

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at
St Margaret's Church Swannington on Monday 8 July 2019 at 7.30pm.

Present

Mr Ed Jones – Chairman

Mrs Sue Darling

Dr Mark Hassall

Mrs Helen Mutimer

Mr Trevor Nelson

Ms Jayne Phillips

Mr Steve Williams

In Attendance

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

Mrs Mutimer as Vice Chairman of the Council opened the meeting welcomed those present and invited nominations for Chairman of the Council for the ensuing year.

22. Election of Chairman of the Council for the ensuing year

Mr Jones was nominated and there being no further nominations it was **RESOLVED** Mr Jones be appointed and holds the position of Chairman for the ensuing year.

Mr Jones signed the Declaration of Acceptance of Office in the presence of the Clerk and thanked members for his appointment.

23. Co-option for Parish Councillor

One vacancy remained for Swannington Ward following the election process and an application had been received. The applicant briefed on the content of their application.

RESOLVED to co-opt Ms Jayne Phillips to the position of Parish Councillor.

Ms Phillips signed the Declaration of Acceptance of Office in the presence of the Clerk.

24. Apologies for Absence

All members present.

25. Declarations of Disclosable Pecuniary and other interests

In respect of the minutes, reaffirmation of previous declarations from those present.

No further declarations.

No dispensation requests received.

26. Report from Swannington Charity for Relief of people in Need

Report received and noted. Mrs Darling as appointed member to the charity briefed the meeting on matters to date.

27. Minutes of the meeting held on 15 May 2019

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

28. Information arising from the minutes

- Lease for Play Area. This was still with Land Registry.
- Bank Mandate. Matters had not moved forward. The clerk's suggestion of obtaining a mandate direct from the mandate team was accepted. Clerk to deal.
It was with agreement Mr Nelson pursues with the established bank contact the outstanding situation of the inadequate administration and the inconvenience of the matter.

29. Public Participation

No attendees.

30. Parish Crimes

Nothing raised.

31. Reports from County & District Councillors

Mr Peck. No communication received.

Mr Bulman had given apologies for the meeting. No report supplied.

32. Finance Matters

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

11.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to statement to 14 June 2019.

11.3 – Schedule of Receipts & Payments.

RESOLVED to accept income and expenditure as follows

Receipts

	£
4. Barclays. Reserve Interest	6.36
5. Barclays. Commons Interest	9.81
6. RPA. HLS Agreement	1556.61

Payments.

11. Reepham Print. Swan Close Sewage leaflets	10.50
12. CGM. Playing field cut April	63.00
13. CGM. Churchyard cut April	128.23
14. Elec-Tech. PAT Tea urn	29.70
15. Came & Co. 19/20 Ins	409.80
16. NflkALC. 19/20 subscription	113.04
17. HMRC. April – June PAYE	228.00
18. PLG. Commons repair	104.07
19. NPF. June Conts	194.16
20. Clerk. June salary	529.28

Approved.....
Date..... 4/9/19

21. TCV. Mileage Alderford	20.28
22. Nflk Conservation Corps. April- June tasks	30.00
23. Clerk. Contractual & admin expenses May & June	84.62

33. Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken. The year end package had been submitted to the external auditor and confirmation received. Relevant documents had been added to the website in line with compliance with transparency legislation.

Chairman: Nothing to report

Finance: Nothing to report.

Commons: Written report received from Mr Williams.

- Tentative advice in respect of the management plan is that there may be an opportunity to extend the current plan again. It was confirmed the draft plans which are currently with Natural England will be confidential until approved.

Highways: Little Witchingham is being used as a rat run.

Footpaths: Dr Hassall had received a briefing to assist with lead duties.

Planning: Nothing to report.

34. Planning Applications

18.1 – Planning applications. None received.

35. Correspondence

14.1 – Annual Parish Meeting held 27 March 2019 noted.

14.2 – Replacement notice board. This was ongoing and deferred to next meeting.

14.3 – Tree safety audit. Mr Williams briefed on his provided report. There is no liability on the Commons as this is open access however liability is on the footpaths.

RESOLVED to engage Mr Will Stewart to undertake a tree safety audit along footpaths of both commons at a total cost of £400. Mr Williams to take this forward.

14.4 – Vehicular easements on Upgate Common. This is ongoing and will be an agenda item for the next meeting.

14.5 – Insurance Renewal 2019/2020.

RESOLVED to ratify recommendation for renewal at a cost of £409.80

14.6 – IT renewal support package. It was with agreement this was not required.

14.7 – Member lead remit. Much discussion took place. It was agreed those members with lead responsibilities would identify tasks and for this to be revisited at the next meeting. Dr Hassell would discuss the matter of footpath strimming with the engaged provider.

14.8 – Asset Register. Mr Nelson briefed the meeting on the updated document.

RESOLVED to accept as presented.

14.9 – Parish Partnership Scheme 2020/2021. It was with agreement not to bid for 20/21.

36. Exchange of Information

None.

37. Next meeting

The next meeting would be held in **St Margaret's Church, Swannington, on Wednesday 4 September 2019 at 7.30pm**

The Chairman gave thanks for attendance and closed the meeting at 8.42pm

Approved.....
Date..... 4/9/19