SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the Annual meeting of the Parish Council held at
Church Farm Little Witchingham Norwich on Wednesday 30 May 2018 at 8.15pm.

Present

Mr Tim Praill – Chairman

Mr Steve Griggs *Mr Ed Jones*
Mrs Helen Mutimer Mr Malcolm Rust Mr Steve Williams

In Attendance

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer
13 Members of the Public

The Chairman opened the meeting and welcomed those present and invited nominations for the appointment of the Chairman of the Council for the ensuing year.

18/1 Election of Chairman & Acceptance of Office

Mr Praill was nominated and there being no further nominations it was
RESOLVED Mr Praill be appointed and holds the position of Chairman for the ensuing year.
Mr Praill signed the Declaration of Acceptance of Office in the presence of the Clerk and thanked members for his appointment.

At this point the Chairman advised he would be adjusting the order of business as appropriate to minimise the time of invited attendees who were to address the Council.

18/2 Election of Vice Chairman

Mr Jones was nominated and there being no further nominations it was
RESOLVED Mr Jones be appointed and holds the position of Vice-Chairman for the ensuing year.

18/3 Apologies for Absence

Mr Trevor Nelson – apologies received and accepted..

18/4 Declarations of Disclosable Pecuniary and other interests

None declared.

18/5 Report from Swannington Charity for Relief of people in Need

The report which included a copy of the accounts was presented by the Honorary Treasurer. The Chairman gave thanks for attendance.

At this point the Chairman said it was now appropriate to deal with agenda item 16.7 and invited church representatives to speak.

Approved.....

Date.....18/7/18.....

18/6 Correspondence (part)

16.7 – PC owned tables & chairs in St Margaret's Church. The church representatives explained that space and storage is now an issue and aesthetically the items are not appropriate following the church refurbishment. Much discussion took place. It was recognised that to obtain maximum use and income they are best stored in Swannington village. It was considered storage on a trolley would be a way forward to continue to store in the church. Cllr Griggs to take this forward. **Action SG**

18/7 Appointment of Cheque Signatories

RESOLVED signatories are Mrs Mutimer, Mr Griggs & Mr Nelson

18/8 Details of ordinary meetings for the ensuing year

RESOLVED these would normally be held in St Margarets Church at 7.30pm on the third Wednesday in every odd month.

18/9 Minutes of the meeting held on 21 March 2018

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

18/10 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.
- Pot Holes Church Lane.
- Hall Road/Spring Lane Alderford junction drainage issues.
  The Chairman advised he would cover these matters in his highway report
- Station Road re-development.
  Mr Rust advised he would cover this item in his planning report.
- Broad Lane, School Road & Clay Lane 7.5t weight limit. The Chairman had liaised with highways and subsequently it was his view that movement of HGVs would be a problem for local businesses. The view of Felthorpe PC is that now the NDR is in place traffic has reduced however if restrictions are progressed this may need to be revisited.
- Lease for Play Area.
  The Chairman advised this would be covered in the play area report
- Easements for vehicular access – Upgate Common
  Mr Rust advised he would cover this item in his planning report.
- Hall Road & Reepham Road road signs to include 'Alderford' The Chairman had contacted BDC who is responsible for road name signs. BDC would not accommodate the request
- Scrub removal Upgate Common. The Clerk had written to the resident and members confirmed the scrub had been removed and burnt. However burning was not in the designated burning area. Cllr Williams to speak to the resident. **Action SW**
- Church grass cutting. The Clerk had liaised with Mrs Mutimer as she deals with the grass cutting in respect of who best to contact. Mrs Mutimer confirmed she had taken this forward and spoken to the church.

Approved...

Date.....18.7.18.....

18/11 Public Participation

On the proposal of the Chairman, seconded by Mr Jones it was
RESOLVED that the meeting be adjourned to allow for public participation.
No representations made
The Chairman gave thanks for attendance and the meeting was reconvened.

18/12 Report from Police to include Parish Crime Figures

Police not in attendance. The Chairman briefed on the report received.

18/13 Reports from County & District Councillors

Mr Peck had sent his apologies. No reports received

18/14 Finance Matters

13.1 – Verification of invoices. Cheques had not been written due to the Internal Audit process which was still ongoing. Signatories to confirm the check and verification at the next meeting.
13.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to statements to 31 March 2018 & 15 May 2018.
The usage of the Business Premium Account currently holding £2317.90 was questioned. *The Clerk on appointment had asked of this but the reason for holding* was unknown. It was with agreement the clerk to provide a report for a future meeting on the way forward with the bank accounts.
13.3 – Schedule of Receipts & Payments.
RESOLVED to accept income of £4250.00 and expenditure of £3775.23

			£
Receipts			
1	BDC Precept		4250.00
		TOTAL	**4250.00**
Payments			
•	Elec-Tech PAT		18.00
•	I Jolly. Grass cutting Commons		197.50
1	NPF. EER & EEE April 18 Conts		52.05
2	Clerk Salary April		170.84
3	Nflk Cons Corps Jan – March Commons Tasks		42.50
4	Clerk Salary May		549.06
5	NPF EER & EEE May 18 Conts		189.70
6	Clerk Expenses/reimbursements March - April 18		80.41
7	TCV Mileage		26.52
8	Nflk Wildlife Trust. Vet & farrier – ponies		1636.00
9	Came & Co Ins renewal		621.42
10	CGM. Church grounds April		128.23
11	CGM. Play area grounds April		63.00
		TOTAL	**3775.23**

13.4 – Annual Audit 2017/2018
The Clerk reiterated the matter to which members had been kept informed of the delay in the completion of Internal Audit and subsequently confirmation from the External Audit of acceptance of revised submission deadline and Notice of Electors Rights. Annual accounts must be approved by 30 June and therefore an additional meeting

Approved...

Date.....18.7.18.....

will need to be held for this purpose. The Chairman said this date would be determined at the end of this meeting.

18/15 Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken. Currently there is no IT provision due to failure of the laptop which is now in for repair. She would keep members informed and advise when matters are resolved.

The Chairman advised he had attended the Western Link exhibition at Weston Longville. It would appear the subject has gone back to basics in asking if a link is required.

Commons: Written report received from Mr Williams. Noted. The lack of grazing on Alderford Common is a concern and it was with agreement to ask Norfolk Wildlife Trust to move the ponies to Alderford which would also rest Upgate. Updates would be included in the regular Commons reports.

Highways: The Chairman together with Mr Rust had met with Mr Mayes the area H/W representative and confirmed

- Reepham Road/Upgate junction. Road has been repaired however the drainage issue is ongoing as there is nowhere for water to drain to. It was noted measures to alleviate would be major.
- Pot Holes Church Lane. Minor repairs to be completed during the year. To be in the 19/20 forward program to be surfaced dressed.
- Hall Road/Spring Lane Alderford junction drainage issues. The pot holes have been filled.

Booton Hall Lane over the old airfield is also in the 19/20 forward program for surface dressing.

Play Area: Mr Griggs advised he had spoken with Solicitors who were of the view the status of the group is best determined prior to preparation of a lease document and this has been relayed to the Play Area group. Mrs Mutimer briefed on the decision taken by the group to pursue charitable status and that administration work for such will be funded by Farm to Fork. Members thanked Mrs Mutimer for this kind donation.

Footpaths: Cutting will start next week.

Planning:

- The application for Upgate Barn will be determined by BDC Committee.
- Upgate common vehicular access easements. There is no evidence of easements however residents of Upgate Farm House feels they have one in place but cannot trace documents. Mr Rust considered it appropriate to write to the residents for clarity and it was with agreement Mr Rust would liaise with the Clerk in this respect. **Action MR/PK**
- Station Road. There has been no change since planners advised that no redevelopment of the site would start before a bat survey and report was undertaken. This was due to be carried out in September of this year. This was in response to an email to Simon Woodbridge. Planners have said they will advise us of any imminent changes.

Approved.....

Date.....18.7.18.....

18/16 Planning Applications

15.1 – Planning applications
20180444 – 8 Swan Close. Swannington. First floor extension over garage & two storey rear extension.
RESOLVED to ratify decision and representation made to BDC of no objection

18/17 Correspondence

16.1 – Norfolk Access Improvement Plan. Noted
16.2 – Donation request Norfolk Age UK. Unable to donate at this time.
16.3 – NflkALC Renewal.
RESOLVED to renew at a cost of £110.92.
16.4 – Complaints Policy
RESOLVED to adopt as presented
16.5 – FOI Publication Scheme Information Guide.
RESOLVED to adopt as presented
16.6 – Insurance Renewal
RESOLVED to ratify at a cost of £621.42.
16.7 – Already dealt.
16.8 – GDPR.
(i) – Report from Clerk noted.
(ii) – DPO.
RESOLVED to appoint the Clerk as Data Protection Officer however this matter to be monitored following advice that parish & town councils are exempt from this requirement.
(iii) GDPR Policy
RESOLVED to adopt as presented.
(iv) – Privacy Statement
RESOLVED to adopt as presented.
16.9 – BDC Gambling Policy. Noted.

18/18 Exchange of Information

None.

18/19 Next meeting

The additional meeting would be held on **Wednesday 13 June 2018** and the ordinary meeting on **Wednesday 18 July 2018**. Both would be held in Church Farm Little Witchingham and commence at 7.30pm

The Chairman gave thanks for attendance and closed the meeting at 9.15pm

Approved.....

Date.....18.7.18.....