

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at
St Margaret's Church Swannington on Wednesday 18 March 2020 at 7.30pm.

Present

Mr Ed Jones – Chairman

Mrs Sue Darling

Ms Jayne Phillips

In Attendance

Mr Peter Bulman – Broadland District Councillor – Gt Witchingham Ward

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

The Chairman opened the meeting welcomed those present and gave thanks for attendance in this difficult time. He reiterated his decision to cancel the scheduled Annual Parish Meeting which would be re-scheduled as appropriate.

81. Apologies for Absence

Dr Mark Hassall, Mrs Helen Mutimer, Mr Trevor Nelson &
Mr Steve Williams – apologies received and accepted

82. 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.

83. Minutes of the meeting held on 15 January 2020

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

84. Information arising from the minutes

- Bank inconvenience matters. Mr Nelson had informed that an offer of £50 had been made and to avoid incurring any further administration costs suggested the council accepts. This was agreed. **Action TN**
- Engagement of Internal Auditor. Confirmation had not been received however it was noted engagement is by way of usual custom and practice.

85. Public Participation

No public in attendance.

86. Parish Crimes

Nothing raised.

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Approved.....

Date..... 8/7/20

87. Reports from County & District Councillors

Mr Peck. No communication received.

Mr Bulman gave a verbal report. He had been actively involved with other parishes in respect of the Local Plan. It is envisaged he will have £500 in the next financial year as Grant Aid for parishes.

88. Finance Matters

Verification of invoices. Signatories had confirmed the check and verification to date. Bank Reconciliation. The Chairman confirmed the reconciliation to statement to 14 February 2020.

Schedule of Receipts & Payments.

RESOLVED to accept income and expenditure as follows

Receipts – none received

£

Payments.

57.	TCV. Mileage Upgate	20.28
58.	NPF. Jan conts	82.99
59.	NPF. Feb conts	82.99
60.	Clerk. Jan salary	229.10
61/62.	Clerk. Feb salary	229.10
63.	Ask George. Maintenance Upgate & Alderford Common	785.00
64.	M Pearce Joiner. Replace Upgate notice board	235.00
65.	J. Smith. Website provision 19/20	150.00
66.	Clerk. Jan & Feb Contract & admin expenses	53.06
67.	Hansells Solicitors. Land Reg copies (vehicular easements)	12.00

89. Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken. In line with past obligations a communication had been sent to the residents who owned the finger portion of land at Alderford Common. This process will be repeated in 10 years' time. The replacement notice board on Upgate Common had identified defective posts. This is in hand.

Chairman: The Clerks Annual Appraisal process had been completed.

Finance: Nothing to report.

Commons: Written report received from Mr Williams. Noted

Highways: Drainage issue on Springwell Lane had been rectified.

Footpaths: Broken and missing finger posts had been reported.

Mr Jones to take forward the volunteer status and engagement for cutting and strimming footpaths.

Ms Phillips informed the meeting she had received a communication in respect of the ongoing matter of the boardwalk. This to be forwarded to the clerk for response that this will feed into the consultation process.

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Approved.....
Date..... 8/2/20

Planning: Nothing to report.

90. Planning Applications

Planning applications. Mrs Darling advised due to the location neighbouring residents had not been notified.

20200413 - Agricultural Buildings, Church Farm Lane Great Witchingham
Change of Use of Agricultural Building to Dwelling house (Prior Approval Notification)
RESOLVED no objection

91. Correspondence

Communication from Jerome Mayhew MP. It was with agreement the council was open to the invitation but would wait until after the current climate.

Boardwalk on Upgate Common. The article had not been placed in the Pilgrim. It was with agreement that a draft is submitted to members for agreement as the aim is to deal with responses at the next meeting. Mr Jones to address this with Dr Hassall.

Action EJ/MH

Member lead remit - The Commons section. This had not moved forward and anticipated this will be presented to the next meeting for agreement. **Action SW/MH**

Vehicular easements on Upgate Common.

i. Engagement of Hansells Solicitors in respect of land searches

RESOLVED to ratify. The known cost for this was £12 which was for disbursements only.

ii Deed of Easement. Defer to next meeting as cost not yet received. **Action HM**

Churchyard Maintenance Contribution. It was with agreement to contact the Church in September to seek views in readiness for the councils January budget consideration.

Policy for Filming Recording & Photography at Council meetings.

RESOLVED to adopt as presented

Naming of Development off Station Road. Much discussion took place and it was with agreement to suggest the name of Edna is included within any name as this gives regard to a resident of the properties prior to development.

92. Exchange of Information

The matter raised by Dr Hassall of enhancing other efforts for assistance to locals in this challenging climate received advice from Mrs Darling & Ms Phillips that Swannington Lunch Club have taken this initiative forward and ask that contact is made with them to either offer assistance or receive assistance.

93. Next meeting

The next meeting would be held in **St Margaret's Church, Swannington, on Wednesday 20 May 2020 commencing at 7.30pm.**


It was noted however that this is likely to be subject to change due to the current Coronavirus situation

The Chairman gave thanks for attendance and closed the meeting at 8.34pm

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Approved.....

Date.....


8/7/20