

# SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

## TO MEMBERS OF THE COUNCIL

### NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend the meeting of the Parish Council  
on Wednesday 20 January 2021  
commencing at 7:30pm for the purpose of transacting the business listed on the agenda  
below

The Meeting is being held under The Local Authorities and Police and Crime Panels  
(Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings)  
(England and Wales) Regulations 2020

This meeting is being held virtually online via Zoom.

Log on details are

Meeting ID: 729 4786 4273

Password: 3Fcv0y

## AGENDA

## WELCOME

1. **To receive apologies for absence**
2. **Declarations of Interest and Dispensations**
  - (a) In accordance with Section 31 of the Localism Act 2011 and the adopted Code of Conduct members should not participate in a discussion or vote on a matter in which the member has a disclosable pecuniary interest and must withdraw from the meeting room at the point the matter is under consideration. In the case of non-disclosable pecuniary interests and non-pecuniary interests the member may speak on the matter but not vote and must follow the procedure in the Code of Conduct with respect to disclosure.
  - (b) The Clerk to report on any written requests for dispensation in respect of items on this agenda and the Council shall give consideration to each request.
3. **To receive approval of minutes of the meeting held on 18 November 2020**
4. **To receive information on matters arising from the minutes not covered elsewhere on the agenda**
  - White line reinstatement on School Road – SW
  - Strimming/cutting costs of identified footpaths on Council owned land – ongoing JP/SW
  - TofR amendment (to follow agreement of cutting/trimming footpaths on Council owned land only) – ongoing PK
  - Manorial Rights. Agreement with Lord of the Manor of the approach with respect to the PC exercising his timber rights. – SW
  - Alderford Common rabbit fence – EJ
5. **To receive questions and comments from the public and allow members with a non-disclosable pecuniary or non-pecuniary interest to speak**
6. **To raise any matter pertinent to parish crimes accessed via <https://www.police.uk>**
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 to date
  - 8.3 – To approve Schedule of Receipts & Payments
  - (i) **Receipts.** To note monies received

	£
10. Parishioners. Donation for Tables & chairs hire	69.00
11. RPA. HLS Alderford & Ugate Commons	5023.95
12. Barclays. Interest. Reserve A/C	0.32
13. Barclays. Interest. Commons A/c	0.61

<b>(ii) Payments.</b> To authorise schedule of payments		(*Retrospective)
48.	RBL. Remembrance Wreath*	21.98
49.	ICO. Data Protection Renewal	35.00
50.	I Jolly. Parish Grass cutting*	332.64
51.	NPF. Nov conts*	86.76
52/53.	Clerk. Nov salary	287.68
54.	Ask George. Upgate scrub clearance*	780.00
55.	NPF. Dec conts*	86.76
56/57.	Clerk. Dec salary	287.68
58.	Clerk. Nov & Dec Contract & admin expenses*	71.18

8.4 – To consider draft Budget and estimated Precept 2020/2021

**9. To receive any written/verbal reports from**

- **Clerk**
- **Chairman**
- **Members in respect of**
  - **Finance**
  - **Commons**
  - **Highways**
  - **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

- 20201592 - Hall Farm Reepham Road Little Witchingham.  
Conversion of barns to 5 dwellings with associated landscaping and Parking.  
(Amended plans & Re-consultation)

**To ratify no objection submitted to meet response deadline**

- 20202234 – Breck Farm Reepham Road Swannington  
Conversion of barn to residential dwelling

**11. To receive correspondence/administration and agree action and/or response**

11.1 – To ratify payment of £332.64 for parish grass cutting from April 2019 to Nov 2020

11.2 – To consider request from BDC Overview & Scrutiny Committee regarding raising awareness of the issues important to your area.

11.3 – To consider appointment/continuation of Internal Auditor for 2020/2021

11.4 – To consider contribution to website provider (budget provides for £150 – note work required re Accessibility Regulations)

11.5 – To consider draft Financial Regulations.

**12. Exchange of Information**

**13. To confirm time and venue of next council meeting on**

**Wednesday 17 March 2021**

**THE PRESS & PUBLIC ARE INVITED TO JOIN THE MEETING USING THE LOG ON DETAILS ABOVE.**

**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 14 January 2021.

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 for PC meeting 20 January 2021**

NPF Virtual Employer Forum - Friday 11 December  
BDC New affordable homes expected in 2021 in Swannington (Station Road)  
News from Vattenfall Norfolk & Project update  
Equinor New Energy Limited – Sheringham Shoal Extension Project and Dudgeon Extension Project Phase One Consultation Summary Report  
NCC Temporary closure of Broad Lane (Swannington) - periodic pole test examination works 10 Dec  
NCC Temporary closure of Heath Lane (Great Witchingham) - BT pole testing 11 Dec  
Norfolk ALC Bulletin - 24 November 2020  
Norfolk ALC Upcoming Training Courses  
Norfolk PTS New training programme and website  
Norfolk ALC Bulletin - 1 December 2020  
NPF Employer Newsletter - December 2020  
Norfolk ALC Bulletin - 8 December 2020  
BDC Planning Enforcement Update for Open Enforcement Cases as at 10 Dec 2020 & Enforcement Cases Closed in November 2020  
Norfolk ALC Bulletin - 15 December 2020  
NCC Temporary closure of Norwich Road/Reepham Road (Booton Little Witchingham and Alderford) - pole testing works 7/8 Jan  
Vattenfall in Norfolk - December 2020 update  
EN010080 Hornsea Project Three Offshore Wind Farm SoS letter re consent development  
Norfolk ALC Bulletin - 4 January 2021  
Oulton PC OTN (ORM!) Update - January 2021  
Notification – 31 December 2020, the Secretary of State for Business, Energy and Industrial Strategy granted consent for our Hornsea Three offshore wind farm development.  
BDC Planning Enforcement Update for  
Open Enforcement Cases as at 6 January 2021 & Enforcement Cases Closed in December 2020  
NorfolkALC Training Newsletter - January 2021  
NorfolkPTS chairmanship course & networking sessions

NorfolkALC Wellbeing: COUNTY WIDE CAMPAIGN - NEW NATIONAL RESTRICTIONS/THE NORFOLK INDEPENDENT ADVISORY GROUP (IAG) AGM AND Q&A SESSION/Free full face Visors (PPE) : we need YOUR help/Waste Saving Tips for Christmas/Waste Saving Tips for Christmas & WEBINAR/Q AND A SESSION WITH THE POLICE AND CRIME COMMISSIONER/Still Some Visors Left/Pre-Christmas Update/Vaccination Centre Update/Open letters to the people of Norfolk/Festive Season Support/Police and Crime Commissioner Budget Consultation/Open letter to all Councillors

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