

# SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

## NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend the Annual meeting of the Parish Council  
to be held in

**CHURCH FARM LITTLE WITCHINGHAM NORWICH NR9 5PA.**

on Wednesday 30 May 2018 to commence on the arising of the Annual Parish Meeting for  
the purpose of transacting the following business

## AGENDA

### WELCOME

1. **Nominations for and Election of Chairman of the Council and Declaration of Acceptance of Office**
  2. **Nominations for and Election of Vice Chairman**
  3. **To receive apologies for absence**
  4. **Declarations of Interest and Dispensations**
  5. **Report from the Honorary Treasurer, Swannington Charity for Relief of People In Need**
  6. **To appoint cheque signatories.**
  7. **To set details of the ordinary meetings for the ensuing year**
  8. **To receive approval of minutes of the meeting held on 21 March 2018**
  9. **To receive information on matters arising from the minutes not covered elsewhere on the agenda**
    - Village sign – SG/SW
    - Removal of telephone box near bus stop (scheduled for September) -TP
    - Reepham Road/Upgate junction drainage issues -TP
    - Pot Holes Church Lane - TP
    - Hall Road/Spring Lane Alderford junction drainage issues - TP
    - Station Road re-development. Communication with Cllr Woodbridge - MR
    - Broad Lane, School Road & Clay Lane 7.5t weight restriction in support of proposals for Felthorpe – TP
    - Lease for Play Area Committee to occupy PC owned land for play provision – SG
    - Easements for vehicular access on Upgate Common – MR
    - Hall Road & Reepham Road road signs reinstatement of ‘Alderford’ – TP
    - Communication to resident regarding scrub removal from Upgate Common – PK
    - Communication to Church regarding resolution in respect of grass cutting - PK
  10. **To adjourn the meeting to allow members of the public and Councillors with pecuniary interests to speak**
  11. **To receive a report from the police**
  12. **To receive any written or verbal reports from County & District Councillors**
  13. **Finance**
    - 13.1 – To receive confirmation of verification of invoices from cheque signatories
    - 13.2 – To confirm Bank Reconciliation
    - 13.3 – (i) Receipts. To note monies received
      - BDC Precept
- |              |                |
|--------------|----------------|
|              | £              |
|              | 4250.00        |
| <b>TOTAL</b> | <b>4250.00</b> |

(ii) Payments. To authorise schedule of payments	(*Retrospective)
	£
• Elec-Tech PAT*	18.00
• I Jolly. Grass cutting Commons*	197.50
• NPF. EER & EEE April 18 Conts*	52.05
• Clerk Salary April	170.84
• Nflk Cons Corps Jan – March Commons Tasks	42.50
• Clerk Salary May	549.06
• NPF EER & EEE May 18 Conts	189.70
• Clerk Expenses/reimbursements March - April 18	80.41
• TCV Mileage	26.52
• Nflk Wildlife Trust. Vet & farrier – ponies	1636.00
• Came & Co Ins renewal	621.42
• CGM. Church grounds April	128.23
• CGM. Play area grounds April	63.00
	<b>TOTAL 3775.23</b>

#### 13.4 – Annual Audit

- To receive and consider the Annual Internal Audit report
- To consider the internal control procedures and to review effectiveness
- To consider and approve the Annual Governance Statement (Section 1)
- To consider and approve the Accounting Statement (Section 2)
- To consider criteria for & exemption from a limited assurance review

#### 14. To receive any written/verbal reports from

- Clerk
- Chairman
- Members in respect of
  - Commons
  - Highways
  - Play Area
  - Footpaths
  - Planning

#### 15. To consider planning applications and matters as listed and/or planning applications or matters received after the agenda was published

15.1 – Applications. Unless otherwise stated applications are available to view online at

[www.broadland.gov.uk/plans](http://www.broadland.gov.uk/plans) by inserting the application number

- 20180444 – 8 Swan Close, Swannington.  
First floor extension over garage & two storey rear extension. Mr S Eames.  
To ratify response of ‘no objection’ decision taken outside of the meeting

#### 16. To receive correspondence and agree action and/or response

16.1 – To consider consultation Norfolk Access Improvement Plan (16 March - 15 June)

16.2 – To consider Donation request from Norfolk Age UK

16.3 – To consider renewal subscription NflkALC at a cost of £110.92

16.4 – To consider draft Complaints Policy

16.5 – To consider draft FOI – Publication Scheme

16.6 – To ratify Insurance Renewal 2018-2019

16.7 – To consider situation of PC owned tables and chairs currently stored in St Margarets Church

16.8 – GDPR

- To receive report following attendance at training seminar 25 April
- To consider matter of DPO
- To consider GDPR Policy
- To consider Privacy Statement

16.9 – To consider consultation BDC Gambling Policy Review

17. Exchange of Information
18. To confirm time, date and venue of next council meeting

**THE PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 10.**

*In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting informs the Council beforehand so appropriate arrangements can be made to facilitate the recording.*

.....Mrs Patricia Kirby.....

Dated 23 May 2018.

Clerk to the Council & Responsible Financial Officer

***Note to Members – Register of Members Interest.***

***Should any change need to be made to your declaration please be reminded that this should be actioned within 28 days of the change***

**List of correspondence not circulated at meeting 30 May 2018**

Community Action Norfolk's Events and Volunteering Opportunities Newsletter  
Reepham Life Newsletter No 99 & 100 101 102 103 & 104  
Community Action Norfolk's Funding News March 2018  
BDC Planning Enforcement update March & April 2018  
CIL Payments to Parishes to be made in April 2018 (N/A to SALW)  
Hornsea Project Three Broadland Parish Meeting Minutes 13/3  
Police & Crime Commissioner News up-date – March,, April & May 2018  
Norfolk Vanguard. Update April 2018

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[swannington-news.org](http://swannington-news.org)