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.
3 Lawn Close Horsford Norwich NR10 3DJ
01603 898621 salwparishcouncil@gmail.com

MINUTES OF THE MEETING HELD ON May 21st.2025

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

In attendance: Mr.J.Graves – Clerk, Public – Six, Mr.Greg Peck (NCC), Mr.Peter Bulman (BDC)

1. **Chairman** Mrs.Sue Darling was re-elected as chairman for 2025/2026 and signed the declaration of acceptance of office.
2. **Vice-Chairman** Mrs.Helen Mutimer was re-elected as vice-chairman for 2025/2026.
3. **Apologies for absence** received from Mr.Trevor Nelson and Mrs.Helen Mutimer
4. **Declarations of Interest** None
5. **Minutes** of the meeting on March 19th. were confirmed and signed.
6. **Reports** The Clerk provided details of benches made from recycled plastic but it was agreed that timber benches would be more appropriate for the commons
7. **Planning** None to consider.
8. **Commons** Mr.Williams gave his report detailing work carried out and work to be done during the year. He asked the Clerk to arrange for him to meet with the mowing contractor.
9. **Internal Audit** Mr.Dack had completed the internal audit and had found that the accounts were in order.
10. **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.
11. **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.
12. **Public Space Protection Order** It was agreed to support Broadland DC in extending the order for a further three years.
13. **Correspondence** A letter from Age UK requesting a grant did not command support.
14. **Grants** The Council confirmed grants to the Swannington Play Area (£500) and to the Church for burial ground maintenance (£450)
15. **Finance** The Clerk had provided an update of the Council's financial balances.

Cheques signed between meetings:	
Norfolk Parish Training and Support	£62.00
Norfolk Conservation Corps	£33.00
Norfolk Wildlife Trust	£636.00
Cheques signed at the meeting:	
Nurture Landscapes (inc.VAT)	£129.02
Gallagher Insurance	£530.66
Swannington Play Area	£500.00
Swannington Church	£450.00

16. **Clerk's and Councillors' Reports** Mr.Drayson would be meeting NCC Highways to discuss possible signage and restrictions at Alderford Bridge. The Clerk was asked to arrange for NCC Highways to urgently inspect the bridge in the centre of Swannington where a crack had worsened.
17. **The Next Meeting** will be at Swannington Church on Wednesday July 16th. at 7.30 p.m.