



Swafield and Bradfield Parish Council

NOTICE OF MEETING

There will be an ordinary meeting of Swafield and Bradfield Parish Council
on **Tuesday 1 November at 7.00pm in the Village Hall, Swafield**
Everyone is cordially invited to attend

R M Calvert
Clerk to Swafield and Bradfield Parish Council

25 October 2016

AGENDA

1. **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** - To receive declarations of interest in agenda items and dispensations
3. **MINUTES** - To approve the minutes of the meetings of 27 October 2016ⁱ
4. **MATTERS ARISING** - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda.

SEWERAGE – FIRST TIME (ANGLIAN WATER)

To receive an update from Mr John Lambert, Anglian Water Design Team
on the proposed sewerage scheme.

*Mr Lambert will not be able to answer questions of a more technical nature
but he will be able to take them back to the team.*

All questions through the chairman please!

5. **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)
6. **REPORTS** - to receive reports from
 - County and District Councillors
 - Norfolk Constabulary
7. **MATTERS REFERRED FROM PREVIOUS MEETING**
 1. Trod or path along The Street, Swafield
 2. Village Sign
8. **PLANNING**
 1. To consider Planning Applications received before the meeting to include:
 - **NCC Application No: C/1/2016/1015**
Construction of a new sewage pumping station and layby on land to the west of Pond Road, NR28 0NY for Anglian Water

- **NNDC: PF/16/1395**
Change of Use from Outbuildings to 2 x residential units
Livery Yard at NEPC, Bradfield Road, Swafield, NR29 0RH
for Mr P Slack and Ms L Wakelin
 - **Planning Inspectorate: Appeal W/16/315660**
NNDC: PF/16/0330 - Site for the erection of 4 dwellings and
associated access. Land between Trunch Road and Bradfield Road,
Swafield for Mr Michael Buckingham.
2. To receive and consider any other planning matters and agree action
9. **FOUNDATION AWARD** – To receive update on application and consider action
 10. **FINANCE** ⁱⁱ
 1. To receive update on bank signatories and to approve removal of previous signatories and approve replacements.
 2. To receive update on application for Transparency fund
 3. To approve purchase of Defibrillator and Cabinet for £ 2,424.00 (retrospective)
 4. To approve payments and sign cheques
 5. To receive bank reconciliation, note receipts and reserves
 11. **BUDGET FOR 2017/18 AND PRECEPT** ⁱⁱⁱ
 1. To receive and consider draft budget for 2017/18
 2. To consider reserves and loan repayment
 3. To set the precept for 2017/18
 12. **HIGHWAYS**
 1. To receive updates of matters from previous meeting
 2. To receive reports on any other highway matters
 13. **NOTICEBOARDS** – to consider upkeep and management of the noticeboards
 14. **CORRESPONDENCE** - to note and correspondence received ^{iv}
 15. **TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING**
 16. **NEXT MEETING** - to confirm date of next meeting – Tuesday 24 January 2016 at 7pm in Swafield Village Hall
 17. **STAFFING** - To receive staffing update and approve and sign Contract of Employment and Disciplinary and Grievance Procedures ^v

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

ⁱ Minutes of previous meeting

ⁱⁱ List of Bills to Pay, Bank Reconciliation and Reserves

ⁱⁱⁱ Financial Report, Budget

^{iv} List of correspondence (to be tabled)

^v Documents to be circulated by email