SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at St Margaret's Church Swannington on Wednesday 17 January 2018 at 7:30pm.

Present

Mr Tim Praill – Chairman

Mr Steve Griggs
Mrs Helen Mutimer
Mr Steve Williams
Mr Ed Jones
Mr Trevor Nelson

In Attendance

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer
Mr Greg Peck – Norfolk County Councillor – Reepham Division
PC Rob Devlin – Reepham Beat Manager, Norfolk Police
1 Member of the Public

The Chairman opened the meeting and welcomed those present

18/57 Apologies for Absence

Mr Malcolm Rust – apologies received and accepted.

18/58 Declarations of Disclosable Pecuniary and other interests

None declared.

18/59 Minutes of the meeting held on 22 November 2017

The minutes, having previously been circulated, were approved and signed by the Chairman as a true record.

18/60 Information arising from the minutes

- Bus Shelter. Repairs of replacing tiles is now complete at a cost of £60.
- Village Sign. Matters ongoing. **Action SG/SW**
- Removal of telephone box. Revised advice is this is scheduled for removal in September. **Action TP**
- Reepham Road/Upgate junction drainage issues. Still persistent flooding. Highways confirmed patching had taken place and flooding maybe due to recent heavy rain so will assess during next rainfall. **Action TP**
- 'Highways' owned hedge. Extensive hedge trimming is underway in this area and it is hoped this will address the concern. **Action HM**
- Hedge Clay Lane. This has been actioned.
- Pot Holes Church Lane. Highways advised a crew has attended. The Chairman will confirm extent of work. **Action TP**
- Hall Lane/Spring Lane Alderford junction drainage issues. Work undertaken appears to be inadequate. To ascertain level of work. **Action TP**

Approved....

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- Station Road re-development. Written report from Mr Rust advised BDC Planning is meeting with Clarion at the end of January and will be pressing for a firm timescale of actions, as they also consider the redevelopment has dragged on. They will advise us of the result of this meeting early February. **Action MR**

18/61 Public Participation

On the proposal of the Chairman, seconded by Mr Williams it was
RESOLVED that the meeting be adjourned to allow for public participation.
Representation was made in respect of the public rights of way and the amenities in the village, particularly the play area equipment. Some of the Parish Council owned paths are in a poor state, the Upgate Common boardwalk in particular. Several village paths last year were blocked. A suggestion is to publish the footpaths map in the Parish Magazine. In general the amenities in the village are not what they used to be.
The Chairman invited members to respond.
Mr Williams apologised for not repairing the boardwalk before the Christmas period. This will be given attention without unnecessary delay. He had also been approached by NCC – Norfolk Trails in respect of a project for two circular walks to include the boardwalk and subsequently an application for grant funding. A meeting is to take place to discuss further. However any project must fit in with local views and what suits the site.
Mr Griggs advised strimming of the paths had not been as good as expected due to lack of contractor time and it may now be that this is revisited. He would give consideration to the suggested Magazine approach.
Mrs Mutimer advised the play area is receiving attention and work has taken place to reinstall equipment following recent fund raising and fence work. Bids to local funds are being constructed to obtain additional funds and also a National Lottery bid.
The Chairman gave thanks for attendance and the meeting was reconvened.

18/62 Report from Police to include Parish Crime Figures

PC Devlin advised of no reported crimes for November and December.
It was requested attention is given to HGVs ignoring the weight restriction on Hall Road Alderford and behavior of those who park on the 'beet' pads in the area.
PC Devlin confirmed this would be done.

18/63 Reports from County & District Councillors

Mr Peck advised
He is to meet with representatives of the two firms currently working through the planning process regarding cabling for the offshore windfarms. The Western Link road discussions are complicated by such cabling.
The NWL route following consultation will be finalised in the Summer.

In the absence of Mr. Woodbridge he had nothing to report from BDC

18/64 Finance Matters

8.1 – Verification of invoices. Signatories confirmed the check and verification

Approved.....

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8.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to 15 December 2017.
In order for the noted transfers to be actioned as required it was
RESOLVED to permit the Clerk as third party to discuss matters with Barclays in respect of the Council accounts, to move moneis between such accounts and to obtain an online view of the accounts.
8.3 – Schedule of Receipts & Payments as listed on the agenda
RESOLVED to accept income of £59.42 and expenditure of £512.09
8.4 – Draft budget & estimated Precept 2018/2019. In consideration of the Council reserves it was
RESOLVED to

- accept the budget figures
- agree a NIL increase in the precept and authorise the Clerk to submit the requirement to Broadland District Council of £4250 for 2018/2019

18/65 Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.

The Chairman drew members' attention to governance matters in respect of the play area and the advice received as a result of the land now under PC ownership. This will be addressed with the intention to present a recommendation to the next meeting.

Commons: Written report received from Mr Williams. Noted. The boardwalk remedial work had been addressed earlier in the meeting.
Mr Griggs advised he had sought repair of the information board on Alderford Common and this has taken place.

Highways. As already reported.

Play Area. Mrs Mutimer advised that fencing had been erected.

Footpaths. As already reported.

Planning. Mr Rust had provided written information that vacant land at Broad Lane was being monitored by BDC.

18/66 Planning Applications

10.1 – No applications had been received.
10.2 – Greater Norwich Local Plan Regulationon 18 Consultation. This was noted.

18/67 Correspondence

11.1 – Management Proposal for Alderford Common & Upgate Common.
RESOLVED in line with Financial Regulation 11.1(a)(ii) to accept the proposal from Mr David Weaver. Mr Williams to take this forward. **Action SW**
11.2 – Consultation NCC Budget Proposal. No response submitted.
11.3 – Local keyholder for Upgate Common Notice Board.
RESOLVED Mr Nelson to hold second key. The Clerk to purchase and deliver

Approved.....

Date.....21/3/18.....

11.4 – NPFA Renewal subscription.
RESOLVED to renew at a cost of £20.
11.5 – BDC Annual Town & Parish meeting. This was noted.
11.6 – Footpaths. As already dealt.
11.7 – Natural England - VAT claims. The requirement of a letter of confirmation from a Chartered Accountant to verify that the council is not VAT registered was noted. Mr Williams to take this forward. **Action SW**
11.8 – Appointment of Internal Auditor for 17/18.
RESOLVED to continue with Mr Dack. Mr Nelson to secure this service. **Action TN**

18/68 Exchange of Information

The Council notice board on Upgate Common and in the private garden at Alderford were in need of attention. Mr Griggs to address.

18/69 Next meeting

The next meeting would be held in St Margaret's Church, Swannington, on Wednesday 21 March 2018 at 7.30pm

The Chairman gave thanks for attendance and closed the meeting at 8.38pm

Approved.....

Date.....21/3/18.....