

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Clerk to the Council – Jim Graves C.Eng. M.I.E.T. D.M.S. M.C.M.I.
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MINUTES OF THE MEETING HELD ON May 20th.2026

Present: Mrs.Sue Darling (Chair) Mr.Steve Williams Mr.John Powles Mr.D.Harvey
Mr.C.Drayson Mrs.Helen Mutimer

In attendance: Mr.J.Graves – Clerk, Public – Six, Mr.Dave Thomas (NCC), Mr.Peter Bulman (BDC)

1. **Chairman** Mrs.Sue Darling was re-elected as chairman for 2026/2027 and signed the declaration of acceptance of office.
2. **Vice-Chairman** Mrs.Helen Mutimer was re-elected as vice-chairman for 2026/2027.
3. **Apologies for absence** received from Mr.Trevor Nelson
4. **Declarations of Interest** None
5. **Minutes** of the meeting on March 18th. were confirmed and signed.
6. **Reports** The Clerk reported that the specialist making the replacement benches had returned to work after major illness and delivery was anticipated in early June.
7. **Planning** 2026/1066 Swannington Hall – Alterations to extension. No objection.
2026/1112 Hall Farm Barns, Lt.Witchingham – Outline permission for three dwellings and access. Objection due to lack of access for construction traffic, possible capacity restraints on existing borehole and sewage treatment facility and impact on existing residents who had been expecting construction of the existing permission for one dwelling. It is also outside the current Local Development Plan.
8. **Commons** Mr.Williams gave his report detailing work carried out and work to be done during the year.
9. **Internal Audit** Mr.Dack had completed the internal audit and had found that the accounts were in order.
10. **Exemption Certificate** The Council authorised the Chairman to sign the exemption certificate for Councils with a turnover below £20,000 which did not then require an external audit.
11. **Annual Accounts**
 - a). The Council approved the Annual Governance Statement which was signed by the Chairman.
 - b). The Council approved the Annual Accounting statement which was signed by the Chairman.
12. **Swannington Play Area** A request had been submitted for grant aid to enable improvements to be made. The Council resolved to make a grant of £4,000 from accrued Community Infrastructure Levy funds.
13. **Correspondence** A letter from a resident in Upgate highlighted the recent mowing of verges and an area for car parking near the entrance to the common. The Clerk would reply confirming the verges were part of the highway and cut routinely by Norfolk County Council. The car park cutting was unauthorised and the Clerk would write to the resident concerned.
14. **Grants** The Council confirmed grants to the Swannington Play Area (£500) and to the Church for burial ground maintenance (£450)
15. **Finance** The Clerk had provided an update of the Council's financial balances.
Cheques signed at the meeting:

Norfolk Cons. Corps	Work on commons	£85.00
Nurture Landscapes	Mowing (inc.VAT)	£129.02
Norfolk PTS	Annual subscription	£76.32
Gallagher Insurance	Annual premium	£531.60
Swannington Play Area	Grant	£500.00
Swannington Church	Grant	£450.00
Swannington Play Area	Grant	£4,000.00
16. **Clerk's and Councillors' Reports** Since the Highway dept. refusal to consider priority signage at Alderford Bridge there had been a serious accident and also a collision causing

major damage to the bridge. The Clerk would write again to the highways engineer highlighting the renewed concern of local residents and the need to reconsider priority signage. He would also highlight the deteriorating headwalls at the bridge in Swannington.

17. The Next Meeting will be at Swannington Church on Wednesday July 15th. at 7.30 p.m.