



# *Swafield and Bradfield Parish Council*

## **NOTICE OF MEETING**

There will be an ordinary meeting of Swafield and Bradfield Parish Council  
on **Tuesday 7<sup>th</sup> March 2017 at 7.00pm in the Village Hall, The Street, Swafield**  
Everyone is cordially invited to attend

R M Calvert  
Clerk to Swafield and Bradfield Parish Council

25 March 2017

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### **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 meeting of 24 January 2017 <sup>i</sup>
- 4. MATTERS ARISING** - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda.
- 5. REPORTS** - to receive reports as available from
  - County and District Councillors
  - Norfolk Constabulary
- 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 to include:
    - **PF/17/0086** - Erection of extension and alterations to pavilion at Bradfield Cricket Club, Hall Road, Bradfield, North Walsham, NR28 0QW
    - **PF17/0219** - Demolition of existing rear extensions and erection of single storey and two storey rear extensions at Pearton House, Pond Road, Bradfield, North Walsham, NR28 0AB
    - **PF/17/0248** – Single storey extensions to front and rear; and first floor extension to side of annexed dwelling at The Old Rectory, Knapton Road, Swafield
  - 2. To note applications determined**
  - 3. To consider planning protocol** <sup>ii</sup>
  - 4. To receive and consider any other planning matters**
- 8. FIRST TIME SEWERAGE** - To receive update on extension and dispute Clerk's Report

9. **NORTH WALSHAM GOOD NEIGHBOURHOOD SCHEME** - To receive information following meeting held on 2 March 2017
10. **1.STANDING ORDERS** – to adopt standing orders as approved 24/01/2017  
**2. RECORDING OF MEETINGS** – to review draft protocol <sup>iii</sup>
11. **FINANCIAL REGULATIONS** - To review draft regulations <sup>iv</sup>
12. **GRANT APPLICATIONS** - To consider grant applications received <sup>See Clerk's Report</sup>
13. **FINANCE** <sup>v</sup>
  1. To appoint one further bank signatory.
  2. To appoint internal auditor for 2016-7
  3. To approve payments and sign cheques
  4. To receive bank reconciliation, note receipts and reserves
14. **ASSETS**
  1. Noticeboards – to review current and future provision
  2. Defibrillator – to receive update and review maintenance schedule
15. **HIGHWAYS**
  1. To receive updates of matters from previous meeting
  2. To note receipt of information regarding proposed registration of Crudshole Lane as Restricted Byway <sup>See Clerk's Report</sup>
  3. To note any other highway matters
16. **BRADFIELD COMMON** - To note request by Power Networks (operations) Ltd to cut growth below its power lines over the common.
17. **VILLAGE HALL AND VILLAGE EVENT** - To receive update on arrangements for the 2017 summer event.
18. **PARISH MEETING** - to agree arrangements for meeting on 9<sup>th</sup> May
19. **TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING**
20. **NEXT MEETING** - to confirm date of next meeting: Annual meeting of the Council Tuesday 9 May **at 7.30 pm** in Swafeld Village Hall (to be held after the Annual Parish Meeting)

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

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Clerk's report

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

<sup>ii</sup> Draft Planning Protocol

<sup>iii</sup> Draft protocol

<sup>iv</sup> Draft financial regulations

<sup>v</sup> List of payments, bank reconciliation & financial statement