



# SWAFIELD AND BRADFIELD PARISH COUNCIL

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## MINUTES

**Parish Council Meeting held at 7:00pm on  
11th November 2025 in the Village Hall, The Street, Swafield**

**Those present:** Boris Konoshenko (Chairman), Timothy Payne, Sarah McClean, Josh Marshall, Michael Stone, John Amies

**Members of the Public:** 3

**1. To receive Apologies for Absence**

- a. To consider and agree apologies for absence  
All councillors were present

**2. Declarations of Interest and requests for dispensations**

- a. To consider and agree declarations of interest and requests for dispensations  
Cllr Payne, Cllr Kononshenko and Cllr Stone declared an interest in item 9c

**3. Minutes of previous meetings**

- a. To consider and agree the minutes of the meeting held on the **13th May 2025**

The minutes of the meeting were agreed and signed

- b. To consider and agree the minutes of the meeting held on the **12th August 2025**

The minutes of the meeting were agreed and signed at the meeting

**4. Co-option**

- a. To consider and agree applications for co-option onto the council  
No applications received

**5. Chairman's Report**

The Village Fete, Open Gardens and St Nicholas Church meetings were all well attended, It is hoped that the St Nicholas Arts Centre will be launched March 2026, fundraising will start this month,

The second SAM II has been delivered and will be installed as soon as the poles have been installed

**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.*

**County Councillor Ed Maxfield** has sent in his report, which is available on the council website, the County Council budget consultation is being undertaken. He still has money available in his local members highway fund for projects in the area. It was suggested to Ed that a village gateway is installed at the North Walsham side of the village, the clerk will liaise with Ed. The Norfolk Community Fund is open for applications, information available via Ed  
**District Councillor Peter Neatherway** spoke about the Local Government Reorganisation, which should be decided upon in the next few week. He also spoke about the problems with the current bin collections, and hoped that these problems would be resolved very soon. If parishioners experience any problems with their household bins, please contact him  
A representative from the Church spoke about the need for a water pipe to be installed from the village to the church and hoped that this work would be carried out soon

## 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

Noted

b. Notification of Listing - Two First World War Pillboxes on Bradfield Common - Grade II Listing given

Noted

## 9. Finance

a. To consider and agree the bank reconciliation of accounts

The bank reconciliation of accounts was agreed

b. To consider and agree the budget and agree the precept

The budget was discussed and it was agreed to increase the precept by 5% £???

c. To consider and agree grant applications

Three grant applications were received. The council agreed to donate £350 to the Church and another £350 towards the grass cutting on the village green

d. To consider and agree council's insurance renewal

The council agreed to renew their insurance with Zurich

e. To consider and agree the Payments and Receipts

The council agreed the following payments and receipts

PAYMENTS			
DATE	PAYEE	DESCRIPTION	AMOUNT
13.11.2025	Swafeld Village Hall	Hall Hire	£64.00
RECEIPTS			
DATE	PAYEE	DESCRIPTION	AMOUNT
22.09.2025	NNDC	Precept	£2,832.50

## 10. Policies, Documents, Communications and Training

a. To consider and agree the council's IT Policy

The council agreed to adopt the IT Policy

b) To consider and agree any actions relating to Assertion 10, new legislation for councils

The council reviewed the requirements for Assertion 10, new council legislation, and

Noted that the Clerk would be the Data Protection Officer for the Council

c) To consider and agree the council's Data Protection Policy

The Council agreed to adopt the Data Protection Policy

d) To consider and agree the council's Data Retention Policy

The Council agreed to adopt the 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*

None

## 12. Correspondence

*To consider any correspondence and agree responses thereto*

a. Email regarding the state of the line markings on the Swafeld Roads

Highways would be asked to re-paint the line markings

b. Request regarding the bus shelter roof. Cllr Payne would obtain quotes and the Clerk would apply for a grant to meet the cost

## 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, Swafeld Village Hall**

**Meeting Closed: 19:45**