



Swafield and Bradfield Parish Council

**Minutes of the Ordinary Meeting held in the Village Hall, The Street, Swafield,
On Tuesday 12th July – commencing at 7pm**

Present

Parish Councillors:

Charlie Silvester (Chair), Ernie Alexander, John Amies and Gaynor Rawlings,

Other attendees:

Ed Maxfield - NCC

MINUTES

- 1. APOLOGIES FOR ABSENCE** – To note and approve apologies received by the Clerk prior to the meeting.
Apologies were received from Mr Bob Clabon, Mr Michael Starling and Mr Timothy Payne – all personal and these were accepted by the Council.
- 2. DECLARATIONS OF INTEREST AND DISPENSATION-**
To receive declarations of interest in agenda items and individual dispensations
There were no declarations or dispensations received.
- 3. MINUTES** - To approve the minutes of the Extra-Ordinary meeting of Saturday 21st May 2022
It was resolved that these be approved and signed by the Chair.
- 4. ADJOURNMENT – to receive NNDC & NCC and comments from members of the public and those with a disclosable interest in Agenda items**

Resolved to open the meeting to the public.

Ed Maxfield, NCC – outlined his written report which had been circulated to members in advance. Discussion took place on the Community Road Safety Fund and that this scheme could not be utilised for a 20mph zone or adjusting the speed limit. However the NCC Parish Partnership Fund could support a feasibility study which cost circa £3k. Ed Maxfield would be prepared to fund 50% of this from his Highways budget.

It was further discussed that an application to the Community Road Safety Fund for an additional SAM2 and 30mph roundels through the Village could be made.

Resolved to close the meeting to the public.

5. FINANCE

5.1 To receive bank reconciliation and note receipts and review reserves
The Clerk outlined the bank reconciliation and reserves were noted.

5.2 To consider the purchase of a defibrillator including cabinet for Bradfield; to be located at Bradfield Cricket Club (£1,885 plus VAT and delivery costs)

The Clerk had sourced a quotation from CHT for the purchase of a defibrillator to cover the Bradfield part of the village. Members discussed this at length and financial orders were suspended to enable the correct item to be purchased to run in tandem with the unit located in Swafield. It was resolved that the Council purchase the defibrillator for the benefit of the community and that it be placed on Bradfield Cricket Club's building. The agreement to be that Bradfield Cricket Club paid for the installation, electricity and managed the unit on the CHT website.

The Clerk would liaise and arrange this.

EP

5.3 To approve payments and sign cheques

Payee	Amount
Elaine Pugh	369.52
HMRC	67.20

It was resolved to pay enbloc.

Discussion took place on the matter of signing cheques external to the meeting. The Clerk/RFO informed that Financial Standing Orders allowed for this flexibility on the provision that all payments were informed at the next available Council meeting. For transparency the payments made are shown within the Minutes and the Council's accounts which are inspected by the Internal and External Auditor.

6. TO CONSIDER AND REVIEW PLANNING

No new planning had been received.

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

7.1 SAM2 – The Clerk reported the following information which had been circulated to members for their consideration. The SAM2 would be moved to The Knapton Road for the month of August.

PERIOD TO	LOCATION	NUMBER VEHICLES	85th PERCENTILE MPH	50th PERCENTILE MPH	AVERAGE SPEED MPH	NO OF VEHICLES AT 85TH PERCENTILE	HIGHEST SPEED
28.02.22	Quaker - bridge in/coming from N/W	61,341	35.6	29.2	29.3	52,140	65mph
04.04.22	The Street - middle then to Trunch Rd	43,976	31.3	26.7	26.6	37,380	55mph
04.05.22	Trunch Rd - incoming from NW	34,570	35.5	30.2	30.4	29,384	55mph
29.05.22	Quaker - bridge in/coming N/W	66,648	36	29.2	29.4	56,651	60mph
01.07.22	Wayside, The Street incoming	66,088	29.9	26.4	25.99	56,175	55mph

- 7.2 Bradfield Common** – the Clerk had contacted the resident and received no response and would re-contact them again. EP
- 7.3 Relocation of Post box** – chased Post Office again and waiting response
There had been no response forthcoming from the Post Office and the Clerk would remind them again. EP
- 7.4 Installation of new bus shelter**
The Clerk informed that NCC did not require the cheque which had been sent to contribute towards the bus shelter. The Parish Council has to fund this project completely and then reclaim the contributed funds awarded from NCC. The Clerk will contact Westcotec to arrange a Proforma and forward this to NCC. It was hoped that the bus shelter would be in situ soon. EP

HIGHWAYS MATTERS

- 7.5 Meeting with Knapton and Mundesley Parish Councils re SAM2 and speed along the Knapton Road**

The Clerk would arrange a meeting for August. EP

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

Unfortunately, the Norfolk Road Safety Measures fund did not support a 20mph speed change. It was agreed that although disappointing an application could be made to the Parish Partnership Scheme. This would fund a feasibility study for this initiative. Ed Maxfield would contribute £1,500 towards this project with the other 50% being derived from the NCC Parish Partnership Scheme.

This would cover a 20mph zone through The Street, Swafield together with a 40mph restriction along the Knapton Road AGENDA

It was agreed that the Council applies to the NCC Road Safety Measures Fund to purchase an additional SAM2 and 30mph roundels within the village. AGENDA

8. To review Grant Policy and Financial Standing Orders

Members agreed changes to the Grant Policy and these would be amended. The alterations covered the need for all applicants to supply a set of recent accounts to support their request.

Financial Standing Orders were deferred to the next meeting. Agenda

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

Ed Maxfield – report June and July	Circulated
NNDC – re IS1/22/1279 – The Orchard – pre application	Circulated
NCC – Sheringham recycling centre - consultation	Circulated
Norfolk Road Safety Measures – funding Scheme	Circulated*
NCC – tree planting	Circulated
NWT – Coastal Workshops	Circulated
NCC – Parish Partnership Scheme	Circulated*
Vattenfall – Wind Zone Community Benefit Fund	Circulated

*Applications to be made

- 10. NEXT MEETING** - to confirm date of next ordinary meeting –
Tuesday 20th September 2022

**RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION MEETINGS ACT 1960)
TO EXCLUDE MEMBERS OF THE PUBLIC for the purpose of confidential items:**

- 11. To review Clerk's salary and conditions**

The Council authorised the increase of the Clerk's salary and conditions and the Chair would write a letter of confirmation.

There being no further business the meeting concluded at 8.30pm.

CHARLIE SILVESTER – CHAIR

20th September 2022