



Swafield and Bradfield Parish Council

Minutes of the Annual Parish Council Meeting
held in the Village Hall, The Street, Swafield,
On Tuesday 10th May 2022 at 7pm

Present

Parish Councillors:

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

Also in attendance:

Ed Maxfield – NCC (partial)

MINUTES

1. **TO ELECT A CHAIRMAN FOR 2022-2023** – and receive declaration of acceptance of office
Resolved that Charlie Silvester continue as Chair. The acceptance form was duly signed.
2. **TO APPOINT A VICE-CHAIRMAN FOR 2022-2023** - and receive declaration of acceptance of office
There were no nominations for Vice-Chair.
3. **APOLOGIES FOR ABSENCE** – To note and approve apologies received by the Clerk prior to the meeting.
Bob Clabon – personal – accepted by the Council
4. **DECLARATIONS OF INTEREST AND DISPENSATION-**
To receive declarations of interest in agenda items and individual dispensations
There were no declarations made or interests declared.
5. **MINUTES - To approve the minutes of the ordinary meeting 8th March 2022**
It was resolved that the minutes be approved and were duly signed by the Chair.
 - 5.1 **To acknowledge Minutes - Annual Parish Meeting 8th March 2022**
These had been circulated and were acknowledged.
6. **ADJOURNMENT – to receive NNDC & NCC and Norfolk Police reports, comments from members of the public and those with a disclosable interest in Agenda items**

It was resolved to open the meeting to the public.

Ed Maxfield, NNDC – highlighted his monthly report which had been circulated to members. Surface dressing had commenced and this was primarily to seal the roads to prevent pot holes from opening up. As yet there had been no complaints about the standard of the work. DIY waste charges were being

reviewed by the Government and there is a consultation process in place. Questions had been asked regarding the costs involved in recycling but they had not been sufficiently answered. The Worstead Recycling Centre was considered too small to have a re-use shop and it maybe in the longer term the unit may be reviewed. The Queen's speech was interesting with a number of issues which may assist Town and Parish Councils. The new scheme for Highways was being launched and there was £10,000 for each application to improve local road and safety initiatives. The deadline would be November 2022. Discussions took place on the merits of the schemes available.

Discussions took place on a food recycling scheme for North Norfolk and a complaint about the pot hole at the bridge and the question asked – why do Highways not do anything properly.?

It was resolved to close the meeting to the public.

7. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2021/2022

7.1 To receive the accounts for 2021-2022

7.2 To receive and consider internal auditor's report for 2021-2022

7.3 To consider completion of Certificate of Exemption for 2021-2022

7.4 To consider & complete Sections 1 & 2 - Annual Return for 2021-2022

7.5 To appoint internal auditor for 2022-2023

It was resolved to sign these documents at an extra-ordinary meeting which would be called by the Chair.

CS

8. FINANCE

8.1 To receive bank reconciliation and note receipts and review reserves
The bank reconciliation was reviewed and reserves noted.

8.2 To agree funding and sign paperwork for the NCC Parish Partnership Scheme towards the bus stop on the Trunch Road
Total scheme £6,300

(NCC £3,150 – Ed Maxfield's Highways allowance £2,000 and Swafeld Parish Council's contribution £1,150)

It was resolved that the paperwork be completed and the cheque would be signed and forwarded to NCC.

8.3 To review Banking arrangements

The Chair highlighted the issues with the bank and the difficulties the Clerk had with discussing matters with them. It was resolved that this matter be kept under continuous review.

8.4 To approve payments and sign cheques

Payee	Amount
Ros Calvert	42.00
NCC - (bus shelter)	1,150.00
NPTS - subscription	55.00
Stuart Hutcheson	35.00
Elaine Pugh	315.73
HMRC	58.80
Total cheques	1,656.53

Resolved that the cheques be signed enbloc.

9. TO CONSIDER AND REVIEW PLANNING

04.04.22	22/0839	Parc Haus, Knapton Road	Erection of single storey detached dwelling, detached garage and associated external works	No objections
22.03.22	22/0709	Inglenook Cottage, The St	Removal of conservatory and erection of 2 storey side and single storey rear ext to dwelling	No objections
15.03.22	22/0566	The Granary, Bradfield Rd	CLD - installation of PV panels	No objections
18.03.22	22/0713	Farm Yard & Barns, adjacent to The Wolery, Bradfield Road	Alts to existing access and formation of new vehicular access to Bradfield Road	No objections

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

10.1 SAM2 – the figures had been circulated to members for their review and the comparison sheet supplied. The figures highlighted:

NUMBER VEHICLES	85th PERCENTILE MPH	50th PERCENTILE MPH	AVERAGE SPEED MPH	NO OF VEHICLES AT 85TH PERCENTILE	HIGHEST SPEED	DATE
61,341	35.6	29.2	29.3	52,140	65mph	17.02.22
43,976	31.3	26.7	26.6	37,380	55mph	28.02.22
34,570	35.5	30.2	30.4	29,384	55mph	11.04.22

10.2 Bradfield Common – meeting to be arranged in summer EP

10.3 Defibrillator – the defibrillator was being checked regularly and the notice needed to be re-secured. CS

10.4 BT Telephone box

This had been investigated and there is approximately 8” of concrete and the unit is bolted in. Discussion took place and for the time being it was considered that it was better that it be left in situ.

10.5 Relocation of Post box – written to Post Office and waiting response the Clerk would chase this again with Royal Mail. EP

HIGHWAYS MATTERS

10.6 Meeting with Knapton and Mundesley Parish Councils re SAM2 and speed along the Knapton Road

The Clerk would liaise with both Parish Councils to arrange a further meeting and supply the comparison sheet to them.

The Clerk would approach Trunch again. EP

10.7 To agree actions for the NCC proposed funding Highways Scheme towards the reduction in speed within the Swafield-Knapton and Mundesley Parishes

This matter would be agreed after the 3-way Parish meeting as to what the next steps were. It was hoped that a 20mph could be introduced in Swafield and 40mph along the Knapton Road towards Mundesley. The amount from the NCC Scheme for a Road Safety Initiative is 10k.

Additional payments from the Parish Council and possible funds from Ed Maxfield's allocated yearly allowance of 10k for Highways schemes could also be contributed. A further meeting to be arranged. EP

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

NNDC Planning Enforcement – Beth Shean	ENF/22/0112
Public Works Loan amount due and outstanding	Noted
NCC – Highways Inspector - visit 19.4.22	Noted
NNDC – review of public convenience in NNDC	Forwarded
NCC – various road closures	Forwarded

It was agreed that the Council reverts back to the forwarding of paperwork via email and hard copy. It was hoped that this would prevent any future document receipt issues.

12. NEXT MEETING - to confirm date of next ordinary meeting – 12th July 2022

There being no further business the meeting concluded at 8.55pm.

CHAIR

12th July 2022