

**Swardeston Parish Council**  
**Minutes of the April 2025 Parish Council Meeting**  
**At Swardeston village hall, on Thursday 10<sup>th</sup> April 2025 at 7.30PM**  
**Meeting 4/2025**

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

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| 1. | <b>To consider apologies for absence</b><br>Dr Legg had sent his apologies for absence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 2. | <b>To co-opt member to fill vacancy following election</b><br>There were no nominations to fill the vacancy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 3. | <b>To receive declaration of interests in items on agenda</b><br>There were no declarations of interest made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 4. | <b>Resolution to adjourn the meeting for public participation and district/county councillor reports</b><br><b>Public Participation</b><br>No issues were raised.<br><b>Councillor reports</b><br>Cllr Webber had sent a report which is shown at appendix a to these minutes.<br>Concerns were expressed about a change to the planning permission for the site at the corner of Gowthorpe Lane to remove affordable homes.<br>South Norfolk Council could not demonstrate a 5-year land supply and the number of new homes to be built has increased. This could enable plans to be passed that would not normally be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 5. | <b>To confirm minutes of the meeting held on 13<sup>th</sup> March 2025 and review matters arising</b><br>The minutes of the March meeting were amended as follows:<br>1. The number of public attendees was amended to 2<br>2. Item 4, Cllr Webber asked for his report to be changed to "South Norfolk Council supports devolution but believed it would bring few advantages"<br>3. Item 6 Mr J barbers name spelling was corrected<br>Mr J Barber proposed the amended minutes be agreed as an accurate record, Mr Jermy seconded the proposal which was unanimously agreed; they were signed by the chairman.<br><b>Matters arising</b><br>The village hall trustees had agreed a noticeboard could be attached to the brick wall at the front of the village hall. ESPO had been identified as a supplier for public bodies and an account had been created and a suitable board had been identified. Mr J Barber proposed that up to £350 should be allocated to enable a purchase to be made. Mrs Middleton seconded the proposal which was unanimously agreed.<br>A new bollard had been installed by the village hall trustees to replace the original one.<br>Norse had undertaken some weed control on the play area in preparation for the mowing to commence. Mr D Barber had spoken to them and asked them to take care around the equipment when mowing. |  |
| 6. | <b>To review the policy schedule and agree next actions</b><br>The information publication scheme had been drafted and would be agreed at the June meeting with the health and safety policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 7. | <b>To discuss and agree any action on the damaged bus shelter</b><br>The clerk had chased this but no progress had been made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

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| 8.  | <p><b>To consider and agree to purchase chairs for the village hall</b></p> <p>The village hall trustees had no funds left and could not afford new seating. It was proposed by Mr J Barber to purchase chairs and new tables and gift them to the village hall and social club. Supplies were available from a local supplier and expected to cost no more than £1200. Mr Jermy seconded the proposal which was unanimously agreed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 9.  | <p><b>To consider and agree options for a war memorial for the WWII fallen</b></p> <p>Mr D Barber had researched the history of the church and found the original church organ had had a brass plaque commemorating the local WWII fallen. The original organ had been scrapped but the brass plate had been rescued and put on the replacement organ.</p> <p>Options of how and where to place a memorial had been explored and it was considered the best option was to place it in front of the listed war memorial.</p> <p>The cost was expected to be £2.5 to £4k and there could be some grant funding available to help pay for this.</p> <p>Mr J Barber proposed that the parish council progress this which was especially significant given the 80<sup>th</sup> anniversary of the end of the war. Mrs Middleton seconded the proposal which was unanimously agreed.</p> <p>Listed building consent would be required as the existing monument was listed. The original would not be touched by any work undertaken. The Imperial War Museum would need to be informed of any changes.</p> |  |
| 10. | <p><b>To review the road crossing report and agree any action</b></p> <p>The survey had showed few people had crossed the road during the monitoring period and no crossing would be implemented by Norfolk County Council although it was possible that a parish partnership bid could be considered although the cost of this to the parish would be prohibitive.</p> <p>Speeding continued to be an issue and the SAM 2 data suggested that the recent roundels and signage had had little effect.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 11. | <p><b>To consider a second nominee as a village hall trustee</b></p> <p>It was agreed that there would only be one parish council representative this year. The clerk had written to the trustees and asked what they were going to do to finish phase 1 of the refurbishment, but a response had not been received. The chairman had attended the trustee's AGM and a list of outstanding issues had subsequently been provided by the chairman.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 12. | <p><b>To review and agree comments on any planning applications</b></p> <p>No planning applications had been received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 13. | <p><b>To consider and agree a response to the Norwich to Tilbury consultation</b></p> <p>It was agreed not submit any comments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 14. | <p><b>To consider any action on the national energy infrastructure projects</b></p> <p>The chairman had complained about mud on the road but the response had been that wheel washing was taking place as detailed in the traffic management plan, but this did not seem to be happening.</p> <p>The pipe had been installed down to Keswick crossroads to pump rainwater into the lagoon. Further works were being done in Keswick; it was suspected the water would ultimately be diverted to the river.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 15. | <p><b>To receive an update on the defibrillator</b></p> <p>The defibrillator had been checked and the Circuit had been updated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 16. | <p><b>To agree to fund a Swardston parish council flyer to be distributed with the newsletter</b></p> <p>Mr D Barber circulated a copy of a proposed flyer to go out in the May newsletter. The cost of doing these every month was likely to be £15 per year for the paper and £60 for printer toner which would provide 400 copies each month. Mrs Middleton proposed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

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|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|-------------|--------------|------|---------|----------|---------------|------|--------|------|------|--|
|                                                                                                                                               | that this should go head, Mr Everett seconded the proposal which was unanimously agreed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |               |             |              |      |         |          |               |      |        |      |      |  |
| 17.                                                                                                                                           | <b>To agree the arrangements for the annual parish meeting</b><br>The village hall trustees had requested an agenda item to do a presentation.<br>The meeting will follow on from the annual general meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |               |             |              |      |         |          |               |      |        |      |      |  |
| 18.                                                                                                                                           | <b>To consider an expression of interest to the Nature Conservation Fund</b><br>It was agreed no interest would be expressed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |               |             |              |      |         |          |               |      |        |      |      |  |
| 19.                                                                                                                                           | <b>Finance</b><br><b>19.1 To review and agree financial statement to 10<sup>th</sup> April 2025</b><br>The accounts were reviewed.<br>Mr J Barber proposed 2024/25 accounts be accepted, Mrs Middleton seconded the proposal which was unanimously agreed.<br>Mr J Barber proposed 2025/26 accounts be accepted, Mrs Middleton seconded the proposal which was unanimously agreed.<br><b>19.2 To check and agree bank balances</b><br>Mrs Middleton checked the online bank balances against the accounts and agreed they reconciled.<br><b>19.3 To agree invoices for payment in accordance with budget</b> <table><tr><td>BACS</td><td>£211.55</td><td>Norfolk ALC</td><td>Subscription</td></tr><tr><td>BACS</td><td>£120.71</td><td>C Jowett</td><td>Clerks salary</td></tr><tr><td>BACS</td><td>£80.40</td><td>HMRC</td><td>PAYE</td></tr></table><br>Mr J Barber proposed the payments be made, Mr Everett seconded the proposal which was unanimously agreed. | BACS        | £211.55       | Norfolk ALC | Subscription | BACS | £120.71 | C Jowett | Clerks salary | BACS | £80.40 | HMRC | PAYE |  |
| BACS                                                                                                                                          | £211.55                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Norfolk ALC | Subscription  |             |              |      |         |          |               |      |        |      |      |  |
| BACS                                                                                                                                          | £120.71                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | C Jowett    | Clerks salary |             |              |      |         |          |               |      |        |      |      |  |
| BACS                                                                                                                                          | £80.40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | HMRC        | PAYE          |             |              |      |         |          |               |      |        |      |      |  |
| 20.                                                                                                                                           | <b>To consider correspondence received</b><br>None to discuss.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |               |             |              |      |         |          |               |      |        |      |      |  |
| 21.                                                                                                                                           | <b>To adjourn the meeting for public participation</b><br>A question was asked about maintenance of the pipe taking water off the substation site to the Keswick crossroads as it was thought to be only 4 inches in diameter.<br>Mr D Barber explained it was a pumped main and should be adequate.<br>It was noted the newly planted bulbs on the common looked good.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |               |             |              |      |         |          |               |      |        |      |      |  |
| 22.                                                                                                                                           | <b>To agree agenda items for the annual general meeting and the annual parish meeting on 8<sup>th</sup> May 2025 at 7:00</b><br>To confirm the check on the defibrillator<br>To review and agree comments on any planning applications received<br><b>The meeting closed at 21:05 pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |               |             |              |      |         |          |               |      |        |      |      |  |
| Signed: Mr D Barber<br>Chairman to Swardeston Parish Council<br><a href="https://swardestonparish.gov.uk">https://swardestonparish.gov.uk</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |               |             |              |      |         |          |               |      |        |      |      |  |

## District Councillors' Report for Swardeston Parish Council – 10 April 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. Unfortunately, the total amount available remains at £1,000 per Councillor.

### Community Action Fund Grants

Another round of CAF grants has opened with total funding of £150,000 this year. Applications should be made via a District Councillor for amounts between £1,000 and £15,000. The closing date for applications will be mid-June. Applications are likely to be oversubscribed. 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 support. Interested organisations are encouraged to contact a Councillor at the earliest opportunity.

### New Nature Conservation Fund

The fund has been launched to make up to 5 awards 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
- A circular walk

Interested bodies should make an initial expression of interest to the Council as soon as possible. Applications close on 31 July.

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

### Devolution & Local Government Reform

At the South Norfolk full council meeting held on 18th March, members overwhelmingly voted in favour of undertaking further work to develop a two unitary model for Norfolk. One serving Norwich and East Norfolk, including Great Yarmouth and the other encompassing West Norfolk. It was agreed that this proposal meets government population requirements, avoids disrupting boundary changes and allows rapid, cost-effective implementation and minimum disruption to existing communities. This plan has now been submitted in line with the March 21st deadline. Final proposals need to be submitted in September 2025.

Feedback is expected from the Government in April or early May.

The Government's consultation on proposals for devolution in Norfolk and Suffolk is open until 13 April 2025. All residents are encouraged to respond.

Consultation form: <https://consult.communities.gov.uk/lggc/norfolk-and-suffolk-devolution-consultation/>

### Bob McClenning, Ian Spratt & Jim Webber

|                      | <b>Councillor Contact Details</b>                                                                                  |              |
|----------------------|--------------------------------------------------------------------------------------------------------------------|--------------|
| Cllr. Jim Webber     | <a href="mailto:jim.webber@southnorfolkandbroadland.gov.uk">jim.webber@southnorfolkandbroadland.gov.uk</a>         | 07394 323215 |
| Cllr. Ian Spratt     | <a href="mailto:ian.spratt@southnorfolkandbroadland.gov.uk">ian.spratt@southnorfolkandbroadland.gov.uk</a>         | 07554 668337 |
| Cllr. Bob McClenning | <a href="mailto:bob.mcclenning@southnorfolkandbroadland.gov.uk">bob.mcclenning@southnorfolkandbroadland.gov.uk</a> | 07769 030926 |