



# *Swafield and Bradfield Parish Council*

**Minutes of the Ordinary Meeting held in the Village Hall, The Street, Swafield,  
On Tuesday 14<sup>th</sup> February 2023 – commencing at 7pm**

## **Present**

### **Parish Councillors:**

Charlie Silvester (Chair), Ernie Alexander, John Amies, Gaynor Rawlings, Mick Starling and Timothy Payne

### **Other attendees:**

3 members of the public

## **MINUTES**

- 1. APOLOGIES FOR ABSENCE** – To note and approve apologies received by the Clerk prior to the meeting.  
Apologies were received from Bob Clabon - personal and these were accepted by the Council.
- 2. DECLARATIONS OF INTEREST AND DISPENSATION-**  
To receive declarations of interest in agenda items and individual dispensations  
There were no declarations received and no dispensations requested.
- 3. MINUTES** - To approve the minutes of the Ordinary meeting of Tuesday 15th November 2022  
It was resolved that these be approved and signed by the Chair.
- 4. ADJOURNMENT – to receive NNDC/NCC reports, comments from members of the public and those with a disclosable interest in Agenda items**  
**Resolved to open the meeting to the public.**

Members of the public outlined their interest in joining the Parish Council – the election process was explained to them. The Clerk offered assistance to everyone.

Discussion took place on application 23/0021 which highlighted the issues with the black cladding of the proposed extension.

**Resolved to close the meeting to the public.**

## 5. FINANCE

### 5.1 To receive bank reconciliation and note receipts and review reserves

The bank reconciliation was presented, agreed and signed.

### 5.2 To approve payments and sign cheques

Date	Payee	Amount
14.02.23	Aylsham Computers	78.00
14.02.23	CHT	2,256.00
14.02.23	Elaine Pugh	566.69
14.02.23	HMRC	90.00
	<b>Total cheques</b>	<b>2,990.69</b>

**Resolved to sign enbloc**

## 6. TO CONSIDER AND REVIEW PLANNING

23/0021	Stone Cottage, Bradfield Road	Objected to due to materials
23/0094	Farm Shop, The Street, Swafield	No objections
23/0184	Staithe Lodge, The Street	No objections

General planning was discussed with members viewing their thoughts on this matter. However, it was noted that Planning is the responsibility of NNDC and they only occasionally took notice of the Parish Council's viewpoint. It may be in the future the Parish Council could develop a policy on this.

## 7. CLERK REPORTS & MATTERS ARISING – to receive information on matters arising from the meetings not mentioned elsewhere on the agenda

### 7.1 SAM2 – the figures had been circulated to members.

PERIOD FROM	PERIOD TO	LOCATION	TOTAL NUMBER VEHICLES	85th PERCENTILE MPH	50th PERCENTILE MPH	AVERAGE SPEED MPH	NO OF VEHICLES AT 85TH PERCENTILE	HIGHEST SPEED
02.12.22	02.01.23	Trunch Rd - Swafield	32,689	34.00	28.7	29.00	27,786	65
03.01.23	02.02.23	Trunch Rd - Trunch	23,345	39.6	32.5	32.5	21,543	65*

The speeds were discussed and it was agreed to ask the Police to continue speed checks along the Trunch Road. EP

### 7.2 Relocation of Post box –

The Clerk would chase Royal Mail again as no response had been forthcoming from them. EP

### 7.3 Bradfield – Defibrillator – this had now been received from CHT and was due to be collected and installed by the Cricket Club. This would benefit the whole community of Bradfield.

### 7.4 Online banking application – The forms were duly signed.

## 8. TO CONSIDER APPROACH FROM NWT RE MAINTENANCE OF PONDS AT BRADFIELD COMMON

The Clerk read out a letter from NWT which outlined the future maintenance of Ponds on the common as its landowner and that funding was available for this purpose. However, the Council was not the legal landowner and the Clerk would inform NWT of this. The Clerk was in liaison with NWT and works were continuing on the Common. EP

**9. TO FORMALLY AGREE TO QUARTERLY MEETINGS AND AMEND STANDING ORDERS**

This had been agreed at the November meeting however, needed to be ratified and modified in the standing orders. The Council resolved that all future meetings be held quarterly. EP

**10. TO ALLOCATE COUNCIL FUNDING FOR COMMUNITY CELEBRATIONS FOR THE CORONATION OF KING CHARLES III AND AGREE ARRANGEMENTS**

Lengthy discussion took place on this item and it was noted that an invitation had been received to Trunch's celebration. It was considered that Bradfield and Swafield should hold their own small event either on the Swafield Green or at Bradfield Cricket Club. Delegated responsibility was given to the Chair and Clerk to arrange this event and it was resolved that:

- A working group would be set up by the Chair to manage the event
- The Village Hall would be made available by the Village Hall Committee together with the Green
- The Clerk would provide an invitation which would include RSVP together with information on the purchase of a defibrillator for Bradfield
- Councillors would hand deliver the invitation
- £1,000 would be allocated towards the community celebration.

**11. TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING**

Bradfield residents regarding the Orchard	Noted
NCC – condition of the Knapton Road	Noted
NCC – condition of depressions on land near to bridge	Noted
Land owner regarding use of the Orchard	Noted
Bus shelter request for plaque to be placed on it	Agreed applicant to supply
Ed Maxfield's report	Circulated
Resident regarding involvement in Parish	Advised
Resident regarding involvement in Parish	Advised
Resident regarding numbers of caravans in Bradfield	Forwarded to Enforcement
NWT – thank you for donation	Noted
St Giles Bradfield – thank you for donation	Noted
Swafield Village Hall – thank you for donation	Noted
SAAA – 5 year external audit appointment	Noted
Ed Maxfield – cuts to library services	Circulated
Age UK – request for donation	Agenda
Resident regarding Bradfield Tree Felling	Responded
Trunch Parish Council – invitation to Coronation event	Noted and responded
NWT - Bradfield Common – Pond access/monitoring	Clerk to respond
NNDC – Elections– the Clerk offered to assist anyone with their application and would take them to NNDC	Circulated

**12. NEXT MEETING** – to confirm date of next meeting –  
Annual Parish Meeting followed directly by the Annual Parish Council Meeting  
Tuesday 9<sup>th</sup> May 2023

There being no further business the meeting concluded at 8.10pm.