



# *Swafield and Bradfield Parish Council*

## **NOTICE OF MEETING**

An ordinary meeting of the Council  
will be held on

**Tuesday 13 November 2018 in the Village Hall, The Street, Swafield**

It will start at **7:00 pm**

Everyone is cordially invited to attend

R M Calvert

Clerk to Swafield and Bradfield Parish Council

[swafieldandbradfieldpc@gmail.com](mailto:swafieldandbradfieldpc@gmail.com)

01263 732078

7 November 2018

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### **AGENDA**

1. **APOLOGIES FOR ABSENCE** – To note and approve apologies received by the Clerk prior to the meeting.
2. **DECLARATIONS OF INTEREST** - To receive declarations of interest in agenda items and receive applications for dispensation
3. **MINUTES** - To approve the minutes of the Meeting of 25 September 2018 <sup>i</sup>
4. **MATTERS ARISING** - to receive information on matters arising from the meeting not mentioned elsewhere on the agenda.
5. **REPORTS** - to receive reports as available from
  - County Councillor (circulated)
  - District Councillor
  - Norfolk Constabulary (circulated)
6. **ADJOURNMENT** - To adjourn the meeting to allow members of the public and those with a disclosable interest in agenda items to speak (3 minutes each)
7. **SAM2** - Referred from previous meeting
8. **FIRST TIME SEWERAGE** – To receive update
9. **VILLAGE BENCH** - To receive update
10. **BRADFIELD COMMON** - To receive update
11. **PLANNING**
  1. To consider any Planning Applications received
  2. To receive and consider any other planning matters
12. **FINANCIAL REGULATIONS & RISK ASSESSMENTS 2017** -To review
13. **INSURANCE** – To review assets register and consider insurance quotation

**14. FINANCE** <sup>ii</sup>

1. To receive bank reconciliation and note receipts and balances
2. To approve payments and sign cheques:
  - E Pugh – Locum Clerk - £139.95
  - Southrepps PC – councillor training - £60.00
  - R Calvert – pay and expense - £359.68
  - HMRC – Tax and NI – £74.60
  - Came and company – Insurance - £330.00

**15. BUDGET & PRECEPT FOR 2019-2020** <sup>iii</sup>

To consider draft budget and set precept for 2019-2020

**16. CORRESPONDENCE**

1. NORFOLK BOREAS OFFSHORE WIND FARM
  - Consultation from 7th November 2018 to 9th December 2018
2. Parish Councillor Reports – Councillor Training and Local Plan

**17. HIGHWAYS –**

1. To note any highway matters and receive reports
2. Swafield & Bradfield Speedwatch - 3 letters issued to vehicles caught speeding in the parish

**18. TO NOTE LATE CORRESPONDENCE & REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING**

**19. NEXT MEETING** - to confirm date of next meeting 22nd January 2019

*The items below are supplied to Councillors; they will be available from the clerk on request and on the Council's website*

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<sup>i</sup> Minutes of previous meeting

<sup>ii</sup> Finance documents

<sup>iii</sup> Draft budget 2019-2020