

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at  
St Margaret's Church Swannington on Wednesday 4 September 2019 at 7.30pm.

Present

Mr Ed Jones – Chairman

Mrs Sue Darling

Dr Mark Hassall

Mr Trevor Nelson

Ms Jayne Phillips

In Attendance

Mr Peter Bulman – Broadland District Councillor – Gt Witchingham Ward  
Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer  
11 Parishioners

The Chairman opened the meeting and welcomed those present.

38. Apologies for Absence

Mrs Helen Mutimer & Mr Steve Williams – apologies received and accepted

39. 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.

40. Minutes of the meeting held on 8 July 2019

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


41. Information arising from the minutes

- Lease for Play Area. This was still with Land Registry.
- Bank Mandate. A completed mandate sent to the bank had been returned for supporting personal information. This will be obtained and re-submitted. **Action PK**
- Bank inconvenience matters. This will be dealt once the mandate is confirmed.

42. Public Participation

Representations were made in respect of  
- commencing a consultation on the Commons draft management plan.  
The Chairman assured attendees that when change occurs the public would be consulted.  
- a circulated Commons Biodiversity report.  
The Chairman advised he was unaware of such a report.  
- vehicle speeds regularly in excess of 30mph.  
The Chairman gave thanks for attendance and the meeting was reconvened.

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Approved.....

Date..... 20/11/19

**43. Parish Crimes**

Nothing raised.

**44. Reports from County & District Councillors**

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

Mr Bulman gave a verbal report. BDC is working with SNDC in respect of collaborative working. In respect of the NDR and the Western Link he is happy to receive and take issues to NCC.

**45. Finance Matters**

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

8.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to statement to 15 August 2019.

8.3 – Schedule of Receipts & Payments.

**RESOLVED** to accept income and expenditure as follows

**Receipts**

	£
7. RPA. ES Payment	2948.45
8. RPA. HLS Payment	518.89
9. SPAL. Legal fees contribution	618.00
10. SPAL. Lease of land rent 19/20	1.00
11. HMRC. VAT Claim 1 April 2018 - 31 March 2019	593.38

**Payments.**

24. CGM. Churchyard grounds contribution	128.23
25. CGM. Churchyard grounds Contribution	128.23
26. CGM. Play area grounds - May	63.00
27. CGM. Play area grounds – June	63.00
28. Clerk. July salary	529.08
29. NPF. July contributions	194.16
30. Ask George. Treatment to Commons	87.00
31. NPF. Aug conts	155.07
32. Clerk. Aug salary	423.75

8.4 – Budget monitoring statement April - July 2019.

**RESOLVED** to accept

**46. Reports from Clerk Chairman & Members**

The Clerk briefed members on administration work undertaken.

Communication had been received from NPF regarding payment of pension contributions electronically. This would therefore need to be a consideration within the Financial Regulations next review.

Clarion, the developers of Station Road had advised work should start the end of September or beginning of October, the delay has been due to bats.

Chairman: Nothing to report



Finance: Current matter is the mandate and as previously advised pursuing a complaint will be dealt once the mandate is confirmed.

Commons: Written report received from Mr Williams.  
Dr Hassall

- had enquired and received an offer for locating bagot goats on Alderford Common. Consideration of this to be an agenda item for the next meeting. Dr Hassall to supply documentation to support the consideration.  
- stated any RPA funding will need to have a signed agreement and parishioners will need to be included as they are stakeholders  
- considers the reports provided to each meeting need to contain a lot more information on future tasks and for the priority of tasks to be a decision of the council. The Chairman advised the tasks are as detailed in the Management Plan however this concern to be discussed as an agenda item for the next meeting.

Highways: Little Witchingham rat running is continuing however the identified company has given assurances this has been addressed with drivers.

Footpaths: Written report received from Dr Hassall. The clerk queried the content of the report which was written under the heading of Nature Notes as being the view of the council. She explained members need to be aware of the difference between personal view and the view of the council and in this respect the report was expected to be received in a format similar to the commons report. The meeting received assurance from Dr Hassall this was a report to council and not a public document.

Planning: Nothing to report.

#### 47. Planning Applications

10.1 – Planning applications.  
**20191005 - Upgate Cottage, Upgate, Swannington.**  
Proposed Oak Framed Lean -To Garage  
**RESOLVED** to ratify no objection.

#### 48. Correspondence

11.1 – Replacement notice board for Upgate Common. Mr Nelson to pursue costs for a board the same size as that at the bus shelter for consideration at the next meeting.

**Action TN**

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

**Action HM**

11.3 – Member lead remit. The prepared draft is work in progress however the format was agreed in principle. To be further considered at the next meeting.

11.4 – Contribution to Clerk membership SLCC.

**RESOLVED** to contribute £52.

11.5 – BDC Design & Enhancement Awards. This was noted.

11.6 – Data Protection.

(i) Information Audit

(ii) Privacy Statement

(iii) GDPR Policy

**RESOLVED** to adopt as presented.

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Approved.....

Date..... 20/11/2019

11.7 – Risk Assessment & Management Document  
**RESOLVED** to adopt as presented.

**49. 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.

**50. Exchange of Information**

None.

**51. Next meeting**

The next meeting would be held in **St Margaret's Church, Swannington, on Wednesday 20 November 2019 at 7.30pm**

**The Chairman gave thanks for attendance and closed the meeting to the press and public at 8.40pm**

**Confidential item**

**52. 12.1 – Engagement for strimming footpaths.** Dr Hassall briefed members on discussions he had with a possible volunteer. It was with agreement that this approach is pursued and an indication of the time being offered gained. It was noted that the Expenses Policy would need to be amended to include appointed volunteers and this would be a matter for the next meeting. Dr Hassall to continue to pursue the approach.

**Action MH**

**Meeting closed at 8.55pm.**

Approved.....  
Date.....  
20/11/19