



# *Swafield and Bradfield Parish Council*

Minutes of the Annual Meeting held in the Village Hall, The Street, Swafield,  
On Tuesday 8<sup>th</sup> May 2018 at 7.00 pm

## **Present**

### Parish Councillors:

Ernie Alexander (Chairman)  
John Hook

John Amies  
Charles Silvester

Robert Clabon  
Michael Starling

### Also in attendance:

Two members of the public  
Ed Maxfield - County Councillor  
Nick Coppack - District Councillor  
Ros Calvert – Clerk to the Council

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## **18/01 ELECTION OF CHAIRMAN FOR 2018-19**

Cllr Ernie Alexander was elected Chairman for 2018-19. He accepted and signed the declaration of acceptance of office

## **18/02 APOLOGIES**

Were received and accepted from Cllr Timothy Payne

## **18/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none

## **18/04 ELECTION OF VICE CHAIRMAN FOR 2018-19**

Cllr Timothy Payne was elected vice chairman for 2018-19

## **18/05 MINUTES**

Minutes of the ordinary meeting of 6<sup>th</sup> March 2018 were circulated, agreed and signed by the Chairman as a true record.

## **18/06 PARISH MEETING**

Draft minutes of the Parish Meeting held on 6<sup>th</sup> March 2018 were received.

## **18/07 MATTERS ARISING – there were none**

## **18/08 REPORTS - Were received from the following authorities:**

1. Norfolk Constabulary – The April issues of the Police Parish Newsletter circulated to members by email.

Weekly Engagement Surgeries were an opportunity for residents to meet their local officers at North Walsham Station - Every Wednesday 1pm—3pm

2. Norfolk County Council –County Councillor Ed Maxfield presented updated the meeting on his report received in April.
  - Fly-tipping – introduction of charges for DIY waste had been introduced and there was concern that it could lead to an increase in fly-tipping. All fly-tipping should be reported to NNDC for which it is responsible however there was concern that it may be over stretched and unable to keep up with reports. Ed Maxwell asked that all incidents of fly-tipping be reported to him for monitoring purposes.
  - Coast Hopper – was now linked between North Walsham, Cromer and Wells
  - Highways Budget - Ed Maxwell will make enquiries about the possibility of sharing the purchase of a SAM2 (Speed Indicator Device with Slow Down) with another parish and with a contribution from his Highways Allocation.
3. District Council – District Councillor Nick Coppack reported on recent political activities at NNDC and on the budget for 2018-9 which should enable it to retain reasonable reserves.
  - Keep Britain Tidy Awards were due and keenly anticipated. Last year the district was awarded six Blue Flags
  - Planning a protocol on pre-application advice had been agreed and he would send a copy to the Council
  - Single Use Plastics local businesses were being encouraged to cut down on single use plastics.
  - Fly-tipping – report all incidents to Nick Coppack
  - Unsociable Behaviour – report all incidents to Nick Coppack

#### **18/09 ADJOURNMENT**

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

*There were no comments and the meeting resumed*

#### **18/10 BRADFIELD COMMON**

It had been noted that there had been what appeared to be unauthorised development on the Common. Initial legal advice had been received and preliminary action had been taken.

**It was agreed** to contact the Land Registry, to pursue the matter as necessary and establish the extent of the all the common land at Bradfield.

#### **18/11 PLANNING**

1. Planning Applications received - none
2. NNDC Notice of Decisions - none

#### **18/12 CORRESPONDENCE**

NNDC – new ward boundaries were noted

Age UK – application for financial support noted

Age Concern North Norfolk – application for financial support noted

Vattenfall – development of project was ongoing and landowners were to be contacted.

### 18/13 FIRST TIME SEWERAGE

There had been no direct contact from Anglian Water, however members reported that there would be a road closure in October for investigative works and that work would then be scheduled to commence in January 2019.

### 18/14 STREET FURNITURE

1. Bench on Village Green – **It was agreed** defer this to the next meeting
2. Noticeboards – all had been repaired

### 18/15 FINANCE

1. Accounts - The accounts for year ending 31 March 2018 were received, approved and signed by the chairman.
2. Budget comparison for year ending 31 March 2018 was received and noted
3. Reserves – as at 1<sup>st</sup> April were reviewed and approved
4. Annual Internal Auditor report for 2017-18 was received and circulated
5. The recommendations were noted and were approved.
  - Clerk's job description and contract would be updated,
  - powers under LGA 1972 would be recorded for grants and donations
  - and meeting papers in addition to the agenda would be published on website
6. Annual Governance and Accountability Return 2017/18
  - **It was agreed** to complete the Certificate of Exemption for 2017/18, it was signed by the chairman and RFO
  - Section 1- Annual Governance Statement 2017/18 was considered, completed and approved and signed by the Chairman and Clerk
  - Section 2- Accounting Statements 2017/18 together with the Explanation of Variances and Bank Reconciliation were circulated, approved and signed by the Chairman and Clerk
7. Bank Reconciliation - the bank reconciliation as at 31st March 2018 with the Bank Statement No.91 was approved. There was a balance in the bank of £9,355.97
8. Receipts were noted as follows  
£23.54 - HMRC VAT Repayment  
£2663.00 – Precept 1st instalment
9. Payments  
Direct Debit £173.49 PWLB Loan repayment and interest taken 7/4/18  
**It was agreed** to pay the following:

Chq: 222	£ 40.00	ME A-Dungar	Internal Audit
Chq: 223}	£478.60	R Calvert	{Salary, expenses & costs
Chq: 224}			{April & May

### 18/16 VILLAGE EVENT

**It was agreed** to change the date to **Sunday 1<sup>st</sup> July 2018**

- Insurance – cover had been checked with insurance company. The event was covered by the policy subject to some conditions but the use of a lorry for a stage would not be covered.
- Police Slow Signs – local police officer would deliver two signs to Swafield Hall on the Saturday evening to be sited about ½ hour before the event
- Highway Signs – It was agreed to order two signs as advised NCC Highways for

about £50 + VAT also to be sited before the event.

- Advertisement Signs – to be sited in the hedges well in advance of the event
- Working Group – a report from the last meeting was received. The **next meeting** would be held at Swafield Hall, Knapton Road, Swafield on **12<sup>th</sup> June at 6:30pm**

**It was agreed** to share the net profits from the Fete 50/50 with the Village Hall Committee

**18/17 REPORTS FROM COUNCILLORS**

Cllr John Hook offered his resignation from the Council. Members thanked him for all the work he had done for the Council. They would miss his infectious sense of humour and wished him well.

**18/18 NEXT PARISH COUNCIL MEETING**

The chairman confirmed that the next meeting of the Council, would be held at Swafield Village Hall, on **Tuesday 10<sup>th</sup> July 2018 at 7.00 pm**

**18/19 CLOSURE OF THE MEETING**

There being no further business the chairman closed the meeting at 8:35 pm

Chairman:

Date: