

# 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 17 March 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

7.30 – 8.10PM

Meeting ID: 773 3761 1209

Passcode: f2q6Qa

8.15 – 8.55PM

Meeting ID: 777 6108 2095

Passcode: G0Z019

9.00 – 9.40PM

Meeting ID: 788 8786 5273

Passcode: 1FLq7f

## 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 20 January 2021**
  4. **To receive information on matters arising from the minutes not covered elsewhere on the agenda**
    - Strimming/cutting costs of identified paths/routes through the Commons & other village locations – HM/SW
    - TofR amendment (to follow agreement of cutting/trimming paths/routes through the Commons & other village locations) – 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 – SW
    - Website Accessibility Statement – agenda item
    - Support Posts for Information Board Upgate Common – SW
    - Confirmation of Engagement of Internal Auditor – TN
  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
- |                                      |       |
|--------------------------------------|-------|
| 14. UK Power. Wayleave 11/20 – 11/21 | £     |
|                                      | 55.94 |

- |  |   |        |
|--|---|--------|
| 15.  | SPAL. Play area rent 22 Feb 21/21 Feb 22    | 1.00   |
| <b>(ii) Payments.</b> To authorise schedule of payments (*Retrospective) |   |        |
| 59/60.   | Clerk. Jan salary                           | 287.68 |
| 61.  | NPF. Jan conts                              | 86.76  |
| 62.  | Jeremy Smith. Website contribution          | 150.00 |
| 63/64.   | Clerk. Feb salary                           | 287.68 |
| 65.  | NPF. Feb conts                              | 86.76  |
| 66..   | Clerk. Jan & Feb Contract & admin expenses* | 58.66  |
- 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
- 20210344 – Redcroft Felthorpe Road Swannington  
Side extension to create an entrance hall & garage link. Alteration to roof of garage, & construction of front boundary wall
- 10.2 – Greater Norwich Local Plan Regulation 19 Publication. To ratify no representations regarding the soundness or legal compliance of the GNLP. (closed 15 March)
- 11. To receive correspondence/administration and agree action and/or response**
- 11.1 – To ratify signing of extension forms from the RPA for Upgate and Alderford Common for existing HLS agreements to allow funding of existing agreements and associated funding for a further year (from 01/06/21 until 31/05/2022) on the basis that we continue to manage the land parcels in accordance with the existing agreements and management plans.
- 11.2 – To consider draft Website Accessibility Statement
- 11.3 – To consider the matter of money for the church grounds contribution allocated in the 21/22 budget.
- 11.4 – To consider costs for new supplier of payroll provision needed from April 2021
- 11.5 – To set details of Annual Parish Meeting 2021 (suggest April) and consider format/promotion/chairmanship of the meeting.
- 11.6 – To consider grant request from Alderford PCC
- 12. Exchange of Information**
- 13. To confirm date time and venue of next council meeting in May 2021 – (in line with current legislation for remote meetings) suggest Wednesday 5 May 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 11 March 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 17 March 2021**

Norfolk ALC Bulletin - 14 January 2021  
BDC Rough Sleeper Estimate - Jan 31st -Feb 1st 2021  
BDC/SNDC Town and Parish Council Forum 22 Jan & Follow up  
Norfolk ALC Bulletin - 21 January 2021  
NPF Employer Newsletter - January 2021  
BDC Weekly List of Planning Decisions  
Norfolk ALC Bulletin - 27 January 2021  
Norfolk ALC Training Newsletter & addnl - February 2021  
Norfolk ALC Bulletin - 9 February 2021  
BDC Planning Enforcement Update for Open Enforcement Cases as at 5 Feb 21 &  
Enforcement Cases Closed in Jan 21  
BDC Rough Sleeper Estimate - March 28th - March 29th 2021  
NPTS training  
Equinor New Energy Limited – Sheringham Shoal Extension Project and Dudgeon Extension Project  
Community Newsletter (February 2021)  
Norfolk ALC Bulletin - 17 February 2021  
NCC Norwich Western Link project update  
NPF On behalf of the LGA: Understanding the Employer Role  
Norfolk ALC Bulletin - 2 March 2021  
Norfolk ALC Bulletin - 9 March 2021  
BDC Planning Enforcement Update for Open Enforcement Cases as at 8 March 21 &  
Enforcement Cases Closed in Feb 21  
Hornsea Project Three: Update

**NorfolkALC Wellbeing:** Protecting your council, your residents and yourself from cybercrime/Norfolk ALC :  
New Board of Directors/DON'T GIVE COVID MORE CHANCES/ THE ARMED FORCES COVENANT PLEDGE/Free  
Training for Volunteer Carers/Sustainable Water Management Plan for Norfolk/Weekly Briefings/Food Waste  
Action Week Begins tomorrow on 1st March/DRIVE LOCAL INVESTMENT BOARDS/'Spring into Wellbeing'/  
Weekly Briefings 5th march 2021/FREE Lateral Flow Device (LFD) testing for Covid 19 ) for Town and Parish  
Councils/

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