

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at
St Margaret's Church Swannington on Wednesday 16 January 2019 at 7.30pm.

Present

Mr Tim Praill – Chairman

Mr Steve Griggs

Mr Ed Jones

Mr Trevor Nelson

Mr Steve Williams

In Attendance

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer

Mr Greg Peck – Norfolk County Councillor – Reepham Division

1 Member of the Public

The Chairman opened the meeting and welcomed those present.

19/65 Apologies for Absence

Mrs Helen Mutimer – apologies received and accepted.

19/66 Declarations of Disclosable Pecuniary and other interests

None declared.

19/67 Minutes of the meeting held on 21 November 2018

The minutes, having previously been circulated, were approved and signed by the Chairman as a true record.

19/68 Information arising from the minutes

- Removal of telephone box. Scheduled for removal in March. Mr Griggs advised that this had been removed. Mr Praill confirmed he would contact Highways for the construction of the hardstanding. **Action TP**
- Laptop additional memory. Clerk to arrange for Mr Williams to take receipt of laptop as convenient. **Action PK/SW**
- Parish Ranger work undertaken during October visit. The clerk had contacted NCC but could not ascertain information. However members confirmed the tasks logged for both October and January visit had been undertaken.
- Lease for Play Area. A draft lease received yesterday. Mr Griggs had taken receipt of this and will take this forward.

19/69 Public Participation

On the proposal of the Chairman, seconded by Mr Williams it was **RESOLVED** that the meeting be adjourned to allow for public participation.



No representations received.

The Chairman gave thanks for attendance and the meeting was reconvened.

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Approved.....

Date.....

27/3/19

19/70 Report from Police to include Parish Crime Figures

Police not in attendance. A report had been received and the new approach was noted. The request for a police liaison person again did not receive any interest.

19/71 Reports from County & District Councillors

Mr Peck advised

The NWL options consultation is nearing an end. A decision is likely to be recommended to NCC in March.

In the absence of Mr. Woodbridge, he had nothing to report from BDC

19/72 Finance Matters

9.1 – Verification of invoices. Signatories confirmed the check and verification to date.

9.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to statements to 14 December 2018.

9.3 – Schedule of Receipts & Payments.

RESOLVED to accept income and expenditure as follows

Receipts	£
12. Barclays. Interest. Reserves	1.16
13. Barclays. Interest. Commons	12.10
14. Barclays. Inconvenience payment	100.00
15. UK Power. Wayleave	55.42
Payments.	
54. CGM. Grass Cutting Churchyard June*	101.90
55. I Jolly. Grass cuts 18/19 – Commons*	91.21
56. Signs Express. Info board for parish sign*	61.19
57. HMRC. Oct/Nov/Dec PAYE	26.40
58. NPF. EEE & EER Dec Conts	53.08
59. Cllr Griggs. Material & making cover for storage trolley	96.20
60. Keystone Castors. Replacement castors for storage trolley	57.38
61. Clerk. Dec salary	173.58
62. Nflk Conservation Corps. Uprate November tasks	19.50
63. NPF. EEE & EER Jan Conts	53.08
64. Clerk. Jan salary	173.58
65. Clerk. Expenses/reimbursements Nov - Dec 18	55.62

9.4 – Budget monitoring statement to 30 November 2018.

RESOLVED to accept.

9.5 – Draft budget & estimated Precept 2019/2020. In consideration of the Council reserves it was

RESOLVED to

- accept the budget figures subject to reducing the By-Election Fund to a maximum of £500 which subsequently removes the predicted expenditure.
- agree an 8.24% increase in the precept. This is a 7.57% increase on last years Band D based on a Tax Base for 2019/2020 of 163 properties.
- authorise the Clerk to submit the requirement to Broadland District Council of £4600 for 2019/2020

Approved.....

Date..... 17/3/19

Discussion took place in respect of the impact of a significant fly-tipping occurrence and it was with agreement to ascertain the cost for insuring this risk. Clerk to deal.

19/73 Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.
The logged complaint with Barclays Bank had been resolved and an inconvenience payment had been credited to the account. The mandate had not yet been received and this would be pursued.

The Chairman had nothing to report.

Commons: Written report received from Mr Williams. Noted.
The matter in respect of easements was taken forward by Mrs Mutimer and in her absence deferred to the next meeting.

Highways: 30mph sign had been replaced opposite Alderford Common.

Play Area: Written report received and noted.

Footpaths: A contractor had been sourced for the seasons strimming.

Planning: Reserved Matters Approval had been granted for Station Road development. A decision in respect of CIL is awaited.

19/74 Planning Applications

11.1 – Planning applications. None received

19/75 Correspondence

12.1 – NWL Route Options

RESOLVED Route D

12.2 – Commons Management Plan.

RESOLVED the draft plan will be presented to the council and then posted onto the website in an appropriate way.

12.3 – Asset Register.

RESOLVED to accept as presented with the addition of the cover for trolley purchased January 2019 for £96.20 and the Village sign info board purchased December 2018 for £50.99.

12.4 – Standing Orders.

RESOLVED to accept as presented

12.5 – BDC Public Spaces Protection Order. Noted

12.6 – Appointment of Internal Auditor for 18/19.

RESOLVED to continue with Mr Dack. Mr Nelson to secure this service. **Action TN**

12.7 – Donation to Pilgrim.

RESOLVED £150

12.8 – Clerks excess hours accrued regarding bank mandate.

RESOLVED 6 additional hours to be paid in line with contractual terms

12.9 – Annual Parish Meeting 2019.

RESOLVED to hold on Wednesday 20 March at 7.30pm in St Margarets Church. The Chairman will preside at the meeting.

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Approved.....

Date.....

17/3/19

19/76 Exchange of Information

Mr Griggs is managing the problems regarding the pollution in the ditch near the bus shelter and is in regular communication with BDC and The Environment Agency.


19/77 Next meeting

The next meeting would be held in St Margaret's Church, Swannington, on **Wednesday 20 March 2019** on the rising of the Annual Parish Meeting.

The Chairman gave thanks for attendance and closed the meeting at 8.29pm

NOTE

The meeting date for the next meeting has been re-arranged. This will now take place on WEDNESDAY 27 MARCH 2019 on the rising of the Annual Parish Meeting

Approved.....
Date..... 27/3/19