

**Minutes of the meeting of the Parish Council held on
Wednesday 18 November 2020 at 7.30pm.**

The meeting was held online via Zoom under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Present

Mr Ed Jones – Chairman

Mrs Sue Darling

Mrs Helen Mutimer

Mr Trevor Nelson

Mr Steve Williams

In Attendance

Mr Greg Peck – Norfolk County Councillor – Reepham Division

Mr Peter Bulman – Broadland District Councillor – Gt Witchingham Ward

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

No other attendees

The Chairman opened the meeting and welcomed those present.

41. Apologies for Absence

Dr Mark Hassall & Ms Jayne Phillips– apologies received and accepted

42. Declarations of Disclosable Pecuniary and other interests

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

Mr Ed Jones – planning application 20201592 & 20202120

Disclosable Pecuniary Interest - applicant

No further declarations.

No dispensation requests received.

43. Minutes of the meeting held on 16 September 2020

The minutes, having previously been circulated, were approved and will be signed by the Chairman as a true record at the next face to face council meeting.

44. Information arising from the minutes

- White line reinstatement on School Road. Reinstating not yet actioned. Mr Williams will monitor and remind as need. **Action SW**
- Strimming/cutting costs of identified footpaths on Council owned land. This was ongoing due to member unavailability. **Action JP**
- Terms of Reference amendment regarding cutting/trimming footpaths. This will follow upon agreement of identified footpaths. **Action PK**
- Website Accessibility Statement. The matter needs to be completed with input from the website administrator and is ongoing. **Action PK**

45. Public Participation

No attendees.

46. Parish Crimes

Reference was made to local crimes which had been recorded.

47. Reports from County & District Councillors

Mr Peck gave a verbal report. He updated the meeting on local COVID matters in the county. He also advised he was addressing cabling matters regarding the offshore windfarm projects.

Mr Bulman gave a verbal report. He referred to the Greater Norwich Local Plan and the results of the consultation which should be available by the next meeting and encouraged members to focus on this.

48. Finance

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

2. Bank Reconciliation. The Chairman confirmed the reconciliation to statement to 15 October 2020.

3. Schedule of Receipts & Payments.

RESOLVED to accept income and expenditure as follows

Receipts

9. BDC. Member Ward Grant re SPAL refurb (Offset against payt vch 40)	£ 500.00
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Payments.

33. CGM. Play Area September grounds	63.00
34. Ladywell Accountancy. PAYE provision 20/21	75.00
35. Norfolk Conservation Corps. July – Sept tasks	15.00
36/37. Clerk. Sept salary	500.09
38. NPF. Sept conts	150.83
39. CGM. Play Area October grounds	63.00
40. Biffa Waste Services. Grant (TPC) SPAL Play area refurb	584.87
41. NPF. Oct Conts	86.76
42/43. Clerk. Oct salary	287.68
44. H Jones Farms. Removal boardwalk Upgate Common	1332.60
45. Elec-Tech. PAT water boiler	45.00
46. Clerk. Sept & Oct Contract & admin expenses	64.90
47. SLCC. Contribution membership 21/22	53.66

4. Budget monitoring statement April – September 2020.

RESOLVED to accept

49. Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.

- the precept requirement had just been received from BDC with a deadline of mid January. BDC will be informed the requirement will be submitted by the end of January.

Chairman: Advised Mr Steve Griggs had laid the Remembrance Wreath on behalf of the PC.

Finance: Mr Nelson informed he had spoken in depth with the clerk and gave assurances all financial matters are in order.

Commons: Written report received from Mr Williams. Noted.

Reference was made to regular use of motorcycles on the common which appear to not be legal due to no number plates. Mr Jones to report this to the police via 101.

Highways: Mr Jones encouraged individual reporting via the highway reporting form on NCC website

Footpaths: Nothing to report. Mr Williams confirmed paths on Alderford common are accessible.

Planning: Nothing to report.

50. Planning Applications

Mrs Mutimer as Vice Chairman took the Chair due to the declaration of interest made by Mr Jones who left the meeting via the waiting room.

Planning applications. Mrs Darling confirmed neighbouring residents had been notified and no communications had been received

20201592 - Hall Farm Reephams Road Little Witchingham.

Conversion of barns to 5 dwellings with associated landscaping and parking.

20201902 – Heartlands Uppgate Swannington

Demolition of single storey extension to be replaced by two-storey extensions. Rear single storey extension and new garage and turning area at front of the house.

20202120 - Field adjacent to Church Road Little Witchingham

Removal of 200m hedge and replant increasing length along west boundary

RESOLVED no objection to the above applications.

The clerk reminded application 20201592 was for comment by 25 September and was to be a matter for ratification of the decision taken mid meeting and therefore it may be that BDC may not record the PC view.

51. Correspondence

1. Uppgate Common Boardwalk Consultation. It was noted this to be dealt with at the next face to face meeting. It was further noted the deferring gives an opportunity for comparison without the boardwalk in place.

2. Rights for Use of Uppgate & Alderford Commons. It was **RESOLVED**

(i) the parish council support's the use of the commons as set out in the Commons Subcommittee Meeting document dated 8/10/01, subject to

- any actions not being at odds with the Council's legal obligations with respect to the designation of both commons as Sites of Special Scientific Interest or where such use would be at odds with the principles of management under which the council obtains funding for maintenance of the commons.
- any mention of Manorial Rights is subject to agreement from the current holder of such rights at any particular time.

It was noted the permission from the Lord of the Manor to the Council for the exercise of his rights to fell trees greater than 6 inches quarter girth was ongoing.

(ii) to review the above resolution and confirm every four years unless circumstances change in the interim period.

3. Alderford Church. The Chairman informed he had spoken to the writer and it was understood informing the Council was part of a process being undertaken by the Church. The information was noted.

4. Swannington PCC Carol Service.

RESOLVED to ratify permission subject to confirmation of a Risk Assessment.

5. SPAL Grant.

RESOLVED to ratify £84.87 being the shortfall in funds following receipt of £500 Member Grant

6. NCC Budget Consultation. The possibility of passing obligations down to the hierarchy and the subsequent impact on the PC was noted.

7. Alderford Common defective rabbit fence. It was understood this fence had been put in place by the PC about 20 years ago and borders neighbouring arable land. Mr Williams commented that parts of the fence which forms the grazing land on the Common may need attention but fencing either side is not required on the basis it is illegal to fence commons. The view was therefore that the fence either side of the grazing land was the responsibility of the adjacent landowner and not the PC.

Mr Jones would liaise with the enquirer and report back to the next meeting. **Action EJ**

8. Draft Financial Regulations. These had not been completed and it was agreed to receive these as soon as possible for decision at the next meeting.

52. Exchange of Information

None.

53. Next meeting

The next meeting would be held in **St Margaret's Church, Swannington, on Wednesday 20 January 2021 at 7.30pm**

The Chairman gave thanks for attendance and closed the meeting at 8.15pm