



# *Swafield and Bradfield Parish Council*

## **NOTICE OF MEETING**

An ordinary Meeting of the Council will be held on  
**Tuesday 5<sup>th</sup> March 2019 in the Village Hall, The Street, Swafield**

**This meeting will follow the Annual Parish Meeting which starts at 7.00pm**

Everyone is cordially invited to attend

R M Calvert  
Clerk to Swafield and Bradfield Parish Council

26 February 2019

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### **AGENDA**

- 1. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST AND DISPENSATIONS**  
To receive declarations of interest in agenda items and dispensations
- 3. MINUTES** - To approve the minutes of the meeting of 22 January 2019
- 4. MATTERS ARISING** - to receive information on matters arising from the minutes not mentioned elsewhere on the agenda.
- 5. REPORTS** - to receive reports from:
  - Police (monthly reports circulated)
  - County Councillor (monthly reports circulated)
  - District Councillor
- 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. PLANNING**
  1. To note Planning Applications received  
[PF/19/0187](#) - Erection of single storey detached dwelling at Parc Haus, Knapton Road, Swafield, North Walsham, NR28 0RP
  2. to note planning appeal received –  
APP/Y/2620/W/18/3214119 re: [Planning Application PO/18/0662](#)  
Proposed detached chalet bungalow with detached garage (all matters reserved) Plot next to the Kingdom Halls, The Street, Swafield, NORTH WALSHAM, NR28 0RQ. Appellant: Mr Neville Watts
  3. To receive information on any other planning matters:
- 8. FIRST TIME SEWERAGE** - To receive update as available

9. **STANDING ORDERS 2019** - To review draft copy, agree and adopt
10. **AUDITOR** - To appoint internal auditor for 2018-19
11. **JOB DESCRIPTION** – to receive and approve Clerk’s job description
12. **FINANCE** <sup>ii</sup>
  1. To receive bank reconciliation and note, receipts, budget comparison and approve reserves
  2. To consider grant applications from:
    - Trunch Parochial Church Council towards maintenance Bradfield and Swafield churchyards
    - Village Hall Committee towards village green
  3. To approve payments and sign cheques - circulated
13. **CORRESPONDENCE**  
Norfolk Vanguard – update  
NNDC – Election guidance  
Carers Matter
14. **LOCAL HIGHWAYS, DRAINAGE AND INFRASTRUCTURE MATTERS**  
To receive updates and note reports.
15. **TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER TO NEXT MEETING**
16. **NEXT MEETING**  
To confirm date of Annual Parish Council meeting - 14<sup>th</sup> May 2018

*The items below are supplied to Councillors; they are available from the clerk on request unless marked ‘confidential’*

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

<sup>ii</sup> Finance papers