background of the asset.

The Clerk is working on further information in response to the letter received.

9. To receive a report from the Patient Participation Group

Councillor O'Dowd had provided a report ahead of the meeting and summarised the information:

Financial Year 2025/2026

The hot topics for the surgery were:

To publicise wasted appointments. In response to feedback from the PPG to be able to book appointments ahead, the surgery opened rotas for this to take place however there has been an increase in wasted appointments.

There is a GP one day a week for appointments at Swanton Morley, but daily clinics are still available.

Elmham surgery has seen an increase of abusive behaviour and ask members of the public to be respectful to the staff.

The surgery is working with an AI tool during appointments; this means the nurse or doctor will have a recording device and the ai tool will transcribe the recording into medical notes for the doctor to go through it with the patient for accuracy. This period is going to be extended.

Online triage – patients can currently go online from 7.30am until 11am to enter in the details and ask for an appointment or callback.

There is still an option to phone the surgery and between 8.30am and 2pm the service lines are manned by the East of England Ambulance Service who are able to make appointments and go through the online triage.

Reception is then available from 2pm.

There is no change to the pharmacy service.

There are upcoming vaccination campaigns – The over 65 will be offered the flu jab from 1st October. Over 75's and immune compromised will be eligible for the covid jab as well.

10. Correspondence (For Exchange of Information Only)

None received

Meeting to Be Suspended for Further Time Allocated to the Public

A member of the public referred to the layout of the development next to Lincoln House and asked if there could be access to the Permissive way at the end of the drive.

The Clerk responded that the landowner is talking to the developer about retaining the access.

The member of the public asked if the clock face is responsibility of the Parish Council.

The Clerk responded that the Parish Council did look at the possibility of changing the clock face to fibre glass – The clerk will look at the outcome and whose responsibility is.

The fabric of the Church is responsibility of the Friends of the Church.

The member of the public reported from the Friends meeting that a round clock face would be cheaper, however if round was the preferred choice they would need to make it bigger to cover any shadowing from the current design.

11. Any item to be reported for the next agenda

Parish Partnership

Bus shelter

Permissive path update

Church Clock

Memorial plaque

12. To Confirm the Date & Time of the next meeting of the Parish Council to be held on Monday 13th October 2025 at 7.30pm

All agreed

Approved by _____

Signed _____

Date _____