

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at  
St Margaret's Church Swannington on Wednesday 12 August 2020 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 Greg Peck – Norfolk County Councillor – Reepham Division

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

7 Members of the Public

The Chairman opened the meeting and welcomed those present.

**13. Apologies for Absence**

Mr Trevor Nelson – apologies received and accepted

**14. Declarations of Disclosable Pecuniary and other interests**

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

No further declarations.

No dispensation requests received.

**15. Minutes of the meeting held on 8 July 2020**

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

**16. Information arising from the minutes**

- Broken Litter Bin, Swannington bus stop. Members confirmed this had been repaired.

**17. Public Participation**

Representations were received in respect of Traditional and Additional Rights for the use by parishioners of Upgate and Alderford Common and reference made to a parish council document dated October 2001 which states those rights. A request was for these rights to be re-affirmed by the Council in order to demonstrate the continued council support.

The Chairman confirmed that the PC fully supports parishioners rights and this support is referred to in various documents attributable to the Commons. Re-affirmation can however be dealt at the next meeting. It was further noted the PC is in receipt of the

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mentioned document as this was supplied by Dr Hassall last year at the point of discussion of member remits.

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

**18. Parish Crimes**

Nothing raised.

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

Mr Peck gave a verbal report. He explained working procedures of NCC and associated bodies during the pandemic lockdown.

Mr Bulman gave a verbal report. He advised on BDC matters relative to the pandemic lockdown.

**20. Finance**

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

**Bank Reconciliation.** The Chairman confirmed the reconciliation to statement to 31 March 2020 & 15 July 2020.

**Schedule of Receipts & Payments.**

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

**Receipts**

None received.

£

**Payments.**

23/24. Clerk. July salary	280.10
25. NPF. July conts	84.47
26. CGM. Play Area July grounds	63.00

**Budget Monitoring Statement to end of financial year 31 March 2020.**

**RESOLVED** to accept

**Annual Audit 19/20**

(i) Annual Internal Auditor & Audit Report. It was

**RESOLVED** to accept.

(ii) Internal Control Procedures & Review of Effectiveness.

The presented Statement of Internal Control document was considered and reviewed as appropriate. It was

**RESOLVED** to accept

(iii) Variances and Reserves

**RESOLVED** to accept

(iv) Annual Governance Statement (Section 1)

Members confirmed the supporting statements to the accounts and

**RESOLVED** to approve the Statement for the year ending 31 March 2020

(v) Accounting Statements (Section 2)

**RESOLVED** to approve the Accounting Statement for the year ending 31 March 2020

(vi) Exemption from a limited assurance review. The statements for exemption were confirmed and it was

**RESOLVED** to certify as exempt from a limited assurance review.

**Financial Reserves Policy & Schedule of Reserves from 1 April 2020**

**RESOLVED** to accept and adopt.

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**Budget monitoring statement April – June 2020.**  
**RESOLVED** to accept

At this point PC Bailey entered the room and the Chairman invited him to address the meeting. PC Bailey advised there were no issues affecting the council parishes and briefed on surrounding parish issues. The Chairman thanked him for attending and he left the meeting.

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

The Clerk briefed members on administration work undertaken.

Chairman: Nothing to report.

Finance: Nothing to report.

Commons: Written report received from Mr Williams. Noted. It was with agreement to place signs as referred at main access points. Signs to be pictorial with minimum text.

Highways: Individuals were encouraged to report identified defects via NCC reporting system.

An area of white lining has not been reinstated on School Road following resurfacing work. Clerk to inform Greg Peck of location. **Action PK**

Footpaths: the remaining finger post has yet to be replaced. Dr Hassall informed of his intention to resign the lead member remit for footpaths at the end of the meeting and further informed Alderford footpath is inaccessible.

Planning: Nothing to report.

**22. Planning Applications**

Planning applications. None received.

**Dudgeon & Sheringham Shoal Offshore Windfarm Extension Projects.** Matters were noted. The Chairman encouraged individual consultation involvement.

**23. Correspondence**

**Ugiate Common boardwalk.** Much discussion took place. No decision would be made at this stage with respect to the long term issue currently the subject of the consultation. However the need was for a way forward as the current situation is a H&S matter and potentially dangerous in its current format. It was with agreement to engage a contractor to remove and Dr Hassall had gained an indicative cost of £2000.00 but would not take forward as he would be resigning from his responsibility at the end of the meeting.

Mr Jones would source costs and consult with members as appropriate.

**Commons Section, Member Remit - Terms of Reference for Member Lead Responsibility.** Much discussion took place. It was

**RESOLVED** to adopt as presented to and subsequently amended at the 20 November 2019 meeting.

**Vehicular Easements on Ugiate Common.** The information and documents received from Hansells Solicitors and Land Registry confirm properties on the Common have rights in place for access over the Common. There is no requirement therefore to pursue an easement.

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**BDC Licensing Review Consultation. Noted**

**Asset Register.** Subject to removal of items following the recent play area equipment replacement by SPAL it was **RESOLVED** to accept.

**Clerk excess hours worked.**

**RESOLVED** additional hours to the end of March 2020 to be paid in line with contractual obligations.

**24. 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.

**25. Exchange of Information**

Swannington Play Area Ltd were congratulated on the successful grant and subsequent refurbishment of the play area.

The clerk advised

- NWL consultation had been received. The closing date is 20 September.

Members agreed to deal on an individual basis.

- The invitation to bid for the 21/22 Parish Partnership Scheme had been received and this would be an agenda item for the next meeting.

- Website Accessibility Regulations effective 23 September is applicable to the PC albeit this section is part of the village website. The view was to contact the administrator in the first instance.

- Communication had been received regarding a tortoise found in the village. This was noted.

**26. Next meeting**

The next meeting would be held in **St Margaret's Church, Swannington, on Wednesday 16 September 2020 at 7.30pm**

Ms Phillips gave apologies for the meeting.

**The Chairman gave thanks for attendance and closed the meeting to the press and public at 9.02pm**

**Confidential item**

**27. Engagement for strimming footpaths.** Much discussion took place. It was identified the agreed process had not been undertaken. No communication had been received as informed and this was therefore awaited.

Dr Hassall submitted his resignation from the role of Member Lead Responsibility for footpaths.

**Meeting closed at 9.18pm.**

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Approved.....  
Date.....  
16.9.20