MINUTES OF THE MEETING OF THE
ANNUAL PARISH COUNCIL MEETING
HELD ON TUESDAY 3RD MAY, 2016 AT 7.10 PM
IN THE VILLAGE HALL, SWAFIELD

Present:-
Chairman - Cllr. E. Alexander, Cllr. J. Amies, Cllr. B. Clabon, Cllr. J. Hook,
Cllr. Mr. Standing and Cllr. M. Starling.

Julie Chance MILCM - Clerk.

Six members of the public also attended the meeting.

1. ELECTION OF CHAIRMAN
   1.1 It was AGREED that Councillor E. Alexander be elected Chairman of
     Swafield and Bradfield Parish Council. The Declaration of
     Acceptance of Office Form was signed by the Chairman and the
     Clerk.

2. ELECTION OF VICE-CHAIRMAN
   2.1 It was AGREED that Councillor J. Hook be elected Vice-Chairman of
     Swafield and Bradfield Parish Council. The Declaration of
     Acceptance of Office Form was signed by the Vice-Chairman and the
     Clerk.

3. APOLOGIES FOR ABSENCE
   Apologies for absence were received from Cllr. T. Bullock, County Councillor
   W. Northam and District Councillor N. Coppack.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS
   None received.

5. MINUTES OF THE MEETING HELD ON TUESDAY 8TH MARCH,
The Minutes of the meeting held on Tuesday 8th March 2016, having been circulated, were taken as read, AGREED and signed by the Chairman.

6. PUBLIC PARTICIPATION

A member of the public enquired why the council tax invoice has increased this year when the County and District Councillors said they had not increased their precept. The Clerk explained that there is a list on the invoice showing how the increase is made up by percentages and it will probably be the Police increase.

A member of the public asked whether the installation of a footpath through the village could be considered. The Clerk said that this matter has been investigated but Norfolk County Council do not have any funding for new projects. The only way it would be possible is through partnership funding with Norfolk County Council and the Parish Council would have to pay 50% of the cost. When this was looked at previously, the cost was extortionate for a small piece of footpath along the front of the village green and the Parish Council felt it was not in a position to take out a loan in the region of £15,000 to add to the precept. The member of public said he would prepare a letter to Norfolk County Council requesting a footpath. This will be circulated to all Members for signature. The Clerk reminded Members that they would have to sign the letter in a personal capacity as a resolution has not been passed through the Parish Council. It was suggested that Anglian Water should be approached to install a footpath whilst installing the main sewage system. Cllr. Clabon said that Anglian Water will be working on the opposite side of the road to where the footpath should be installed.

A member of the public asked whether a mirror can be erected opposite the junction of Bradfield Road in order to improve access. Accessing this junction is very dangerous. The Clerk said that Norfolk County Council do not allow mirrors but she will ask again.

A member of the public said she has liaised with Anglian Water concerning the properties in Bradfield Road which have not been included in the main sewage scheme. She has been advised that she can only appeal to the Environment Agency. The Clerk read the letter received from Anglian Water stating that the provision of a public sewer to the eight properties on Bradfield Road cannot be justified. It was AGREED that the Clerk would write to the Environment Agency and appeal against this decision on behalf of the residents.

7. POLICE

- 2 -
7.1 **Police Report:** None received.

7.2 **Community Speed Watch:** The Community Speed Watch team, which comprises of three members at the moment, needs more volunteers so that a rota can be produced. The last speed check was on 22nd April. Approximately 300 cars came through the village in one hour and one motorist was travelling at 40 mph. Community Speed Watch is endeavouring to make our village a safer place - there is no footpath alongside a very busy main road and by cutting speeding we will hopefully make our village a safer place to live and walk in.

7.3 Cllr. Hook suggested that the Parish Council purchase another VAS sign for the North Walsham end of the village, showing the speed at which the cars are travelling. The Clerk explained that at the time of purchasing the slow down sign, Norfolk County Council would not allow the Parish Council to have a sign showing the speed. If we wanted to purchase another one it would be in the region of £6,000 and the Parish Council would need to obtain permission from Norfolk County Council to erect it. It is unlikely that permission would be given and the Parish Council do not have enough reserves to purchase another sign.

8. **COUNTY AND DISTRICT COUNCILLORS’ REPORTS**

8.1 **County Councillor’s Report:** None given.

8.2 **District Councillor’s Report:** The Clerk read an email from District Councillor Coppack stating that North Norfolk District Council passed a resolution at Full Council not to have a Mayor for East Anglia until the situation is reviewed in the coming year.

9. **PLANNING**

9.1 **Planning Application No. PF/16/0199 - Change of use of barn to residential dwelling and erection of part two storey/single storey extension and siting of temporary caravan - The Barn, off Trunch Road, Swafield:** It was reported that this property is in Knapton and not Swafield. It was AGREED that the Clerk would write and inform North Norfolk District Council that the Parish Council will not be responding to this application and informing them that the property is in Knapton.

9.2 **Permissions Given:** Swafield Hall, Knapton Road, Swafield, North Walsham - Conversion of redundant out-building to holiday let and erection of cart lodge style garage. Oakdene, 4 Hall Road, Bradfield, North Walsham - Erection of single storey side extension.

10. **FINANCE**

10.1 The following cheques were AGREED and signed:
J I Chance - Salary, Office Allowance and Postage

£

434.94

HM Revenue and Customs - Tax

57.60

Norfolk Association of Local Councils - Award Scheme

60.00

10.2 Annual Governance Statement for the year ended 31st March, 2016: AGREED.

10.3 Annual Accounts for the year ended 31st March 2016: AGREED and signed by the Chairman.

10.4 Annual Return for the year ended 31st March 2016: AGREED and signed by the Chairman and the Clerk.

10.5 End of Year Bank Statements: AGREED and signed by all Members.

10.6 Norfolk ALC - Annual Subscription: It was AGREED to renew the annual subscription for Norfolk ALC in the sum of £99.31.

10.7 Bank Signatories: The Clerk reported that the bank has sent the paperwork back as Cllr. Clabon is not a bank signatory at present. Cllr. Clabon will complete a form and obtain identification proof in order that he can be added as a signatory. It was AGREED that the Clerk would write to the bank and express concern that Cllr. Clabon has been signing cheques for approximately five years which have all been paid.

10.8 Bradfield Notice Board: Cllr. John Hook kindly agreed to make a new notice board. The new notice board will be the same as the old one with no glass.

10.9 Parish Council's Assets: It was AGREED that the Parish Council’s assets should be inspected annually. Cllr. Alexander and Cllr. Standing will inspect the assets and complete the forms for return to the Clerk. Once the forms have been returned, the Clerk will prepare a schedule of works needed for consideration by the Members at the next meeting.

11. **HIGHWAY MATTERS**

11.1 Garden - Trunch Road: It was reported that there has been an improvement in the condition of the garden. It was AGREED that no further action would be taken in this matter.

11.2 Potholes: It was AGREED that the Clerk would write to Norfolk County Council and report the potholes on the Bradfield Road and on the main road past the bridge. The Clerk will also request that the drain opposite the Pill Box in Bradfield be cleaned as it is causing flooding in heavy rain.

11.3 Hedge - Junction Bradfield Road: The hedge is making visibility
very difficult exiting the junction. The Clerk reported that Norfolk County Council have stated that the hedge is the responsibility of the owner of the property. The Chairman will liaise with the property owner to discuss the matter with them and try and find a solution.

11.4 Layby:- The Clerk reported that Norfolk County Council are investigating whether it is in their ownership. The Clerk will chase accordingly.

12. PARISH COUNCIL AWARD SCHEME

12.1 Action Plan 2016:- The Clerk circulated the Action Plan for 2016 which was AGREED with one amendment. The Action Plan will be placed on the website.

12.2 It was AGREED that all the documentation and information is in place for the Foundation Award. The Clerk reported that she has completed the registration form on line.

13. COMMUNITY HEARTBEAT - DEFIBRILLATOR - BT BOX

13.1 Defibrillator:- The Clerk reported that she has ordered the defibrillator and once received Cllr. Hook will arrange for it to be connected to the electricity and erected at Tavern Tasty Meats.

13.2 BT Box:- This will be refurbished once the weather improves.

14. ANGLIAN WATER FIRST TIME SEWERAGE

14.1 This matter was dealt with under public participation.

15. FOOTPATHS

15.1 Nothing to report.

16. VILLAGE EVENT

16.1 The Chairman reported that the arrangements are in hand and the next Fundraising Committee Meeting will be held on 6th June in the Village Hall. All welcome.

17. CORRESPONDENCE

17.1 NNDC and NCC - Planning Changes:- Circulated. Noted.
17.2 NALC - Newsletter:- Circulated. Noted.
17.3 North Norfolk Town and Parish Forum Letter:- Circulated. It was AGREED that the Clerk would write and state that Swafield and Bradfield Parish Council support the forum going forward as per the contents of the letter.

18. DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday 5th July, 2016 at 7.00 pm in the Village Hall, Swafield.

There being no further business the Chairman closed the meeting at 8.40 pm.