



Swafield and Bradfield Parish Council

NOTICE OF THE ANNUAL MEETING

The Annual Meeting of the Council
will be held on
Tuesday 8th May 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
01263 732078

1 May 2018

AGENDA

- 1. TO APPOINT A CHAIRMAN FOR 2018-19**
- 2. APOLOGIES FOR ABSENCE** – To note and approve apologies received by the Clerk prior to the meeting.
- 3. DECLARATIONS OF INTEREST** - To receive declarations of interest in agenda items and dispensations
- 4. TO APPOINT A VICE-CHAIRMAN FOR 2018-19**
- 5. MINUTES** - To approve the minutes of the ordinary meeting of 6th March 2018 ⁱ
- 6. PARISH MEETING** – to receive the draft minutes of the Annual Parish Meeting held on 6th March 2018
- 7. MATTERS ARISING** - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda.
- 8. REPORTS** - to receive reports as available from ⁱⁱ
 - County and District Councillors
 - Norfolk Constabulary
- 9. 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)
- 10. BRADFIELD COMMON**
To consider development at Bradfield Common

- 11. PLANNING**
 1. To consider Planning Applications received
 2. To note applications determined by District Council
 3. To receive and consider any other planning matters

- 12. CORRESPONDENCE**

NNDC – New Ward Boundaries from May 2019
Age UK - request for financial support
Age Concern North Norfolk - request for financial support
Vattefall – update

- 13. FIRST TIME SEWERAGE** - To receive update as available

- 14. STREET FURNITURE**
 1. Bench – to receive update
 2. Noticeboards – these have been repaired

- 15. FINANCE** ⁱⁱⁱ
 1. To receive the accounts for 2017-18 and review reserves
 2. To receive and consider internal auditor's report for 2017-18
 3. To consider completion of Certificate of Exemption for 2017-18
 4. To consider and complete Sections 1 & 2 of the Annual Return for 2016/17
 5. To receive bank reconciliation and note receipts
 6. To approve payments and sign cheques

- 16. HIGHWAYS**

To note highway matters

- 17. VILLAGE FETE – SUNDAY 1st July 2018**
 1. To receive update on insurance and signs
 2. To receive report from the event working group on arrangements
 3. To agree distribution of the net profits of the event.

- 18. TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING**

- 19. NEXT MEETING** - to confirm date of next ordinary meeting – 10th July 2018

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

ⁱ Minutes of previous meeting

ⁱⁱ Reports

ⁱⁱⁱ Finance documents