

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at
St Margaret's Church Swannington on Wednesday 15 January 2020 at 7.30pm.

Present

Mr Ed Jones – Chairman

Mrs Sue Darling

Dr Mark Hassall

Mrs Helen Mutimer

Mr Trevor Nelson

Ms Jayne Phillips

Mr Steve Williams

In Attendance

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

The Chairman opened the meeting and welcomed those present.

68. Apologies for Absence

All members present.

69. 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.

70. Minutes of the meeting held on 20 November 2019

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

71. Information arising from the minutes

- Bank Mandate. The bank has confirmed the mandate.
 - Bank inconvenience matters. This will be dealt once payments confirm the mandate is operational.
- Action TN**

72. Public Participation

Representations were made in respect of
- support for first aid training and a defibrillator. Swannington Luncheon Club are keen to participate in first aid training but consider it beneficial if trainees are spread throughout the village.

It was suggested first aid training can be accessed at no cost via Norfolk Healthcare Trust. The Chairman asked the group to identify those who would wish to do and inform the next meeting of findings. With respect to the defibrillator discussion would need to be

had with respect to location and if a suitable site was identified this too can be taken forward.

- agenda item 11.1. The content of the email was reiterated. The aim is to open up discussion and involve stakeholders in a better way if there is a better way. Linked to this it is beneficial for the council to have a better communication channel. The Chairman invited members to address representatives with any relevant points in respect of the communication. Members were of the view it was not apparent what is required from suggestions put forward. If it is thought the council is not giving what is wanted the council needs to know what that is. Criteria determines what and how the Commons operate. The HLS agreements sets out objectives and management is undertaken in accordance with that. Regular reports are available via the council section of the website and placed on local notice boards.

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

73. Parish Crimes

Nothing raised.

74. Reports from County & District Councillors

Mr Peck. No communication received.

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

75. 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 13 December 2019.

8.3 – Schedule of Receipts & Payments.

RESOLVED to accept income and expenditure as follows

Receipts

	£
14. UK Power Networks. Wayleave	55.42
15. Barclays. Interest Reserve A/c	6.27
16. Barclays. Interest Commons A/c	10.98
17. RPA. HLS A'Ford Common	2075.50

Payments.

45. CGM. Play area grounds – July*	63.00
46. CGM. Play area grounds – Aug*	63.00
47. CGM. Play area grounds – Sept*	63.00
48. CGM. Churchyard grounds contribution*	95.30
49. NPF. Nov conts*	82.99
50. Clerk. Nov salary*	228.90
51. Ladywell Accountancy. PAYE 19/20*	75.00
52. Clerk. Dec salary	229.10
53. HMRC. PAYE Oct – Dec 2019	153.20
54. NPF. Dec Conts	82.99
55. Clerk. Nov & Dec Contract & admin expenses	55.08
56. Nflk Cons Corps. Autumnal Tasks	27.00

8.4 – Budget monitoring statement April - November 2019.

RESOLVED to accept

8.5 – Draft budget & estimated Precept 2020/2021. The Clerk advised of needed amends to the draft supplied. Such amends did not alter the totals. In consideration of the Council reserves it was

RESOLVED to

- accept the budget figures as amended.
- agree an 2.46% increase in the precept. This is a NIL increase on last years Band D based on a Tax Base for 2020/2021 of 167 properties.
- authorise the Clerk to submit the requirement to Broadland District Council of £4713 for 2020/2021

76. 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.

In addition the RPA undertook a rapid assessment on Upgate Common for evidence that the council is doing what it should be doing within the agreement.

The access track work and finalising clearance work is likely to start 25 January.

Council gave thanks to Mr Williams for securing the grazing

Highways: Local pot-holes had been reported. The Chairman encouraged all to report identified matters to NCC and to register to receive updates of logged matters.

Footpaths: Volunteer engagement for strimming footpaths for next season had not moved forward but is in hand.

Dr Hassell was made aware of a broken finger post on Upgate Common

Planning: Development of Station Road had commenced.

77. Planning Applications

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

20191948 - Rose Cottages, School Road, Swannington

Change of Use from Outbuilding to Air BnB

RESOLVED no objection

10.2 – Greater Norwich Local Plan consultation. Noted.

78. Correspondence

11.1 – Communication of Upgate Common residents supporting the Parish Council following parishioners meeting 11 November 2019. It was considered that communication was the thread from the public representation. Information is made public and it is now considered parishioners know how to access this. Consultation on the future direction would likely be at the time of a new scheme and clarity will be gained from the content of an application. It was with agreement that there is no need to add anything further to current procedures.

20

Approved.....
Date..... 18/3/20

11.2 – Boardwalk on Upgate Common. Mr Williams confirmed the council had met its obligations for the RPA funding much of which has been done by volunteers. This results in money being available if need however a past indicative cost for work was in excess of £14000. It was with agreement Dr Hassall to place an article in The Pilgrim in order to gauge public opinion with respect to removal and for council to address responses at the next meeting.

Action MH

11.3 – Vehicular easements on Upgate Common. Mrs Mutimer had spoken to Hansells Solicitors. An update will be provided for the next meeting.

Action HM

11.4 – Member lead remit. The Commons section had not moved forward. This will be presented to the next meeting for agreement.

Action SW/MH

11.5 – Bagot Goats. In view of the secured grazing of cows the information at this stage was noted.

11.6 – Appointment of Internal Auditor 2019/2020.

RESOLVED to continue with previous years provider and seek appointment of Mr Dack. Mr Nelson to secure this service.

Action TN

11.7 – Contribution to Jeremy Smith for website provision

RESOLVED £150

11.8 – Annual Parish Meeting 2020

RESOLVED to hold 18 March at 7.30pm and to follow previous custom and practice. Mr Jones confirmed he would preside at the meeting. The Clerk was asked to facilitate minutes

11.9 – Norfolk Police & Crime Commissioner Budget consultation. This was noted. Members invited to respond as individuals.

At this point the Chairman requested ratification for the engagement of the contractor as referred to in the commons report.

RESOLVED to ratify

79. Exchange of Information

The next meeting would consider the contribution included in the budget for the Churchyard

80. Next meeting

The next meeting would be held in **St Margaret's Church, Swannington, on Wednesday 18 March 2020 commencing** on the rising of the Annual Parish Meeting.

The Chairman gave thanks for attendance and closed the meeting at 9.00pm