

## MEETING OF SWANTON MORLEY PARISH COUNCIL

### MEETING MINUTES

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

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R Atterwill (Chair), Mrs B O'Dowd (Vice Chair), Mr J. Venworth and Mr J. Phillips, Mr S. Gauntlett, Mr J. Rodrigues and Mrs A Walker-Fraser

**Also in attendance:** Kelly Pickard (Clerk) and 1 member of the public

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

No public were present

#### **County Councillor report:**

County Councillor Borrett had sent a report ahead of the meeting.

#### **District Council report**

District Councillor Atterwill reported that following the listing of the Angel as an Asset of Community Value, the owners appealed this decision with Breckland Council. Unfortunately, the appeal has been upheld. Breckland Council advised that there are two key tests for a successful ACV application and that we met the first test which was to demonstrate that the pub had been a focal point for social gathering in our village only quite recently. It was also noted that the pub has historic significance having been the home of Abraham Lincoln's ancestor. The second test required more evidence that there is community interest in retaining this perhaps as a community pub. To do this a volunteer community group would need to be formed to draw up a potential business plan to purchase, refurbish and run it as a new venture, like that which has been achieved with the White Swan in Gressenhall.

The Government has made the decision that Norfolk will be split into a 3 Unitary Council. Swanton Morley will come under West Norfolk Unitary comprising of Kings Lynn, all of Breckland and a small piece of South Norfolk.

The member of the public asked what would happen to the existing staff, Councillor Atterwill confirmed that these would be transferred to the new authority.

The member of the public also asked; if Reform was to be voted into office can they stop the Local Government review, Councillor Atterwill responded that they could mount a legal challenge.

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

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

Apologies were received from Councillor Turner and Councillor Powter accepted by Council

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

None received

**3. Minutes from the Parish Council Meeting of 9<sup>th</sup> March 2026 to be accepted, initialled, and signed.**

Councillor Venworth proposed that the minutes are accepted as an accurate record of the meeting seconded by Councillor Gauntlett and carried

**4. Matters arising from Minutes of 9<sup>th</sup> March 2026 (For Exchange of Information Only)**

Non raised

**5. Finance**

a. Accounts to approve for payment

Payee – April 2026	Detail	Payment type	Total Amount Payable	Of Which VAT Reclaimable
Staff remuneration	PAYE Month 12	Bacs	£3876.44	
S2 Computers	IT Support	Direct debit	£176.15	£29.36
Walpole Mowing	Grass cutting March 2026	BACS	£1062.22	
Breckland Council	Hedgecutting			
	2526 Grasscutting			
	2526 Dog bin	BACS	£7023.18	£1170.52
Cozens	Streetlighting repair	BACS	£3630.00	£605.00
Norfolk PTS	Annual fee	BACS	£690.00	£115.00
Scribe Accountancy software	Annual fee	BACS	£734.40	£122.40
Clerk	Expenses	BACS	£25.00	
	<b>TOTAL</b>		<b>£17,217.39</b>	<b>£2042.28</b>

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

b. Income to be reported

Income Received – March 2026	Details	Amount
Swanton Morley Village Hall	Grasscutting	£297.50
Allotments	Tenancy	£202.85
Barclays	Interest	£6.31
Nationwide	Interest	£902.35
	<b>Total</b>	<b>£1409.01</b>

**c. To receive a proposal to consider the purchase of Cemetery Management software for the Parish Council following Cemetery Management training.**

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

Following the online training for Cemetery management it appears there is work to be done on our records.

Scribe Cemetery streamlines burial administration, mapping, and compliance

This software will map out the plan of graves and interments. It will also hold both sites for when we have the cemetery records for the closed churchyard.

This will hold all information and documents from the families and exclusive rights for each plot assigned.

Another feature of the software is the invoicing as we already have scribe accounts, if we raise an invoice on the cemetery software this will automatically transfer onto the accounts software to reconcile.

## Financial Year 2026/2027

This would be at a cost of £249 + VAT for the initial set up and licence and £28 + VAT per month for the ongoing software and support.

Councillor Walker-Fraser proposed that the Parish Council purchase the software seconded by Councillor O'Dowd and carried

### **6. Land and Planning**

#### **a. To consider responses to Breckland District Council for any planning applications:**

PL/2026/0401/HOU – 10 Manns Lane - Proposed First Floor Rear Extension

Councillor Rodrigues proposed that the council respond with no objections seconded by Councillor Walker-Fraser and carried

#### **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 Clerk has requested details of possible examiners for consideration and is awaiting the information.

The Clerk will chase this again and copy in Councillor Atterwill.

#### **d. To receive an update on the transfer of land for Swanton Vale**

This work is currently with the Solicitors. The Clerk is to chase up the replacement swing seat again.

#### **e. To receive a report for an easement and consider any actions necessary**

The Clerk had circulated the draft easement received from the Solicitor for consideration.

Councillor Atterwill proposed that the draft is accepted and sent to the other party seconded by Councillor Venworth and carried

#### **f. To receive a report on the transfer of Breckland Council owned land to the Parish Council**

Councillor Atterwill reported that he had received two lots of correspondence from residents on Gray Drive concerning the possible ownership of the hammerhead. Councillor Atterwill responded that due to a number of reasons including liability and maintenance the Parish Council declined to take this on however if the homeowners would like to bid on this then they can. Councillor Atterwill has provided the contact information to follow this up.

The Clerk reported that the next Tree survey is due in 2028

The Clerk has also received contact from a resident on Middleton Avenue asking if it is possible to gain access to the back gates of the properties across the open space and if this could be turned into a play area?

Councillor Atterwill suggested that the ownership is transferred first before anything is considered.

The Land transfer pack has been sent to the Solicitor to begin the process.

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

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

The Churchyard is in good order.

Councillor Atterwill reported that there is one grave requires attention.

The chain link fencing needs to be repaired.

The Clerk is to contact Mr Carrick concerning the ownership of the ramp.

i) To receive an update following the Cemetery Management training

This has been covered by item 5c.

It was also reported that the memorials in the Churchyard are the responsibility of the Parish Council and the Clerk is currently looking to obtain the records.

The War Graves would continue to be the responsibility of the War Graves Commission

## Financial Year 2026/2027

### **b. Swanton Morley Burial Ground**

It was reported that there is still moss on the footpath.

The Noticeboard is ready to collect and be installed with thanks to the Swanton Morley Men's shed for repairing this.

There are trees in the burial ground that need to be looked at.

There are some graves that have surrounds on them. This is not permitted in the Memorial Regulations.

i) To receive an update on the water supply

This work has now been completed.

### **c. Swanton Morley Allotments**

The Clerk reported that there are still two half plots and a full plot available.

The water supply is due to be repaired as there is a split in two of the pipes.

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

Councillor Venworth had sent his reports ahead of the meeting for consideration.

The pressure washing has now been completed.

i) To receive a quotation to replace the surfacing underneath the roundabout and swing

This item was deferred as the Clerk is awaiting the quotation.

ii) To receive an update on the repair to the broken posts on Davidson Park

The Clerk has received a quotation for £295.00. The Clerk has appointed the contractor as this will be funded from the S106 money.

### **e. Common Lands**

Councillor Atterwill reported that the Environment Agency will be carrying out work on the river over the coming months.

It was also reported that there needs to be some planings to fill the gap between the road and the boardwalks.

There will be a site visit on Mill Common this week to discuss the fencing requirements ahead of the cattle going back on.

The farmer has all the fencing materials – these posts have codes on them with a 15 year guarantee.

Electricity board site visit they need to replace one of the posts on Mill Common. The landowner has provided the contact information for the Parish Clerk.

The Clerk will require the dates that this is going to be carried out due to the cattle being on site. Councillor Atterwill will speak to the farmer about this at the site visit.

The landowner also discussed the gate that needs to be replaced.

Little common – Mr Keith had a tree surveyor on his land and he has contact the Parish office to report a couple of oak trees that are overhanging the highway.

The Clerk will obtain a quotation to have the work carried out.

### **f. Streetlights**

Councillor Venworth had inspected the street lighting columns ahead of the meeting.

The numbering of the columns were discussed again with the different options. Councillor Venworth has obtained a quotation from a printer to provide more durable numbers at £69.00.

**Councillor Venworth proposed that the stickers are purchased seconded by Councillor O'Dowd and carried**

Councillor Atterwill reported that there was previously a map of the locations of all streetlights. This will need to be updated with the new estates.

### **g. Village paths (Rights of Way)**

Councillor Walker-Fraser reported that the walks are all accessible with no visible issues.

**h. Noticeboards**

All noticeboards are up to date.

Councillor Atterwill has provided a new magnetic strip if it is required.

The Parish Clerk will look at the replacement noticeboard for the end of the car park.

**8. Highways**

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

Councillor Atterwill reported that nearly 120 defects have now been noted and reported to Norfolk County Council highways.

Some of this work has now been completed.

Councillor Rodrigues asked if there was any update on the railings outside the shop as they are still wobbly.

The surfacing on the bend needs looking at.

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

The Clerk reported that following two sessions and the reports of speeding vehicles, two speed traps have been carried out by Norfolk Constabulary. The Clerk will enquire about the statistics from this.

Further dates will be circulated.

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

Councillor Gauntlett reported that there have been no further reports at this time.

There will be a meeting of the new Neighbourhood watch volunteers.

**d. To receive an update following the meeting with the Street Wardens**

The Clerk and Councillor Atterwill met with the Street warden and discussed problematic areas to be concentrated on.

The Street warden will also be available to provide reassurance to residents and will be working closely with the Parish Clerk and Neighbourhood Watch commencing in May.

**9. Correspondence (For Exchange of Information Only)**

Councillor Atterwill reported that Councillor Alison Walker-Fraser is resigning from the Council as of 30/04/2026.

Councillor Atterwill wanted his thanks placed on record to Councillor Walker-Fraser for being a valued member of the team and knowledge and expertise has been valuable.

Full Council discussed the new design of the Annual Parish Meeting report and delegated authority to the Clerk and Chairman to finalise this.

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

A member of the public reported that over the bank holiday weekend members of the public were using the waterfalls and there were concerns about the road safety and rubbish left behind.

**10. Any item to be reported for the next agenda**

Church ramp ownership

Cemetery records

NGF Quote for Gooseberry Hill

Land Transfer updates

**11. To Confirm the Date & Time of the Annual meeting of the Parish Council to be held on Monday 11<sup>th</sup> May 2026 at 7.30pm**

All agreed

**12. To receive a proposal to close the meeting to the press and public for item 13 & 14, for the reason that the content of discussion relates to Parishioner correspondence and Staff Matters (permitted under Section 1 para 2 of the public bodies (Admissions to Meeting Act 1960).**

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

**13. Parishioner Correspondence**

Correspondence was discussed from a Parishioner and it was unanimously agreed to delegate authority to the Chairman to respond.

**14. Staff Matters**

Councillor Atterwill and Councillor O'Dowd provided an update following the Clerks appraisal and training requests.

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

Signed \_\_\_\_\_

Date \_\_\_\_\_