MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD ON 14th. MAY 2019 IN THE VILLAGE HALL, SWANTON ABBOT at 7.30p.m.

<u>PRESENT</u>. Cllrs. C. Belsham, R. Gee, C. Haden, S. Taylor, M. Vaughan, R. Talbot and A. Brown, the Clerk, G. Kimmerling, and 10 members of the public.

Cllr. Belsham apologised that the meeting didn't start until 7.45 as NNDC Cllr. Penfold had given his report for the APM before the APCM meeting had begun. NNDC Cllr. Penfold then left the meeting.

The Clerk explained that all Councillors had signed the Declaration of Acceptance of Office.

Members of the public were invited to speak.

A question was asked if the defibrillator is working. Cllr. Haden said it is although the light is not working. This is an LED light which will be replaced. There is no Post Code on the sign by the defibrillator – this will be added. There is a van which parks in front of the defibrillator – Cllr. Haden will speak to the owner.

19.13	APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR Cllr.Gee took the Chair and asked for nominations for Chairman. Cllr. Haden was nominated by Cllr. Vaughan. There were no other nominations & Cllr. Haden accepted the position and took the Chair. He thanked Cllr. Belsham for her sterling work as Chair for the 7 years and welcomed Cllrs. Brown & Talbot onto the council.	Action
19.14	a) APOLOGIES FOR ABSENCE Apologies received from NCC Cllr. Timewell, Mr. Butler, Mrs. Traverso & Mrs. Blake.	
	b) <u>DECLARATION OF INTEREST IN ITEMS ON THE AGENDA</u> None.	
19.15	TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON MARCH 19th. 2019. Resolution. Proposed by Cllr. Belsham & agreed by the Parish Council to accept the Minutes of the Parish Council meeting held on March 19th. 2019 as a true record. The Minutes were then signed.	
19.16	CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES This will be covered under other headings.	
19.17	APPOINTMENT OF VICE-CHAIRMAN FOR THE ENSUING YEAR Cllr. Talbot was nominated by Cllr. Belsham. There were no other nominations and Cllr. Talbot accepted the Vice-Chair position.	
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19.18 **FINANCES** a. TO CONSIDER AND RESOLVE WHETHER TO APPROVE OUTSTANDING INVOICES FOR PAYMENT. The Clerk provided an up-to-date summary of the finances. She explained that the first of the precept payments (£3675) had been received along with the grant from NNDC (£94) & the rent from NNDC (£170). She had received a letter from the Community Fund saying a grant of £2000 for the Parish Plan would be credited to the account. This had not been received by the end of April. A STO for Cllr. Haden for web-site management had been set up. There was an invoice paid on 27/03/2019 and included in 2018/19 accounts This was signed by Cllrs. Belsham & Vaughan. Chq. No. 100962 to Wesleyan Chapel – electricity for defibrillator for £20.00 Resolution. Proposed by Cllr. Belsham & agreed by the Parish Council to pay the following invoices. Cheques dated 14/05/2019 & signed by Cllrs. Vaughan & Gee. Chq. No. 100963 to G Kimmerling - salary for £244.70 Chq. No. 100964 to HM Revenue & Customs – Clerk's tax for £ 12.00 for £ 23.18 Chq. No. 100965 to G. Kimmerling – Clerk's expenses Chg. No. 100966 to Anglian Electrical Contractors Ltd. -defibrillator inspection (VAT £6.40) £ 38.40 Chg. No. 100967 to S A Village Hall – hire of hall for £ 10.00 Chg. No. 100968 to Norfolk ALC – subscription for £128.16 Chg. No. 100969 to Defib Store Ltd. - defibrillator light (VAT£8.79 £ 52.74 Chg. No. 100970 to Mr. A. Trueman-internal audit for £ 50.00 b. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT The Annual Governance Statement for 2018/19 was read out to the Parish Council by the Clerk. Resolution. Proposed by Cllr. Haden and agreed by the Parish Council to approve the Annual Governance Statement for 2018/19 & this was signed by the Chairman and the Clerk. At the end of the meeting Cllr. Brown said she had abstained from items 19.18 b & c c. TO APPROVE THE ACCOUNTING STATEMENTS 2018/19 The Clerk had prepared the End of Year Accounts and these had been examined and agreed by the Internal Auditor. **Resolution** proposed by Cllr. Haden and agreed by the Parish Council to approve the Accounting Statements. These were signed by the Chairman and the Clerk. It was agreed to send the Certificate of Exemption to the external auditor. Clerk d. TO APPROVE THE INSURANCE COVER FOR 2019/20 The Clerk had forwarded two quotes to the Parish Council. Zurich - £485.82 for 1 year, £469.23 for 3 years & £454.35 for 5 years RSA - £379.96. Proposed by Cllr. Haden to accept one year with Zurich & proposed by Cllr. Brown to review it more fully and to compare the two schedules. A vote was taken:- 6 to 1 were in favour of accepting the Zurich quote. The Clerk will contact Zurich and see is they can offer a better price before accepting their quote. Clerk e. APPOINTMENT OF RESPONSIBLE FINANCE OFFICER - 2019/20 Cllr. Gee proposed the Clerk as RFO and this was agreed by the Parish **Page 196** Council

19.19	PLANNING	
	a. To consider any Planning applications received.	
	Variation of condition 2 (plans) & 6 (parking) of planning permission	
	PF/05/1491 to amend the parking and boundary layout at Land West of 11	
	The Poplars.	
	The Parish Council had approved of this application before the meeting.	
	b. To notify of any Planning decisions by NNDC	
	None received.	
	c. To consider other planning issues.	
	The Clerk explained that there is a consultation period from May 7 th to June	
	19th. on the North Norfolk Local Plan. There are various drop-in events	
	between 2.30 & 7.30 in the county & one in North Walsham on May 16th.	
	These have been advertised on the noticeboards.	
19.20	HIGHWAYS ISSUES. UPDATE.	
	NNDC Cllr. Penfold had explained that Highways have written to Sanders	
	Coaches about the school bus route but had not received any response so	
	far.	
	Cllr. Vaughan said we need a meeting with Highways to discuss various	Chair &
	problems in the village. The Chair & Clerk will liaise over this.	Clerk
	Cllr. Belsham said the Pre-school have requested adding them to the	
	directional signs for the school by the Jolly Farmers, The Poplars & Church	
	Road.	Clerk
	There are problems with birds flying into the glass at the back of the bus	
	shelter. The Clerk to make enquiries to prevent this.	
	Cllr. Talbot asked for a grit box on The Hill. The Clerk to get prices.	
19.21	PLAY PARK - UPDATE	
	Cllr. Belsham asked about the weekly inspection. The Clerk had the	
	inspection book which was not up-to-date. Cllr. Haden will speak to the	CIIr.Brow
	person concerned. Cllr. Brown will inspect the Play Park to the end of May &	Clerk
	the Clerk will then take over until the problem is solved.	
	Cllr. Belsham said one of the upright balance poles had broken. The base	
	had been made safe but the pole was still attached by the chains. The Clerk	
	had met with NGF Play on site and had received a quote of £999.28 to carry	
	out repairs. Cllr. Brown suggested the chain could be removed with an angle	
	grinder & bolt cutters – she will make enquiries.	
	New Equipment. Sam Howlett has almost finished the grant applications.	
	Cllr. Haden will check with her and, if necessary, this will be completed by	Chair
	the Parish Council.	
46.5-		
19.22	ON-GOING ISSUES To report on and resolve, where possible, on-going	
	Issues in the community.	
	Cllr. Gee gave a Broadband update. NDC signed a new contract for	
	extended coverage in Norfolk in March. If a property has a speed of 24mbp it	
	will not receive an upgrade. We should hear about the upgrades to other	
	properties in the next few months. In March last year 90% of properties in	
	Norfolk had 24mbp & this is expected to increase to 95%. Properties on The	
	Hill who receive fibre to their premises could get speeds of over 100mbp if	
	they purchase the appropriate Broadband package. Cllr. Talbot has 160mbp.	
40.00	Cllr. Haden asked for an update on the telephone box at the next meeting.	
19.23	CORRESPONDENCE RECEIVED.	Da 40=
	Clerk's & Councils Direct	Page 197

Members of the public asked to make comments before the end of the meeting.

1. A member of the public suggested that the newly elected Parish Council had demonstrated a lack of appreciation to Cllr. Vaughan who gained the highest number of votes in the election but was not nominated for Vice-Chair.

Cllr. Haden rejected this assertion and said Cllr. Vaughan was, and continues to be a most valuable member of the Parish Council.

2. Correspondence had been sent to the Parish Council by e-mail but was not mentioned at this meeting.

The Clerk suggested using her e-mail address in future.

- 3. A member of the public offered to look at the Play Park pole and remove the chain if possible.
- 4. Cllr. Vaughan asked if the Parish council could inspect the Play Park Inspection book at each meeting. This was agreed.

The next meeting is on July 9th.

The meeting closed at 8.50p.m.