

# SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Clerk to the Council – Jim Graves C.Eng. M.I.E.T. D.M.S. M.C.M.I.  
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## MINUTES OF THE MEETING HELD ON May 18<sup>th</sup>. 2022

Present: Mrs.Sue Darling – Chairman Mr.Steve Williams Mr.John Powles  
Mrs.Helen Mutimer Dr.Mark Hassall

In attendance: Mr.Peter Bulman (BDC) Public – four

1. **Chairman** Mrs.Sue Darling was re-elected for 2022/23 and signed the declaration of acceptance of office
2. **Vice-Chairman** Mrs.Helen Mutimer was re-elected as vice-chairman
3. **Apologies** had been received from Mr.Trevor Nelson
4. **Declarations of Interest** None
5. **Minutes** of the March meeting were confirmed and signed
6. **Reports** The Clerk reported that matters were in hand with HMRC to transfer PAYE submissions to the Council
7. **Planning** No objections were raised to 20220561 – Barns adjacent to Hall Farm, change of use from agricultural to residential.  
The Council objected to 20220726 – Redcroft, Felthorpe Road as the application to increase the height of the boundary wall would be inconsistent with the rural location.
8. **Replacement Notice board** The Clerk asked for guidance on what type of board should be considered and it was agreed that an unlocked timber board with doors would be the most suitable type.
9. **Upgate Common** Sealed quotations for the aggregate path to replace the boardwalk were opened. The quotes were extremely far apart in terms of quoted cost and after a lengthy discussion it was resolved to meet the cheapest contractor on site to ensure that all requirements were covered. Funding of the project was discussed and it was concluded that there were sufficient funds in the accrued reserves in the Council's various accounts to cover the cost. Further discussions with Natural England and NCC would need to take place before work commenced.
10. **Internal Audit** This had been carried out and there were no matters requiring the attention of the Council.
11. **Exemption Certificate** It was agreed that this should be completed as the Council's turnover was below the threshold required for external audit.
12. **Annual Accounts**
  - a) The Annual Governance Statement was approved for signature
  - b) The Annual Accounting Statement was adopted and signed by the Chairman.
13. **Correspondence** A message from Mr.Nelson asking for financial support to the village website and Pilgrim newsletter was considered and it was agreed that a grant of £150 would be made. A resident had written to the Council expressing the concern at the level of parking on the approaches to Upgate Common, particularly when used by organised walking groups. It was agreed that this situation needed to be kept under review and various alternatives considered including log barriers and measures to encourage parking on the north side of the track.
14. **Finance** The Clerk reported that the first half of the precept (£3,000) had been received.

### **Cheques signed between meetings were for:**

Jubilee Mugs (inc.VAT)	£621.60
A&W Cushion – timber for commons (inc.VAT)	£201.55
Norfolk ALC – Subscription	£134.83
Conservation Volunteers (inc.VAT)	£60.06
Norfolk Conservation Corps	£42.00

Karen Eason – year end P60	£7.50
CGM – playing field (inc.VAT)	£74.63
<b>Cheques for signature</b>	
P.Kirby – back pay including PAYE and pension	£40.00
Swannington Church – grant for churchyard maintenance	£400.00
PLG – posts for common (inc.VAT)	£89.88
J.Gallagher – Insurance	£509.28

Cheque for CGM would be withheld as Clerk would seek credit for work invoiced for April but not carried out.

15. **Clerk's and Councillors' Reports** Cllr.Williams tabled his monthly commons report which would be placed on the website. The Clerk would contact NCC Highways again regarding the hedge on the junction of The Street and Broad Lane. The Clerk would report a substantial fly tip between Upgate and Felthorpe
16. **Date of Next Meeting** Wednesday July 20<sup>th</sup>. 7.30 p.m.