



Swafield and Bradfield Parish Council

NOTICE OF MEETING

An ordinary meeting of the Council
will be held on

Tuesday 25 September 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

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11 September 2018

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. **LOCUM CLERK** – to appoint locum clerk for this meeting
4. **MINUTES** - To approve the minutes of the Meeting of 10 July 2018 ⁱ
5. **MATTERS ARISING** - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda.
6. **REPORTS** - to receive reports as available from
 - County and District Councillors
 - Norfolk Constabulary (circulated)
7. **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)
8. **VILLAGE FETE** - To consider the Council's involvement in future organisation of the Village Fete (*referred from previous meeting*)
9. **MEETING DATES 2019** – to approve as circulated
10. **SAM2** ⁱⁱ - To approve bid to NCC under the Parish Partnership Scheme to purchase a SAM2 at a cost of £3,396 with 50% to be paid by the NCC. To note that volunteers will be required to manage the sign and will be given training prior to installation. Council to provide High Visibility vests and approve an appropriate risk assessment prior to installation
11. **FIRST TIME SEWERAGE** – To receive update and consider correspondence
12. **VILLAGE HALL** - To consider purchase of bench to be installed by Village Hall Committee on the Village Green

13. **BRADFIELD COMMON** - To receive updates as available and confirm payment of membership to Open Spaces Society
14. **PLANNING**
 1. To consider Planning Applications received
 2. To receive and consider any other planning matters
15. **FINANCE** ⁱⁱⁱ
 1. To complete bank request for new cheque book
 2. To receive bank reconciliation and note receipts
 3. To approve payments and sign cheques:
Information Commissioner – annual fee - £40.00
R Calvert – pay and expense - £391.54
HMRC – Tax and NI – 80.80
Shackleton’s Garden Centre Ltd – Bench - £472.50
Open Spaces Society – membership - £45

PWLB – £171.53 Direct Debit payment to be taken in October
16. **CORRESPONDENCE**
 1. Anti-social behaviour recently reported was referred to the relevant authorities
 2. Information regarding Councillor Training at Aylsham in October was circulated.
 3. Cllrs Rawlings and Silvester to attend presentation by NNDC on the Local Plan, 30th October 6-8 pm
17. **HIGHWAYS** - To note any highway matters.
 - NCC has been asked to replace rusty 30mph sign posts on Trunch Road and The Street and to clean signs and cut back obscuring hedges
18. **TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING**
19. **NEXT MEETING** - to confirm date of next meeting on 13 November 2018

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

ⁱ Minutes of previous meeting

ⁱⁱ information

ⁱⁱⁱ Finance documents