



Swafield and Bradfield Parish Council

MINUTES OF ORDINARY PARISH COUNCIL MEETING

Tuesday 12th January 2021 starting @ 7pm

via Zoom reference number 6762489687 passcode 334273

Elaine Pugh - Clerk to Swafield and Bradfield Parish Council

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Councillors in attendance: Charlie Silvester (Chair), Tim Payne (Vice Chair),
Ernie Alexander, Mick Starling, Robert Clabon, Gaynor Rawlings & John Amies (partial)

Others in attendance: Ed Maxfield –NCC, Greg Hayman – NNDC

21/01 APOLOGIES FOR ABSENCE – To note and approve apologies received by the Clerk prior to the meeting.
There were no apologies required.

21/02 DECLARATIONS OF INTEREST AND DISPENSATION-

To receive declarations of interest in agenda items and individual dispensations

John Amies declared his pecuniary interest relating to the donation for grass cutting to Swafield Village Hall as the incumbent grass cutter. He did not vote or participate in discussions under the NOLAN principles. All other Councillors had been given a 4 year dispensation and were allowed to discuss and vote on this matter.

21/03 MINUTES - To approve minutes of the ordinary meeting 17th November 2020
These were agreed and it was resolved that they be signed.

21/04 FINANCE

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

The Council noted the reconciliation of £12,585.23 and reviewed reserves.

2. To consider request from Swafield Village Hall for contribution towards the cutting/maintenance of the Village Green (cost 2020 £365)

A grant form had been received from Swafield Village Hall. Members discussed the request and it was noted that no contribution had been given in 2019 or 2020. **It was agreed that a total amount of £450** be made to take into account the two years of budgeted contributions which all considered was a fair and balanced solution. The Clerk would check back and ensure that the funding allocation was correct.

Clerk would then write the cheque for signing.

EP

3. To approve payments and sign cheques

Payee	Amount
Aylsham Computers	78.00
HMRC	67.20
Elaine Pugh	382.34
Swafield VH - grass cutting for 2019 and 2020	450.00
Total cheques	£892.54

It was resolved that the cheques be signed enbloc.

21/05 MATTERS ARISING - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda

1. **SAM2** – figures circulated to members

The Chair highlighted that 116,480 vehicles had passed through the village (one way) over the last 2 months until 6th January 2021. Upon analysis there were 2,100 movements per day, Christmas day 957 and Boxing day 852. Incredibly on 27th 1,002, 28th 1100 and 29th 1,500. New Year's Eve there were 1,500 with New Year's Day recording 900 vehicles. The SAM 2 only records one way and the average speed was 35mph.

2. **Bradfield Common** – NWT to contact Councillor – information given

3. **Highways Matters**

163517 – The Street, road depression – being monitored

168977 – Twingates, The Street – completed

It was considered that the above works had created more of depression in the road and this would be chased through by Ed Maxfield.

17809 - Previously - 163582 - 30mph roundels/white lining The Street – after Bridge repaired re-reported as ticket closed down. This was discussed with Ed Maxfield and the issues we had faced and he confirmed that he would discuss this with the Highways Engineer.

168977 – The Street – drains to be cleared of silt – with Highways

170996 – Knapton Road – Beeches to Swafield Hall hedges/trees overgrown – requested cutting back.

4. **Donation to Stalham & Smallburgh First Responders** – the Clerk had requested that they supply additional information. As yet no response had been received and the Clerk would chase this through. EP

5. **Village Matters**

Defibrillator – this task had now been handed over to Gaynor Rawlings.

The bus shelter windows were work in progress and should be replaced within the next two weeks. The Village Hall committee would inform the Council of progress.

6. **Precept request 2021/2022** – sent to NNDC

7. **Knapton Road** – Openreach DP299 programmed to be moved and this would be monitored until completed.

8. **Siting of mobile home located at the Orchard, Common Lane, Bradfield together with installation to main sewerage** – NNDC have investigated following numerous complaints from residents and Parish Council. NNDC had issued formal documentation to the owner. The owner had requested Council information to which they were directed to the website to attain. The Clerk was instructed to chase additional information from NNDC regarding this matter. EP

21/06 To consider representation to Highways to install roundels and speed limit signs (similar to those along the Coastal Road at Overstrand)

This initiative was discussed and all Councillors had received details/design of the system at Overstrand. Upon reflection it was resolved that this proposal is not taken forward as there were sufficient signs within the village. The consensus that lowering the speed limit along the Knapton Road needed addressing as this is currently 60mph and should be lower.

This item would be taken forward to the next Agenda.

Agenda

21/07 REPORTS - to receive reports from County and District Councillor

Ed Maxfield, NCC – informed on his report which had been circulated to members. NCC and NNDC were endeavouring to encourage electors to utilise postal votes for the May elections due to the current pandemic. A footpath which borders Trunch and Swafield where it goes over the Beck the bridge had fallen into disrepair. NCC were in the process of finalising the design for a replacement and they have to inform the Environment Agency in order to get their permission to do this.

Greg Hayman, NNDC – informed that issues had been encountered with the freezing of the brown bins and some may not have been emptied fully. COVID funds were available to local businesses. Postal votes were being encouraged for May. There is a search for additional land to plant trees. The customer service team were not seeing people face to face but in extreme cases provision would be made. All residents should be close to a COVID vaccination site. A request was made for Councillor reports to be placed higher on the Agenda. The Clerk would endeavour to accommodate this.

The Chair thanked both Councillors for attending and noted that this was Greg Hayman's second attendance at a Parish Council Meeting.

21/08 ADJOURNMENT - To adjourn the meeting to receive reports/comments from Members of the public and those with a disclosable interest on agenda items
There were no members of the public present.

21/09 TO CONSIDER AND REVIEW PLANNING

There were no planning matters.

21/10 TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING

Ed Maxfield – Openreach post – agreed location transfer

Communication from member of the public regarding Parish Council information – referred to website for information

Swafield Village Hall – thank you for the £500 donation towards bus shelter windows

Swafield Village Hall – request for £365 towards village green – grass cutting

The Clerk was asked to write to Greg Hayman thanking him for his attendance and requesting that a report be given in writing in advance it is beneficial.

EP

A property in the village was checked by the Police over the Christmas period and guests were asked to leave and return home.

The SAM 2 report would be forwarded to the Police and EDP with Greg Hayman and Ed Maxfield receiving copies.

EP

The Clerk would endeavour to download the information into a spreadsheet for analysis.

Tim Payne gave an update on the situation of SWAFIELD VILLAGE HALL

There is a potential move of Swafield Village Hall to the Church.

Currently St Nicholas church needs £80-160k of work and St Botolphs 250k. Many churches will be mothballed. However, it is considered that St Nicholas due to its established community use could be saved. The reasons are that it has hosted church services, plays and cinema events. In March a feasibility study was undertaken which included the possible use of the Church for more community use and the outcome of the review was – Yes it was viable.

The Village Hall needs more maintenance. The toilet and kitchen facilities are limiting and it may be beneficial to move the Village Hall to the Church. At the current time it is the older generation which undertake the majority of the fund raising for both the hall and church which is not sustainable. If modernised and upgraded the church would become the village focal point with Parish Council meetings being held at the location.

The PCC would appoint an external person to source grant funding. Both Swafield Church and Trunch Churches would be prioritised as the funding sources are likely to be different.

There will be a consultation held with the village in order to make them aware of the options and that the Parish Council would also be part of that process.

Questions which were asked included the licensing issues with a Parish Council not being able to meet on those type of premises, something similar is being undertaken in Paston as they want more cinema and concerts. What happens to the Village Hall funds if they are absorbed by the Church. It was confirmed that any funds would be held in a charity fund with the same objectives as the village hall. It maybe that the charity leases the space from the church or keeps the monies in trust for the village.

The consultation would take place via a questionnaire to all residents and a meeting could be held via Zoom. It was considered that Zoom may not be the appropriate medium as it could exclude a majority of the parish.

A copy of the feasibility report would be mailed to the Parish Council.

The Parish Council noted that this is not a Parish Council decision but one of the Consultees of the Village Hall and thanked the Hall Trustees for their communication on this matter.

21/11. NEXT MEETING - to confirm date of the next ordinary meeting –
commencing at 7pm 9th March 2021 to be held at a venue or alternatively via
Zoom

There being no further business the meeting was concluded at 8.25pm.

CHARLIE SILVESTER - CHAIR

9th March 2021