

MINUTES OF THE PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD
ON 12th. NOVEMBER 2019 at 7.00p.m. IN THE VILLAGE HALL,
SWANTON ABBOTT

PRESENT –Cllrs. Haden (Chair), A. Brown, R. Gee, S. Taylor, R Talbot & M. Vaughan, the Clerk, G. Kimmerling, & 16 members of the public.

Open session for members of the public to speak.

The Chair of the Village Hall Management Committee read out a statement. He said the Management Committee and the Holding Trustees always comply with the Charity Commission guidelines and also work with ACRE, CAN and other village halls in seeking advice to ensure that they act in the interests of the charity. The Management Committee give their own time to manage the hall and to generate a surplus and to maintain its continued viability. The committee have been criticised for entering into discussions with Heritage Developments regarding a new hall but it would have been negligent not to have done so. The rumour that Hickling Village Hall is £100,000 in debt is false and, they are extremely offended by this statement. This hall cannot be compared with the proposed new hall for Swanton Abbott as Hickling had to raise all the funding whereas our hall would be built for free. The Committee will always campaign for better facilities and a viable Village Hall and ask to be treated with respect.

Cllr. Vaughan thanked the people who attended the Remembrance Day church service and the laying of the wreath. He hoped more Parish Councillors would attend next year and suggested a wreath could be laid by the Village sign.

	AGENDA	<i>Action</i>
19.52	<p>a. <u>APOLOGIES FOR ABSENCE</u> Cllr. Belsham – working away; NNDC Cllr. Penfold & NCC Cllr. Timewell.</p> <p>b. <u>DECLARATION OF INTEREST IN ITEMS ON THE AGENDA.</u> Item 19.55d Chairs Allowance. Cllr. Haden – Chair of the Parish Council</p> <p>c. <u>TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON SEPTEMBER 12th. 2019 AND THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON SEPTEMBER 24th. 2019.</u> The Clerk explained there was an amendment to Agenda item 19.47, page 209 from the Minutes of September 12th. Mr. Alexander had said he had not been asked to widen the footpath. Cllr. Talbot said he had spoken to Mr. Alexander about footpaths. Resolution. Proposed by Cllr. Taylor, seconded by Cllr. Gee & agreed by the Parish Council to accept the Minutes of the meeting held on September 12th. as a true record. Proposed by Cllr. Gee, seconded by Cllr. Brown and agreed by the Parish Council to accept the minutes of the Extraordinary Parish Council meeting held on September 24th. These were signed by the Chairman.</p>	
19.53	<p><u>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u></p> <p>a. The Clerk had attended the course on Charitable Trusts and the Parish Council will need to make significant changes to the way it manages the Trust. She will put together a proposal for consideration.</p> <p>b. NNDC had requested more information for the Play Park grant application and this had been supplied.</p> <p>c. NNDC Planning had asked for the method and results of the open meeting and the Village Vote regarding the Heritage Development and this has been supplied.</p> <p>d. Tree Hoppers will carry out the tree work in the Play Park on 27/28th November.</p>	

19.54	<p><u>NORFOLK COUNTY COUNCIL REPORT.</u> NCC Cllr. Timewell had sent his apologies.</p> <p><u>NORTH NORFOLK DISTRICT COUNCIL REPORT.</u> NNDC Cllr. Penfold had sent his apologies</p>																						
19.55	<p><u>FINANCES</u></p> <p>a) <u>To consider current financial position.</u> The Clerk had produced up-to date accounts. The second half of the precept had been received.</p> <p>b) <u>To consider and resolve whether to approve outstanding invoices for payment.</u></p> <p>Resolution. Proposed by Cllr. Gee seconded by Cllr. Brown and approved by the Parish Council to pay the following invoices. The following payments were paid on-line before the meeting:- £50.00 payable to CAN for membership £7.74 “ Cllr. Vaughan for conference call re development £7.43 “ Cllr. Gee “ £7.56 “ Cllr. Belsham “ £5.59 “ G. Kimmerling “</p> <p>The following payments were authorised to be paid on-line.</p> <table border="0"> <tr> <td>G Kimmerling</td> <td>Clerk’s salary</td> <td>£227.12</td> </tr> <tr> <td>HMRC</td> <td>Clerk’s tax</td> <td>£ 29.58</td> </tr> <tr> <td>G Kimmerling</td> <td>Clerk’s expenses</td> <td>£157.06</td> </tr> </table> <p>(this included £89.99 for 2 years McAfee computer protection and £ 53.04 travel for course)</p> <table border="0"> <tr> <td>S.A Village Hall</td> <td>Hire of hall x 2</td> <td>£ 20.00</td> </tr> <tr> <td>SR Print & Design</td> <td>Newsletter</td> <td>£ 82.00</td> </tr> <tr> <td>BGM Services</td> <td>Annual maintenance</td> <td>£996.00</td> </tr> <tr> <td>S.A Village Hall</td> <td>Village Plan Meeting</td> <td>£ 10.00</td> </tr> </table> <p>Chq. no. 100982 payable to Wesleyan Chapel for electricity for the Defibrillator for £20.00 dated 12.11.2019 Chq. no. 100983 payable to Norfolk Association of Local Councils for Clerk’s course for £48.00 (£8.00 VAT) dated 12.11.2019. Both cheques were signed by Cllrs. Gee & Vaughan.</p> <p>c) <u>To consider and set the Clerk’s hours and salary for the next year.</u> <i>The Clerk left the room to allow discussion.</i> Resolution. Proposed by Cllr. Taylor, seconded by Cllr. Gee to keep the Clerk’s hours at 3 per week and to increase the Clerk’s salary to £1972 per annum in line with NALC guidelines. There will be a review of the Clerk’s arrears and any hours owing will be paid at the end of the financial year.</p> <p>d) <u>To consider and set the Chair’s allowance for the ensuing year</u> <i>The Chair left the room to allow discussion.</i> Resolution. Proposed by Cllr. Taylor, seconded by Cllr. Vaughan and agreed by the Parish Council to set the Chair’s allowance at £100.00. The Chair will be asked to keep a record of his costs.</p> <p>e. <u>To set the Precept for 2020/21</u> The Chair and Clerk had prepared a forecast for setting the Precept. It was explained that in future the Parish Council will give a donation towards the Play Park so the figures reflected this. At the end of the financial year there should be a surplus of £6700.00 which can absorb the costs of the tree work, hard standing and drainage work this year. Cllr. Vaughan suggested the Big Society for funding for the hardstanding. Cllr. Brown said the Parish Council could not be sure what the costs associated with the drainage proposals might be.</p>	G Kimmerling	Clerk’s salary	£227.12	HMRC	Clerk’s tax	£ 29.58	G Kimmerling	Clerk’s expenses	£157.06	S.A Village Hall	Hire of hall x 2	£ 20.00	SR Print & Design	Newsletter	£ 82.00	BGM Services	Annual maintenance	£996.00	S.A Village Hall	Village Plan Meeting	£ 10.00	<p style="text-align: right;">Page 216</p>
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	<p>Cllr. Vaughan thought people will say that Highways should pay for the Drainage issues but they have declined to do so. Cllr. Haden said Highways are clearing the ditch by the old telephone box. The Parish Council worked through the Precept figures. Resolution. Proposed by Cllr. Haden, seconded by Cllr. Talbot and agreed by the Parish Council to set the Precept at £6750.00 f. <u>To consider Charitable donations.</u> The Clerk read out a letter from the Norfolk Citizens Advice asking for funds. Resolution. Proposed by Cllr. Haden, seconded by Cllr. Vaughan and agreed the Parish Council to make a donation of £50 to the Norfolk Citizens Advice.</p>	
19.56	<p>PLANNING a) <u>To consider any Planning applications.</u> None received b) <u>To notify of any Planning decisions by NNDC</u> None received c) <u>To consider any other Planning issues.</u> PF/19/1205 Janipy House, The Street. This has been withdrawn. d) <u>Heritage Development update.</u> Cllr. Haden had called NNDC Planning but the officer in charge and his deputy were away. The decision is due by 26th. November. Highways have objected to the proposal and the Landscape Officer has objected in principal. The Design and Conservation department has reservations but the developer could mitigate this with a £50 payment per dwelling.</p>	
19.43	<p>HIGHWAYS AND DRAINAGE ISSUES a) <u>General update.</u> The 88 bus has now reverted to the pick-up point by the Jolly Farmers. The quote for the hardstanding in the Aylsham Road for the 210 bus is £2471 and NNCC Cllr. Timewell will contribute £800.00. The Parish Council can get quotes other than from Highways but they must meet the Spec. The Clerk to get a copy of the spec and Cllr. Vaughan to get another quote. The Clerk will contact the Big Society Fund for a grant. b) <u>Update on Drainage Improvement Plan.</u> The Parish Council had facilitated a meeting on October 30th in the Village Hall. About 21 people attended and outlined a plan to improve the drainage in the village. 12 people offered to help and there is an offer of equipment for free. The landowners are supportive and Highways have approved the scheme. <i>It was pointed out by a member of the public that there are rats in the ditches which carry disease so proper protective clothing is needed.</i> This was taken on board. c) <u>Resolution to approve clearing of ditches for the Drainage Improvement plan.</u> Resolution. Proposed by Cllr. Haden, seconded by Cllr Talbot and agreed by the Parish Council to support the proposed ditches clearance and to meet part of the costs as part of the Drainage Improvement Plan. The machinery is free of cost and the indicative cost for labour is £150 per day. Cllr. Haden said there was also a problem with foul water. He had spoken to Anglian Water and a Maintenance Manager has now been assigned to the village. The Parish Council needs to supply them with the problems and other information and then a date will be arranged for the manager to come to the village for a meeting. d) <u>To consider the parking in front of the Defibrillator.</u> There cannot be yellow lines or an 'H' mark on the road in front of the Defibrillator. Cllr. Haden has put up a new 'Please No Parking' sign. e) <u>To consider the quote for hardstanding in Aylsham Road. Covered 'a'.</u></p>	<p>Cllr. Vaughan Clerk</p> <p>Page 217</p>

19.58	<p><u>PLAY PARK</u></p> <p>a. <u>Update</u></p> <p>The outcome of the grant funding is due in November. The use of the Play Park has been monitored and, on average, over 92 days, the gate has been used 3 times a day. Cllr. Brown has also been spot checking on usage and has not seen many children there. A new post is needed by the shed. Cllrs Haden and Vaughan to deal with this.</p> <p>The trees will be lopped on 27/28th. November. The Clerk will put up a notice to close the park on those days and will inform the residents.</p> <p>b. <u>Update on Charity Status implications.</u></p> <p>The Charity Status of the Play Park will be discussed at the next meeting.</p> <p><i>Note -Grant from Big Society declined by e-mail on 13/11/2019</i></p>	<p>Cllrs. Haden & Vaughan</p> <p>Clerk</p>
19.59	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>a. <u>Update.</u></p> <p>The Parish Council expressed thanks to the SAS for providing the Spring bulbs for the village; to the people who helped plant them and to the people who provided the planters.</p> <p>Cllr. Brown had met with the school and the Churchwardens regarding re-introducing a Village Fete. The Bowls Club and Village Hall Committee have also been approached. She has been offered a grant/donation of £500.00. Suggestions are for a mini Olympics; fun run; cross country run; art and flowers in the church; bowls taster sessions and tractors and carts to get people to the various sites. Food will be available on the day. It might be possible to work with other parishes. The date has not been finalised yet.</p> <p>She asked if the money could go into the Parish Council accounts. The Parish Council has not voted to be responsible for the fete as yet.</p> <p>Cllrs. Brown and Talbot are working on a plan for emergencies.</p> <p>b. <u>Telephone Box Update</u></p> <p>The SAS are putting art work from the school in the old phone box along with local information. It will be painted in the Spring.</p>	
19.60	<p><u>COMMUNICATIONS</u></p> <p>a. <u>Broadband and mobile update.</u></p> <p>Cllr. Gee reported that the Secretary of State for Trade has said that all properties will have fibre to the premises by 2025. Some properties in the Aylsham Road will have this in 2021.</p> <p>On mobile phones, the Government have announced the end of 'not spots'. A £1b plan has been agreed with EE,O2, Three & Vodaphone to share masts so that all customers can get 4G coverage. £500m is pledged to build masts where there is no coverage & the network used by Emergency services will be opened up to extend 4G. This deal should be finalised in early 2020.</p> <p>Cllr. Haden said there is a 'not spot' here.</p> <p>b. <u>Village Hall Trustees update.</u></p> <p>Cllr. Gee read out a letter from the Chair of the Village Hall Management Committee to correct some apparent mis-information and to explain the true situation regarding the land generously offered to the hall for parking by the owner of Wilson's Farm. On 19th. Sept. the Chair of the VHMC & another trustee met with the owner to establish what was offered. The offer is a loan of the land from the bottle bank to the property driveway for use as additional parking and would remain the property of Wilsons Farm. On the same day, there was a meeting with NNDC Cllr. Penfold & Mr. Watson – NNDC Planning to explore the options open to the hall for modifications or extensions.</p> <p>1. The hall would not get planning permission to extend the hall by relocating the parking provision to the land on offer.</p>	<p>Page 218</p>

	<p>2. A disabled toilet with access at the rear or side of the building would not be allowed</p> <p>3. If funds were raised to build inside storage to allow the location of the sheds to be used as car parking, this would create a problem by blocking off natural light</p> <p>4. It is possible to change the ladies toilet to disabled access/baby changing facilities and applying for grants but the hall would have to be out of commission and the work is not likely to be cost effective.</p> <p>The VHMC could improve the facilities in the hall but will only do so when the offer of a new hall is totally out of the question. It would be irresponsible to do so. Under current regulations a village hall on this site and in the same position would be refused Planning Permission.</p> <p>It is hoped to move forward to a more positive relationship with the Parish Council in the interests of the village of a whole.</p> <p>Cllr. Haden asked if there were plans to put Broadband in the hall.</p> <p>Not at present as it would be expensive and there is little demand at present.</p> <p>Cllr. Taylor said it was best not to make improvements until there is news on the proposed development from NNDC.</p> <p>Cllr. Gee said there is a Business Plan if the hall remains as it is or if there is a new hall on the new site.</p> <p>Cllr. Haden asked to be informed of the next Village Hall AGM.</p>	
19.61	<p><u>FOOTPATHS AND GREEN ISSUES</u></p> <p>a. <u>Footpaths update</u></p> <p>Cllr. Talbot had produced a footpaths table. There is a broken sign on the footpath from the school to the Village Hall – reported and will be fixed within 6 weeks.</p> <p>There are problems with cars parking by the church and a ‘No Parking’ sign has been requested.</p> <p>The footpath by the woods at The Hill is churned up by farm vehicles and will be repaired after the shoot season.</p> <p>The tarmac near the footpath by the school is broken up by people parking there. New tarmac and a ‘No Parking’ sign has been agreed.</p> <p>b. <u>To consider the purchase of a Grit Bin for The Hill.</u></p> <p>Cllr. Talbot was keen to have a grit bin for The Hill. Cllr. Taylor felt this wasn’t needed. Cllr. Talbot will speak to residents for their views and the Clerk will look into costs.</p> <p>Cllr. Vaughan said residents of The Poplars had asked for a grit bin as well.</p>	<p>Cllr. Talbot Clerk</p>
	<p><i>Cllr. Taylor left the meeting.</i></p>	
19.62	<p><u>ON-GOING ISSUES.</u></p> <p>Cllr. Haden said there had been good work with the spring bulbs and the Planters. He was also pleased to see the flag pole by the Village sign.</p> <p>The Clerk asked if the Parish Council owned the land by the Village Sign as it could be an issue with insurance.</p> <p>After some discussion Cllr. Vaughan seemed annoyed with the Clerk’s questions.</p> <p><i>Cllr. Vaughan then left the meeting.</i></p> <p>The Clerk was asked to find out who owned this land.</p> <p>Cllr. Brown asked if sandbags could be made available in the village. She had looked into the costs. The Clerk said they may be free from NCC or NNDC and will find out.</p>	<p>Clerk Page 219</p>

19.63	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>a. <u>To report correspondence received.</u></p> <p>Clerks & Councils Direct issue 126. E-mails from Norfolk Fire and Rescue Service; Dungeon & Sherringham Shoal farms Offshore Wind extensions; Norfolk ALC AGM; Norfolk Minerals & Waste Local Plan Consultation; Norfolk Guide to Care & Support 19/20</p>	Page 220
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The meeting closed at 9.00p.m. The next meeting is January 14th 2020 at 7p.m.

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