SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Minutes of the meeting of the Parish Council held at St Margaret's Church Swannington on Wednesday 19 September 2018 at 7.30pm.

Present

Mr Tim Praill – Chairman

Mr Ed Jones Mrs Helen Mutimer Mr Steve Williams

In Attendance

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer
1 Member of the Public

The Chairman opened the meeting and welcomed those present.

18/37 Apologies for Absence

Mr Steve Griggs, Mr Trevor Nelson & Mr Malcolm Rust – apologies received and accepted.

18/38 Declarations of Disclosable Pecuniary and other interests

None declared.

18/39 Minutes of the meeting held on 18 July 2018

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

18/40 Information arising from the minutes

- Village Sign. Mr Williams had prepared wording based on information from Mr Griggs. Much discussion took place. Amendments will be made and presented to the next meeting for agreement. **Action SW**
- Removal of telephone box. Scheduled for removal in September. Norfolk County Council Highways had reported that BT would not now be removing the derelict phone box and wiring until March 2019. It was agreed to not proceed with the construction of the hardstanding in part as had been offered by Highways. Mr Praill to advise Highways. **Action TP**
- Station Road re-development. Planning application now received. Agenda item 10.1
- Lease for Play Area. Mrs Mutimer to cover this in the play area report.
- Easements for vehicular access – Upgate Common. Mr Rust to liaise with the clerk. **Action MR/PK**
- *Scrub burning Upgate Common. This has not continued and so will be monitored.*
- Report on bank accounts. The clerk advised she had contacted the Bank and can now proceed with the report. However the authorisation is limited and would impact on recommendations. Documents are awaited for completion to allow for online view. Documents and report to be presented at the next meeting. **Action PK**
- Hornsea Project Three. Mr Jones confirmed registration.

Approved.....

Date.....21/11/18.....

- Norfolk Minerals & Waste. Mr Praill confirmed objection submitted.

18/41 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.

18/42 Report from Police to include Parish Crime Figures

Police not in attendance. Report noted.

18/43 Reports from County & District Councillors

Mr Peck had sent apologies and had nothing to report.

18/44 Finance Matters

8.1 – Verification of invoices. Signatories confirmed the check and verification which included those from the last meeting.
8.2 – Bank Reconciliation. The Chairman confirmed the reconciliation to statements to 15 August 2018.
8.3 – Schedule of Receipts & Payments.
RESOLVED to accept income and expenditure as follows

	£
Receipts	
5. Parishioner use - tables & chairs	50.00
6. RPA. HLS Credit	2211.33
7. RPA. HLS Credit	1556.61
8. HMRC. VAT Claim 1 Apr 2017 – 31 March 2018	915.01
Payments	
22. Nflk Conservation Corps May – June 2018*	31.50
23. AJ Products. Table & Chairs storage trolley*	178.80
24. CGM. Grass Cutting Churchyard May*	149.05
25. CGM. Grass Cutting Play area May*	63.00
26. George Taylor. Upgate & Alderford Commons Tasks*	120.00
27. NPF. EER & EEE August 18 Conts*	53.08
28. Clerk Salary August	173.58
29. Aylsham Computers. Laptop repair	57.00
30. Ladywell Accountancy. 18/19 PAYE Provision	75.00
31. Clerk Salary September	173.38
32. NPF. EER & EEE Sept 18 Conts	53.08
33. HMRC PAYE Conts	26.60
34. ICO. Data Protection Fee	40.00
35. Clerk Expenses/reimbursements July - August 18	59.32

8.4 – Budget monitoring statement to 31 July 2018.
RESOLVED to accept.

18/45 Reports from Clerk Chairman & Members

The Clerk briefed members on administration work undertaken.

Approved.....

Date.....21/11/18.....

The Chairman advised matters will be covered under the Highway section.
Commons: Written report received from Mr Williams. Noted. It was with agreement the process for the Management Plan public consultation to be an agenda item for the next meeting.

Highways: Parish Rangers to visit – all identified matters as requested to be sent to NCC. Any matter outside of the remit to be reported via the highway reporting line on NCC website. Traffic monitoring had commenced through Swannington and Hall Lane Alderford in line with NDR monitoring.

Play Area: Charitable status is only applicable where an income is £10,000 and above so this will not be pursued. Other options will be researched.

Footpaths: Further to discussion at the January meeting a map had been produced and printed at a cost of £49.00 for loose leaf insertion in Pilgrim.

Planning: Nothing to report.

18/46 Planning Applications

10.1 – Planning applications
20181316 – Hengrave Farm, Ketts Lane, Swannington
Entrance Porch.
20181400 – 1-4 Station Road
Demolition of 4 Existing Units and Development of 10 Residential Units (Reserved Matters Application Following Outline Approval 20151644)
20181307 – Peacehaven, Fakenham Rd Attlebridge.
Removal of Hedgerow
RESOLVED no objections to the above applications.
10.2 – Bernard Matthews Plc – permission in respect of application 20181040 noted. Alderford residents will monitor impact and report any issues to the planning authority and Environment Agency.
10.3 – Atlas Works Lenwade. The Chairman briefed on the NCC Planning Regulatory Committee Meeting held 14 September 2018 held to determine the 2017 application. The application was initially refused and then subsequently approved after a recount which followed when members were asked to give their reasons for objection. Members of the public were confused about how this could happen. It looks likely that a judicial review is to be lodged.

18/47 Correspondence

11.1 – IT 'Silver Support Contract.
RESOLVED not to renew.
It was noted however the need for additional memory in the laptop and the saving made allocated to this. Mr Williams to arrange in due course. **Action SW**
11.2 – Police Liaison Person. Deferred to next meeting as not all members present.
11.3 – Asset Register. The Chairman and Mr Nelson addressing this. **Action TP/TN**
11.4 – Clerk membership renewal of SLCC.
RESOLVED to contribute £57.50 being 50% of the total subscription
11.5 – Risk Assessment & Management.
RESOLVED to adopt as presented

Approved.....

Date.....21/11/18.....

11.6 – Footpath maps. The Chairman requested ratification for the printing of the maps as referred to in the footpath report.
RESOLVED to ratify

18/48 Exchange of Information

None

18/49 Next meeting

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

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

Approved.....

Date.....21/11/18.....