

SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

**Minutes of the meeting of the Parish Council held at  
St Margaret's Church Swannington on Wednesday 21 July 2021 at 7.30pm.**

**Present**

Mrs Sue Darling– Chairman

Mrs Helen Mutimer

Mr John Powles

Mr Steve Williams

**In Attendance**

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

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

**23. Apologies for Absence**

Dr Mark Hassall, Mr Trevor Nelson & Ms Jayne Phillips – apologies received and accepted  
All other members in attendance.

**24. Co-option for Parish Councillor**

One application had been received and the applicant was invited to address the meeting.  
On the proposal of Mrs Mutimer, seconded by Mr Williams it was  
**RESOLVED** to co-opt Mr John Powles to the position of Parish Councillor who  
subsequently signed the Declaration of Acceptance of Office.

**25. Declarations of Interest & Dispensations**

In respect of the minutes, reaffirmation of previous declarations from those present who  
declared an interest at the last meeting where applicable.  
No further declarations.  
No requests for dispensations.

**26. Minutes of the meeting held on 5 May 2021 & 15 July 2021**

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.

**27. Information arising from the minutes**

- Terms of Reference amendment regarding cutting/strimming footpaths. Agenda item.
- Stand alone website. This had not moved forward due to other time sensitive matters.  
Clerk to deal.
- Temporary Speed Awareness Bin Sticker Messaging scheme. Mr Peck had advised  
the NCC Officer was unsure if this scheme is still running. This will be clarified.  
**Action PK**
- Insurance renewal. Mr Nelson had confirmed mid meeting that the changes to the  
policy were not detrimental to the council.

**28. Public Participation**

No attendees.

**29. Parish Crime Matters**

No matters raised.

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

Mr Peck. No report supplied.  
Mr Bulman. Apologies received. No report supplied.

**31. Finance Matters**

**1. Verification of invoices.** Signatories confirmed the check and verification to date.  
**2. Bank Reconciliation.** The Chairman confirmed the reconciliation to statement 15 June 2021.

**3. Schedule of Receipts & Payments**

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

<b>Receipts</b>		£
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

**Payments**

4.	Norfolk Wildlife Trust. Ugate 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

**4. Budget Monitoring Statement April – June 2021.**

**RESOLVED** to accept

**32. Reports in respect of non agenda items**

The Clerk briefed members on administration work undertaken.  
Year end package had been submitted to the external auditor and confirmation received.  
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: Nothing to report.

Footpaths: Nothing to report.

Planning: Nothing to report.

**33. Planning**

**1. Planning Applications.**

**20191426 - Land At Haveringland Hall Park Haveringland**

Construction of Holiday and Leisure Park Comprising an Additional 98 Units of Holiday Accommodation; Landscaping, Drainage and Associated Infrastructure Works  
It was noted the application had been withdrawn.

**RESOLVED** to ratify no additional comments or amendments to those made in July 2020 and those comments still stand.

**2. Sheringham Shoal Extension Project and Dudgeon Extension Project.**

The group response sent via the co-signing agreement was noted.

**RESOLVED** to ratify no representations.

**3. South Norfolk Village Clusters Housing Allocations Plan.** Noted

**34. Correspondence**

**1. Terms of Reference for Member Lead.** The explanation from the clerk to Dr Hassalls communication was accepted. It was further confirmed the cutting of the triangle and the area to the east of School Road is no longer included in parish council cuts. It was **RESOLVED** to adopt as presented.

**2. Upgate Common boardwalk removal.** Much discussion took place and the views received to date were noted. It was with agreement the matter to be taken forward as a public event outside of a parish council meeting in order to gauge local views. Information and options with costs on possible replacement to be gained prior to the event.

**3. CIL allocation.** It was with agreement to ascertain if the allocation could be used towards replacement boardwalk.

**Action PK**

**4. Member for Highway lead.**

**RESOLVED** to appoint Mr Powles

**5. Asset Register**

**RESOLVED** to accept

**35. Exclusion of Press & Public**

**RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of agenda item 13.1 in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal nature of the business to be transacted and to deal after the item that confirms details of the next meeting.

**36. Exchange of Information**

Members thanked the clerk for her service to the council.

**37. Next meeting**

The next meeting would be held in  
**St Margarets Church Swannington on Wednesday 15 September 2021 at 7.30pm.**

**The Chairman gave thanks for attendance and closed the meeting to the press and public at 8.45pm**

**Confidential item**

- 38.** Financial Assistance to the Church following decision taken March 2021 to cease grounds contribution to St Margaret's. Much discussion took place noting the actions that subsequently followed the decision had resulted in the loss of the experienced clerk.  
**RESOLVED** the letter written by the clerk to the PCC was in compliance with the Councils decision.

**Meeting closed at 9.00pm.**

DRAFT