

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

NOTICE OF MEETING AND SUMMONS TO ATTEND

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

ST MARGARETS CHURCH, SWANNINGTON

on Wednesday 19 September 2018 commencing at 7:30pm for the purpose of transacting
the following business

AGENDA

WELCOME

1. **To receive apologies for absence**
2. **Declarations of Interest and Dispensations**
3. **To receive approval of minutes of the meeting held on 18 July 2018**
4. **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
 - Station Road re-development - MR
 - Lease for Play Area Committee to occupy PC owned land for play provision – HM/SG
 - Easements for vehicular access on Upgate Common – MR/PK
 - Communication to resident regarding burning of scrub on Upgate Common – SW
 - Report on Bank Accounts – PK
 - Hornsea Project Three - Registration as an interested party – EJ
 - Norfolk Minerals & Waste – Objection to Site Allocation Min 48. – TP
5. **To adjourn the meeting to allow members of the public and Councillors with pecuniary interests to speak**
6. **To receive a report from the police**
7. **To receive any written or verbal reports from County & District Councillors**
8. **Finance**
 - 8.1 – To receive confirmation of verification of invoices from cheque signatories – to include those actioned following the last meeting
 - 8.2 – To confirm Bank Reconciliation
 - 8.3– (i) **Receipts.** To note monies received £

5. Parishioner use - tables & chairs	50.00
6. RPA. HLS Credit	2211.33
7. RPA. HLS Credit	1556.61
8. HMRC. VAT Claim 1 Apr 2017 – 31 March 2018	915.01

(ii) **Payments.** To authorise schedule of payments (*Retrospective)

22. Nflk Conservation Corps May – June 2018*	31.50
23. AJ Products. Table & Chairs storage trolley*	178.80
24. CGM. Grass Cutting Churchyard May*	149.05
25. CGM. Grass Cutting Play area May*	63.00
26. George Taylor. Upgate & Alderford Commons Tasks*	120.00
27. NPF. EER & EEE August 18 Conts*	53.08
28. Clerk Salary August	173.58
29. Aylsham Computers. Laptop repair	57.00
30. Ladywell Accountancy. 18/19 PAYE Provision	75.00

31. Clerk Salary September	173.38
32. NPF. EER & EEE Sept 18 Conts	53.08
33. HMRC PAYE Conts	26.60
34. ICO. Data Protection Fee	40.00
35. Clerk Expenses/reimbursements July - August 18	59.32

8.4 – To receive budget monitoring review for April – July

9. To receive any written/verbal reports from

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

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

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

www.broadland.gov.uk/plans by inserting the application number

- 20181316 – Hengrave Farm, Ketts Lane, Swannington
Entrance Porch.
To ratify response of ‘no objection’ decision taken outside of meeting
- 2018144 - Demolition of 4 Existing Units and Development of 10 Residential Units (Reserved Matters Application Following Outline Approval 20151644)
- 20181307 – Peacehaven, Fakenham Rd Attlebridge.
Removal of Hedgerow

10.2 – To note planning decision in respect of application 20181040

Bernard Matthews Plc - construction of a new 163sqm Plant Room - Proposed 17.5m x 9m Canopy Structure - External Roof Void Access Stair - Plant & Machinery associated with Plant Room - 10 No. Flues associated with 3 oven lines to replace existing oven lines, and associated works.

10.3 – Atlas Works Lenwade. To receive a verbal update following NCC Planning Regulatory Committee Meeting held 14 September 2018

11. To receive correspondence/administration and agree action and/or response

11.1 – To consider renewal of IT ‘Silver Support Contract’ at a cost of £65.00.

11.2 – To consider Police request for a ‘Police Liaison’ person

11.3 – Asset Register. To receive update on completion – template to appointed Cllrs as agreed 30 July (TP/TN/HM)

11.4 – To consider a contribution for renewal (£115) of Clerk membership to SLCC.

11.5 – To consider and adopt current Risk Assessment & Management

12. Exchange of Information

13. To confirm time and venue of next council meeting on

Wednesday 21 November 2018

THE PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 5.

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 12 September 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 19 September 2018

Collaborative Working agreement BDC & SNDC

Reepham Life Newsletter No 106, 107, 108, 109

BDC Planning Enforcement update July & Aug 2018

Vattenfall Norfolk Vanguard DCO accepted by Planning Inspectorate

Norfolk Vanguard Environmental statement omitted from application for DCO

NCC notification road closure 17 Sept Ketts Lane in the Parishes of Swannington and Little Witchingham due to carriageway patching (NTRO1638)

BDC notification approval granted for planning application 20181040 Bernard Matthews

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swannington-news.org