



Swafield and Bradfield Parish Council

Minutes of the Annual Meeting held in the Village Hall, The Street, Swafield,
On Tuesday 14th May 2019 at 7.00 pm

Present

Parish Councillors:

Ernie Alexander
Gaynor Rawlings

Robert Clabon
Charles Silvester

Timothy Payne
Michael Starling

Also in attendance:

One member of the public
Ed Maxfield - County Councillor
Ros Calvert – Clerk to the Council

19/01 ELECTION OF CHAIRMAN FOR 2019-20

Cllr Charles Silvester was elected Chairman for 2019-20. He accepted and signed the declaration of acceptance of office

19/02 ELECTION OF VICE CHAIRMAN FOR 2019-20

Cllr Timothy Payne was elected vice Chairman for 2019-20.

19/03 APOLOGIES

Were received and accepted from Cllr John Amies

19/04 CASUAL VACANCY

Robert Clabon was co-opted to the Council. He signed acceptance of office and joined the meeting.

19/05 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

1. Declarations of interest – Robert Clabon regarding sewerage works
2. Dispensations

It was resolved that the Council delegate the power to grant dispensations to the Clerk. (*The Power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2)*).

The Clerk granted a Dispensation for four years until May 2023 to those councillors that have requested dispensation on account of having a pecuniary interest in matters relating to Swafield Village Hall.

As so many members of the decision-making body have disclosable pecuniary interests it would impede the transaction of the business; the meeting would be inquorate

19/06 MINUTES

Minutes of the ordinary meeting of 5th March 2019 were circulated, agreed and signed by the Chairman as a true record.

19/07 PARISH MEETING

Draft minutes of the Parish Meeting held on 5th March 2019 were received.

19/08 MATTERS ARISING – there were none

19/09 REPORTS - Were received from the following authorities:

1. Norfolk Constabulary – The April issue of the Police Parish Newsletter circulated
2. Norfolk County Council – County Councillor Ed Maxfield presented updated the meeting on his report received in April and attached to these minutes. The following items were raised
 - Highways – there was concern regarding the impact of the District Plan and the proposed increase in housing development at North Walsham. This would result in an increase of through traffic to the coastal towns along roads that were already very dangerous for pedestrians. Dangerous driving on blind bends along the Knapton Road were reported as being life threatening to local walkers.
3. District Council – District Councillor Greg Hayman received an invitation to attend the meeting.

19/10 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

19/11 GENERAL POWER OF COMPETENCE

It was agreed to re-adopt the General Power of Competence as the Council still fulfilled the requirements to maintain the power – over 2/3rds of the total number of Councillors stood for election and the Clerk has the required qualifications

19/12 GRANT AID POLICY

It was agreed to adopt the Grant Aid Policy as attached to these minutes

19/13 PLANNING

1. Planning Applications received - none
2. NNDC Notice of Decisions
PF/19/0187 Parc Haus, Knapton Road – Approved 11/04/2019
3. Planning Appeal APP/Y/2620/W/18/3214119 at plot next to The Kingdom Halls, The Street, Swafeld – Appeal dismissed 10/05/2019
4. Notice of Consultation – North Norfolk First Draft Local Plan (part 1) Specific consultees and public consultation on Supplementary Planning Documents from 7th May to 19th June 2019.

Concern was expressed regarding the increased traffic on local roads. There was no formal response but some councillors indicated that they would be attending one of the consultation 'drop in' sessions.

19/14 **FIRST TIME SEWERAGE**

The Environment Agency sent a letter on 29 April to local residents updating them on progress. There was no further update on de-watering process before meeting. It was understood that this was taking much longer than anticipated.

Pollution by waste seepage - Residents were reminded that concerns regarding incidents of pollution to local watercourses should be reported directly to the Environment Agency.

19/15 **SAM2**

It was confirmed that Councillors Rawlings and Silvester would attend the training and manage the SAM2 when installed. Clerk would order the work on receipt of authorisation of NCC Highways. The Risk Assessment was being finalised

19/16 **BRADFIELD COMMON**

Contact had been made with Norfolk Wildlife regarding the Common. Further investigation to be made regarding the possibility of marking out of the site to prevent possible encroachment.

19/17 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19**

1. Accounts for 2018-19 were received and approved
2. Budget Comparison for the year ending 31 March 2019 was reviewed, queries answered and it was approved
3. Reserves as at 31st March 2019 were reviewed and approved
4. The Internal Auditor's report for 2018-19 was received and considered.
 - Scrutineer - The requirement for an internal scrutineer was raised. The Clerk advised this was not necessary as all cheques and corresponding invoices were approved and signed at the meeting and the bank statements reconciled with cash book were seen, approved, signed by the Chairman and reported to each meeting
5. Annual Governance and Accountability Return 2018-19
 - **It was agreed** to complete the Certificate of Exemption for 2018/19, it was signed by the chairman and RFO
 - Section 1- Annual Governance Statement 2018/19 was considered, completed and approved and signed by the Chairman and Clerk
 - Section 2- Accounting Statements 2018/9 together with the Analysis of Variances and Bank Reconciliation were circulated, approved and signed by the Chairman and RFO

19/18 **FINANCE**

1. Bank Reconciliation - the bank reconciliation as at 14th May with the Bank Statement No.15 was approved. There was a balance in the bank of £10,955.60
2. Receipts were noted as follows
 - Vat Refund - £138.59
 - Precept 1st Instalment - £2,663.00
3. Grant
 - It was agreed** to make a grant of £200 to Swafield Village Hall for the upkeep of the village green in 2018. This was the only grant approved.

4. Payments –

Direct Debit £169.58 PWLB Loan repayment & interest taken 8/4/19

It was agreed to pay the following:

Chq: 253	£105.00	S Hutcheson	Website, Domain renewal
Chq: 254 }	£460.80	R Calvert	{Salary, expenses & costs
Chq: 257 }		HMRC	{ April and May 2019
Chq: 255	£143.09	Viking Direct	Stationery
Chq: 256	£ 40.00	ME A-Dungar	Internal Audit
Chq: 258	£200	Swafield VH	Grant

19/19 HIGHWAYS - To note highway matters

1. Craunching's Loke - Notice of confirmation of Modification Order Wildlife and Countryside Act 1981 Norfolk County Council (Trunch Restricted Byway No. 10) Modification Order 2017 was received
2. Potholes at Lilac Cottage and white lines at junction of Trunch Road, Knapton Road and the Street were all scheduled for attention.
3. Road surfacing The Street. Concerns regarding the quality of the work carried out was reported to County Councillor Ed Maxfield.
4. Update of continuing work on the Norwich Western Link project to connect the A47 to the western end of Broadland Northway (formerly the NDR) was received.

19/20 VILLAGE MATTERS

It was noted with great sadness that John Leech had died. John was in his 80's and there was concern regarding the time it took for the ambulance service to attend him after a fall.

19/21 TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING

Possible support towards installation of a toilet at Swafield parish church

19/22 NEXT PARISH COUNCIL MEETING

The chairman confirmed that the next meeting of the Council, would be held at Swafield Village Hall, on **Tuesday 9th July 2018 at 7.00 pm**

19/23 CLOSURE OF THE MEETING

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

Chairman:

Date:

Appendices

See minute 19/09-2

County Councillor Ed Maxfield – Report

14 May 2019

NNDC LOCAL PLAN

Congratulations to Greg for his election as your District Councillor. I am sure the new Local Plan for North Norfolk will be taking up a lot of his time over the coming months. The County Council has a role in planning issues only as a consultee - particularly relating to the impact on Highways and school places. I have been asked to submit any comments I have about the draft District Plan by 24th May: the County Council will then submit a 'corporate response' to the plan. I am very happy to include any points you would like to make in my comments to the County Council.

THE COUNTY COUNCIL'S NEW 'CABINET STRUCTURE'

The new 'Cabinet' system for Norfolk County Council was confirmed at the AGM this month. I have mentioned the move from a committee system to a cabinet system at previous meetings but in a nutshell it means that the senior politicians making up the cabinet (all from the majority Conservative group) will make decisions about policy and councillors will have the chance to scrutinise those decisions through a new set of committees (up to now, the committees themselves debated and agreed the policies.) There are arguments for and against the new system and I'm not going to go over them again: what really matters is that nothing really changes in how you can raise issues that concern you: if you have any concerns about any aspect of the County Council's work I would be very happy to take them up on your behalf.

After two years on the Children's Services committee - a job I am hugely grateful to have had - I have decided not to sit on any of the major new committees.

CLIMATE CHANGE

There was a debate at the Council AGM (and a number of questions to the leader) about the County's role in tackling climate change. The issue is pushing itself up the political agenda and it's likely that we will be discussing the issue a number of times over the next two years in relation to decisions the Council makes. The Council also adopted a 'vision document' to guide its policies over the next two years at the meeting today and one of the points made in the debate was how little it talked about public transport: a really important service in its own right of course but also an important part of an environmentally sustainable future.

SPECIAL EDUCATIONAL NEEDS

The government has launched a review of how special education needs and disability (SEND) services are funded. There's a real crisis looming in funding for SEND - it's predicted that there will be a £3.1 billion short fall in funding for Children's Services overall by 2025 and SEND services make up a huge part of the overall Children's Services budget. At today's AGM I asked the Council leader if he will support parents who are campaigning to get the government to increase SEND funding. I'd be happy to provide any additional information about the campaign if any members of the Parish Council or community are interested.

COUNCILLORS' EXPENSES

At the Council AGM we also debated the latest recommendation from the independent panel that looks at Councillors' expenses. The panel recommended that councillors don't get another increase in allowances at this time - this was accepted by councillors. I am sure the issue will be debated again soon because the leader of the Council has not ruled out looking at who gets additional allowances under the new cabinet system. I have consistently voted against the increases.

HIGHWAYS ALLOWANCE

With the £6,000 local highways fund topped up again for this financial year I am always on the look out for small highways projects locally that could be paid for from the fund. If you have any suggestions, just let me know.

Ed Maxfield
County Councillor for Mundesley Division
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See Minute 19/12

This Council operates a grant scheme to promote a diverse and active community in the Council area. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community and provides financial support for local organisations and individuals working for the benefit of residents. If you would like to apply for a grant please apply to send to Swafield and Bradfield Parish Council.

If you have any queries, require further information please contact the Clerk

Here is our Grant Policy

Swafield and Bradfield Parish Council

GRANTS POLICY

Introduction

The General Power Section 1 of the Localism Act 2011 says that a local authority has power to do anything that individuals generally may do (s 1(1)). The General Power is available to parish and town councils which meet conditions of eligibility for the exercise of the power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Swafield and Bradfield Parish Council has fulfilled the eligibility requirements and so has the power to award grants to individuals or organisations.

General

A grant made by Swafield and Bradfield Parish Council is a payment to be used by an organisation or individual for a specific purpose in the furtherance of the well-being of the local community, where said purpose is not directly controlled or administered by the council.

The purpose of a grant given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Swafield and Bradfield Parish that are not, as a matter of course, funded by the Council.

The administration of and accounting for any grant shall be the responsibility of the recipient.

Grants can be provided as start-up awards for new organisations as well as grants for existing organisations.

Grants will be considered following receipt of application.

Grants are made as one-off payments, and will not represent an ongoing commitment by

the Parish Council to award grants or subsidies in future years. A fresh application will be required each year.

To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

The Council may make the award of a grant subject to such additional conditions and requirements as it considers appropriate.

Applications

Applications will be assessed on their merit and the benefits to the local community. It is expected that as much information as possible will be provided with a grant application.

Applications will be considered from individuals as well as organisations.

Applications will be considered for day-to-day running expenses and individual projects.

Applications WILL NOT be considered from:

- Organisations or individuals intending to support or oppose any particular political party or to discriminate on the grounds of race, religion, age, gender, sexual orientation, marital status, or any disability. This is in accordance with the duty the Parish Council has to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.
- Private organisations operated as a business to make a profit or surplus.
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.

Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

If the application is from an organisation or group, the written aims and objectives, constitution and membership rules should be available for inspection by the Parish Council as part of the consideration of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. The Parish Council may ask to inspect, as part of the consideration of an application the audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation,

a detailed budget and business plan. An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

Individuals should reside in the Parish, have references in support of their application, and have a bank account.

All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish.

Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive should be declared to the Council when the application is made.

Grant Applications

To apply for a grant in the first instance the Parish Clerk should be contacted with an outline of the purpose and funding requirements. If the initial concept is accepted by the Council then further details will be requested from the applicant.

Check List for Applicants

1. Purpose of grant
2. Anticipated benefit to the Parish
3. Amount applied for
4. Is support being sought from anywhere else/what fund raising have you done?
5. Organisation: constitutional details/two years of accounts/bank account details,
6. Individual: references/address/bank account details