

Swardeston Parish Council
Minutes of the June 2025 Parish Council Meeting
At Swardeston village hall, on Thursday 12th June 2025 at 7.30PM
Meeting 6/2025

Present:
Members - Derek Barber, Justin Barber, Graham Jermy, Dominic Everett, and Wendy Middleton
Clerk - Carole Jowett
Cllr Webber
2 members of the public attended

1.	To consider apologies for absence There were no apologies for absence.	
2.	To co-opt member to fill vacancy following election There were no nominations to fill the vacancy.	
3.	To receive declaration of interests in items on agenda There were no declarations of interest made.	
4.	Resolution to adjourn the meeting for public participation and district/county councillor reports Public Participation No issues were raised. Councillor reports Cllr Webber had sent a report which is shown at appendix a to these minutes. He said he had received a complaint about accessibility of the footpath between Mulbarton and Swardeston and he would be following this up. Mrs Middleton said she believed that work was already being done on this at the present time. There had been a disagreement between the developer and South Norfolk over the Bennett's development about the number of affordable homes to be included on the site	
5.	To confirm minutes of the meeting held on 10th April 2025 and the annual parish council meeting on 8th May 2025 and review matters arising The minutes of the April meeting were reviewed Mr J Barber proposed the April meeting minutes be agreed as an accurate record, Mrs Middleton seconded the proposal which was unanimously agreed; they were signed by the chairman. The minutes of the village meeting were reviewed Mr J Barber proposed the annual parish council meeting minutes be agreed as an accurate record, Mr Jermy seconded the proposal which was unanimously agreed; they were signed by the chairman. Matters arising The new noticeboard would be installed in the coming weeks. There had been a full page in the Eastern Daily Press covering the proposed war memorial and they had plagiarised the article using Mr D Barber's wording. Mr D Barber reported that he had spoken to the stonemason and the stone tablet could take up to 8 weeks, this could not be progressed until the planning application had been agreed. The cost was expected to be in the region of £800 including VAT. Mr J Barber proposed a payment of up to £900 be authorised so that an order could be placed could be made prior to the next meeting if necessary, this was seconded by Mr Jermy and unanimously agreed.	
6.	To review and agree any changes to the financial regulations After discussion Mr J Barber proposed there were no amendments necessary, Mr Jermy seconded the proposal which was unanimously agreed.	

7.	To review the health and safety policy and agree any changes This was adjourned to the July meeting.	
8.	To review and agree the information publication scheme The information publication scheme was reviewed. Mr J Barber proposed this was adopted, Mr Jermy seconded the proposal and it was unanimously agreed.	
9.	To receive an update on the playground safety surface and agree any action A letter had been sent to the chief executive officer of SN and B DC and subsequently an email had been received to set up an on-site meeting. The meeting took place 2/6/25 and it was apparent that the officers were aware that there had been a problem and were up to date on the background. They were complimentary about the condition of the equipment but the safety surface was recognised to be poor. They spoke about a company called Matta a specialist in playground safety surfacing and they were going to email the company to get a price. Funding would be available but some funding may be needed from the parish council. Matta had since provided pricing for some of the surfacing to be redone at a cost of £20k and some to be repaired at a cost of £4k. It had been requested that the parish council could pay for the repairs. South Norfolk Council had since said that they could pay in full but would require a disclaimer for any future claims. The options were discussed and Mr J Barber proposed that a “comfort” letter be sent if and when required and get the repairs done, Mr G Jermy seconded the proposal which was unanimously agreed.	
10.	To discuss and agree any action on the damaged bus shelter The insurance company had agreed to pay £360 to cover the costs of repair. Westcotec have been asked to complete the repairs. It was noted that the VAS sign at the bottom of Wood Lane was not working, Westcotec had been asked to look at it and had asked NCC to issue a ticket so they can repair it.	
11.	To review and agree comments on any planning applications 2025/1309 Location: Land South of St Marys Church Main Road Swardeston Proposal: Proposed WW2 tablet memorial It was agreed to submit a comment that the application should be approved.	
12.	To consider and agree a response to the Norwich to Tilbury consultation It was agreed not submit any comments.	
13.	To consider any action on the national energy infrastructure projects There were no items to discuss	
14.	To receive an update on the defibrillator The defibrillator had been checked and the Circuit had been updated. The batteries were down to half power but do not yet need replacing.	
15.	To consider the internal audit report and agree any actions The internal report was reviewed and a few points were noted. The clerk would ask NALC about an accessibility statement for the website	
16.	Finance 16.1 To consider and agree the Annual Governance Statement 2024/25 The governance statement was reviewed, agreed and signed. 16.2 To review and agree the financial statement to 12th June 2025 The financial statement was reviewed, agreed and signed. 16.3 To approve the certificate of exemption 2024/25 The certificate of exemption was reviewed and signed. 16.4 To consider and agree the accounting statements 12th June 2025	

	The accounts were reviewed and the CIL balances updated to reflect the noticeboard and additional keys purchases. Mr J Barber proposed the accounts be accepted, Mr Jerney seconded the proposal which was unanimously accepted. There was still money earmarked to the village hall but further plans were not yet available for further works. There was a snagging list still to be completed and it was agreed that no further funds would be provided before phase 1 was fully completed with all issues addressed. The remaining amount could be released to help to address the outstanding problems and it was suggested that additional funds could be considered to address the outstanding work. Mr D Everett proposed that the 2 chairpersons of the village hall trustees be invited to a meeting to discuss the options. An invite would be drafted and sent and a copy of the outstanding issues would be circulated to parish councillors. 16.5 To check and agree bank balances There were difficulties accessing the bank accounts on-line. The balances would be checked at the July meeting. 16.6 To agree invoices for payment in accordance with budget <table border="0"> <tr> <td>BACS £249.70</td> <td>Norse Eastern Ltd</td> <td>Grounds maintenance</td> </tr> <tr> <td>BACS £120.71</td> <td>C Jowett</td> <td>Clerks salary</td> </tr> <tr> <td>BACS £80.40</td> <td>HMRC</td> <td>PAYE</td> </tr> <tr> <td>BACS £105.00</td> <td>Per Pro Services</td> <td>Internal audit fee</td> </tr> </table> Mr J Barber proposed the payments be made Mr Jerney seconded the proposal which was unanimously agreed.	BACS £249.70	Norse Eastern Ltd	Grounds maintenance	BACS £120.71	C Jowett	Clerks salary	BACS £80.40	HMRC	PAYE	BACS £105.00	Per Pro Services	Internal audit fee	
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17.	To consider correspondence received None to discuss.													
18.	To adjourn the meeting for public participation No Issues were raised													
19.	To agree agenda items for the next meeting on 10th July 2025 at 7:30 To confirm the check on the defibrillator To review and agree comments on any planning applications received To review the health and safety policy and agree any changes To review the position on the play area surfacing. To discuss and agree any action on the damaged bus shelter To review the position on the war memorial and agree any action To consider registering with the ICO The meeting closed at 21:20 pm													
Signed: Mr D Barber Chairman to Swardeston Parish Council https://swardestonparish.gov.uk														

District Councillors' Report for Swardeston Parish Council – 12 June 2025**Member Ward Grants**

Member Ward Grants for 2025/26 are now available. Requests for support with small projects (typically up to £1,000 per project) to benefit the local community can be made to your District Councillors.

Community Action Fund Grants

Applications for grants of between £1,000 and £15,000 can be made via a District Councillor. The closing date for applications is 30th June. Successful projects are likely to have matched funding in place, be able to complete within 12 months of the grant and be able to demonstrate considerable community benefit and community support.

Nature Conservation Fund

Expressions of interest for a grant from the new Nature Conservation Fund must be made by 30th June. Applications close on 31 July.

<https://www.southnorfolkandbroadland.gov.uk/climate-change-environment/trees-biodiversity/nature-conservation-fund>

The fund can make awards of up to £10,000 for projects that best meet the following criteria:

- Carbon sequestration: Projects that actively contribute to tackling carbon emissions.
- Biodiversity benefit: Initiatives that enhance local ecosystems and support a diverse range of plant and animal life.
- Public accessibility to greenspace: Creating and improving green spaces that are accessible and enjoyable for the entire community.

Priority will be given to proposals that deliver one or more of the following projects: a Miyawaki mini forest, pond creation and restoration and a circular walk.

Food Waste

South Norfolk Council are expected to start residential food waste collection in May 2026 soon after this becomes a legal requirement. The rollout will be in 4 phases, organised by postcode, with completion by end September 2026.

Residents can expect 2 bins – an indoor 7 ltr bin and a lockable 14 ltr bin for use outdoors and for collections. Non-compostable liner bags will be supplied to residents, and removed before recycling.

Devolution & Local Government Reform

Norfolk County Council has published a 500 page report (including appendices) setting out its option appraisal to justify its preference (as expected) for a single unitary council covering the whole of Norfolk. This will be discussed at the Strategic and Corporate Select Committee Meeting on Wednesday 18th June. The Council proposes to develop this into a “comprehensive proposal” before submitting to the Government on 26 September 2025.

South Norfolk Council continues to work on its own submission for two unitary authorities to cover the county. Parish Councils are reminded that responses to South Norfolk's consultation should be made by the 13th June.

South Norfolk and Broadland Design Code

The draft Design Code for new housing in the area is still available online for review. Feedback can be given through the online consultation which closes on 23rd June.

<https://southnorfolkandbroadland.placechangers.co.uk/page>

Climate Change and Environmental Team Workshops

South Norfolk Council will be offering workshops designed to help communities and Parish Councils improve the sustainability and resilience of their local areas from September 2025. Details to follow.

‘Norwich to Tilbury’ Update

National Grid have advised that archaeological surveys including trial trenching at some locations along the proposed route will be continuing for 6 months.

The National Grid application for a Development Consent Order is expected later this year.

PylonsEastAnglia are continuing to campaign against the pylon proposals. For further information visit <https://pylonseastanglia.co.uk/actions>

Bob McClenning, Ian Spratt & Jim Webber

	<u>Councillor Contact Details</u>	
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