

**Minutes of the meeting of the Parish Council held on
Wednesday 17 March 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 (to 8.55pm) Ms Jayne Phillips Mr Steve Williams

In Attendance

Mr Jerome Mayhew MP – Broadland
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. He advised that an additional item would be included in the meeting. This was for a decision on appointment for the grounds maintenance provision from 1 April 2021 and would be agenda item 11.7. Agreed.

68. Apologies for Absence

All members in attendance.

69. 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.

70. Minutes of the meeting held on 20 January 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.

71. Information arising from the minutes

- Strimming/cutting costs of identified paths on Council owned land – agenda item.
- Terms of Reference amendment regarding cutting/trimming footpaths. This will follow upon agreement of identified paths. **Action PK**

- Manorial Rights. Discussion with the incumbent had agreed there would be no change to the existing arrangements.
- Alderford Common rabbit fence. This was ongoing and likely to be addressed over the summer months. The Commons report would carry an appropriate update.
- Website Accessibility Statement – agenda item.
- Support posts for information board Upgate Common. This was ongoing and in hand. The Commons report would carry an appropriate update.
- Engagement of Internal Auditor. Mr Nelson confirmed engagement.

72. Public Participation

Representations were made in respect of the fallen information board at Upgate Common in respect of keeping as this was widely used by those frequenting the Common. Confirmation was given that this would be kept.

Mr Mayhew introduced himself as the local MP and briefed the meeting on the current matter of the windfarm projects and the recent Judicial Review. The JR was won on a procedural point and buys time for consideration of an ORM.

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

73. Parish Crimes

Nothing raised.

74. Reports from County & District Councillors

Mr Peck gave a verbal report.

- The County Councillor Member budget to spend on highways projects such as road calming projects village gateways Speed Messaging Signs has been increased to £10,000 and applies after May 2021. This can be stand alone or to cover the PC's share of a Parish Partnership Scheme.

Mr Bulman gave a verbal report.

- The GNLP consultation has been extended to 22 March. Ward Member Grant bids are now being taken for support of projects in the next financial year.

75. 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 February 2021.

3. Schedule of Receipts & Payments.

RESOLVED to accept income and expenditure as follows

Receipts		£
14.	UK Power. Wayleave 11/20 – 11/21	55.94
15.	SPAL. Play area rent 22 Feb 21/21 Feb 22	1.00
Payments.		
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

76. Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.

- the website provider has offered to build and administer a stand alone website for the PC free of charge with the only costs applicable being the annual domain name registration and the server hosting fee which would amount to between £50-£60 per year. This will be presented to the May meeting

Chairman: Nothing to report.

Finance: Mr Nelson informed that £1000.00 had been transferred from the General Reserve to support expenditure to year end. Any balance will be refunded.

Commons: Written report received from Mr Williams. Noted.

- Reference was made to replacing signs regarding cycling on Alderford Common.
- There had been an indication of tree cutting on Upgate Common which was familiar practice and not a major issue as it is part of parishioner rights in obtaining wood.

Meeting was adjourned due to basic Zoom time allocation at 8.10pm and reconvened at 8.15pm.

Highways: Mr Jones

- encouraged individual reporting via the highway reporting form on NCC website.
- requested Dr Hassall take forward the concern he has brought to members attention regarding an unearthed cable in the verge on School Road.

Footpaths: Nothing to report.

Planning: Nothing to report.

77. Planning Applications

1. Planning applications

20210344 – Redcroft Felthorpe Road Swannington

Side extension to create an entrance hall & garage link. Alteration to roof of garage, & construction of front boundary wall

RESOLVED no objection.

2. Greater Norwich Local Plan Regulation 19 Publication.

RESOLVED to ratify no representations.

78. Correspondence

1. Upgate and Alderford Common HLS agreements. Signing to allow funding of existing agreements and associated funding for a further year (from 01/06/21 until 31/05/2022)

RESOLVED to ratify

2. Website Accessibility Statement.

RESOLVED to adopt

3. Allocation of funding in 21/22 budget for a contribution to St Margarets church.

The supplied information included advice in respect of agenda item 11.6 and much discussion took place overall with regard to this advice. It was

RESOLVED to remove the allocation and cease support based on advice that contribution would be unreasonable as the duty to maintain lies with the PCC of the established Church.

The Clerk to inform the PCC.

Action PK

It was further noted consideration of the final shortfall in the net expenditure will be a matter for the May meeting.

4. Payroll provision from April 2021. The indicative costs for client set up and annual provision were considered.

RESOLVED to appoint Karen Eason Certified Accountant Limited from 1 April 2021.

5. Annual Parish Meeting 2021. It was with agreement to defer to the May meeting.

6. Grant request from Alderford PCC. Having regard to the discussion within agenda item 11.3 it was with agreement that in view of the uncertainty of support being legally valid funding is outside of council procedures.

Meeting was adjourned due to basic Zoom time allocation at 8.55pm and reconvened at 9pm.

Mr Nelson gave apologies for and was not in attendance for this part of the meeting.

7. Grounds maintenance provision costs.

(i) Play Area. In line with custom and practice and the lease agreement obligations

RESOLVED to accept fortnightly cuts at a net cost of £27 per cut.

(ii) Alderford Common paths. Much discussion took place. The route of footpath FP10 had deviated from the definitive map due to overgrown scrub resulting in an exit/entrance on Reepham Road about 50 metres east of the definitive location of opposite the turning for Broad Lane. Mr Williams to discuss with NCC Countryside officer the reinstatement of the official route which would then need a view to including cuts for part of the reinstated path. He would also pursue any delegated authority provision on the basis that FP10 is on NCC cutting schedule.

Action SW

RESOLVED to accept a monthly cut from April to October for

- the path from the rear of Reepham Road car park to the central fenced grazing area which in part includes the route of PROW FP10 at a net cost of £16.50 per cut
- the path from the central fenced grazing area to Station Road at a net cost of £18 per cut.

79. Exchange of Information

Mrs Mutimer advised there had recently been a village led litter pick. Waste collected was stored locally and collected by BDC.

Mrs Darling advised contact had been received from a parishioner regarding a pop up pizza van on Swannington Common. The communication to be supplied to all and considered by an agenda item for the next meeting.

80. Next meeting

The next meeting would be held remotely via Zoom on
Wednesday 5 May 2021 commencing at 7pm.

The Chairman gave thanks for attendance and closed the meeting at 9.04pm

APPROVED