SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at St Margaret's Church Swannington on Wednesday 21 November 2018 at 7.30pm.

Present

Mr Tim Praill – Chairman

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

In Attendance

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer

The Chairman opened the meeting and welcomed those present. He advised of the resignation of Mr Rust and gave thanks for his time and work given to the council. This was unanimously agreed. The vacancy is now following the required process.

18/50 Apologies for Absence

Mr Steve Griggs – apologies received and accepted.

18/51 Declarations of Disclosable Pecuniary and other interests

Mrs H Mutimer. Agenda item 12.1.
Disclosable pecuniary interest – Party to the Limited Company formed in respect of leasing the play area.

18/52 Minutes of the meeting held on 19 September 2018

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

18/53 Information arising from the minutes

- Village Sign. To be dealt at agenda item11.1.
- Removal of telephone box. Scheduled for removal in March. Mr Praill confirmed highways had been advised not proceed with the construction of the hardstanding in part. **Action TP**
- Lease for Play Area. To be dealt at agenda item 12.1.
- Report on bank accounts. To be dealt at agenda item 8.4.
- Laptop additional memory. Clerk to arrange for Mr Williams to take receipt of laptop as convenient. **Action PK/SW**

18/54 Public Participation

No attendees

18/55 Report from Police to include Parish Crime Figures

Police not in attendance. No report received despite the clerks request.

Approved.....

Date.....16/1/19.....

18/56 Reports from County & District Councillors

No reports received.

18/57 Finance Matters

8.1 – Verification of invoices. Signatories confirmed the check and verification to date.
8.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to statements to 15 October 2018.
8.3 – Schedule of Receipts & Payments.
RESOLVED to accept income and expenditure as follows

	£
Receipts	
9. Barclays. Interest. Deposit	1.16
10. Barclays. Interest Commons	11.61
11. BDC. CIL April – Sept 2018	168.72
Payments.	
36. Reepham Print. Footpath maps – Pilgrim inserts*	49.00
37. PLG.Commons. Posts*	19.20
38. CGM. Play Area grounds June*	63.00
39. CGM. Play Area grounds July*	63.00
40. CGM. Play Area grounds Aug*	63.00
41. TCV. Mileage Upgate*	20.28
42. NPF. EEE & EER Oct Conts*	53.08
43. RBL. Remembrance Wreath*	22.98
44. Nflk Conservation Corps July - Sept 2018	49.50
45. SLCC. Renewal Contribution	57.50
46. Aylsham Computers. Renewal IT Support Contract	78.00
47. Clerk. October Salary	173.58
48. TCV. Mileage Upgate	20.28
49. NPF EER & EEE Nov 18 Conts	53.08
50. Clerk. Nov Salary	173.58
51. CGM. Play Area grounds Sept	63.00
52. CGM. Play Area grounds Oct	63.00
53. Clerk Expenses/reimbursements Sept - Oct 18	55.26

8.4 – Report on bank accounts. This included a suggested Schedule of Reserves for cash flow provision and future projects. Much discussion took place.
RESOLVED to accept.
The Clerk reminded members that monies could not be moved until authority was in place and this matter would be addressed at agenda item 12.2.

18/58 Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.

- BDC has now advised the casual vacancy process which ceased 15 November had not received an election request so the PC can now co-opt. This will now be dealt.
- NCC Western Link Consultation documents had been received. The deadline for response is 18 January so this will be an item for the next meeting. In the interim information to be sent to members and a request made to place on the website.

Approved.....

Date.....16/1/19.....

The Chairman advised he had attended the Remembrance Service at the Church and laid a wreath on behalf of the PC.
In the interim he will deal with planning matters following Mr Rust's resignation Highway matters will be covered under the Highway section.

Mr Jones confirmed no cabling on PC owned land in respect of Hornsea Three Project.

Commons: Written report received from Mr Williams. Noted.
It was with agreement to accept extending the HLS agreement as indicated to avoid potential issues with the new Countryside Stewardship Scheme.
The matter in respect of easements was deferred to the next meeting.

Highways: Post NDR monitoring on Hall road & Swannington Bridge information has been received. This shows fewer HGV's on Hall Road with increases compatible with Bernard Matthews shift changes.
Parish Rangers visit – no feedback had been received. Clerk to ascertain.

Play Area: A limited Company with 4 Directors will be formed by the end of the week.

Footpaths: Nothing to report.

Planning: Planners are liaising with highways in respect of Station Road development.

18/59 Planning Applications

10.1 – Planning applications. None received
10.2 – BDC move to electronic consultation.
RESOLVED to accept
10.3 – Greater Norwich Local Plan Regulation 18 Consultation New, Revised and Small Sites. The Chairman advised he had lodged a personal objection for site reference GNLP2184 Bernard Matthews South site and read his submission. This was supported unanimously.
RESOLVED to object to the site GNLP2184 on the basis of

- Poor road access to both East and West
- No possibility for footpaths
- Lack of access to services and remote from Great Witchingham (Lenwade)
- Impact on Alderford a small hamlet with important listed properties
- The brown field site only exists due to the historical and influential nature of the former Bernard Matthews company and no development would now be considered.

18/60 Correspondence

11.1 – Village sign. The design and costings had been considered since the last meeting.
RESOLVED to ratify design and purchase from Signs Express at a Net cost of £50.99.
11.2 – Commons Management Plan. In view of the possible extension of the current agreement the process of public consultation was deferred to the next meeting.
11.3 – Asset Register. The Chairman advised this was nearing completion.

Action TP/TN

Approved.....

Date.....16/1/19.....

11.4 – Police Liaison Person. No volunteers.
11.5 – IT 'Silver Support Contract. The Clerk explained the situation regarding part payment required as renewal date had passed and in consultation with the Chairman it was accepted to renew and to address next May prior to the next renewal.
RESOLVED to ratify.
11.6 – Parish map. This was not required.
11.7 – NCC Budget Consultation 19/20. Members to respond as individuals
11.8 – Communication in respect of Footpaths. Much discussion took place and reiterated that NCC is the authority responsible for the surface of the paths. It was considered that the route referred to in the communication was not the designated footpath.
11.9 – CIL payment.
RESOLVED this is allocated to support the play area.
11.10 – Draft Standing Orders. Deferred to the next meeting.

18/61 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 items 12.1 & 12.2 in view of the confidential nature of the business to be transacted and to deal after the item that confirms details of the next meeting.

18/62 Exchange of Information

Mrs Mutimer had reported the smell from the pollution in the ditch near the bus shelter to the Environment Agency.

18/63 Next meeting

The next meeting would be held in St Margaret's Church, Swannington, on Wednesday 16 January 2019 at 7.30pm

The Chairman gave thanks for attendance and closed the meeting to the press and public at 8.34pm

Confidential item

18/64 12.1 – Play Area lease
RESOLVED to
(i) Ratify appointment of Hansells Solicitors
(ii) Agree Heads of Terms of the lease. The lease to include boundary fencing and hedges and ground maintenance at a level in line with the current contract being the responsibility of the PC. The Chairman to liaise with Solicitors.
(iii) contribute 50% of the legal costs for preparation of the lease.
Mrs Mutimer did not participate or vote on the matter.
12.2 – Bank Mandate matters. The clerk advised of the current signatory issues and of the way forward. This was accepted and it was with agreement to lodge the complaint.

Meeting closed at 8.44pm

Approved.....

Date.....16/1/19.....