

# SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

## NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend the meeting of the Parish Council  
to be held in  
the Church Room, St Margaret's Church, Swannington  
on Wednesday 17 January 2018 commencing at 7:30pm for the purpose of transacting the  
following business

## AGENDA

### WELCOME

1. To receive apologies for absence
2. Declarations of Interest and Dispensations
3. To receive approval of minutes of the meeting held on 22 November 2017
4. To receive information on matters arising from the minutes not covered elsewhere on the agenda
  - Bus Shelter - SG
  - Village sign – SG/SW
  - Removal of telephone box -TP
  - Reepham Road/Upgate junction drainage issues -TP
  - Hedge near bridge in need of attention (previously listed as 'Highways') – HM
  - Hedge Clay Lane - TP
  - Pot Holes Church Lane – TP
  - Hall Lane/Spring Lane Alderford junction drainage issues - TP
  - Station Road re-development. Communication with Mr Woodbridge - MR
5. To adjourn the meeting to allow members of the public and Councillors with pecuniary interests to speak
6. To receive a report from the police
7. To receive any written or verbal reports from County & District Councillors
8. Finance
  - 8.1 – To receive confirmation of verification of invoices from cheque signatories
  - 8.2 – To confirm Bank Reconciliation
  - 8.3 – (i) Receipts. To note monies received

	£
• Bank Interest (Deposit)	0.41
• Bank Interest (Commons)	3.59
• Wayleave	55.42
TOTAL	<b>59.42</b>

(ii) Payments. To authorise schedule of payments	(*Retrospective)
	£
• Clerk Salary Nov	174.16
• Clerk Salary Dec	189.25
• Clerk Expenses/reimbursements	148.68
TOTAL	<b>512.09</b>

- 8.4 – To consider draft Budget & estimated Precept 2018/2019

9. **To receive any written/verbal reports from**
  - Clerk
  - Chairman
  - Members in respect of
    - Commons – to include discussion on boardwalk remedial work
    - Highways
    - Play Area
    - Footpaths
    - Planning
10. **To consider planning applications and matters as listed and/or planning applications or matters received after the agenda was published**
  - 10.1 – Applications. Unless otherwise stated applications are available to view online at [www.broadland.gov.uk/plans](http://www.broadland.gov.uk/plans) by inserting the application number
    - None received
  - 10.2 – To consider Greater Norwich Local Plan Regulation 18 Consultation
11. **To receive correspondence and agree action and/or response**
  - 11.1 – To consider Management Proposal for Alderford Common & Upgate Common. As permitted by Financial Regulation 11.1(a)(ii) contractual procedures are not applicable for this specialist service
  - 11.2 – NCC Budget Proposal Consultation. To ratify response. (Email to members 11 Dec 2017)
  - 11.3 – To consider local keyholder for Upgate Common notice board
  - 11.4 – To consider renewal of membership of Norfolk Playing Fields Association (NPFA) at a cost of £20 per annum 1 April – 31 March
  - 11.5 – BDC Annual Town & Parish Meeting 24 January 2018. To ratify member Attendance. (Email to members 18 Dec 2017)
  - 11.6 – To consider condition of footpaths (Cllr Griggs)
  - 11.7 – To consider Natural England additional requirement for VAT claims
  - 11.8 – To consider appointment/continuation of Internal Auditor for 2017/2018
12. **Exchange of Information**
13. **To confirm time, date and venue of next council meeting**

**THE PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 5.**

*In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting informs the Council beforehand so appropriate arrangements can be made to facilitate the recording.*

.....Mrs Patricia Kirby.....

Dated 10 January 2018.

Clerk to the Council & Responsible Financial Officer

**Note to Members – Register of Members Interest.**

**Should any change need to be made to your declaration please be reminded that this should be actioned within 28 days of the change**

**List of correspondence not circulated at meeting 17 January 2018**

Hornsea Project Three. Phase two Consultation Summary Report & Community Newsletter  
Hornsea Project Three. Further consultation re works now proposed beyond the 200 metre wide onshore cable corridor search area and offshore cable corridor search area previously presented. Deadline onshore

22 Dec. Offshore 7 Jan  
BDC Planning Enforcement update Nov & Dec 2017  
Notification of external auditor appointments for the 2017-18 financial year – PKF Littlejohn LLP  
NALC Grants & Funding sources  
Transport Matters NDR Extra No 20  
Reepham Life Newsletter No 92, 93 & 94  
Community Action Norfolk Newsletters December  
BDC Broadland Sports Newsletter  
Community Action Norfolk's News Extra  
YAB Newsletter Autumn 2017  
Register of Electors (Full) 1 Dec 2017  
HMRC notification re changes to VAT claims. Detail to follow.  
The Pensions Regulator. Next steps and deadlines for compliance of automatic enrolment  
Transport Matters No 23  
Lola Stafford Consulting Community and Enterprise start-up workshops

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