

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 5 May 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:
788 6029 9273
Passcode:
5HjDdp

8.15 – 8.55pm

Meeting ID:
719 6659 8084
Passcode:
0xV93n

9.00 – 9.40pm

Meeting ID:
757 3325 8614
Passcode:
rmE9Ma

9.45 – 10.25pm

Meeting ID:
712 8782 2154
Passcode:
kux4R2

AGENDA

WELCOME

1. **Nominations for and Election of Chairman of the Council for the ensuing year and Declaration of Acceptance of Office**
2. **Nominations for and Election of Vice Chairman of the Council for the ensuing year**
3. **To receive apologies for absence**
4. **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.
5. **To appoint authorised signatories to orders of payment (Chq/Mandate – max 3 (TN/HM/SD)) giving consideration to inclusion of the clerk in order to move ahead with wider access to bank accounts.**
6. **To confirm details of the ordinary meetings for the ensuing year (normally third Wednesday of every odd month)**
7. **To appoint /confirm**
 - **member responsibility for Finance(TN)/Commons(SW)/Highways(EJ)/Footpaths(JP)/Planning(SD)**
 - **representative for Trustee to Swannington Charity for Relief of People In Need (SD)**
8. **To receive approval of minutes of the meeting held on 17 March 2021**
9. **To receive information on matters arising from the minutes not covered elsewhere on the agenda**
 - TofR amendment following agreement of cutting/trimming paths/routes through the Commons & other village locations) – agenda item.
 - Reinstatement of FP10 – liaison with NCC Countryside Officer - SW

10. To receive questions and comments from the public and allow members with a non-disclosable pecuniary or non-pecuniary interest to speak
11. To raise any matter pertinent to parish crimes accessed via <https://www.police.uk>
12. To receive any written or verbal reports from County & District Councillors
13. Finance
 - 13.1 – To receive confirmation of verification of invoices from cheque signatories
 - 13.2 – To confirm Bank Reconciliation to
 - (i) year end
 - (ii) to date
 - 13.3 – To approve Schedule of Receipts & Payments
 - (i) Receipts. To note monies received £
 16. Barclays. Interest. Reserve A/C 0.31
 17. Barclays. Interest. Commons A/c 0.69
 - (ii) Payments. To authorise schedule of payments (*Retrospective)
 - 67/68. Clerk. March salary 287.68
 69. NPF. March conts* 86.76
 70. Clerk. March Contract & admin expenses* 31.94
 1. Karen Eason Accountant. PAYE 21/22* 133.00
 2. CGM. Paths on Alderford Common strimming (1 of 7)* 41.40
 3. CGM. Play Area April grounds (1 of 7)* 69.42
 - 13.4 – To receive budget monitoring statement of receipts and payments to end of financial year 31 March 2021
 - 13.5 – Annual Audit
 - (i) To receive and consider the Annual Internal Auditor & Audit report
 - (ii) To consider the internal control procedures and to review effectiveness
 - (iii) To consider explanation of Variances & Reserves
 - (iv) To consider and approve the Annual Governance Statement (Section 1)
 - (v) To consider and approve the Accounting Statement (Section 2)
 - (vi) To consider criteria for & exemption from a limited assurance review
 - 13.6 – To review Financial Reserves Policy & agree Schedule of Financial Reserves from 1 April 2021 – to be considered in line with undernoted item
 - 13.7 – To consider required self funding (from where) of the 21/22 shortfall for expenditure
14. To receive any written/verbal reports from
 - Clerk
 - Chairman
 - Members in respect of
 - Finance
 - Commons
 - Highways
 - Footpaths
 - Planning
15. To consider planning applications and matters as listed and/or planning applications or matters received after the agenda was published
 - 15.1 – Applications. Unless otherwise stated applications are available to view online at www.broadland.gov.uk/plans by inserting the application number
 - 20210496 – Harold Jones Farm, Top Road, Little Witchingham
Erection of a farm machinery workshop to replace an existing building
16. To receive correspondence/administration and agree action and/or response
 - 16.1 – To set details of Annual Parish Meeting 2021 (before & incl 1 June) and consider format/promotion/chairmanship of the meeting.
 - 16.2 – To consider draft document Terms of Reference for Member Lead Responsibility
 - 16.3 – To consider offer for provision of stand alone website.
 - 16.4 – To ratify decision to permit use of Swannington Common for 'Pop-up Pizza' Provision

- 16.5 – NflkALC. To consider renewal subscription at a cost of £121.19
- 16.6 – To consider BDC communication to support our armed forces by signing the Armed Forces Covenant for Parish Councils
- 16.7 – To consider letter from parishioner requesting the PC sponsorship of wheelie-bin stickers for speed limit reminder in the Hall Road Alderford area
- 16.8 – To consider Annual Insurance renewal 21/22 at a cost TBA (3yr LTA) (Budget allocation £430)
- 16.9 – To approve payment in line with contractual obligations of Clerks hours worked in previous financial year in excess of normal working hours.

17. Exchange of Information

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

Wednesday 21 July 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 10.

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 28 April 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 5 May 2021

NPF Employer Newsletter March 2021

Norfolk ALC Bulletin - 23 March 2021

Norfolk ALC Bulletin - 30 March 2021

Ørsted Hornsea Project Three April Newsletter

NCAB Grants for individuals in need in Norfolk

NflkALC Training Newsletter - April 2021

Equinor Parish and Town Council Stakeholder Forum & Follow Up

Norfolk ALC Bulletin - 19 April 2021

BDC Swannington Exception site update

NflkALC Training Update 22/4/21

Advance Notice of Consultation in Respect of Proposed Development – Sheringham Shoal Extension Project and Dudgeon Extension Project 29/4/21-10/6/21

NflkALC 'OUR GENERAL MEETING - 20th MAY'

NorfolkALC Wellbeing: Latest Information, Advice, Useful Links and Service Updates (Updated 11 March 2021)/ **NORFOLK STRATEGIC FLOOD ALLIANCE** : email to Parish Clerks and Chairmen/Trading Standards advice on food allergens and new labelling requirements/GREENWAYS TO GREENSPACES/Latest Information, Advice, Useful Links and Service Updates (Updated 19 March 2021)/ Webinar on Flooding : A Chance to Meet & Question Key Players/25.03.21 COVID-19 NCC Briefing/REDUCE SINGLE-USE CAMPAIGN "SWAP2SAVE"/01-04.21 COVID-19 NCC Briefing/A Tribute to HRH The Duke of Edinburgh/15-04.21 COVID-19 NCC Briefing/Norwich Together Wellness Guide/Norfolk Strategic Flooding Alliance Meeting/Fires caused by Portable heaters

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swannington-news.org