

Swanton Novers Parish Council

Minutes of the Parish Council Meeting held on Monday 16th June

2025 at 7.30pm

SWANTON NOVERS NEXT PARISH COUNCIL MEETING MONDAY 21st July 2025.

Councillors Present: Cllr. Chris Armstrong, Cllr. Delwyn Tilke, Cllr. Gary May, Cllr. Jenny Anderson, Cllr. Shaun Doncaster and Cllr. Virginia Riseborough.

2025/016

Apologies for absence – County Councillor Stefan Aquarone.

2025/017

- **To receive declarations of interest** – None

2025/018

Public Forum-

- No local parishioners were in attendance.

2025/019

Reports from District/County Councillors -

- District Councillor Mike Hankins attended the meeting and presented his report to the Parish Council.

2025/020

Matters arising from the meeting held on Monday 19th May 2025.

- All other matters are agenda items.

2025/021

- To sign as correct - The minutes from the Parish Council meeting held Monday 19th May 2025.
- The Minutes were signed as correct by the Chairperson, Parish Councillor Chris Armstrong, and the Parish Clerk Jason Crowe.

2025/022

Matters arising from correspondence.

- **No correspondence had been received.**

2025/023

Biodiversity Policy- Owl Boxes update.

- The Parish Council were updated with the good news that the Owl boxes that have kindly been donated to the Parish Council by a member of the public have now been purchased. These will shortly be put into position within the woodland and Astley Estate will be notified once the work has been completed. The boxes will be monitored to encourage Owls to nest in these to increase the population of the birds within the neighbourhood.

2025/024

Flooding/Drainage- St. Giles Road

- **Site visit by Chris Purvis from the North Norfolk District Council-** St. Giles Road was visited by Chris Purvis from NNDC and he was accompanied by Parish Councillor Gary May. The area around the entrance of The Old Rectory was surveyed regarding the culvert causing the flooding and drainage where there is a substantial drop in the road surface which causes a large amount of flooding when rainfall occurs.
- Chris Purvis agreed that the drains would need to be pumped out to clear the build-up of silt that had occurred within the drains, this would then be scheduled to be completed by NNDC on a 6 monthly rota to ensure that the drains remain clear of debris and blockages within the village.
- The area outside The Old Rectory will need to be repaired and Chris Purvis has confirmed that the drain and roadway would need to be raised to ease the flow of rainwater and raise the drain to cope with the water flow. Confirmation of these repairs would be made within the next few weeks.

2025/025

Review of Swanton Novers Parish Council Policies.

- The Parish Council reviewed the new Roles and Responsibilities Policy of the Parish Council and the Equality & Diversity Policy, the new set of orders were voted on by the Parish Council and were passed, these would be uploaded to the Parish Council website to allow the public to review the new policies.

2025/026

Affordable Housing update- Parish Councillor Gary May- Swanton Novers Community Land Trust

- Parish Councillor Gary May attended the meeting to update the Parish Council on the Affordable Housing project. The Parish Council stated that massive progress had been made since the start of the development and the initial foundations had

quickly been laid and the development was growing quickly and on time and as planned. More progress would be made at the next Parish Council meeting in July.

- Currently the new development has not been given a name at present, suggestions are being welcomed and has also been mentioned in the Village Newsletter.
- Concern was raised from the Parish Council regarding the proposed pathway that is planned from the back of the new development that has been submitted. The distance from the new buildings to the proposed new pathway was questioned to whether the new pathway would be possible and be positioned alongside the existing Church Lane.

2025/027

Planning.

Planning applications within the parish. NNDC Ref: PF/25/0871 Permeable off-street parking and charging point. Retaining wall and planting area to boundary.

- A planning consultation is required at No.6 The Close, The Street, Swanton Novers, Melton Constable, Norfolk, NR24 2QX.
- The Parish Council discussed the current planning application and agreed that there were no objections to the application submitted.

2025/028

Working groups – Update:

- **Communications – Cllr Chris Armstrong-** Village Newsletter. Chris Armstrong and Hazel Mindham are submitting content to Fakenham Prepress who print the village newsletter.
- **Governance structure – Policies, Cllr Jenny Anderson-** Policies are currently being reviewed by the Parish Council for ratification. The Equality & Diversity Policy and the Roles and Responsibilities Policy have been reviewed and voted on by the Parish Council and accepted by a unanimous vote, these will be then uploaded to the Parish Council website.

2025/029

Financial report and payments for approval.

- Parish Clerk presented the finances and the status of the Parish Council accounts.
- Authorise payments that are currently in need of approval.
- The annual AGAR Audit carried out by Mr. J Smallbones was completed and the Notice of Public Rights and Publication of the annual governance and accountability return date was announced and will commence from Tuesday 18th of June and will continue for 30 working days and ceasing on Monday 29th of July.

- The receipt for the first tranche payment of precept for the Parish Council for the new financial year has been received and will be credited to the Parish council in May/June 2025. The Precept will be a 5% increase on last year and in line with the increase in costs expected for the year ahead.

2025/030

Items from Councillors and registered electors to be considered for inclusion on the agenda for the next Parish Council Meeting.

- Dropped drain situated along St. Giles Road- Gary May to update on the progress being made between the PC and NNDC.
- Autumn Litter pick.

2025/031

- **Close Meeting**
- There being no other business the meeting closed at 8.45pm.

Chair

Date.....

Clerk.....