



# *Swafield and Bradfield Parish Council*

Minutes of the Annual Parish Council Meeting held at Swafield Village Hall  
On Tuesday 11<sup>th</sup> May 2021 at 7.00 pm

The meeting was held in a COVID SAFE ENVIRONMENT with manual track and trace in place.

**Present - Elaine Pugh – Clerk**

**Parish Councillors:** Charlie Silvester (Chair), Tim Payne, Ernie Alexander, Mick Starling, Robert Clabon, Gaynor Rawlings and John Amies

Also in attendance: Ed Maxfield – NCC and 1 member of the public

1. **TO ELECT A CHAIRMAN FOR 2021-2022** – and receive declaration of acceptance of office  
It was resolved that Charlie Silvester continues as Chair to the Parish Council.
2. **TO APPOINT A VICE-CHAIRMAN FOR 2021-2022** - and receive declaration of acceptance of office  
There were no nominations for vice chair and this was deferred until further notice. The incumbent vice chair did not want to continue for personal reasons.
3. **APOLOGIES FOR ABSENCE** – To note and approve apologies received by the Clerk prior to the meeting.  
There were no apologies as all members were present.
4. **DECLARATIONS OF INTEREST AND DISPENSATION-**  
To receive declarations of interest in agenda items and individual dispensations  
There were none declared.
5. **MINUTES** - To approve the minutes of the ordinary meeting of 9<sup>th</sup> March 2021  
It was resolved that these be approved.
  - 5.1 **To acknowledge the Minutes of the Annual Parish Meeting 9<sup>th</sup> March 2021**  
The minutes were acknowledged and would be signed at the next Annual Parish Meeting in March 2022.
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**

**The Chair welcomed Ed Maxfield** who had successfully been re-elected as our County Councillor.

**Ed Maxfield, NCC** - there was not a lot to report as the Annual Council Meeting would be held on 24<sup>th</sup> when the Chair of the Council would be elected and committee places allocated. The County Council will be predominantly made up of Conservatives. This year the allocation for each Councillor's Highways budget would be increased and may be able to cover additional projects, as soon as this information is available it will be passed on. Any ideas are welcome.

Highways have commenced patching and works in Gimmingham and it is hoped that this will continue down into Swafield. Our various outstanding highways matters will be chased through.

**The Clerk** read out and summarised the Police Report which had been circulated.

**Tim Payne informed as a member of the public** that the Village Hall Trustees would be consulting with the public in the near future over the use of the Village Hall. It will be on Zoom.

**There being no further business the meeting was closed to the public.**

**7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/2021**

**7.1 To receive the accounts for 2020-2021**

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

**7.2 To receive and consider internal auditor's report for 2020-2021**

This had been circulated and it was resolved that it be adopted and the comments were noted.

**7.3 To consider completion of Certificate of Exemption for 2020-2021**

It was resolved to sign the Certificate of Exemption.

**7.4 To consider & complete Sections 1 & 2 - Annual Return for 2020-2021**

It was resolved that this be signed.

**8. FINANCE**

**8.1 To receive bank reconciliation and note receipts and review reserves**

The Council noted the reconciliation and reviewed reserves.

**8.2 To consider donation to Stalham First Responders**

The Clerk outlined the work of the First Responders and had liaised with the Chair in connection with their funding situation. After consideration it was agreed that £100.00 be donated. Clerk would inform, raise the cheque and request if they could attend the Village Fete on 4<sup>th</sup> September. EP

**8.3 To consider donation to the Duke of Edinburgh Award Scheme**

The Council wanted to acknowledge the excellent work of the Duke of Edinburgh and all agreed that this was an incredible achievement. The scheme had a big impact on the lives of young people.

It was resolved that £100 be donated to this, the Clerk would raise the cheque and forward it with a covering letter. EP

#### 8.4 To approve payments and sign cheques

Payee	Amount
PWLB	161.75
CHT - pads	55.20
Elaine Pugh	391.15
HMRC	75.06
Stuart Hutcheson (domain)	35.00
Stalham First Responders	100.00
Donation to Duke of Edinburgh Awards Scheme	100.00
<b>TOTAL CHEQUES</b>	918.16
Reconciled	13,903.02

**Funds received – NNDC Precept £2,750.**

#### 9. TO CONSIDER AND REVIEW PLANNING

21/0566	CLD - Land East of Lincoln Cottage, Common Rd	Objected to
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*This application would be closely monitored. The Council had been thanked by the small community of Bradfield for their work and support in objecting to this application.*

#### 10. CLERKS' REPORT & MATTERS ARISING - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda

##### 10.1 SAM2

The SAM figures had been circulated and the total vehicle movements recorded one way for the period 28<sup>th</sup> February to 3<sup>rd</sup> May 2021 were 114,636. On an average it was circa 1,894 in the week and 1,774 at the weekends. The peaks were at 11am and 3pm.

Members would analyse the figures further and it was hoped that this evidence could be used to reduce the speed along the Knapton Road. It was discussed in order to find out how many vehicles turn down the Knapton Road that a post be placed along the road to enable the placement of the SAM 2 at the location. This would give more accurate and defined information.

EP

##### 10.2 Bradfield Common – NWT to contact Councillor – information given

##### 10.3 Highways Matters

- The outstanding matters are the speed roundels and the tarmac along The Street – with Highways. Ed Maxfield and the Clerk would chase this through again. EP
- Van damage to bridge adj to The Barn - ref number 900183208 There had been an incident which had involved the Council calling the Police and Highways. The vehicle numbers had been supplied for insurance purposes.
- Swafield Bridge – repairs to top of bridge – with Bridge Team Members expressed their dissatisfaction with the level of workmanship carried out on the bridge. This was being dealt with by the Bridge Team and the Clerk would chase them. EP  
As yet the Council had not received the information relating to costings for the traffic lights prior to the repair. Ed Maxfield would chase this again. EM

**10.4 Village Matters**

Defibrillator – although new pads had been replaced it was still coming up with a service error 1571 AED. The Clerk would report this again to CHT. EP

**10.5 Knapton Road** – Openreach DP299 programmed post to be moved This would be chased and was being monitored.

**10.6 Siting of mobile home located at the Orchard/Vineyard, Common Lane** Agenda item 9 refers.

**10.7 Speed limit along the Knapton Road – Proposals for NCC 50/50 Scheme**

All were concerned on the speed along the Knapton Road and the Council wanted to reduce the speed limit. A letter would be forwarded to Knapton Parish Council to engage both Councils to work together on this scheme so that it would be ready for the NCC Parish Partnership initiative when it was released. EP

**10.8 Community Celebration**

This was withdrawn as it was considered not to be a good use of public funds. It was suggested that any funding could be directed to the Church towards the picnic.

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

NPTS – thank you for resubscription	Noted
NCC – 1 million trees	Noted - Tim
Ed Maxfield – April report	Circulated
Highways- refreshing white lines and roundels – reminded again	Chase
Norfolk Police – community update	Forwarded
Bridge knocked down – reported to police and Highways	Chase
Grant information from Stalham First Responders	Agreed
NNDC – FOI request - refused	Noted
UK Debt Management Office - £900 outstanding	Noted
ICO receipt of payment	Noted
NNDC – Town & Parish Invitation	Noted
Resident re encroachment of Common Land at Bradfield	Investigate

The Clerk informed that contact had been made with Highways with regard to a possible bus shelter along the Trunch Road where the bus stop sign is located. Further investigations will take place on this and reported back to the Council.

The Chair thanked Tim Payne for his valuable work over the last two years.

**12. NEXT MEETING** - to confirm date of next ordinary meeting – 13<sup>th</sup> July 2021

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