

MEETING OF SWANTON MORLEY PARISH COUNCIL

MEETING MINUTES

Monday 13th October 2025 AT 7.30PM

SWANTON MORLEY VILLAGE HALL

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

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

Matters Raised Under Time Allocated to the Public

Nothing was raised

County Councillor report:

No County Councillor in attendance but a report was provided – this is available on the website

District Council report

District Councillor Atterwill reported that he had circulated an email concerning the Local Plan.

The three areas of Local Green space designation in Swanton Morley have been included, the playing field, the allotments and the football field.

None of the sites put forward for development have been put forward in the Local Plan.

An email had been received from a parishioner concerning the land for the shops on Gooseberry Hill was going ahead, Councillor Atterwill reported that he hadn't seen anything in the plan for it and Breckland Council are awaiting a planning application.

It was agreed to coincide the Mardler with the Local Plan public consultation period.

Councillor Atterwill then reported on the Local Government Review – Breckland and five other districts and City Council have put forward a proposal for a Three Unitary Authority, this will be East Norfolk, West Norfolk and a small part of South Norfolk.

County Council have put forward a Single Unitary Authority.

The projected savings for the whole of Norfolk with a three Unitary Authority over an eight year period would be £222 million to be put back into front line services.

There will be an update from the Government in March 2026 and then the option will come into being in 2027.

Norfolk County Council are due to have elections in May 2026 for a two year period.

Councillor O'Dowd asked if will the reduction in councillors have a reduction in quality of representation?

Councillor Atterwill responded that it shouldn't and it is thought that it has a lot of potential to improve services.

The Meeting Went into Session

1. To Accept Apologies for Absence

Apologies were received from Councillor Turner and Councillor Phillips

2. To Receive Declarations of Interest

Councillor Atterwill declared an interest in item 5b

Councillor Rodrigues declared a personal interest in item 5a

3. Minutes from the Parish Council Meeting of 8th September 2025 to be accepted, initialled, and signed.

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

4. Matters arising from Minutes of 8th September 2025 (For Exchange of Information Only)

None were raised

5. Finance

a. Accounts to approve for payment

Payee – October 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
TOP Garden Services	Grass cutting September	BACS	£1471.87	£245.31
Travis Perkins	Allotment padlock	BACS	£35.69	
Michlmayr	Church clock service	BACS	£294.84	£49.14
Hoe Hall	Permissive footpath	BACS	£1329.06	
Abzag	Neighbourhood Plan Consultant	BACS	£1200.00	£200.00
	TOTAL		£8378.18	£522.83

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

Councillor Atterwill left the room and Councillor O'Dowd took the Chair

b. Payments to approve for members with a pecuniary interest

Payee – October 2025	Detail	Payment type	Total Amount Payable
R Atterwill	50% Chairman's Allowance	BACS	£321.20
		Total	£321.20

Councillor Venworth proposed that the payment is made seconded by Councillor Gauntlett and carried

Councillor Atterwill re-entered the room and resumed the Chair

c. Income to be reported

Income Received – September 2025	Details	Amount
Barclays	Bank Interest	£76.36
Swanton Morley Village Hall	Grass cutting	£297.50
Tenant	Allotments	£50.00
Breckland Council	50% Precept	£48,952.50
	Total	£49,376.36

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 next meeting of the Steering group is being held on Wednesday 15th October.

This meeting is to review and approve the documents to submit to Breckland Council.

d. To receive an update from the meeting with DIO

Councillor Atterwill reported that another meeting had been held with Defence Infrastructure Organisation and Hoe and Worthing Parish.

The consultants provided a draft sketch and layout of the site to show where a proposed 2000 houses could be located.

Councillor Atterwill reported that the traffic surveys are due to start in October and until they have the statistics from those, they won't have any further information.

There will be a follow up meeting planned for the New Year.

e. To receive an update on the transfer of land for Swanton Vale

Councillor Atterwill reported that a meeting had taken place in August to look at outstanding remedial work ahead of the transfer of the open space.

This is being monitored, and an update will be provided at the next meeting.

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.

Councillor Atterwill reported that he and the Clerk attended the meeting at the Church to discuss the future of the Church in the Community.

The Church are asking for feedback from residents to include the qualities they would like to see in the new Vicar and any ideas on what else the Church space can be used for moving forward

i. To discuss the Church clock face following an enquiry from the Friends of the Church

The Friends of All Saints Church had made an enquiry concerning the Church clock face.

Councillor Atterwill responded that the servicing of the church clock is covered by the Parish Council annually.

In terms of the maintenance of the church clock, new regulations are more relaxed, the old regulations would not allow a Parish Council to spend money on a church clock.

It was suggested that a contribution could be made through the precept and the Clerk is to request a quotation from the Friends of the Church to consider for the 2026/27 budget.

b. Swanton Morley Burial Ground

i. To arrange a date for the working party

Councillor Walker-Fraser has offered use of the extended tool to carry out the cut back of the canopy.

A proposed date will be circulated to agree.

c. Swanton Morley Allotments

The Clerk reported that there is now two plots available on the site.

Another padlock had to be purchased due to the existing one being tampered with.

Councillor Atterwill suggested using super glue to make the pin non accessible.

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 a site visit will be taking place the following week with NGF Play to discuss the outstanding work and this will be reported back at the next meeting

ii) To agree the new signage for Gooseberry Hill

The Clerk had shared in the meeting pack new signs for Gooseberry Hill Play park. A quotation was requested but not received in time for the meeting.

It was agreed that when the quote is received to circulate it to Councillors however there is an available budget for this expenditure.

iii) To confirm the memorial plaque for the ability swing

The Clerk had circulated the up to date design to Councillors. This includes the text received from the family.

It was agreed to round off the corners as it is being installed in the play park.

Councillor Venworth proposed the design at a cost of £40.95 + £2.95 for delivery seconded by Councillor Gauntlett and carried

iv) To receive an update on the grounds work on Davidson Park

The Contractor is due on site to carry out the remedial work following confirmation in August.

The Clerk is awaiting a start date but has relayed the urgency with the timeframe to the contractor

v) To receive a quotation for replacement posts on the Village Green

The Clerk is still awaiting the quotation from the contractor however it was agreed to appoint CMR Fencing as they had carried out previous work on the site

e. Common Lands

i. To receive an update regarding the cattle on Mill Common

The clerk reported that an update had been received from the farmer that "the girls summer vacation concluded on the 30th September 2025. They have been collected and are now back home with the others"

A full report for the Countryside Stewardship will be received in due course

Councillor Atterwill wanted his thanks placed on record to Councillor Venworth for carrying out strimming work at Burgh Common

f. Streetlights

i. To receive an update on the remedial work to be carried out

The Clerk reported that all work is now complete apart from the replacement column which will be carried out shortly.

g. Village paths (Rights of Way)

Councillor Walker-Fraser had circulated a report ahead of the meeting

It was also reported that there is a significant amount of dog mess again throughout the village and that the Village Hall football pitches are again being used to exercise dogs.

The Clerk has contacted the dog warden concerning these issues with a view to 'spot check's and on the spot fines.

It was discussed and agreed to purchase a bike lock and for the kissing gate to stop public access until the issue is resolved

i. To receive an update on the Permissive Footpath contract 2025 -2030.

Following the September meeting the Clerk confirmed with the landowner the details of the agreed permissive way schedule.

The Landowner provided an up to date invoice but the Clerk is still awaiting the up to date contract for signature.

h. Noticeboards

All noticeboards are up to date, nothing further to report

The Clerk has contacted the Shed project to request some remedial work to be carried out on the noticeboard in the Burial Ground

8. Policies

a. To review and agree the Swanton Morley Data Protection policy

The Clerk had circulated the draft policy ahead of the meeting for consideration.

Councillor O'Dowd proposed that the reviewed policy is adopted by council seconded by Councillor Walker-Fraser and carried

b. To consider an IT policy in line with the Assertion 1: Digital and Data Compliance to form part of the Annual Governance Statement for the 2025/200026 AGAR

The Clerk has received a support paper on the new 'Assertion 10' requirement for the AGAR for 2025/2026 Annual Governance Statement.

There are certain criteria that the Parish Council needs to comply with in order to receive a positive response from the Auditor.

The Parish Council do comply with most criteria but do not have an IT Policy.

The Clerk has circulated a model document ahead of the meeting for consideration.

Councillor O'Dowd requested an amendment to the policy to detail who to report a security incident to.

Councillor O'Dowd proposed that with the amendment the policy is adopted by Council seconded by Councillor Rodrigues and carried

9. Highways

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

The 'Village Hall' post is rusting and needs replacing

There are dismantled cars parked at the garages on Middleton Avenue

A give way sign at the end of Gray Drive has been hit by a vehicle

The surfacing on the bridges has not been carried out

Councillor Atterwill and the Clerk will be carrying out a full village survey and reported all defects ahead of the winter months.

The Clerk reported that at the training seminar there was a Highways representative present and the Clerk requested updates on various issues.

It was agreed that the Clerk would detail this and send the information to Councillor Atterwill

b. To receive an update on the Community Speedwatch

The Clerk reported that further sessions have been requested by the volunteers.

Correspondence had been received by a Parishioner concerning the increased traffic and speeding and would like the Clerk to enquire how other parishes have managed to have speed calming measures such as chicanes.

The Clerk will liaise with Norfolk County Council highways and the local Beat Manager to provide a response

c. To discuss a Swanton Morley Community Neighbourhood watch

Councillor Gauntlett reported that a meet and greet session is being organised for the new volunteers to the scheme.

There have been no further issues reported

d. To consider the Parish Partnership for 2026/2027

The Clerk has circulated a draft bid ahead of the meeting for consideration.

This is for a scheme to support the Primary school with traffic, speed and parking issues.

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The proposal is to install two temporary 20mph signs on Manns Lane route to the school and reinforce the lines outside the school.

Councillor Walker-Fraser proposed that the Parish Council submit the Parish Partnership application seconded by Councillor Atterwill and carried

e. To receive a proposal to submit an application for funding for a bus shelter

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

There is a scheme where Norfolk County Council can offer funding for 80% of the cost to install a bus shelter.

The proposal is subject to a site visit from the contractor.

Councillor Atterwill proposed that subject to the site visit that the proposal is accepted and funding is applied for seconded by Councillor O'Dowd and carried

f. To consider the grass cutting tender and agree any actions necessary

The Clerk had drafted the grass cutting tender documents that are due for renewal for 2026/27.

Councillor Atterwill proposed that the tender documents are accepted and sent out in line with the tender schedule seconded by Councillor Walker-Fraser and carried

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

Following the update at the September meeting that there has been contact from Breckland Council from the owner of The Angel's Solicitor.

The Clerk has drafted a response to Breckland Council and circulated this ahead of the meeting for consideration

Councillor O'Dowd proposed that the response is sent to Breckland Council seconded by Councillor Venworth and carried

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 asked what would happen to Norfolk County Council following the Local Government Reorganisation, Councillor Atterwill responded that it would be gone but in terms of the services there are two possibilities, there could be individual departments to include adult social care, children's services and Highways for the three authorities or they could have it as one department.

Councillor Atterwill also reported that he has heard from the Leader of Breckland Council regarding the land at Middle Camp and the possible land transfer to Swanton Morley Parish Council, he has suggested a site visit with Councillor Atterwill to look at the parcels of land. This is possibly going to take place at the end of November. Breckland will then consider the options.

Councillor Atterwill also reported that over the last couple of years he has been pushing to improve conditions of housing on Robertson Barracks, he has received a call from the director of DIO, they now have funding to refurbish 80 properties on camp.

Councillor Atterwill also noted that there is a defibrillator sign on the phone box on Robertson Barracks, the Clerk will investigate this and report back at the November meeting

11. Any item to be reported for the next agenda

Update on Davidson Park

Update on the Bus shelter

Defibrillator on Robertson Barracks

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**12. To Confirm the Date & Time of the next meeting of the Parish Council to be held on Monday
10th November 2025 at 7.30pm**

All agreed

Approved by _____

Signed _____

Date _____