

**Minutes of the meeting of the Parish Council held at  
St Margaret's Church Swannington on Wednesday 16 September 2020 at 7.30pm.**

**Present**

Mr Ed Jones – Chairman

Mrs Sue Darling

Mrs Helen Mutimer

Ms Jayne Phillips

Mr Steve Williams

**In Attendance**

Mr Peter Bulman – Broadland District Councillor – Gt Witchingham Ward  
Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer  
6 Members of the Public

**The Chairman opened the meeting and welcomed those present.**

**28. Apologies for Absence**

Dr Mark Hassall & Mr Trevor Nelson – apologies received and accepted

**29. 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.

Disclosable Pecuniary Interest - applicant

No further declarations.

No dispensation requests received.

**30. Minutes of the meeting held on 12 August 2020**

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

**31. Information arising from the minutes**

- White line reinstatement on School Road. Highways had visited the site and lines will be reinstated. They have been marked out and painting is awaited. **Action SW**

**32. Public Participation**

Representations were received in respect of the Commons Rights document and the question asked if there would be a change in circumstances due to the grant of shooting rights.

The Chairman indicated he did not foresee any changes based on the fact there had been no change since the 2001 document and invited Mr Williams to comment. Mr Williams informed that legal obligations govern the site for which funding is received and so parishioners' rights must not be contrary to these.

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

**33. Parish Crimes**

Nothing raised.

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

Mr Peck. Apologies received. No report supplied.

Mr Bulman gave a verbal report. He encouraged response to the NWL consultation. He referred to the Government’s Planning White Paper which undermines local democracy and ultimately the right to object. The proposal is for three categories of land and if a development falls into either of these then there is no opportunity to comment. He urged either individual or collective comment.

**35. Finance**

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

**2. Bank Reconciliation.** The Chairman confirmed the reconciliation to statement to 14 August 2020.

**3. Schedule of Receipts & Payments.**

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

**Receipts**

None received.

£

**Payments.**

27.	CGM. Play Area August grounds	63.00
28.	CGM. Churchyard grounds contribution – final	95.30
29/30.	Clerk. Aug salary	280.10
31.	NPF. Aug conts	84.47
32.	Clerk. July & Aug Contract & admin expenses	84.16

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

The Clerk briefed members on administration work undertaken.

- as communicated since the last meeting the boardwalk consultation article in the September Pilgrim now carries a closing date of 30 September 2020.
- the year end package had been submitted to the external auditor. Relevant documents had been added to the website in line with compliance with transparency legislation.

Chairman: Nothing to report.

Finance: Nothing to report.

Commons: Written report received from Mr Williams. Noted.

Highways: Mr Jones to make a request for signage for Ketts Lane.

Footpaths: Dr Hassall had informed the replacement of the finger post on Alderford Common adjacent to Reephams Road is in hand.

Planning: Nothing to report.

**37. Planning Applications**

Planning applications.

**20201592 - Hall Farm Reepham Road Little Witchingham.**

Conversion of barns to 5 dwellings with associated landscaping and parking. Neighbouring residents had not been approached. In this respect it was with agreement this to be carried out and any views gained to be supplied to members to assist with decision. Mr Jones to be excluded from this process. The decision will be ratified at the next meeting. **Action SD**

**38. Correspondence**

**1. Lead Responsibility for Footpaths.**

**RESOLVED** to appoint Ms Jayne Phillips.

**2. Upgate Common boardwalk Consultation.** In view of the addition of a closing date of 30 September to the article it was agreed to defer to the November meeting.

**3. Upgate Common Boardwalk Removal.**

**RESOLVED** to ratify indicative cost of £350 labour and digger and £400 for the removal and disposal of the wood from the site.

**4. Strimming/Cutting PROW.** Much discussion took place. It was considered the cutting should refer to those paths on Council owned land and not all on the definitive map and therefore not as recorded in the adopted Terms of Reference. Ms Phillips as footpath lead to liaise with Dr Hassall and Mr Williams to ascertain the relevant paths for cutting and approach CGM, the contractors currently engaged for churchyard cutting for costs for next season. **Action JP**

The Terms of Reference to be amended to reflect the identified cutting. **Action PK**

**5. Rights for Use of Upgate & Alderford Commons.**

**(i) Traditional Rights of Common & Additional Uses by Villagers.** Much discussion took place.

- The 2001 document refers to permission of rights to the Parish Council by the current Lord of the Manor. It was considered appropriate to confirm this is still the case with the present incumbent. **Action PK**
- The rights must not contravene obligations for which funding is received as this may jeopardise such funding therefore reference to this needs to be made. **Action SW**
- Comment was made that the reference to other users was not applicable as the Commons is open space and open to all.

The above points to be addressed for resolution at the next meeting.

**(ii) Agreement to review and confirmation of rights.** Defer to next meeting.

**6. Parish Partnership Scheme 2021/2022.** It was with agreement not to bid for 21/22.

**7. Data Protection.**

**(i) Information Audit**

**(ii) Privacy Statement**

**(iii) GDPR Policy**

**RESOLVED** to adopt as presented.

**8. Document Retention Policy & Schedule.**

**RESOLVED** to adopt as presented.

**9. Risk Assessment & Management Document**

**RESOLVED** to adopt as presented.

**10. Website Accessibility Regulations 2018.** The site administrator had updated the provided response and is undertaking making the site accessible, which would include

the PC section albeit this would not be a quick process. This was noted and it was therefore

**RESOLVED** to continue with the website provision as currently supplied.

The clerk considered an accessibility statement would be required and would give this attention with the provider. **Action PK**

**11. Contribution to Clerk membership SLCC.**

**RESOLVED** to contribute £53.66

**12. Contractual changes from 1 April 2020.** Noted.

**39. Exchange of Information**

Mrs Mutimer advised of a shortfall in funding for the refurbishment of Swannington Play Area. Mr Bulman advised of the possibility of a Members Ward Grant. Should this be unsuccessful she was encouraged to approach the PC.

**40. Next meeting**

The next meeting would be held in **St Margaret's Church, Swannington, on Wednesday 18 November 2020 at 7.30pm**

Ms Phillips gave apologies for the meeting.

**The Chairman gave thanks for attendance and closed the meeting at 8.50pm**