



# *Swafield and Bradfield Parish Council*

## **Minutes of the Annual Parish Meeting held on**

**Tuesday 9th May 2023 in the Village Hall – 7pm, The Street**

**The meeting was Chaired by Ernie Alexander – Clerk to meeting Elaine Pugh  
11 members of the public were in attendance**

### **1. To confirm the Minutes of the last Annual Parish Meeting held on 8th March 2022**

These had been circulated and it was resolved that they be signed.

### **2. Annual Report from the Chairman of Swafield and Bradfield Parish Council**

The Clerk was asked to read out the report from the outgoing Chair of the Council: The last year has been an interesting one. There were several planning applications in the Parish and where necessary and appropriate decisions were taken. The community speed watch is still active and plays an important part in the parish. There is still speeding through Swafield despite the SAM2 being sited at various locations within the village, this is moved and re-sited on a monthly basis. The three parishes joint road safety initiative ie (Swafield, Knapton and Mundesley) were joined later on by Trunch Parish Council. The aim was to get a reduced speed limit between Mundesley and Swafield especially along the Knapton Road and also along The Street in Swafield. After a great deal of work from the initiative Norfolk Highways deemed a change in the speed limits was unnecessary and so would not approve any change.

Unfortunately, back in November 2022 Swafield bridge was once again partly demolished in a RTC which has resulted in temporary two-way traffic signals being installed to control traffic. The good news is repairs are due to take place from 31<sup>st</sup> July - 11<sup>th</sup> August 2023, but this will now cause great inconvenience to thousands of holiday makers, holiday businesses and the local farmers for this duration.

This year the Parish Council has provided a bus shelter for the residents of Trunch Road and also paid for a defibrillator for the residents of Bradfield. This is situated at Bradfield Cricket Club on the outside of the Clubhouse and believe that it has already been utilized.

There were no celebrations in the village for the King's Coronation as plans were met with obstacles, much to the dismay of many villagers. An opportunity to perhaps heal the split within the village was missed.

I would like to thank Councillor Alexander for his work in looking after the defibrillator and also to Clare Hudson for allowing the unit to be sited at Tavern Tasty Foods. I would also like to thank the Clerk Elaine Pugh for all her hard work and dedication she has put into the Council in the last year. I also thank our County Councillor Ed Maxfield for his help and assistance to the Council.

Finally I wish the new council all the best with a couple of suggestions:

- That the new Chair goes on a Chair's course to learn about protocol and how to Chair a Council meeting.
- Councillors should remember they are elected to serve the parishioners of Swafield and Bradfield, not other parishes or own self-interest.

### **3. Annual Reports other local groups which may include:**

#### **Village Hall Management Committee**

A presentation was given by the village hall which informed that there had been 58 bookings in 2022. There had been 10 cinema evenings with a fish and chip supper. Swafield and Bradfield worked with Trunch to hold a summer Fete which was attended by over 600 people. The funds will be going to the Church and the Village Hall's maintenance. The next event will be held on 2<sup>nd</sup> July 2023 commencing at 1pm and will have a 1970's theme and it will be a community event. A joint event with Trunch was held for the Coronation and 160 people attended a Street Party.

#### **Parochial Church Council**

There was plenty of work which needed completing including regular cleaning groups, 150 trees around the boundary, the repairs to the ladder in the Belfry, there were leaks on the porch which had now been fixed and the door lock overhauled. Renovation plans were progressing although it was taking time as all the Church experts work on a voluntary basis. Cinema nights would be back in St Nicholas Church through the summer with a picnic scheduled for 30<sup>th</sup> July. 9 Trunch concerts had been planned and plays being organized in 2022 at St Botolphs and St Nicholas.

### **4. Open Forum**

Members of the public questioned why the Village Hall had not held a Coronation event in Swafield & Bradfield? - moving everything to Trunch takes the heart out of the Village. It was explained that at the last event held no one attended despite leaflets being circulated.

When would the AGM for the Village Hall be held? - this would be investigated and arranged as required.

Concern was raised with regard to the plans for the transfer of the village hall to the Church and how that would impact traffic flow.

When was this going to happen? It was stated that it would take approximately 12 months.

Concerns were also made with regard to the condition of the village hall which is being left to deteriorate.

There being no further business the meeting was concluded at 1930.

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CHAIR

DATE



# *Swafield and Bradfield Parish Council*

**Minutes of the Annual Parish Council Meeting held in the Village Hall,  
The Street, Swafield, Tuesday 9<sup>th</sup> May 2023 – following the Annual Parish Meeting**

## **Present**

### **Parish Councillors:**

Ernie Alexander, John Amies, Mick Starling. Timothy Payne, Boris Konoshenko, Sarah Mclean and Josh Marshall

### **Other attendees:**

Ed Maxfield, NCC and 3 members of the public

## **MINUTES**

- 1. TO ELECT A CHAIRMAN FOR 2023-2024** – and receive declaration of acceptance of office  
It was resolved that Boris Konoshenko be elected as Chair to the Parish Council and the Acceptance of Office was signed.  
  
All previous members of the Council were thanked for their commitment and work within the Parish during the previous election period.
- 2. TO APPOINT A VICE-CHAIRMAN FOR 2023-2024** - and receive declaration of acceptance of office  
It was resolved that Sarah Mclean be elected Vice Chair and the Acceptance of Office was signed.
- 3. APOLOGIES FOR ABSENCE** – To note and approve apologies received by the Clerk prior to the meeting.  
No apologies were necessary as all members were present.
- 4. DECLARATIONS OF INTEREST AND DISPENSATION-**  
To receive declarations of interest in agenda items and authorise individual dispensations

Three members of the Parish Council were Trustees of the Village Hall and there were 4 who were not. On balance there were sufficient members to enable the Council to vote and transact business concerning Village Hall matters if required. Therefore no dispensations were received or authorized.

5. **MINUTES** - To approve the minutes of the ordinary 14<sup>th</sup> February 2023  
There were contentious views on the Minutes and on balance it was agreed that they be amended to state the following:

Lengthy discussion took place on this item and it was noted that an invitation for all the villagers of Swafield & Bradfield had been received to Trunch's Street Party celebration. It was discussed whether Bradfield and Swafield should hold their own small event either on Swafield Village Green or at Bradfield Cricket Club. Delegated responsibility was given to the Chair and Clerk to arrange for a leaflet to be created that asked villagers whether they would prefer to attend an event at either a) Swafield Village Green b) Bradfield Cricket Club or c) The Trunch Street party.

In the event of option a) or b) 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
- The Parish Council would arrange for any necessary insurance
- Councillors would hand deliver the invitation
- £1,000 would be allocated towards the community celebration and be used only if absolutely necessary.

It was resolved that the Minutes be signed.

6. **GENERAL POWER OF COMPETENCE (GPoC)**

To consider re-adoption of the GPoC

As the Council had qualified on the basis of 7 members standing at the election for 7 places together with the required qualified Clerk (CiLCA) it was agreed that the Power of Competence be adopted. This would run continuously until the next elections in 4 years.

7. **TO ALLOCATE COUNCILLOR RESPONSIBILITIES**

1. **Defibrillator** – weekly checking and uploading information to CHT  
Ernie Alexander was unable to continue the management of this unit at Tavern Tasty. It was resolved that the Chair take up this responsibility going forward. It was agreed that a session would take place to manage a comprehensive handover. BK/EA
2. **SAM2** – 4 weekly movement and charging of batteries  
As the outgoing Chair was no longer a Council member it was resolved that Josh Marshall undertakes this task with Mick Starling.  
A comprehensive hand over session would be held.  
Clerk to liaise. EP

**8. CLERK REPORTS & MATTERS ARISING** - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda

**8.1 SAM2 – figures**

PERIOD FROM	PERIOD TO	LOCATION	TOTAL NUMBER VEHICLES	85th PERCENTILE MPH	50th PERCENTILE MPH	AVERAGE SPEED MPH	NO OF VEHICLES AT 85TH PERCENTILE
02.12.22	02.01.23	Trunch Rd facing Swafield	32,689	34.00	28.7	29.00	27,786
03.02.23	02.03.23	Trunch Rd facing Trunch	23,345	39.6	32.5	32.5	21,543

The figures were noted, discussed and would be monitored.

**8.2 Bradfield Common** – being maintained by NWT

**8.3 Bradfield Defibrillator** – installed and being managed by Cricket Club

**8.4 Relocation of Post box** – written to Post Office and waiting response

**8.5 Online banking application** – to be completed

**HIGHWAYS MATTERS**

Knapton Road pot holes – 900230802	These works were in progress
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**9. ADJOURNMENT** - To adjourn the meeting to receive reports/comments from District and County Council members of the public and those with a disclosable interest on Agenda items

Resolved to open the meeting

Ed Maxfield spoke about matters relating to the County Council and that a new leader had been elected. There were no major changes except that it means that the “County Deal” for Norfolk could not progress as it needed to elect a mayor. This would also mean that additional powers would not follow. The new deputy leader is interested in vehicle safety and making rural roads through small villages more pedestrian friendly.

There were no other comments from the public.

Resolved to close the meeting.

**10. TO CONSIDER AND REVIEW PLANNING**

23/0751	Staithe Lodge, The St	Proposed separation of holiday let – no objections
23/0184	Staithe Lodge, The St	Removal of condition 7 – application withdrawn
23/0741	Stone Cottage, Bradfield Rd	2 storey ext to dwelling; detached double bay cartshed garage to the front of dwelling – no objections
23/0651	Swafield Hall, Kapton Rd	Up to 49 PV panels – No objections *

\*Note the owners of Swafield Hall as Councillors did not participate in the voting on this matter. This planning application arrived after the Agenda had been set.

## 11. TO REVIEW CORRESPONDENCE AND TAKE APPROPRIATE ACTION

CHT – re defibrillator at Bradfield – operational	Noted
NNDC – Enforcement – re caravans within Bradfield	Noted
NNDC–The Kingdom Halls–The Street - appeal refused	Noted
Steve Jackman – website update	Agenda
NALC – membership information	Noted
NCC – road closure of the Street	Circulated
NWT – update on Bradfield Common	To be discussed
UK Debt Mgmt PWLB lending facility £300 outstanding	Noted

## 12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23

### 1. To receive the accounts for 2022-23

These had been circulated and there was a question-and-answer session. It was resolved that the Accounts be signed.

### 2. To receive and consider internal auditor's report for 2022-23

The report had been circulated and the content noted.

### 3. To consider completion of Certificate of Exemption for 2022-23

The AGAR had been circulated and it was resolved to sign the Certificate of Exemption.

### 4. To consider and complete Sections 1 & 2 Annual Return 2022-23

The AGAR had been completed and it was resolved to sign Sections 1 & 2.

## 13. FINANCE

### 1. To receive bank reconciliation and note receipts and review reserves

The reconciliation was outlined and the Council noted the reserves held.

### 2. To consider donation to Age UK (referred from Minutes 14.2.23 – 11)

Members considered this and it was resolved not to make a donation to Age UK.

### 3. To consider and agree expenditure to update the Parish website for Legal compliance £220

The Clerk outlined that the website needed upgrading to meet its legal obligations and that they needed help to do so. It was resolved that £220 be allocated for this purpose.

### 4. To approve payments and sign cheques

Date	Payee	Amount
09.04.23	Ros Calvert – audit	45.00
09.04.23	Norfolk Parish Training & Support	55.00
09.04.23	Elaine Pugh	624.53
09.04.23	HMRC	108.20

**Resolved to pay enbloc**

**14. TO RECEIVE ITEMS RELATING TO VILLAGE MATTERS, LATE CORRESPONDENCE AND REPORTS AS APPROPRIATE TO NEXT MEETING**

Discussion took place with regard to the new food vehicle offering at Tavern Tasty.

The new Chair asked for members to consider priorities for the village at the next meeting.

**15. NEXT MEETING - to confirm date of next ordinary meeting – 8<sup>th</sup> August 2023**

**There being no further business the meeting was concluded at 8.30pm**

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**CHAIR – 8<sup>th</sup> August 2023**