

MINUTES OF THE PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD
ON 19th. MARCH 2019 at 7.00p.m. IN THE VILLAGE HALL,
SWANTON ABBOTT

PRESENT –Cllrs. Belsham (Chair), R Gee, M. Vaughan, C Haden, S. Taylor & S. Underwood, the Clerk, G. Kimmerling, NCC Cllr. J. Timewell, NNDC Cllr. S. Penfold & 12 members of the public including members of the Village Plan Committee.

NCC Cllr. Timewell was invited to speak first as he had another meeting to attend. He said NCC had set the budget for 2019/20. They are returning to a cabinet system in May after the elections.

The Clerk reported that there had been water escaping from a drain cover by the Jolly Farmers pub after Highways had cleared the flood water. Cllr. Belsham said the extension to the pole for the SAM2 machine had not been changed as requested and the subsidence in The Street has recurred. Cllr. Timewell will look into this.

Cllr. Timewell then left the meeting.

Open session for members of the public to speak.

Members of the public were invited to speak.

A member of the public asked what was happening regarding the proposed development. This will be discussed under 19.06 Planning on the agenda.

Presentation by the Village Plan Committee

Mr. Roland Talbot gave a visual presentation on the progress of the Village Plan. He outlined the aims and said a new questionnaire will be ready for distribution this week. They have utilized the original questionnaire but also included wifi, broadband and mobile phones etc. The committee have applied for funding from the Lottery for All. The questionnaires will be delivered on 22/23 March with a prize money incentive, recovered and collated to produce a plan which will be launched later in the year. There will be a drop-in session on 3rd. April & the prize draw event on 10th. April. The Chair thanked Mr. Talbot for his presentation. There was an objection to the prize money incentive.

	AGENDA	<i>Action</i>
19.01	<p>a. <u>APOLOGIES FOR ABSENCE</u> Cllr. Howlett - working.</p> <p>b. <u>DECLARATION OF INTEREST IN ITEMS ON THE AGENDA.</u> 19.05 Finances. Financial support for the Village Plan. Cllrs. Belsham, Haden & Gee – all on the Village Plan committee.</p> <p>c. <u>TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON JANUARY 15th. 2019</u> Resolution. Proposed by Cllr. Belsham & agreed by the Parish Council to accept the Minutes of the meeting held on January 15th. as a true record. These were signed by the Chairman.</p>	
19.02	<p><u>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u></p> <p>a.) The Clerk had sent three proposed routes for the school bus to NCC & NNDC.</p> <p>b.) The Clerk & Cllr. Gee had completed a survey for NNDC on open space, sport & recreation study.</p>	
19.03	<p><u>NORFOLK COUNTY COUNCIL REPORT.</u> NNC Cllr Timewell had given his report before the start of the meeting.</p>	

	<p><u>NORTH NORFOLK DISTRICT COUNCIL REPORT.</u></p> <p>NNDC Cllr. Penfold said there had been a small increase to Council Tax from NNDC. The North Norfolk Local Plan which runs to 2036 is coming up for consultation for a 6 week period from 7th May to 19th June and can be viewed online. There is a drop-in session in North Walsham on May 16th from 2.30 to 7.30. NNDC has signed up to the Courtauld Agreement which aims to reduce food waste. £100,000 has been granted to improve 4 main towns and some of this will go to North Walsham. Cllr. Penfold has spoken to Cllr. Timewell & M.P. Norman Lamb about the school bus route and suggested they take this forward together. He will liaise with Cllr. Belsham.</p>	<p>Cllr. Belsham</p>																																													
19.04	<p><u>PLAY PARK - Update</u></p> <p>Cllr. Howlett had sent a report on the Play Park. There is a balance post which is loose and needs attention. Clerk to organise repairs. The maximum grant available from NNDC is £15,000 so Cllr. Howlett has applied to the Big Lottery Fund as well. The new equipment will be installed in stages at the Play Park.</p>	<p>Clerk</p>																																													
19.05	<p><u>FINANCES</u></p> <p>a) <u>To consider current financial position.</u> The Clerk had produced up-to-date accounts. There were no questions.</p> <p>b) <u>To consider and resolve whether to approve outstanding invoices for payment.</u></p> <p>Cllr. Haden said an application for £2000 had gone to the Lottery For All fund for the Village Plan. He asked if the Parish Council would underwrite this if the application was not successful. He also asked if the Parish Council would pay two invoices - £300 to SR Print & Design for the questionnaires & £25 for an Amazon voucher. Cllr. Belsham said she would pay the £25 from her Chair's allowance.</p> <p>Resolution. Proposed by Cllr. Taylor and approved by the Parish Council to pay the following invoices.</p> <p>The following cheques were dated 19/03/2019 & signed by Cllrs. Belsham & Gee.</p> <table border="0"> <tr> <td>Chq. no.</td> <td>100952</td> <td>payable to</td> <td>G Kimmerling for Clerk's salary for</td> <td>£234.67</td> </tr> <tr> <td>"</td> <td>100953</td> <td>"</td> <td>G Kimmerling -Clerk's expenses</td> <td>£ £ 25.34</td> </tr> <tr> <td>"</td> <td>100954</td> <td>"</td> <td>S A Village Hall for hire of hall</td> <td>£ 10.00</td> </tr> <tr> <td>"</td> <td>100955</td> <td>C Haden –</td> <td>web-site costs Oct.17 to Jan.19</td> <td>£43.03</td> </tr> <tr> <td>"</td> <td>100956</td> <td>payable to</td> <td>C Belsham – Chair's allowance</td> <td>£ 30.00</td> </tr> <tr> <td>"</td> <td>100957</td> <td>"</td> <td>SR Print & Design for Newsletter</td> <td>£ 82.00</td> </tr> <tr> <td>"</td> <td>100958</td> <td>Richard Bomford –</td> <td>25% annual maintenance</td> <td>£332.00</td> </tr> <tr> <td>"</td> <td>100959</td> <td>payable to</td> <td>SR Print & design – Village Plan</td> <td>£300.00</td> </tr> <tr> <td>"</td> <td>100961</td> <td>"</td> <td>C Haden – web-site costs, Feb/March</td> <td>£11.98</td> </tr> </table> <p>The Clerk explained that the Parish Council had not precepted for Village Plan costs. She said they could not pay the £175 prize money.</p> <p>Resolution. Proposed by Cllr. Belsham to underwrite the Village Plan costs by £1825.00. The 3 councillors on the Village Plan committee were excluded from voting. There was one vote in favour and two against so the resolution was not passed. If the funding application is successful the £300 will be returned to the Parish Council. A copy of the survey will be sent to NNDC Cllr. Penfold to see if NNDC could analyse the data.</p> <p>c) <u>To consider setting up a STO for the website.</u></p> <p>Resolution. Cllr. Gee proposed setting up a monthly Standing Order payable to Cllr. Haden from April for the website costs. This was approved by the Parish Council. Cllr. Haden will confirm the amount.</p>	Chq. no.	100952	payable to	G Kimmerling for Clerk's salary for	£234.67	"	100953	"	G Kimmerling -Clerk's expenses	£ £ 25.34	"	100954	"	S A Village Hall for hire of hall	£ 10.00	"	100955	C Haden –	web-site costs Oct.17 to Jan.19	£43.03	"	100956	payable to	C Belsham – Chair's allowance	£ 30.00	"	100957	"	SR Print & Design for Newsletter	£ 82.00	"	100958	Richard Bomford –	25% annual maintenance	£332.00	"	100959	payable to	SR Print & design – Village Plan	£300.00	"	100961	"	C Haden – web-site costs, Feb/March	£11.98	<p>Clerk</p> <p>Page 192</p>
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19.06	<p><u>PLANNING</u></p> <p>a.) <u>To consider any planning applications received.</u> Pond Farm Barn, the Hill. Conversion of existing garage to home office and gym. Cllr. Taylor said two applications to convert this barn had already been turned down. She was concerned that a further application to convert this into a dwelling might happen and felt it was on a very dangerous corner. The Parish Council approved of the planning application.</p> <p>b.) <u>To notify of any planning decisions by NNDC</u> - None.</p> <p>c.) <u>To consider any other planning issues</u> Cllr. Vaughan expressed concern about an unfinished property in Aylsham Road which has been in a bad state of repair for many years. This has caused problems for the neighbours. NNDC Penfold will look into this. Heritage Developments e-mailed an updated plan for the site by Long Common Lane. The Parish Council asked when the plans were going to be submitted but have not been given a date. Because of Commercial sensitivity, the updated e-mail will not be put on the web-site.</p>	
19.07	<p><u>HIGHWAYS ISSUES</u> Update. Covered earlier.</p>	
19.08	<p><u>BROADBAND</u> Update Cllr. Gee reported that overhead fibre runs will provide superfast connection to 5 properties at the Skeyton end of the Hill from June this year. They will be from a new cabinet 6 sited here. Most properties in The Hill and Youngmans Lane will also get superfast broadband via fibre to the properties. The owners will then need to talk to their providers. Some work has also been carried out in the Aylsham Road. NNDC has been awarded more money for fast broadband speeds and if it is less than 24mbts. It should be improved. There are no updates on mobile phones.</p>	
19.09	<p><u>COMPLAINTS PROCEDURE</u></p> <p>a. <u>To review the Complaints Procedure and amend if necessary.</u> A copy of the Complaints Procedure had been e-mailed to all Parish Councillors. This was taken from NALC's legal Topic Note Feb. 2013. It was proposed by Cllr. Belsham to keep the Complaints Procedure as it is and this was agreed by the Parish Council.</p>	
19.10	<p><u>CODE OF CONDUCT DOCUMENT</u></p> <p>a. <u>To review the Code of Conduct Document and amend if necessary.</u> A copy of the Code of Conduct document had been e-mailed to all Parish Councillors. This was created in 2012. It was proposed by Cllr. Gee to keep the Code of Conduct document as it is and this was agreed by the Parish Council.</p>	<p>Page 193</p>

