



Swafield and Bradfield Parish Council

Minutes of the meeting held in the Village Hall, The Street, Swafield, Norfolk
On Tuesday 24th January 2017 at 7.00 pm

Present

Parish Councillors:

Ernie Alexander (Chairman),
Robert Clabon

John Amies,
John Hook

Edward Bullock,
Michael Starling

Also in attendance:

Two members of the public

Peter Tobitt and Paul Robinson – North Walsham Good Neighbourhood Scheme

Tim Payne – Swafield Village Hall

Julian Thomas – Swafield and Bradfield Speed Watch Group

Wyndham Northam – Norfolk County Councillor

Nicholas Coppack – North Norfolk District Councillor

PCSO Daa Fathalla – Norfolk Constabulary

Ros Calvert, Clerk to the Council

1 Apologies – were received and accepted from Councillor Norman Standing. Members wished him a speedy recovery.

2 Declarations of Interest – there were none

3 Minutes - Minutes of the meetings of 1 November and 22 November 2016 were circulated, agreed and signed by the Chairman as a true record.

4 Matters arising from the Minutes

1. First time Sewerage Scheme - John Lambert – Anglian Water reported on the public advice open day for the first time sewerage project held on 7th December 2017 in Swafield.

The event was very well attended and it provided a very useful exchange of information for Anglian Water and hopefully residents found it equally beneficial. A number of questions and concerns were discussed with individuals and businesses at the event.

There were a number of issues still under discussion with outside parties amongst which is the work in the B1145 and the need for a closure; and the effect of any closure on local businesses, public transport and the local community, etc.

Residents in Bradfield had expressed some unease about the current plans for providing sewerage for their community. With the concerns expressed to them by the community before and at the meeting Anglian Water felt it would be inappropriate to start construction until they could be fully addressed. They therefore reviewed the project and determined that to defer the construction of the project until late summer/autumn of 2017 would be beneficial for all.

A newsletter containing this information had been circulated by Anglian Water and published on the website.

Presentation

Proposed expansion of the North Walsham Good Neighbour Scheme By Peter Tobitt, Chairman of the North Walsham Good Neighbour Scheme

Peter Tobitt explained how this was working in North Walsham. It had been set up 18 months ago and had carried out over 300 small jobs for local people who had called for assistance. The group was looking to expanding the Scheme to include a limited number of neighbouring communities and wondered if this might be something that would be of interest to this parish.

It was thought that there could be a significant need in more rural communities to help isolated and elderly people get help with small jobs and “Keep Warm and Well” particularly in the winter.

He explained that free training and DBS checks would be provided to volunteers and that all jobs would be arranged through the North Walsham hub.

Peter Tobitt and Paul Robinson, Treasurer of the NW Good Neighbourhood Scheme answered questions from Council about the project

5 Public Participation

It was agreed to adjourn the meeting to take comments from members of the public and Councillors with disclosable interests.

There were no comments

6 Matters referred from last meeting

No matters were raised

7 Planning

1. The following planning applications were considered:

- **Planning Application PF/16/1742**

for Demolition of detached two-storey dwelling and erection of two-storey replacement dwelling (revised design) at Parc Haus, Knapton Road, Swafield, NR28 0RP for Mr K McKeever

It was agreed

(i) to note that the Council was keen that the planting scheme as identified on the previous submission between this property and Swafield Hall and to recommend that it should be part of the conditions of this application

(ii) to support the application

- **NCC Application No: C/1/2016/1015**

Additional information on Construction of a new sewage pumping station and layby on land to the west of Pond Road, NR28 0NY for Anglian Water

The additional information related to documents called Hedgerow planting and maintenance PSD, Amended Location Plan, Site Plan & Elevations, Tree Survey, Arboricultural Impact Assessment, Odour Management Plan, Working Method Statement, Noise Condition Report, Environmental Risk Register, Planning Statement V2, and Ecological Appraisal Report V2.

It was agreed to support this application

- **NCC Application No: C/1/2016/1016**

Additional information on construction a new sewage pumping station and layby on land to the **south of Chapel Road NR28 for Anglian Water Services Ltd**

The additional information related to documents called Proposed Pumping Station E, Planning Statement, Ecological Appraisal Report, Planning Statement, Odour Management Plan and Noise Condition Report.

It was agreed to support this application

- **NCC Application No: C/1/2016/1017**

Additional information on construction a new sewage pumping station and access road on land to the **east of The Street, Swafield, NR28 0RE**

The additional information related to documents called Noise Report, Swafield Pumping Station F, Ecological Appraisal Report, Working Method Statement, Hedgerow Planting and maintenance, Odour Management Plan, Planning Statement and 2 Location and Site Plans.

It was agreed to support this application

2. Applications determined:

- PF/16/1395 - Livery Yard at NEPC, Bradfield Road, Swafield, NR29 0RH
Permitted subject to specified conditions
- PF/16/1538 - The Old Reading Room, Bradfield Common, NR28 0QR
Permitted subject to specified conditions

3. NNDC Planning Briefing documents were circulated. There was concern that not all members had access to the internet and that some of those that did reported that they were not able to access the plans.

Cllr Coppack explained that the system had been set up to make it easier to see comments from other agencies and respondents, however it was observed that it may not make it easier to look at the plans at a meeting as there was no internet access in the hall.

Council discussed the way in which it had dealt with plans in the past and how it would like to proceed. An example of a draft Planning Protocol, which would facilitate delegated decision making to the Clerk on receipt of comments from members was received. It would be reviewed at the next meeting.

8 First time sewerage dispute at Bradfield road, Swafield

Will Tipper, Environment Agency had reported that the area under consideration would be expanded to include Swafield Hall and other properties along Knapton Road between Swafield and Knapton Green.

The Environment Agency was seeking any further information regarding those properties which lay outside the area considered by Anglian Water in their assessment of the original application. It was also seeking further information from the Parish Council and from Anglian Water that they would like considered at this stage of the dispute.

9 North Walsham Good Neighbourhood Scheme

It was agreed that the Council would arrange a meeting for local residents to find out more about the North Walsham Good Neighbourhood Scheme and to assess local

interest in extending the scheme to Swafield and Bradfield. The Clerk would arrange the hire of the hall for a suitable day in March and arrange printing of the leaflets which councillors would then circulate to local residents.

10 Village Hall and Village Event

1. Village Hall Report – report from Tim Payne, chairman of the Village Hall Committee was received.

Last year the major building work was the renovation of the west gable window which cost in excess of £8K.

Projects for 2017-2018 included:

- finishing the replacement of the damaged railings
- replacing the village sign and erecting a circular bench
- hopefully replacing the noisy inefficient heaters in the hall
- getting connected to the sewerage
- putting reserve money aside for the maintenance of the roof in a few years (which will be a large expense and impossible to raise in just one or two years).

2. Summer Event 2017 - last year the Village Hall and Parish Council held a joint event rather than the previous 2 separate events and the proceeds were split 50/50 between the Parish Council and the Village Hall. It was suggested that the event should be a Strawberry Fair. **It was agreed** to consider this at the next meeting.

11 Finance

1. Bank Signatories – signatories approved by the bank were Cllrs Alexander, Clabon and Starling. The Clerk was waiting for confirmation of her application as a non-signatory to the account

2. Transparency Fund

£1,247.59 grant had been received from Transparency Fund for the purchase of a laptop computer, scanner, website training and costs.

It was agreed to approve purchases office equipment for £746.31 from the fund

3. Defibrillator Cabinet

It was agreed to raise payment, at the next meeting, to Tavern Tasty Meats for the electricity supply to the defibrillator cabinet at £1 per week to be paid from the date of installation to 31 March 2017 and to be paid yearly in arrears in March thereafter.

4. Payments

It was agreed to pay the following invoices

Chq: 178	£ 47.75	Stuart Hutcheson	Website Training
Chq: 179	£ 895.57	Aylsham Computer	Computer, scanner
Chq: 180}	£ 1025.78	R Calvert, HMRC	Salary, expenses & costs
Chq: 181}			Nov, Dec, Jan

5. Receipts. It was noted that a grant of £1,247.59 had been received from the Transparency Fund

6. Bank and Fund reconciliation - **It was agreed** to approve the bank reconciliation as at 24 Jan 2017 with the Bank Statement 77 of 30 December 2016 as attached to these minutes. There was a balance in the bank of £11,343.4. Reserves were noted.

13 Highways

1. Drainage outside Corner Cottage, The Street, Swafield was still blocked and the drain opposite Pill Box, Bradfield still needs flushing – To be reported to Cllr Northam for action by NCC Highways
2. Speedwatch – A report was received from Julian Thomas, the local Speedwatch Co-ordinator. He answered questions on recent speed monitoring which appeared effective in raising awareness and encouraging drivers to reduce their speed through the villages. There were 5 volunteers and the group was looking for more. Training would be given.

14 Review of Standing Orders

Draft standing orders were reviewed; changes were approved and they would be produced for adoption at the next meeting.

15 Website

It was noted that the website had been updated and was compliant with the Transparency Code for Smaller Authorities 2014.

The clerk reported that council did not have any older photos for use on the website. A request for photos had been circulated.

16. Reports - Were received from the following authorities:

1. Norfolk Constabulary - PCSO Diaa Fathalla submitted a report which identified that between 28th October 2016 and 24 January 2017 there had been in the parish 2 assaults without injury – common assault and battery {child protection investigation}
2. Norfolk County Council – Councillor Wyndham Northam reported on highways issues – road gritting, update on the Northern Distributer Route and success in a national highway survey. He also reported on the Adult Social Services emergency measures over the Christmas season.
3. North Norfolk District Council – Councillor Nicholas Coppack reported on the clear up of the coast following the storm surge in January, the tightening up of procedures for the postal voters and the local boundary changes for Gaunt Ward.

17 Next Meeting

It was requested that in future agenda item 'Reports' be further up the agenda.

The chairman confirmed that the next meeting would be held on Tuesday 7th March 2017 at 7 pm in Swafield Village Hall,

18 Closure of the Meeting

There being no further business the chairman closed the meeting at 8:40 pm

Chairman:

Date: