

**MINUTES OF THE MEETING OF
SWAFIELD AND BRADFIELD PARISH COUNCIL
HELD ON MONDAY 21ST NOVEMBER, 2011 AT 7.00 PM
IN THE VILLAGE HALL, SWAFIELD.**

Present:-

Chairman - Cllr. E. Alexander, Vice-Chairman - Cllr. H. Andersen,
Cllr. R. Bullock, Cllr. B. Clabon, Cllr. J. Hook and Cllr. M. Starling.

County and District Councillor G. Jones.

Alan Fairchild - SLCC.

PCSO J. Moore.

Julie Chance - Clerk.

Five members of the public also attended the meeting.

The Chairman welcomed all present to the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. J. Amies and
PCSO B. Kerr.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

**3. MINUTES OF THE MEETING HELD ON MONDAY 5TH SEPTEMBER,
2011.**

The Minutes of the meeting held on Monday 5th September 2011,
having been circulated, were taken as read, **AGREED** and signed by
the Chairman.

It was **AGREED** to suspend the meeting for public participation.

4. PUBLIC PARTICIPATION

A member of the public thanked the Parish Council Members for dealing with the problem with the grips in Bradfield.

The meeting was reconvened.

5. COUNTY AND DISTRICT COUNCILLORS' REPORTS

5.1 County Councillor's Report:- Attached.

5.2 District Councillor's Report:- Attached. Cllr. Alexander expressed concern about the report in the Eastern Daily Press recently. It stated that North Norfolk District Council's Chairman, Cllr. Benjamin Cabbell-Manners, dismissed the planning objections to an affordable homes planning application as "frivolous". County and District Councillor Jones agreed with the Members of Swafield and Bradfield Parish Council that this comment was not acceptable.

6. PLANNING

6.1 Planning Applications:- None received.

6.2 Permissions Given:- None received.

6.3 Bacton Gas Terminal - Park and Ride Scheme:- County Councillor Jones reported that the meeting at North Norfolk District Council will be held after Christmas. There are two applications and North Norfolk District Council want to deal with them both at the same meeting. The wording for the objection from Swafield and Bradfield Parish Council was **AGREED**. Attached.

6.4 Tasty Tavern Planting:- The Clerk reported that the owners have confirmed that they will be planting in the spring.

7. POLICE

7.1 Police Report:- Attached. PCSO Moore urged members of the public to check the security of their outbuildings and oil tanks.

7.2 Speed Checks:- It was reported that speed checks will be carried out by PCSO Kerr and Cllr. Andersen on Tuesday 22nd December. It was **AGREED** that the Clerk would contact Norfolk County Council and request a speed count in Swafield.

7.3 Police Surgeries:- It was reported that Police Surgeries were held on 16th 23rd and 27th September but no one attended. PCSO Moore agreed that posters will be produced in the future and dropped off to the Clerk in order for her to display them on the notice boards.

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8. FINANCE

- 8.1 The following cheques were **AGREED** and signed:-
- | | |
|---|--------|
| | £ |
| J I Chance - Salary & Office Allowance - Two Months | 242.63 |
| HM Revenue & Customs - Tax | 60.65 |
| Stuart Hutcheson - Website Design and Set-Up | 20.00 |
| Norfolk Parish Training Partnership - Training | 50.00 |
| Norfolk Rural Community Council - Subscription. | 25.00 |
- 8.2 **Budget for the year ending 31st March 2013:- AGREED.**
- 8.3 **Precept form for the year ending 31st March 2013:-** The form was completed and signed.

9. STRATEGIC TREE PLANTING

- 9.1 **Woodland Trust:-** The Clerk reported that the application for the free trees from Mundesley Parish Council has been successful. The trees will be delivered week commencing 30th January 2012. It was **AGREED** that the Clerk will ascertain how many trees Mundesley Parish Council wish to keep and the rest can be split amongst the other three parishes being Trimingham, Trunch and Swafield and Bradfield. Mrs Buckingham has agreed that the trees can be planted on her land. It was **AGREED** that the Clerk would contact North Norfolk District Council to arrange for some compost to be collected in order to grow the trees on until they are ready to plant.

10. HIGHWAY MATTERS

- 10.1 **Extra Road Safety Help for Parish and Town Councils:-** The Clerk reported that the application for funding from Norfolk County Council for vehicle activated signing has been unsuccessful.
- 10.2 **Widening of Road - Footpath:-** The Clerk reported that she has requested another map from Norfolk County Council showing Highway land. The Clerk could not print off the original map received via email.
- 10.3 It was **AGREED** that the Clerk would write to Norfolk County Council requesting the soil to be removed from the bridge, which would help widen the road and enable vehicles to pass each other more easily.
- 10.4 It was **AGREED** that the Clerk would write to Norfolk County Council and enquire when they are going to resume the repair works outside The Old Rectory. This had to be postponed due to more signage being required.

11. MEETING DATES FOR 2012

11.1 The meeting dates for 2012 were **AGREED**. It was noted that the meetings will be held on a Tuesday in the future.

12. **SCEPTIC TANKS**

12.1 It was reported that the Environment Agency have withdrawn their plans for registering septic tanks.

13. **TREE PRESERVATION ORDER**

13.1 **Tree Preservation Order at The Old House, The Street, Swafield:-** It was **AGREED** that the Clerk would write to North Norfolk District Council objecting to the Tree Preservation Order on the three sycamores.

14. **NORFOLK ALC - COFFEE AND CHAT**

14.1 Cllr. Andersen reported that this event has been very informative and enjoyable with very interesting presentations.

15. **BRADFIELD COMMON**

15.1 The Clerk read an email received from Mark Webster stating that he wished to carry out management work on Bradfield Common. It was **AGREED** that the Clerk would write to Mark Webster informing him that a public meeting had been held and it was unanimously agreed that Bradfield Common should be left unmanaged. The matter was discussed at the Parish Council meeting once again, where there was a good representation of members of public from Bradfield, and it was once again unanimously agreed that Bradfield Common should be left unmanaged.

16. **WEBSITE**

16.1 Cllr. Andersen reported that the website is up and running. Information will be added gradually and Cllr. Andersen requested any information the Members wished to be added to be submitted to him. It was **AGREED** that Members' mobile telephone numbers could be added to the website. Cllr. Clabon requested his home telephone number to be removed.

17. **YOUTH FOOTBALL MEETING - CROMER**

17.1 Cllr. Alexander reported that the meeting was held to try and find a permanent home for Cromer Youth Football Club and land was being sought in the surrounding area. The Clerk reported that a lead is being followed as a result of the meeting.

18. **STANDING ORDERS/FINANCIAL STANDING ORDERS/ASSET REGISTER/RISK ASSESSMENT/TRAINING POLICY**

- 18.1 **Standing Orders:-** No amendments.
- 18.2 **Financial Standing Orders:-** No amendments.
- 18.3 **Asset Register:-** No amendments.
- 18.4 **Risk Assessment:-** No amendments.
- 18.5 **Training Policy:-** No amendments.

19. **CORRESPONDENCE**

- 19.1 **Norfolk ALC - Executive Committee:-** Noted.
- 19.2 **Cromer Mayor's Civic Event:-** Noted.
- 19.3 **Norfolk County Council Consultation on changes to bus services in Norfolk:-** Circulated. Noted. No comments.
- 19.4 **Letter - June Andersen:-** The Clerk read a letter thanking the Parish Council for the donation towards the maintenance of the village green.
- 19.5 **North Norfolk District Council - New Parliamentary Constituency Boundaries:-** Circulated. Noted. No comments.
- 19.6 **Norman Lamb - Coastal Communities Fund:-** Noted.
- 19.7 **North Norfolk District Council Health Opportunity Notes:-** Circulated. Noted.
- 19.8 **Signpost Newsletter:-** Passed to Cllr. Alexander.
- 19.9 **Norfolk Link:-** Passed to Cllr. Alexander.

20. **DATE OF NEXT MEETING**

The date of the next meeting was noted as Tuesday 24th January, 2012 At 7.00 pm in the Village Hall.

21. **RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETING ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS**

All members of public left the meeting.

The Clerk requested that Alan Fairchild from SLCC remain as her representative. It was **AGREED** that Alan Fairchild from SLCC remain in the meeting.

21.1 Letter of Complaint:- The Chairman read a letter of complaint received from County and District Councillor Jones concerning the Clerk. After lengthy discussion it was **AGREED** that the Clerk would retract her comment concerning an arrangement being made outside the Parish Council meeting from her complaint against County and District Councillor Jones, and apologise to the Monitoring Officer. It was **AGREED** that the Chairman would write to County and District Councillor Jones informing him of this decision and stating that the Members consider Mrs Chance's conduct not to be inappropriate and considers this matter closed.

There being no other business the Chairman closed the meeting at 8.20 pm.

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Chairman

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Date