



# SWAFIELD AND BRADFIELD PARISH COUNCIL

## MINUTES

### **Ordinary Full Parish Council Meeting held at 10.00am on 20th February 2024 in the Village Hall, The Street, Swafield**

**Those present:** John Amies, Boris Konoshenko (Chairman), Josh Marshall, Sarah McLean, Timothy Payne, Mick Starling, Mark Short (after being co-opted onto the council)

**Members of the Public:** 2

**1. Apologies for Absence.**

1.1 To consider and agree apologies for absence

**2. Declarations of Interest and requests for dispensations**

2.1 To consider and agree declarations of interest and requests for dispensations

Cllr Payne, Cllr Konoshenko and Cllr Starling declared an interest in items 9.6, Cllr McLean declared an interest in item 8

**3. Minutes of previous meetings**

3.1 To consider and agree and sign the minutes of the Council Meeting held on the 11th December 2023

Council agreed the minutes of the meeting held on the 11th December 2023 and they were signed at the meeting

**4. Co-option**

To consider and agree co-option on to the council

The Council considered and agreed the co-option of Mark Short onto the Council, all paperwork was completed and signed at the meeting.

**5. Chairman's Report**

The chairman reported that the Defib and SAM 2 have been checked. He put forward the suggestions for the position of the Memorial Tree and this was discussed by the council. The improvements to Road Safety continue in the village but the results of the safety survey and the Coroners Report had not been received by the council

**6. Public Participation Time**

***The meeting will be adjourned for a period of 15 minutes) to allow Members of the Public to speak, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.***

District Councillor Neatherway spoke about the ongoing safety issues on the roads, proposals for the safety scheme were due in March and it may be possible that Duncan Baker MP would hold another safety meeting with the public. NNDC's budget was being discussed. He also reported that NNDC are looking for land for building and the planning rules were being updated

An update was received from St Nicholas Church committee, the Bells have been safely lowered, all of the bells were intact and sound good, once they have been re-hung they will be operated electronically. The lease for the Village Hall to use the Church building is still progressing and will hopefully be completed by the end of the year

**7. Matters arising from previous meetings**

**To report on progress on items from previous meetings. No decisions may be taken**

7.1 Change of address for the bank account is still progressing

7.2 Cllr Marshall has been booked onto planning training - Cllr Marshall gave feedback on the training he attended

7.3 The precept request had been sent to NNDC

**8. Planning**

8.1 RV/24/0197 Brookmeadows House, Bradfield Road, Swafield, NR28 0RH Variation of Condition 2, to allow the swimming pool for commercial use

Cllr McLean left the meeting. The Council agreed to support this application

Cllr McLean re-joined the meeting

**9. Finance**

9.1 To receive the budget update

Council received the draft budget update, and agreed to move some of the general reserves into earmarked reserves

9.2 To consider and agree the bank reconciliation of accounts

No bank statement was available, council agreed to amend the resolution to 'To consider and agree signing a Board Resolution to allow council to change the address on the bank account and update signatories' The Council agreed to amend the resolution. Council agreed to sign the Board Resolution and update the signatories on the account

9.3 To consider and agree paying for IT support

The Council considered the proposal and decided not to pay for IT support

9.4 To consider and agree the subscription for NALC

The council agreed to pay the subscription for NALC

9.5 To consider and agree subscription to SLCC

Council agreed to pay the subscription to SLCC

9.6 To consider and agree Grant request

The council agreed to grant £350 towards the grass cutting on the village green

9.7 To consider and agree the payments and receipts

Council agreed to the following payments and receipts

*Payments*

D Revell	Salary	£471.06
HMRC	Tax and National Insurance	£230.18.
Village Hall	Hall Hire	£192.00
Donation	Grass Cutting Village Green	£350.00

**10. Policies, Documents, Communications and Training**

10.1 To consider and agree Standing Orders

The council agreed, with one amendment, to adopt the Standing Orders for the Council

10.2 To consider and agree the Planning Protocol

The Council agreed to adopt the Planning Protocol

10.3 To consider and agree Operation Menai Bridge and all associated documents

The Council agreed to adopt the Operation Menai Bridge and all associated documents

**11. Events**

None

**12. To report any other business**

***Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council***

None

**13. To receive correspondence and agree any actions**

12.1 Letter from The Countryside Charity regarding Light Pollution

The council agreed to use the wording suggested by the Countryside Charity when responding to planning applications

**14. Exclusion of the press and public**

**Exclusion of the Press and Public To resolve under the Public Bodies**

**(Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues,**

13.1 To Consider and agree matters pertaining to employment issues

The council agreed to pay the Clerk by monthly standing order and increase the WFH allowance to £20 per month

**15. Date of Next Meeting**

To confirm that the date of the next meeting of the Parish Council will be on **9th April 2024, 7pm, at Swafield Village Hall**

Meeting Closed: 20:45