

Swafield and Bradfield Parish Council

NOTICE OF MEETING

There will be an ordinary meeting of Swafield and Bradfield Parish Council on **Tuesday 27th September at 7.00pm in the Village Hall, Swafield** for the purpose of transacting the following business.

R M Calvert
Clerk (locum) to Swafield and Bradfield Parish Council

Date

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 two previous meetings 5th July 2016 and 13th September ⁱ
- 4. MATTERS ARISING** - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda.
- 5. REPORTS** - to receive reports from
 - County and District Councillors
 - Norfolk Constabulary and to consider any other police matters and agree action
 - Community Speed Watch – to receive update
- 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 consider Planning Applications received before the meeting and to receive information on planning matters
 2. To consider any other planning matters and agree action
- 8. FINANCE** ⁱⁱ
 1. To appoint Clerk as Responsible Financial Officer
 2. To receive update on bank signatories and approve change of address for correspondence
 3. To receive bank reconciliation as at 13 September 2016
 4. To receive external audit certificate and report 2015/16 certificate
 5. To consider application for Transparency fund and receive update
 6. To note funds received from the Village Fete and consider repayment of outstanding loan taken out for the purchase of the Vehicle Activated sign
 7. To note other receipts
 8. To approve payments and sign cheques (*list to be tabled*)

9. HIGHWAYS

1. Pothole on North Walsham Rd – to receive update
2. New Footway – to receive update and consider action
3. Drainage at Corner Cottage - to receive update
4. To receive report on flood at Bradfield and consider action ⁱⁱⁱ
5. To receive reports on any other highway matters

10. COMMUNITY DEFIBRILLATOR AND BT BOX

1. To receive update on training event (Cllr E Alexander)
2. To consider upkeep of BT kiosk.
3. To receive any further reports on this facility and consider action

11. SEWERAGE – FIRST TIME (ANGLIAN WATER) – to receive update and consider action

12. NOTICEBOARDS – to consider upkeep and management of the noticeboards

13. MEETING DATES – to agree meeting dates for 2017 ^{iv}

14. CORRESPONDENCE - to note and correspondence received (*list to be tabled*)

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 1st November 2016 at 7pm in Swafield Village Hall

17. CLERK'S REPORT – to receive report on staffing matters

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

ⁱ Minutes of previous meetings

ⁱⁱ Financial Report

ⁱⁱⁱ Letter from M King

^{iv} Draft meeting dates