



Swafield and Bradfield Parish Council

Minutes of the meeting held in the Village Hall, The Street, Swafield, Norfolk
On Tuesday 27th September 2016 at 7.00 pm

Present

Cllr Ernie Alexander (Chairman) Cllr John Amies
Cllr Robert Clabon Cllr John Hook
Cllr Norman Standing

Cllr Edward Bullock
Cllr Michael Starling

Also in attendance:

Wyndham Northam, County Councillor:

PCSO 8317 De Fathalla

4 members of the public

Ros Calvert, Clerk to the Council

1 Apologies - There were none

2 Declarations of Interest – there were none

3 Minutes - Minutes of the ordinary meeting held on 5th July 2016 and the extraordinary meeting held on 13th September 2016 were circulated, agreed and signed by the Chairman as a true record.

4 Matters Arising from the Minutes

- It was noted that the application to the National Association of Local Councils (NALC) for Foundation Award status had been submitted on 11 June 2016 and the outcome was awaited
- Council expressed its gratitude to everyone who had helped make the village event such a success and for the various donations received

5 Reports - Were received from the following authorities:

1. County Council – Cllr Wyndham Northam reported on the costs Norfolk would have to meet in accepting its quota of refugees, these would be met in part by the appropriate District Councils. He reported that many libraries were supported by volunteers and that some money collected by larger retailers for the sale of carrier bags were being sent to various charities. Work on the Northern Distributor Route was on target and the first section had been opened.
2. District Councillor – In the absence of Cllr Nicholas Coppack, Cllr Northam updated the meeting on staffing issues at North Norfolk District Council.
3. Police – PCSO 8317 De Fathalla stated that there had been no crimes reported or on the system for this parish between 6th of July and 27th of September. He answered questions about local speed checks.

It was noted that the next SNAP meeting would be held at The Atrium, North Walsham on 30th November at 7 pm.

4. Community Speedwatch – it was noted that on the Friday before this meeting 400 cars had been speed checked through 30 mph restriction in Swafield and one car was recorded doing 40 mph. More volunteers are needed.

6 Public Participation

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

Mr Tim Payne reported on Swafield Village Hall and the village sign.

Mr Mike King made comments on hazards on local rural roads

- 7 **Planning** – no planning applications had been received and no information on planning matters had been received.

8 Finance

1. It was agreed to appoint the Clerk as Responsible Financial Officer with immediate effect.
2. Banking - It was noted that two approved bank signatories were required to sign each cheque. The Clerk would seek verification from the bank as to who was currently approved to sign cheques on behalf of the Council
The change of address for bank correspondence and bank statements from the previous to the current Clerk was approved, forms completed and signed by two signatories.
3. Bank reconciliation - **It was agreed** to approve the bank reconciliation as at 13 September 2016 with the Bank Statement 73 of 8th August 2016 which had been circulated attached to these minutes
There was a balance of £9,064.96 in the bank account. The Council held no stamps or petty cash.
4. The External Audit Certificate and Report 2015/16 Certificate were received there were no matters giving them cause for concern and no other matters not affecting their opinion which they wished to draw to the attention of the Council.
5. Transparency Fund - The Clerk explained that to comply with the Transparency Code all Councils with a turnover of less than £25,000 per annum must put on their website all minutes, agendas and the accounts and annual reports submitted to and considered by the external auditors. To help Council comply it could submit a proposal to NALC for grant funding for all money spent on training, time etc needed to get the Parish Council to this position, back dated to April 2015. It would also cover the cost of the purchase of a laptop computer and a scanner needed by the Council to perform these duties.
The Clerk presented to Council the application form for funding from the Transparency Fund, the document was approved for submission to NALC for funding.
6. Public Works Loan – Following the payment due by direct debit on 7 October 2016 there would be £2,100 outstanding on the loan taken out for the purchase of the vehicle activated sign (VAS). Repayment £150 and interest £29.36 (2.61%).

It was agreed to defer any decisions on repaying some or all the loan of until the next meeting when budgets for 2017-18 would be considered.

7. Payments

It was agreed to pay the following invoices as follows

Chq: 170	£ 60.00	NALC	replaces Chq 164 (retrospective)
Chq: 171	£30.00	Mazars LLP	Annual External Audit
Chq: 172	£35.00	ICO	Annual Registration
Chq: 173	£40.00	Stuart Hutcheson	Annual Website Hosting
Direct Debit	£179.36	PWL B	Loan Repayment

8. Receipts. It was noted the £763.91 had been received from money raised at the Village Fete.

9 **Highways**

1. Pothole, North Walsham Rd, Swafield – to be reported
2. New footway, the Street, Swafield – referred to next meeting
3. Drainage outside Corner Cottage, The Street, Swafield – report to NCC Highways also opposite Pill Box, Bradfield flood caused and pipes need flushing
4. Road marking – report to NCC Highways
5. Letter from Mr M King was received and considered. It was noted that flooding on the road caused by agricultural irrigation was remedied soon after it was reported to the irrigation controller. Other matters were to be reported to highways

10 **Sewerage**

It was agreed that further enquiries should be made as to which if any properties had been contacted and visited by Anglian Water or the Environment Agency with regard to future connection. There was concern that not all properties would take advantage of this facility. This could result in continued environmental pollution.

It was agreed to ask representative to a meeting.

11 **BT Payphone Box and Community Defibrillator**

Cllr Alexander expressed disappointment at the number of attendees at the training event on use of the defibrillator. Those that attended found it very useful and leaflets from the event would be circulated. Volunteers had cleaned the BT box ready for repainting. The paint had been ordered and volunteers would paint the box in the spring.

12 **Noticeboards**

It was noted that Cllr Alexander and others had access to the Council's 3 noticeboards and **it was agreed** that Cllr Alexander would put up any relevant notices sent to him by the Clerk for display. It was noted that some of the noticeboards were damp and that long-term notices should be laminated.

13 **Meeting Dates 2017**

Were approved as follows

Tuesday 24th Jan 2017

Tuesday 7th March 2017

Tuesday 9th May 2017- Annual Parish Meeting

Tuesday 9th May 2017 – Annual Meeting of the Council

Tuesday 11th July 2017
Tuesday 26th September 2017
Tuesday 7th November 2017

14 Late Correspondence and Reports from Councillors

The following items would be considered at the next meeting on 1st November:
Village Sign and new footway (or trod) along The Street, Swafield.

15 Next Meeting

The next meeting would be held on Tuesday 1st November at 7 pm in Swafield village hall

16 Staffing Matters

It was agreed as staffing matters were to be considered to close the meeting to the public. The members of the public retired.

Some stationery and the HMRC records and paying in book had been received and handover completed. The Clerk's report was presented and extra hours worked to date noted. They would be presented for payment at the next meeting

17 Closure of the Meeting

There being no further business the chairman closed the meeting at 8:30 pm