



# *Swafield and Bradfield Parish Council*

Minutes of the Ordinary Meeting held in the Village Hall, The Street, Swafield,  
On Tuesday 26 September 2017 at 7.00 pm

## **Present**

### Parish Councillors:

Ernie Alexander (Chairman)  
Michael Starling

Robert Clabon  
Charlie Sylvester

### Also in attendance:

Five members of the public  
Ed Maxfield – County Councillor  
R Calvert – Clerk to the Council

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1. **APOLOGIES** – were received and accepted from Cllrs John Amies and John Hook.
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**  
Robert Clabon declared a prejudicial interest in matters relating to Trunch FP10
3. **MINUTES** - Minutes of the meeting of the meetings of 11<sup>th</sup> July 2017 were circulated, agreed and signed by the Chairman as a true record.
4. **MATTERS ARISING** – there were no matters arising from the minutes
5. **PRESENTATION RELATING TO SWAFIELD VILLAGE HALL**  
Mark Buckingham and Michael Starling gave a presentation their proposal to develop the site adjacent the Village Hall. This was presented in three sections:
  - A summary of the key issues relating to an unsuccessful application for the same site last year.
  - Proposals relating to the next application. This would include an application for 6 residential units and Mr Starling's application for development behind two properties on Trunch Road would form part of this application subject to advice from their planning representative.
  - And should it meet with support from the community then to identify the area of 2- 3 acres adjacent Trunch Road and to make a legally binding agreement (s106) pledging to transfer the area of land identified to build a new village hall on grant of planning application. Mark Buckingham stated that he would be happy to purchase the Village Hall at a fair price with as little service interruption as possible.

They both then answered questions from Councillors and members of the public. They stated that they would like to get the application in by December 2017.

6. **REPORTS** - Were received from the following authorities:
1. Norfolk County Council (NCC) – Councillor Ed Maxfield talked to a report previously circulated.
  2. Norfolk Constabulary – The August Newsletter for North Walsham Safer Neighbourhood Area was received and noted. PC313 Peter Dawson confirmed that the Constabulary would not be making reports more parish specific. He advised that crimes reported in the parish could be accessed through the government website [www.police.co.uk](http://www.police.co.uk)
7. **CHAIRMAN'S REPORT**  
The Chairman thanked the Village Hall Charity for installing the new heating system so promptly. It was a great improvement, warm and very quiet.
8. **ADJOURNMENT**  
**It was agreed** to adjourn the meeting to take comments from members of the public and Councillors with disclosable interests.  
*Comments were received about traffic issues and speeding. It was noted that there had been no police speed checks for a long time and the efficacy of the Speedwatch team, though appreciated, was questioned.*
9. **CO-OPTION**  
It was agreed to co-opt Timothy Payne to the Council. Mr Payne signed the form of acceptance of office and took his place at the meeting.
10. **PLANNING**
1. No decisions had been made on applications received since the last meeting
  2. Planning Application PF/17/1548 for the erection of a detached garage and store at Oak Lodge, Southrepps Road, Bradfield, North Walsham, NR28 0NY  
**It was agreed** to support this application
  3. NNDC Planning Notice of Decision was received.  
PF/17/0701– Demolition of existing dwelling and erection of two storey detached dwelling at Pearton House, Pond Road, Bradfield, NR28 0AB - permitted
11. **BT PHONE BOX**  
Members expressed their thanks to volunteers for cleaning the phone box. It was a great improvement.  
**It was agreed** that the box did not require a repaint at present.
12. **ASSETS**  
The council's assets were reviewed prior to renewal of insurance.  
**It was agreed** to revalue the total street furniture at £6,518.
13. **FIRST TIME SEWERAGE - Update**  
Extension – Report from Anglian Water stated that as the community was aware the project had been delayed for several reasons including community concerns regarding the location of the vacuum pumping station at Bradfield, the Environment Agency appeal, the work on the B1145 and programming of work to accommodate business needs including Starlings Transport. It did not have a planned start date for

construction but was anticipating that it would be summer of 2018.

A letter had been received from Savills acting on behalf of Anglian Water in which it was endeavouring to identify the owner(s) of the land between Bradfield Road and The Street as it had not been registered with the Land Registry. Part belonged to the Swafield Village Hall Charity.

#### Dispute

Options and costings for public and private sewerage schemes were being explored.

### 14. CORRESPONDENCE

Citizens Advice Bureau (CAB) – application for financial support. Following further information from the CAB **it was agreed** to contribute £50.

### 15. FINANCE

1. The External Audit Certificate and Report 2016/17 were received there were no matters giving cause for concern and no other matters not affecting their opinion which they wished to draw to the attention of the Council.

2. Cheque Signatory – this was referred to the next meeting

3. Bank reconciliation - the bank reconciliation as at 1<sup>st</sup> September with the Bank Statement No. 85 was approved as attached to these minutes. There was a balance in the bank of £10,102.90.

4. Reserves were noted

5. Payments

**It was agreed** to pay the following invoices:

Chq: 200	£175.45	Public Works	Loan Repayment (1/2 year)
		Loans Board	
Chq: 201	£ 35.00	Information	Annual Renewal - Data protection
		Commissioner	
Chq: 202}	£383.91	R Calvert,	{Salary, expenses & costs
Chq: 203}		HMRC	{August, September
Chq: 204	£280.00	Came & Co	Annual Insurance
Chq: 205	£ 50.00	Citizens Advice	Contribution

### 16. HIGHWAYS and FOOTPATHS

1. NCC (Trunch Restricted Byway No 10) Modification Order 2017. Order made on 6<sup>th</sup> September 2017, if confirmed as made, would upgrade footpath Trunch FP10 to a Restricted Byway. Any representations or objections to be received by NCC by 10<sup>th</sup> November 2017

2. Highway Partnership Scheme

The possibility of a trod along the Street, Swafield was explored with the help of Steve White, NCC Highways Engineer. He suggested that should a trod be required along the street to the shop and towards North Walsham that it be set behind the hedge on NCC land between the road and the farmland adjacent.

**It was agreed** to reject this option as there was a very steep slope up to the road opposite the shop and it would be easier to walk along the side of the road.

### 3. Highway Drains

- The drain at Bradfield Common had been cleaned by NCC Highways and flooding issue had been resolved.
- It was reported that the drain under The Street, Swafield between the two bridges needed cleaning.

## 17. **NEXT PARISH COUNCIL MEETINGS**

1. **It was agreed** that the next ordinary meeting of the Council would be held in Swafield Village Hall, on **Tuesday 14<sup>th</sup> November 2017** starting at 7.00 pm
2. The schedule of meetings for 2018 were approved as follows:

Tuesday 23<sup>rd</sup> Jan 2018

Tuesday 6<sup>th</sup> March 2018 (and Annual Parish Meeting)

Tuesday 8<sup>th</sup> May 2018 – Annual Meeting

Tuesday 10<sup>th</sup> July 2018

Tuesday 25<sup>th</sup> September 2018

Tuesday 13<sup>th</sup> November 2018

## 18. **STAFFING**

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

**It was agreed** to increase the clerk's hours to 3 hours per week from 1<sup>st</sup> April 2017

The meeting was opened and the Clerk and public returned

## 19. **CLOSURE OF THE MEETING**

There being no further business the chairman closed the meeting at 8:45 pm

Chairman:

Date: