

**Minutes of the meeting of the Parish Council held on
Wednesday 20 January 2021 at 7.30pm.**

The meeting was held online via Zoom 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.

Present

Mr Ed Jones – Chairman

Mrs Sue Darling

Dr Mark Hassall

Mrs Helen Mutimer

Mr Trevor Nelson

Mr Steve Williams

In Attendance

Mr Greg Peck – Norfolk County Councillor – Reepham Division

Mr Peter Bulman – Broadland District Councillor – Gt Witchingham Ward

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

1x member of the public.

The Chairman opened the meeting and welcomed those present. Due to the attendance of the member of the public who wished to speak regarding planning application 20202234 agenda item 10.1 would be taken after public participation.

54. Apologies for Absence

Ms Jayne Phillips– apologies received and accepted

55. 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.

56. Minutes of the meeting held on 18 November 2020

The minutes, having previously been circulated, were approved and will be signed by the Chairman as a true record at the next face to face council meeting.

57. Information arising from the minutes

- White line reinstatement on School Road. Reinstatement had taken place.
- Strimming/cutting costs of identified footpaths on Council owned land. This was ongoing due to member unavailability. Mrs Mutimer advised she will take this forward and subsequently contact the identified contractor. **Action HM**
- Terms of Reference amendment regarding cutting/trimming footpaths. This will follow upon agreement of identified footpaths. **Action PK**

- Manorial Rights. This was ongoing. **Action SW**
- Alderford Common rabbit fence. Mr Jones indicated reinstatement was deemed to be necessary by the adjoining landowner. Mr Williams to give attention. **Action SW**
- Website Accessibility Statement. The matter needs to be completed with input from the website administrator and is ongoing. **Action PK**

58. **Public Participation**

Representations were made in respect of planning application 20202234. The applicant advised the application is for conversion of a threshing barn which is worthy of retention and suitable for reuse. The development could be pursued within permitted development however the choice is to make the application due to reinstatement of the vernacular roof.

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

59. **Planning Applications (part)**

Planning application 20202234 – Breck Farm Reepham Road Swannington

Conversion of barn to residential dwelling

Mrs Darling confirmed neighbouring residents had been notified and no communications had been received.

RESOLVED no objection.

60. **Parish Crimes**

Reference was made to local crimes which had been recorded.

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

Mr Peck gave a verbal report.

- NWL is progressing. A current objection from a Green group regarding bats is ongoing. Funding is being obtained.

- Cable routes regarding offshore windfarms. Government policy is for linking into Offshore Connection Points but this does not apply to the first two approvals. Together with Jerome Mayhew MP he is pushing for this.

- NCC is looking to plant one million trees in the next 5 years and there will be an opportunity to apply for trees in the spring

Mr Bulman gave a verbal report.

- the Greater Norwich Local Plan is to be published next month with a consultation on process. The impact for SALW is non-existent however he encouraged consideration as there will be an impact on Norwich & Norfolk.

62. **Finance**

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

2. Bank Reconciliation. The Chairman confirmed the reconciliation to statement to 15 December 2020.

3. Schedule of Receipts & Payments.

RESOLVED to accept income and expenditure as follows

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

Payments.

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

4. Draft budget & estimated Precept 2021/2022.

Much discussion took place. It was with agreement to attribute costs for cutting of paths/routes through the commons currently being identified which will include cuts for the triangle where the village sign is located and the verge east of School Road opposite Swannington Common from the Commons money.

The Clerk pointed out the tax base is an estimate only at this stage and confirmation is awaited.

In consideration of the Council reserves it was

RESOLVED to

- accept the budget figures supplied with the above amendment
- agree a 27.31% increase in precept. This is a 24.33% increase on last years Band D based on the estimated Tax Base for 2021/2022 of 171 properties
- authorise the Clerk to submit the precept requirement to Broadland District Council of £6000 for 2021/2022

It was further agreed to consider the allocation of money for the church grounds contribution at the March meeting and to consider the final shortfall in the net expenditure following year end at the May meeting.

63. Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.

- the support posts for the information board on Upgate Common had rotted and the sign had fallen. NCC no longer deals with these matters due to budget constraints.

Chairman: Nothing to report.

Finance: Nothing to report.

Commons: Written report received from Mr Williams. Noted.

Mr Williams advised he will deal with the reinstatement of the fallen information board as above.

Action SW

Reference was made to fly tipping in the layby adjacent to Alderford Common which results in waste falling down the bank. The waste has accumulated and is visible during winter months. This will be monitored.

Highways: Mr Jones encouraged individual reporting via the highway reporting form on NCC website

Footpaths: Nothing to report. It was noted the finger post on Alderford Common has yet to be reinstated.

Planning: Nothing to report.

64. Planning Applications

20201592 - Hall Farm Reepham Road Little Witchingham. Amended plans & re-consultation

Conversion of barns to 5 dwellings with associated landscaping and parking.

RESOLVED to ratify no objection. Mr Jones did not vote.

65. Correspondence

1. Parish Grass cutting payment April 2019 – November 2020.

RESOLVED to ratify

2. BDC Overview & Scrutiny Committee request. Noted

3. Appointment of Internal Auditor 2020/2021.

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

Action TN

4. Contribution to Jeremy Smith for website provision

RESOLVED £150

5. Draft Financial Regulations.

RESOLVED to accept as presented subject to amending 'at least annually' to 'periodically' in Regulation 14.

It was accepted that any matters relevant to the bank mandate to allow for BACS payments are dealt with at the time of appointing mandate signatories.

66. Exchange of Information

None.

67. Next meeting

The next meeting would be held remotely via Zoom on

Wednesday 17 March 2021 commencing at 7pm.

The Chairman gave thanks for attendance and closed the meeting at 8.44pm