

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

**Minutes of the meeting of the Parish Council held at
St Margaret's Church Swannington on Wednesday 20 November 2019 at 7.30pm.**

Present

Mr Ed Jones – Chairman

Mrs Sue Darling

Dr Mark Hassall

Mrs Helen Mutimer

Ms Jayne Phillips

Mr Steve Williams

In Attendance

Mr Peter Bulman – Broadland District Councillor – Gt Witchingham Ward
PC Colin Bailey – Beat Manager Norfolk Police
Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer
10 Parishioners

The Chairman opened the meeting and welcomed those present.

53. Apologies for Absence

Mr Trevor Nelson – apologies received and accepted

54. 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.

55. Minutes of the meeting held on 4 September 2019

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

56. Information arising from the minutes

- Lease for Play Area. Land registry had been completed and the original signed lease by SPAL had now been received.
- Bank Mandate. Despite following bank process a new mandate is now required due to the number of changes. This has been prepared for signing and re-submitted.
- Bank inconvenience matters. This will be dealt once the mandate is confirmed.

Action PK

Action TN

14

Approved.....

Date.....15/11/20

57. Public Participation

Representations were made in respect of an email sent to the Parish Council following a Parishioners' Meeting 11 November 2019.

The Chairman stated this would be an agenda item for discussion at the next meeting.

At this point Ms Phillips indicated concern at her name being appended to the email without permission and was of the view inclusion perceives to be in support of the document. She was further of the view it was not understood that an approach would be made to the Parish Council.

The Chairman encouraged support and attendance with respect to volunteer tasks and gave thanks for attendance and the meeting was reconvened.

58. Parish Crimes

PC Bailey advised there are no trends and this is a low rate crime area so not visible in the area. He advised the meeting to be security conscious.
Nothing raised.

59. Reports from County & District Councillors

Mr Peck had given apologies for the meeting. No report received.

Mr Bulman gave a verbal report. BDC & SNDC collaborative working is nearing completion.

60. Finance Matters

8.1 – Verification of invoices. Mr Nelson had confirmed the check and verification to date.

8.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to statement to 13 September 2019.

8.3 – Schedule of Receipts & Payments.

RESOLVED to accept income and expenditure as follows

Receipts

	£
12. Barclays. Reserve Interest	6.34
13. Barclays. Commons Interest	10.03

Payments.

33. Clerk. Contractual & admin expenses July & August	56.75
34. HMRC. July/Aug/Sept PAYE	276.80
35. NPF. Sept conts	82.99
36. Clerk. Sept salary	229.10
37. TCV. Alderford mileage	20.28
38. M Pearce. Repair & enlarge Alderford NB.	85.00
39. NPF. Oct conts	82.99
40. Nflk Conservation Corps. Jul – Sept tasks	31.50
41. SLCC membership contribution	52.00
42. Clerk. Oct salary	229.10
43. ICO. Data protection fee renewal	35.00
44. Clerk. Contractual & admin expenses Sept & Oct	63.54

8.4 – Payment of ICO annual fee by Direct Debit from 2019.

RESOLVED to ratify

Approved.....
Date..... 15/11/20

61. Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.
The notice board opposite Alderford Common was in need of repair so in conjunction with the Chairman the opportunity was taken to make larger. The cost is as approved.

Chairman: Nothing to report

Finance: Current matter is the mandate and it was noted Mr Griggs is still signing cheques as previously agreed.

Commons: Written report received from Mr Williams.
The boardwalk which is not on the official public footpath map is an issue as this is constantly in need of repair with the alternative to remove completely. This matter to be an agenda item for the next meeting.

Highways: Nothing to report.

Footpaths: Nothing to report.

Planning: Nothing to report.

62. Planning Applications

10.1 – Planning applications.

20191460 - Brumble Cottage, Upgate, Swannington

Demolition of Existing Dilapidated Single Garage & Replacement with Double Garage

20191465 - Chapel Cottage, 1 The Street, Swannington

Rear Single Storey Extension

RESOLVED to ratify no objection to the above applications.

10.2 – Norfolk Minerals and Waste Local Plan: Preferred Options Consultation.

The consultation was noted and

RESOLVED to ratify no representations made

10.3 – Dudgeon and Sheringham Shoal Offshore Wind Farm Extensions - EN010109

The consultation was noted and

RESOLVED to ratify no representations made

63. Correspondence

11.1 – Replacement notice board for Upgate Common.

RESOLVED to ratify the purchase.

11.2 – Vehicular easements on Upgate Common. Research had not been conclusive.

It was with agreement to contact solicitors to ascertain cost for a search and gain member acceptance to instruct. Mrs Mutimer to take this forward. **Action HM**

11.3 – Member lead remit. Amends were agreed to the prepared draft. Mr Williams and Dr Hassall to present the Commons section to the next meeting for agreement.

Action SW/MH

11.4 – Expenses Policy.

RESOLVED to adopt as presented.

11.5 – Local Government Boundary Commission. Noted.

11.6 – NCC Consultation Norfolk Fire & Rescue Service Risk Management Plan. Noted

11.7 – Bagot Goats. This had not been taken further. Deferred to the next meeting

15/11/20

11.8 – Commons Reports. It was with agreement the reports as provided are adequate.
11.9 – Uppate and Alderford Common HLS agreements. Signing to allow funding of existing agreements and associated funding for a further year (from 01/06/20 until 31/05/2021)
RESOLVED to ratify
11.10 – NPF. Valuation exercise and draft Funding Strategy Statement. Noted

64. Exclusion of Press & Public

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of agenda item 12.1 in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal nature of the business to be transacted and to deal after the item that confirms details of the next meeting.

65. Exchange of Information

None.

66. Next meeting

The next meeting would be held in **St Margaret's Church, Swannington, on Wednesday 15 January 2020 at 7.30pm**

The Chairman gave thanks for attendance and closed the meeting to the press and public at 8.36pm

Confidential item

67. 12.1 – Engagement for strimming footpaths. Dr Hassall advised the volunteer work would not now be undertaken until the next cutting season. Should any work need attention before then he would do this himself.
Dr Hassall to re-address in readiness for the next season. **Action MH**

Meeting closed at 8.45pm.

Approved.....
Date..... 15/1/20