

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 21 July 2021

commencing at 7:30pm for the purpose of transacting the business listed on the agenda below

AGENDA

WELCOME

1. **To receive apologies for absence**
2. **Co-option. To receive written applications for the Office of Parish Councillor and to co-opt a candidate to fill the existing vacancy. One application received.**
(CONFIDENTIAL)
3. **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.
4. **To receive approval of minutes of the meeting held on 5 May 2021 & 15 July 2021**
5. **To receive information on matters arising from the minutes not covered elsewhere on the agenda**
 - Terms of Reference amendment following agreement of cutting/strimming paths/routes through the Commons & other village locations) – agenda item.
 - Stand alone website – PK
 - Temporary Speed Awareness Bin Sticker Messaging scheme – PK
 - Insurance renewal - TN
6. **To receive questions and comments from the public and allow members with a non-disclosable pecuniary or non-pecuniary interest to speak**
7. **To raise any matter pertinent to parish crimes accessed via <https://www.police.uk>**
8. **To receive any written or verbal reports from County & District Councillors**
9. **Finance**
 - 9.1 – To receive confirmation of verification of invoices from cheque signatories
 - 9.2 – To confirm Bank Reconciliation to date
 - 9.3 – To approve Schedule of Receipts & Payments
 - (i) **Receipts.** To note monies received

	£
1. BDC. Precept. (Full amount)	6000.00
2. BDC. CIL. Oct 20 – March 21	5240.19
3. Barclays. Interest. Reserve A/C	0.29
4. Barclays. Interest. Commons A/c	0.67
 - (ii) **Payments.** To authorise schedule of payments *(*Retrospective)*

4. Norfolk Wildlife Trust. Uprate Pony welfare 20/21*	1636.00
5/6. Clerk. April salary	287.68
7. NPF. April conts	88.28
8. Clerk. April Contract & admin expenses	37.16
9. CGM. Paths on Alderford Common strimming (2 of 7)	41.40
10. CGM. Play Area April grounds (2 of 7)	69.42
11/12. Clerk. May salary	342.00
13. NPF. May conts	104.96
14. NflkALC. 21/22 subs	121.19
15. Came & Co. 21/22 insurance	431.71

16.	CGM. Play Area April grounds (3 of 7)	69.42
17.	CGM. Paths on Alderford Common strimming (3 of 7)*	41.40
18.	S Dack. Internal Audit 20/21	20.00
19/20.	Clerk. June salary	340.42
21.	NPF. June conts	98.72
22.	Clerk. May & June Contract & admin expenses	88.24
9.4 – To receive budget monitoring statement of receipts and payments to end of financial year 31 March 2021		

10. To receive any written/verbal reports from

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

11. To consider planning applications and matters as listed and/or planning applications or matters received after the agenda was published

11.1 – Applications. Unless otherwise stated applications are available to view online at

www.broadland.gov.uk/plans by inserting the application number

- 20191426 - Land At Haveringland Hall Park Haveringland NR10 4PN
(Application withdrawn)

Construction of Holiday and Leisure Park Comprising an Additional 98 Units of Holiday Accommodation; Landscaping, Drainage and Associated Infrastructure Works

To ratify no additional or amendments to representations made July 2020

11.2 – Sheringham Shoal Extension Project and Dudgeon Extension Project.

To ratify no representations in respect of Statutory Consultation – proposed DCO application. (closed 10 June)

11.3 – South Norfolk Village Clusters Housing Allocations Plan. To consider Regulation 18 Consultation (closes 2 August)

12. To receive correspondence/administration and agree action and/or response

12.1 – To consider draft document Terms of Reference for Member Lead Responsibility following amendment regarding cutting/trimming footpaths. Deferred from last meeting due to concern raised from Cllr Hassall.

Concern & clerk explanation supplied.

12.2 – To consider the way forward following the removal of Upgate Common boardwalk. Responses from consultation process supplied.

12.3 – To consider CIL received for period Oct 20 – March 2021 (£5240.19) in accordance with BDC 'Use of CIL Funds'

12.4 – To appoint member for lead responsibility for Highways (arisen re member resignation)

12.5 – To consider and approve current Asset Register

13. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item in view of the confidential nature of the business to be transacted. If resolved, such item to be dealt after the item that confirms details of the next meeting.

13.1 – To consider Financial Assistance to the Church following decision taken March 2021 to cease grounds contribution to St Margaret's and address matters subsequently arisen. Letter to PCC & member response supplied

14. Exchange of Information

15. To confirm time and venue of next council meeting on

Wednesday 15 September 2021

THE PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 6.

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 15 July 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 21 July 2021

Norfolk ALC Bulletin - 29 April 2021

Vattenfall - Norfolk Projects' Community Benefit Fund

Town and Parish Council Forum 22 April - YouTube link and slides

Norfolk ALC Bulletin - 7 May 2021

Boundary Commission Final recommendations for Norfolk County Council published

Norfolk ALC Bulletin - 18 May 2021

New Broadland and South Norfolk Website

Sep&Dep Parish and Town Council Stakeholder Forums - Follow Up & Forum report

Norwich Western Link project update

Training & support from NPTS

BDC advice re planning the delivery of events in the community.

Norfolk ALC Bulletin - 1 June 2021

NorfolkALC Training Newsletter - June 2021

Norwich Western Link project update & Norwich Western Link Update: June 2021

Norfolk ALC Bulletin - 8 June 2021.

LGPS Employer Forum - Thursday 8 July

NCC Temporary road closure of Church Road (Booton) - BT Openreach works 15 July

Norfolk PTS training info

NPF Employer Newsletter - July 2021

Norfolk ALC Bulletin - 6 July 2021

Newsletter from Came & Company Local Council Insurance

BDC/SNDC event organisers toolkits

Sep & Dep - Offshore Transmission Network Review Virtual Information Session: Thursday 22nd July 2021

5:00pm to 6:30pm

Norfolk ALC Bulletin - 12 July 2021

NorfolkALC Wellbeing: Communications from NflkALC Wellbeing to be listed on the non circulated list – meeting 8 July 2020)

29.04.21 COVID-19 NCC Briefing/Cloud Computing Security for Town and parish Councils/COULD YOUR COMMUNITY BE “THE STREET THAT SAVED”?/ Letter from the Chairman of the Norfolk Strategic Flood Alliance/Covid-19 Briefings : 13th May 2021/Helping people get back into work/Covid Briefing for 20th May 2021/ 27 May Briefings - and Dementia information/MEET THE HIGH SHERIFF : Webinar/NCC Briefing : 3rd June 2021/ FOLLOW UP TO THE WEBINAR ON GreenWays to Green Spaces/ EMAIL: RECOGNISING ITS IMPORTANCE FOR TOWN AND PARISH COUNCILS/Weekly Briefings : 11th June 2021/The Queen’s Platinum Jubilee Beacons & Queen’s Platinum Jubilee Beacons : The Guide To Taking Part/ Weekly Briefings : 11th June 2021/13/05/2021 Members Briefing/ Safer Norfolk Plan 2021-24 & follow up/ 01/07/2021 Member Briefing/ Members Briefing note : 08-07-2021/THREE IMPORTANT WEBINARS COMING UP

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