SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

Clerk to the Council – Jim Graves C.Eng. M.I.E.T. D.M.S. M.C.M.I.
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MINUTES OF THE MEETING HELD ON May 15th.2024

Present: Mrs.Sue Darling (Chair) Mr.Steve Williams Mr.John Powles Mr.D.Harvey Mrs.Helen Mutimer

In attendance: Mr.J.Graves - Clerk Public – One Mr.Greg Peck (NCC)

1. **Chairman** Mrs.Sue Darling was re-elected as chairman for 2024/25 and signed the declaration of acceptance of office.
2. **Vice-Chairman** Mrs.Helen Mutimer was re-elected as vice-chairman for 2024/25.
3. **Apologies for absence** received from Mr.Trevor Nelson and Mr.Peter Bulman (BDC)
4. **Declarations of Interest** None
5. **Minutes** of the meeting on March 20th.. were confirmed and signed.
6. **Reports** The Clerk said that NCC were investigating signage of the bend at the Street end of Broad Lane. A sign indicating the location of the defibrillator had been erected outside the church. The Clerk gave an indication of the cost of benches for the commons and would bring illustrations to the next meeting. Mr.Williams gave his commons report and confirmed a short stretch of path from Sandy Lane to Upgate common was not an official public footpath and the adjacent landowner was perfectly entitled to erect a fence.
7. **Planning** None to consider.
8. **Internal Audit** Mr.Dack had completed the internal audit and had found that the accounts were in order.
9. **Exemption Certificate** The Council authorised the Chairman to sign the exemption certificate for Councils with a turnover below £20,000 which did not then require an external audit.
10. **Annual Accounts** 1. The Council approved the Annual Governance Statement which was signed by the Chairman. 2. The Council approved the Annual Accounting statement which was approved by the Chairman.
11. **Correspondence** A letter had been received from the leader of an Aylsham walking group asking about parking arrangements when walking in the area. The Clerk was asked to reply that “There is no officially designated parking area and motorists were always asked to park considerately when walking in the parish”.
12. **Finance** The Clerk had provided an update of the Council’s financial balances.

Cheques signed:

Safety Signs	Defibrillator Sign (inc.VAT)	£10.28
Norfolk Con.Corps	Work at Alderford Common	£18.00
Norfolk ALC	Membership	£125.28
Norfolk ALC	Web Hosting	£70.00
G.T.Morrison	Information board timber (inc.VAT)	£73.20
Gallagher Ins.	Annual Insurance Premium	£528.53
Swannington Church	Annual Grant	£400.00
Swannington Play Area Ltd.	Annual Grant	£500.00

13. **Clerk’s and Councillors’ Reports** None
14. **The Next Meeting** will be at Swannington Church on Wednesday July 17th. at 7.30 p.m.