

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at
St Margaret's Church Swannington on Wednesday 27 March 2019 at 7.50pm.

Present

Mr Tim Prail – Chairman

Mrs Sue Darling

Mr Steve Griggs

Mr Ed Jones

Mrs Helen Mutimer

Mr Trevor Nelson

Mr Steve Williams

In Attendance

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer
3 Members of the Public

The Chairman opened the meeting and welcomed those present.

19/78 Apologies for Absence

All members present.

19/79 Co-option for Parish Councillor

One application had been received and the applicant was invited to brief on their application.

On the proposal of the Chairman, seconded by Mr Williams it was
RESOLVED to co-opt Mrs Sue Darling to the position of Parish Councillor.
Mrs Darling signed the Declaration of Acceptance of Office.

19/80 Declarations of Disclosable Pecuniary and other interests

None declared.

19/81 Minutes of the meeting held on 16 January 2019

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

19/82 Information arising from the minutes

- Hardstanding near bus stop. This had now been completed.
- Laptop additional memory. This had been completed.
- Lease for Play Area. Agenda item.
- Engagement of Internal Auditor. Mr Nelson confirmed this had been secured.

19/83 Public Participation

On the proposal of the Chairman, seconded by Mr Jones it was
RESOLVED that the meeting be adjourned to allow for public participation.
No representations received.

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Approved....

Date.....

15 / 5 / 19

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

19/84 Report from Police to include Parish Crime Figures

Police had advised attendance would be later in the meeting.

19/85 Reports from County & District Councillors

Mr Peck. No communication received.

Mr Woodbridge. No communication received.

19/86 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 15 February 2019.

9.3 – Schedule of Receipts & Payments.

RESOLVED to accept income and expenditure as follows

Receipts

	£
16. RPA. HLS Agreement	518.89

Payments.

66. NPF. Feb 2019 EEE/EER Conts*	74.91
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67. Hansells. Play area lease completion*	1475.40
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68. Hansells. Play area Land registration*	691.00
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69. Clerk. Feb Salary	520.43
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70. Pilgrim. Donation for website	150.00
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71. Swannington Play Area Ltd. Donation of CIL income	168.72
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72. George Taylor. Scrub clearance Ugate	575.00
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73. Clerk. March salary	182.38
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74. NPF. March 2019 EEE/EER Conts	53.08
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75. TCV. Mileage Alderford	20.28
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76. Clerk. Expenses/reimbursements Jan – Feb 2019	72.15
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9.4 – Draft Financial Reserves Policy

RESOLVED to adopt.

19/87 Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.

The bank mandate had not yet been received and a further complaint has been lodged.

Mr Nelson to contact the bank if no resolve within a week.

The Chairman reported the play area lease had finally been completed and was currently with land registry.

Commons: Written report received from Mr Williams. Noted.

Discussion took place regarding grazing on Alderford Common.

The matter in respect of easements was taken forward by Mrs Mutimer and is ongoing.

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Approved.....

Date.....

15 / 5 / 19

Highways: It was noted an increase in HGVs probably due to recent temporary closure of Felthorpe Road.

Play Area: Grants will applied for following the lease completion.

Footpaths: The services of a contractor had now been secured for the season's strimming. Colin Tuthill has accepted engagement at the required specification at the National Minimum Wage rate of £8.21per hour.

Planning: Station Road was ongoing. Nothing further to report..

19/88 Planning Applications

11.1 – Planning applications.

C/5/2018/5004 – Attlebridge: Attlebridge Quarry, Reepham Road.

Proposed extraction of sand and gravel with progressive restoration to Heathland: Cemex Materials UK Ltd.

In line with the response deadline the concern was made in respect noise impact on surrounding houses resulting from the installation of a dry screen processing plant.

RESOLVED to ratify

11.2 – Orsted and Vattenfall 'a radical rethink' alternative proposal letter. The chairman and Mr Jones briefed on matters to date. It was noted the suggestion of an offshore ring main had been muted a few years ago however due to the smaller scale of projects this was not economical at that time. While it was considered possibly too late for a direction change it was with agreement to co-sign the letter.

19/89 Correspondence (part)

12.1 – Commons Management Plan. The draft plans are currently with Natural England for comment.

RESOLVED to accept invoice for interim payment of £1000.00

At this point PC Colin Bailey arrived at the meeting and the Chairman invited his report.

19/90 Report from Police

PC Bailey supplied contact details for the Reepham Safer Neighbourhood Team and for the forthcoming SNAP meeting on 24 April. He explained the current work procedure of no longer being dedicated to one parish and although he is a beat manager he is still a police officer and so can support matters in other areas if need. The way forward to access crime figures is via Police UK website which gives details of crimes in the area accessed. He is contactable for clarity on listed crimes if required and if work pattern permits he will attend meetings but there is no obligation to do so. Reporting of crimes must be via number 101 for proper recording or 999 in an emergency. It was noted future meetings would not receive a report from the police.

19/91 Correspondence (part)

12.2 – Broadland Tree Warden donation. It was with agreement there is no provision to donate at this time

12.3 – Carers Matters. Noted.

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12.4 – Fly tipping Insurance. The response that no cover from Came & Co is provided or available at an added cost was noted.

12.5 – Contracted hours of the Clerk

RESOLVED to increase to 260 hours per annum.

12.6 – Swannington Play Area.

RESOLVED to ratify

- removal of BDC Community Assets Register registration
- signing of the lease by Mr Prail and Mr Jones

12.7 – Station Road lighting.

RESOLVED not to install street lighting on the development

12.8 – Footpath strimming. The Chairman requested ratification for the engagement of the contractor as referred to in the footpath report.

RESOLVED to ratify

19/92 Exchange of Information

Mr Griggs advised he is happy to continue to manage the tables and chairs upon cessation of office.

Mr Nelson to source costs for replacement notice board on Swannington Common. To be an agenda item for the next meeting.

19/93 Next meeting



The next meeting would be held in St Margaret's Church, Swannington, on **Wednesday 15 May 2019** at 7.30pm

The Chairman gave thanks for attendance and closed the meeting at 8.41pm

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Approved.....

Date.....



15/5/19.