

MINUTES OF THE PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD
ON 9th. JULY 2019 at 7.00p.m. IN THE VILLAGE HALL,
SWANTON ABBOTT

PRESENT –Cllrs. Haden (Chair), C. Belsham, A. Brown, R. Gee, R. Talbot, S. Taylor & M. Vaughan, the Clerk, G. Kimmerling, NCC Cllr. J. Timewell, & 8 members of the public.

Open session for members of the public to speak.

Members of the public were invited to speak.

A member of the public spoke about the 210 bus. She said buses had always stopped at the end of The Street and there used to be a bus time-table by the old blacksmith's property. Some people have difficulty walking to the bus stop at The Jolly Farmers. She was concerned that the 210 service may be stopped. Cllr. Taylor said rural buses can pick people up anywhere on their route. Cllr. Haden said this would be discussed under Highways issues.

There is to be a Macmillan Coffee morning on 27th September in the Village Hall from 8 to 12.30 and all are welcome.

	AGENDA	<i>Action</i>
19.24	<p>a. APOLOGIES FOR ABSENCE NNDC Cllr. Penfold – another meeting.</p> <p>b. DECLARATION OF INTEREST IN ITEMS ON THE AGENDA. 19.34 c To consider if the Parish Council should be the sponsor for the Village Plan . Cllrs. Belsham, Haden, Talbot, Brown & Gee – all on the Village Plan committee.</p> <p>c. TO CONSIDER AND APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MAY 14th. 2019 Resolution. Proposed by Cllr. Belsham & agreed by the Parish Council to accept the Minutes of the meeting held on May 14th. as a true record. These were signed by the Chairman.</p>	
19.25	<p>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES a.) The Clerk asked about the stickers for the bus shelter windows. These have now been put in place and the Swanton Abbott Social Club was thanked for this. The Chair will e-mail them.</p>	CH
19.26	<p>NORFOLK COUNTY COUNCIL REPORT. NNC Cllr Timewell spoke of the NDR proposed link to the A47 and said money has been set aside for this. Option C was the preferred route as it was the most environmentally friendly and was an easier route for motorists. The Parish Council raised concerns about the roundabouts on the NDR. The roads are built to Government specifications and this includes the roundabouts. The Parish Council is in favour of the proposed route. Cllr. Belsham explained that she had prepared a presentation on Highway problems within the village and will e-mail this to Cllr. Timewell. Jonathan Winnett at Highways also has a copy. She said the Parish Council is still waiting for a new pole for the Sam2 machine in Long Common Lane and this is urgent as the machine cannot be used here at present. Cllr. Timewell said he would discuss all the concerns with J. Winnett. <i>NNC Cllr. Timewell left the meeting.</i></p>	Page 199

19.27	<p>APPOINTMENT OF REPRESENTATIVES ON VARIOUS BODIES.</p> <p>Resolution. Proposed by Cllr. Haden to make the following appointments:- Cllr. Haden IT, Website, Defibrillator, Play Park Cllr. Talbot Footpaths, Village Plan, Green Issues Cllr. Vaughan Planning, Drainage, SNAP meetings Cllr. Belsham Highways, Traffic Monitoring (Sam2 machine), Facebook Cllr. Brown Community Engagement, Pub, P.C. Auditor Cllr. Gee Broadband, Mobile Phones, Village Hall Cllr. Taylor Bridleways, Dog Bins, Communications This was approved by the Parish Council.</p>																						
19.28	<p>FINANCES</p> <p>a) <u>To consider current financial position.</u> The Clerk had produced up-to date accounts. £2000.00 had been received for the Village Plan and this had been set-aside. There were no questions.</p> <p>b) <u>To consider and resolve whether to approve outstanding invoices for payment.</u></p> <p>The Clerk explained that she had received a letter from HMRC dated 2nd. July saying there is a credit of £19.80 so no tax is due.</p> <p>Resolution. Proposed by Cllr. Belsham and approved by the Parish Council to pay the following invoices.</p> <p>The following cheque no. 100971 dated 28/05/2019, signed by Cllrs. Belsham & Vaughan, payable to Zurich Municipal for insurance for £369.46 had been paid before the meeting.</p> <p>The following cheques were dated 09/07/2019 & signed by Cllrs. Belsham & Vaughan.</p> <table border="0"> <tr> <td>Chq. no.100972</td> <td>payable to G Kimmerling for Clerk's salary for</td> <td>£244.70</td> </tr> <tr> <td>" 100973</td> <td>" G Kimmerling -Clerk's salary</td> <td>£ 12.00</td> </tr> <tr> <td>" 100974</td> <td>" G Kimmerling – Clerk's expenses</td> <td>£ 46.02</td> </tr> <tr> <td>" 100975</td> <td>" S A Village Hall for hire of hall</td> <td>£ 15.00</td> </tr> <tr> <td>" 100976</td> <td>" SR Print & Design for Newsletter</td> <td>£ 82.00</td> </tr> <tr> <td>" 100977</td> <td>" I Muir for Bus shelter windows</td> <td>£ 40.00</td> </tr> <tr> <td>" 100978</td> <td>" Play Inspection Co. for Play Park</td> <td>£ 78.00</td> </tr> </table> <p>c) <u>To consider the quotation from NCC to amend the road signs to include Preschool.</u></p> <p>A quote of £563.94 had been received from NNC. Cllr. Belsham said the Preschool had decided against proceeding with this as they want signs further out from the current ones. The Preschool thanked the Parish Council for their help. The Clerk will inform Highways.</p> <p>d) <u>Update on online banking.</u></p> <p>The Clerk explained that she had contacted Barclays Bank. One of the signatories must phone the bank and request a mandate form to be sent to them. The Clerk would be sole signatory for online banking and two of the signatories would have 'view-only' access. All payments must be agreed by the Parish Council before they are made. The Auditors are happy with this arrangement. The Parish Council Standing Orders will need to be amended and the Clerk would do this.</p> <p>e) <u>To consider adopting online banking.</u></p> <p>Cllr. Haden said other councils use online banking and most of the current suppliers are happy to use this. Cllrs. Belsham & Gee would have 'view-only' access and Cllr. Gee would set this up with the Clerk.</p> <p>Resolution. Proposed by Cllr. Haden to adopt online Banking. This was agreed by the Parish Council.</p>	Chq. no.100972	payable to G Kimmerling for Clerk's salary for	£244.70	" 100973	" G Kimmerling -Clerk's salary	£ 12.00	" 100974	" G Kimmerling – Clerk's expenses	£ 46.02	" 100975	" S A Village Hall for hire of hall	£ 15.00	" 100976	" SR Print & Design for Newsletter	£ 82.00	" 100977	" I Muir for Bus shelter windows	£ 40.00	" 100978	" Play Inspection Co. for Play Park	£ 78.00	<p>Clerk</p> <p>Clerk</p> <p>Clerk/RG</p> <p>Page 200</p>
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	<p>– f. <u>To consider carrying out an audit of Parish Council finances.</u> Resolution Proposed by Cllr. Haden that Cllr. Brown should carry out an audit of the Parish Council accounts with the RFO. This was agreed by the Parish Council.</p>	RFO/AB
19.29	<p>PLANNING</p> <p>a.) <u>To consider any planning applications received.</u> Charosa, The Street, NR10 5DU Conversion of garage to living accommodation and single storey rear extension. The Parish Council had approved of the planning application before the meeting.</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> NNDC Cllr. Penfold had sent a report on Arbrook House, Aylsham Road. Planning permission 2007/0718 had been granted for a 2 storey side/rear extension and single storey side extension. This had to be commenced within 3 years but there was no requirement for it to be completed. He has asked for Planning to look into this further. Cllr. Vaughan said the owner of the property next door is having trouble selling his house because of this and nothing has happened with the build for 6/7 years.</p> <p>d.) <u>Heritage Development Update.</u> Cllr. Haden said nothing has been heard from the developer. The planning department are waiting for the answers to five points which they raised.</p>	
19.30	<p>HIGHWAYS AND DRAINAGE ISSUES</p> <p>a.) <u>Update</u> Cllr. Belsham gave a power-point presentation on Highway concerns within the village. She has sent this to Highways and the Street Scene Inspector. The following points were raised:-</p> <ol style="list-style-type: none"> 1. The ditch by the old phone box – tree has been removed 2. Flooding by The Jolly Farmers & The Street/Aylsham Road 3. Sam2 machine post 4. Traffic issues in Aylsham Road. The 88 school bus picks up children at an unofficial stop in Aylsham Road and parents cause problems by parking here. The official bus stop is the Jolly Farmers and this is sited on the Sanders bus timetable. Jonathan Winnett from Highways will investigate why Sanders changed the route. The official bus stop for the 210 is also The Jolly Farmers. There are 12 buses each weekday on the 210 route and 5 on Saturdays and people regularly catch this bus in the Aylsham Road opposite to The Street. Cllr. Belsham asked how many people use this service and Cllr. Haden wondered if it was a possible hazard in the Aylsham Road. Cllr. Vaughan had spoken to Sanders who said the bus stopped where it liked. It was agreed to contact Aylsham High School on this matter although the Clerk had already received a letter from them saying the bus route was not their concern. 5. The Poplars/Church Road flooding 6. Manhole cover in The Street 7. Sinkhole in The Street – has been filled but need to know the underlining problem 8. Various potholes and standing water at the end of the footpath in Aylsham Road and damaged Give way sign in Long Common Road. <p>It was agreed that Cllrs. Belsham and Vaughan would collaborate to arrange for Highways to visit the village to discuss the above points.</p>	CB

	<p>b.) <u>To consider purchasing a grit bin for The Hill</u> Cllr. Talbot felt a grit bin for The Hill was desirable. The Clerk had contacted Highways who have over 2000 bins to fill each year and they have certain conditions before they consider new locations. These are:- proximity to gritted route; proximity to local services; difficult gradients; adjacent footways with high pedestrian use & proximity to vulnerable users. The Hill doesn't meet any of these requirements. There is a bin at the junction with Scottow Row in Scottow parish which could be relocated if Scottow agreed. The Clerk had looked into the prices of grit bins and salt. Roadware do a 115ltr bin with salt at £139.14. Salt is £14.65+VAT (minimum 7 bags). Cllr. Vaughan said Skeyton have several bins which are rarely used and permission would be needed from the Poor of the Parish charity if the bin was positioned on their land. It was agreed the Clerk would contact Scottow Parish Council to see if they would sell their bin.</p>	<p>Clerk</p>
<p>19.31</p>	<p><u>PLAY PARK</u> a. <u>Update.</u> Cllr. Haden said the Inspection Report had been received. Several issues had been identified and he had visited the site with Cllrs. Vaughan and Brown. b. <u>To consider points raised in the Inspection report and to decide any action required.</u> 1. Cable runway: This has rotten posts and it was agreed that Cllrs. Hader and Vaughan would bolt a new post to the worst one urgently and at cost. 2. Site general: The timber edging has already been removed. 3. Multi Play: The slide has rotten posts too but these have post shoes fitted so no action is needed at present. It was agreed that Cllr. Haden will get new pegs for the climbing wall (cost £15.00) which forms part of the Multi Play slide. The large swings also show signs of rot but no action is required at present. c. <u>To consider a call for volunteers to tidy the Play Park.</u> Cllr. Haden said the Play Park is generally untidy and the beds need attention. He suggested asking for volunteers for early September and asked Cllr. Talbot to find out if the school would be involved. Cllr. Belsham suggested it should be done before the school holidays. It was agreed that Cllr. Haden should choose a Saturday in late July/early August and advertise for volunteers. d. <u>To consider lopping the trees overhanging the Play Park.</u> The Clerk explained that the trees could not be cut until the autumn. They were last lopped by Tree Hoppers in 2016 at a cost of £2400.00. It was agreed to get 3 quotes to carry out the work and to arrange a date to meet on site to discuss what was needed. e. <u>To consider a review of the Play Park refurbishment plan.</u> Cllr. Haden explained that a grant application had been submitted to the Big Lottery Fund for £34270, and possibly, one to NNDC for £15000. The approved design was from Wicksteed and was for £473800. He felt there may be an alternative option. Cllr. Belsham said it had been agreed that this would be phased in and it was important to keep to the design as this was what the children had chosen. Cllr. Taylor suggested the school could be asked to raise funds. It was agreed that the Parish Council should meet at the Play Park to discuss further.</p>	<p>CH & MV</p> <p>CH</p> <p>CH</p> <p>Clerk</p> <p>All PCs. Page 202</p>

19.32	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>a. <u>Update.</u></p> <p>Cllr. Brown said it was important to welcome new people to the village and let them know what happens in Swanton Abbott. She had produced a Village Directory by contacting all the organisations in the village and collating the information. The pub had been unwilling to be included. S R Print and Design will produce 50 covers for £25.00. Cllr. Brown will print the copies when required so that they are always up-to-date. Councillors will call on new-comers and give them a copy of the Directory.</p> <p>b. <u>To consider adopting the Village Directory and plan it's distribution.</u></p> <p>Resolution. Proposed by Cllr. Brown that the Parish Council adopt the Village Directory and agree to the £25.00 cost for the covers. This was agreed by the Parish Council.</p> <p>It was agreed to meet and discuss the distribution area assigned to each councillor.</p> <p>Cllr. Brown said there is a church concert in September.</p>	<p>AB</p> <p>All PC's</p>
19.33	<p><u>BROADBAND</u></p> <p>a. <u>Update</u></p> <p>Cllr. Gee gave a report. Most properties in the village have speeds up to 50Mbps(FTTC) or 150Mbps(FTTP). A few along the Aylsham Road should be upgraded by 2021. If any property is receiving a Broadband speed of less than 15Mbps * and they have spoken to their Broadband provider**, contact Cllr. Gee with their full address, landline number and name of ISP (company providing Broadband) and she will pass this on for investigation. To check the BT Broadband roll-out for your property, log onto https://www.openreach.com/fibre-broadband, put in your postcode, not a robot, search symbol & select your address from the drop-down box.</p> <ul style="list-style-type: none"> • *Broadband speed MUST be measured on a PC or Mac which is wired to the router, not via a wireless device such as a phone or iPad. There are many websites offering a speed check such as Broadband Speed Checker.com. ** If a property is not receiving the speed expected as stated above, speak with your provider. You may require a new router or an upgraded broadband package. <p>Mobile phone update. Awaiting response from Vodafone & EE. There is a new mobile mast in North Walsham. Cllr. Gee is waiting for a response from the NDC contact who is responsible for Digital Innovation and Efficiency in Norfolk.</p>	
19.34	<p><u>FOOTPATHS, VILLAGE PLAN, GREEN ISSUES</u></p> <p>a. <u>Update.</u></p> <p>Cllr. Talbot had produced a report on the state of all the footpaths in the parish. There is only one deep cut by the Rights of Way department per year.</p> <p>b. <u>To consider organising a group of volunteers for path clearance.</u></p> <p>Cllr. Talbot said he has cleared some of the footpaths but more work is required. It was agreed he would liaise with Cllr. Haden to ask for volunteers. He will also contact Mr. Alexander re cutting back the hedges on his land.</p> <p>c. <u>To consider if the Parish Council should be the sponsor of the Village Plan.</u></p> <p>Resolution. Proposed by Cllr. Talbot that the Parish Council be the sponsor of the Village Plan. Cllr. Vaughan was opposed to this as the Parish Council had said it would not sponsor this originally. It was explained that no Parish Council funds would be required. The Parish Council then approved the resolution.</p>	<p>RT/CH</p> <p>Page203</p>

	<p>d. <u>To consider organising a 'Clean-up' Swanton Abbott day.</u> Cllr. Haden said this idea had been raised by a member of the public. The Clerk explained that a Risk Assessment must be carried out before the Parish Council can organise this. Cllr. Brown said it was necessary to decide what work needed to be done before the Risk Assessment. Cllr. Haden will set up a web-page to identify and prioritise the work. Cllr. Taylor said her husband will paint the seat by the village sign as agreed.</p>	<p>CH ST</p>
19.35	<p><u>VILLAGE WEB-SITE</u> a. <u>Update</u> b. <u>To consider identifying upgrade options for the website.</u> <i>It was agreed to defer this to the next meeting as the two hour time limit was up.</i></p>	
19.36	<p><u>ON-GOING ISSUES.</u> a. <u>To report on and resolve, where possible, on-going issues in the Community.</u> Cllr. Brown said the SAS had looked into renovating the old telephone box and had been quoted £2500. The alternative is to paint it annually. It was intended to turn it into an information kiosk with books, information, tradesmen details, footpaths etc. In the spring/summer it could have plants.</p>	
19.37	<p><u>CORRESPONDENCE RECEIVED</u> a. <u>To report correspondence received.</u> 1. An e-mail had been received suggesting the Parish Council write to the Jolly Farmers landlord to thank him for providing a seat for bus passengers and also for providing litter pickers. This was agreed. Cllr. Taylor said it was a pity that he did not advertise the opening times for the pub. 2. CAN AGM on 23rd. July in Dereham.</p>	<p>Clerk/CH</p>

The meeting closed at 9.10p.m. The next meeting is September 10th. 2019 at 7.00p.m.