



SWAFIELD AND BRADFIELD PARISH COUNCIL

NOTICE OF MEETING

4th November 2025

Dear Sir/Madam

You are hereby summoned to attend the Ordinary Council Meeting of Swafield and Bradfield Parish Council to be held at the Swafield Village Hall on **11th November 2025**, 7pm, for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Denise Revell

AGENDA

- 1. To receive Apologies for Absence**
 - a. To consider and agree apologies for absence
- 2. Declarations of Interest and requests for dispensations**
 - a. To consider and agree declarations of interest and requests for dispensations
- 3. Minutes of previous meetings**
 - a. a. To consider and agree the minutes of the meeting held on the **13th May 2025**
 - b. To consider and agree the minutes of the meeting held on the **12th August 2025**
- 4. Co-option**
 - a. To consider and agree applications for co-option onto the council
- 5. Chairman's Report**
- 6. Public Participation Time**

The meeting will be adjourned for a period of 15 minutes) to allow Members of the Public to speak, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.
- 7. Matters arising from previous meetings**

To report on progress on items from previous meetings. No decisions may be Taken

 - a. Land Registry Bradfield Common - ongoing, additional evidence provided to the Land Registry
- 8. Planning**
 - a. To note receipt of planning application appeal PF/24/2625 Lilac Cottage. This appeal has been refused by the District Council
 - b. Notification of Listing - Two First World War Pillboxes on Bradfield Common - Grade II Listing given

9. Finance

- a. To consider and agree the bank reconciliation of accounts
- b. To consider and agree the budget and agree the precept
- c. To consider and agree grant applications
- d. To consider and agree council's insurance renewal
- e. To consider and agree the Payments and Receipts

10. Policies, Documents, Communications and Training

- a. To consider and agree the council's IT Policy
- b) To consider and agree any actions relating to Assertion 10, new legislation for councils
- c) To consider and agree the council's Data Protection Policy
- d) To consider and agree the council's Data Retention Policy

11. To report any other business

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council

12. Correspondence

To consider any correspondence and agree responses thereto

- a. Email regarding the state of the line markings on the Swafield Roads

13. Date of the Next Meeting

To confirm that the date of the next meeting of the Parish Council will be held on
13th January 2026, 7pm, Swafield Village Hall