SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held in the Restaurant Area, The Parson Woodforde PH, Church Street, Weston Longville on Wednesday 21 March 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
Messer's Ben Bates and Bob Barber – members Felthorpe PC
1 Member of the Public

The Chairman opened the meeting, welcomed those present and advised he would take agenda item 11.7 after agenda item 5.

18/70 Apologies for Absence

All members present.

18/71 Declarations of Disclosable Pecuniary and other interests

None declared.

18/72 Minutes of the meeting held on 17 January 2018

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

18/73 Information arising from the minutes

- Village Sign. Matters ongoing. **Action SG/SW**
- Removal of telephone box. Scheduled for removal in September. **Action TP**
- Reepham Road/Upgate junction drainage issues. Still persistent flooding. Highways contacted no response as yet received. **Action TP**
- 'Highways' owned hedge. Work completed.
- Pot Holes Church Lane. Highways contacted no response as yet received. **Action TP**
- Hall Road/Spring Lane Alderford junction drainage issues. Highways contacted no response as yet received. **Action TP**
- Station Road re-development. Written report from Mr Rust advised he had contacted District Cllr Woodbridge but to date no response received. BDC Planning has advised there is a delay in any application due to the finding of long eared bats in dwellings

Approved..

Date.....10/5/18.....

which now requires a survey to be undertaken May – September so no application is expected this year. **Action MR**

- Commons Management Proposal. Engagement has been accepted. Initial work is for a draft document to be agreed with Natural England and surveys of sites in the summer.
- Engagement of Chartered Accountant. This referred to claims for capital works which have been completed under the existing agreements. This would however apply to any new agreement which included agreed capital work.
- Engagement of Internal Auditor. Mr Nelson advised this is in hand.

18/74 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.
No representations received.
The Chairman gave thanks for attendance and the meeting was reconvened.

18/75 Correspondence (part)

As advised by the Chairman agenda item 11.7 would be taken at this point.
11.7 – Plans for weight restrictions on various roads in Felthorpe, and impact on Swannington. Mr Bates and Mr Barber briefed on the issues currently affecting Felthorpe and why such measures are being proposed. Much discussion took place. It was with agreement that measures for a 7.5t weight restriction proposed for Felthorpe would be supported subject to the same being applied to Swannington on Broad Lane, School Road & Clay Lane. The Chairman would contact Highways personnel to raise this. **Action TP**

18/76 Report from Police to include Parish Crime Figures

Police not in attendance and no report received.

18/77 Reports from County & District Councillors

Mr Peck advised
He continues to meet with representatives of the two firms currently working through the planning process regarding cabling for the offshore windfarms.
The NWL route consultation will possibly be in May.
Planning application for Atlas Works. The earliest this is due to go to planning is May.

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

18/78 Finance Matters

8.1 – Verification of invoices. Signatories confirmed the check and verification.
8.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to 15 February 2018.
8.3 – Schedule of Receipts & Payments as listed on the agenda
RESOLVED to accept income of £NIL and expenditure of £2822.36

Approved...

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18/79 Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.

The Chairman advised he had attended the Parish Briefing in respect of Hornsea 3 held 13 March. He had also made personal representations to the GNLP and encouraged members to consider same.

Commons: Written report received from Mr Williams. Noted. The lack of grazing on Alderford Common is a concern.

Highways. All identified outstanding issues are being pursued.

Play Area. Mrs Mutimer briefed on her written report. Much discussion took place. It was with agreement to offer the group a lease to occupy the land for the purpose of play provision. Mr Griggs to take this forward. **Action SG**
It was suggested the group pursue charitable trust status.

Footpaths. An invoice had now been received for grass cutting for 2017/2018. Nothing further to report.

Planning. Nothing to report.

18/80 Planning Applications

10.1 – Planning applications
20180301 – Upgate Barn, Upgate, Swannington. First floor extension to barn and conversion to Residential Use.
RESOLVED no objection in principle providing the conversion is carried out in a manner which is in keeping with the neighbouring properties and there is no encroachment from the building line onto Upgate Common.
The proposed balcony and zinc roof are deemed to be not in keeping with the sensitive nature of the common, and it is considered that a more sympathetic design incorporating clay pan tiles should be considered.
The location plan shows a shaded area indicating an existing driveway. There is currently no vehicular access at this point and the parish council would not grant a deed of easement to allow any hard standing to be established on this part of the common.
Further discussion took place in respect of the vehicular access currently in use on the common. Mr Rust to clarify its existence and of such easements in place. **Action MR**
It was further noted that waste scrub has been deposited on this indicated hard standing area which needs to be removed with the offer of depositing on the designated fire site in the far western corner. The Clerk to write to the resident.
20180444 – 8 Swan Close, Swannington. First floor extension over garage & two storey rear extension.
This application was received today and the views of neighbours to the proposal had not been sourced. It was with agreement that Mr Rust obtains such views and advises members who in turn would form a view with the decision taken to be ratified at the next meeting.

Approved.....

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18/81 Correspondence

11.1 – NPF. To consider Draft Pension Policy Statement
RESOLVED to accept as presented.
11.2 – Churchyard maintenance. Report & recommendations considered
RESOLVED

- To accept 100% payment for 17/18 and not invoice the Church as has been custom & practice in previous years in line with established agreement.
- To continue to assist the church with grounds maintenance for 18/19 at the budget allocation of £400.00 NETT and to receive such invoice(s) in the name of the Council thus allowing a reclaim of VAT to be made.
- The Clerk to contact the Church to inform above decisions.

It was further noted from the playing fields report already considered that the grass cutting contract which includes the church element had been accepted for 3 years from April 2018.
RESOLVED to ratify
11.3 – Village sign in Alderford. Much discussion took place. Funds were not available to support this request. However the Chairman informed members that the road signs at Hall Road and Reepham Road before they were replaced did have Alderford on them. Chairman would contact highways to enquire as to reinstatement. **Action TP** Clerk to respond to resident.
11.4 – Norfolk Community Biodiversity Awards 2018. Noted.
11.5 – Co-option Policy
RESOLVED to adopt as presented
11.6 – Community Action Norfolk renewal subscription.
RESOLVED not to renew
11.7 – Already dealt.
11.8 – Annual Parish Meeting 2018.
RESOLVED to hold on Wednesday 30 May at 7.30pm in St Margarets Church subject to completion of refurbishment work. Should this be unavailable Mr Jones had offered Church Farm Little Witchingham. The Chairman will preside at the meeting.

18/82 Exclusion of Press & Public

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of agenda item 12.1 in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal nature of the business to be transacted and to deal after the item that confirms the details of the next meeting.

18/83 Exchange of Information

The Clerk reminded of the open meeting 27 April arranged by Great Witchingham PC to address Keith Simpson MP.

Approved.....

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18/84 Next meeting

The next meeting would be held in St Margaret's Church, Swannington, if available on **Wednesday 30 May 2018** on the rising of the Annual Parish Meeting.
Should the meeting venue be unavailable the meeting will be held at Church Farm Little Witchingham.

The Chairman gave thanks for attendance and closed the meeting to the press and public at 9.19pm

Confidential item

18/85 12.1 – The excess hours were noted and agreed.
RESOLVED additional hours to end of March 2018 to be paid in line with contractual terms.

Meeting closed 9.30pm

Approved.....

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