

MINUTES OF THE PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD  
ON 14<sup>th</sup>. JANUARY 2020 at 7.00p.m. IN THE VILLAGE HALL,  
SWANTON ABBOTT

PRESENT –Cllrs. Haden (Chair), C. Belsham, A. Brown, R. Gee, S. Taylor, R Talbot & M. Vaughan, the Clerk, G. Kimmerling, NNDC Cllr. Penfold & 7 members of the public.

**Open session for members of the public to speak.** No comments.

	<b>AGENDA</b>	<i>Action</i>
20.01	<p>a. <u>APOLOGIES FOR ABSENCE</u> NCC Cllr. J. Timewell.</p> <p>b. <u>DECLARATION OF INTEREST IN ITEMS ON THE AGENDA.</u> None.</p> <p>c. <u>TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON NOVEMBER 12<sup>th</sup>. 2019</u> <b>Resolution.</b> Proposed by Cllr. Gee, seconded by Cllr. Talbot &amp; agreed by the Parish Council to accept the Minutes of the meeting held on November 12th.2019 as a true record. These were signed by the Chairman.</p>	
20.02	<p><u>CLERK’S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u></p> <p>a. Tree Hoppers have cut back the trees on the Play Park and this should not need doing again for some years.</p> <p>b. Funding from the Big Society would not be considered until March so it was agreed to fund the hard standing for the Aylsham Road internally. A grant of £800 had been received from Cllr. Timewell. No other quotes were received so Norse has been asked to carry out the work.</p> <p>c. The Parish Council was not successful in applying for grants for the Play Park but an application to the Pocket Parks for £4600 has been submitted.</p> <p>d. Highways have maintenance of rights on the land by the Village Sign in Aylsham Road but do not own the land.</p> <p>e. There are one-day courses for Parish Councillors in March – 24<sup>th</sup> March at Wereham Village Hall &amp; 26<sup>th</sup> March at Carrowbreck House, Hellesdon from 9.30 to 3.30 at a cost of £60 +VAT. Cllrs. Talbot &amp; Brown expressed an interest. Clerk to book.</p>	<b>Clerk</b>
20.03	<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 said NNDC has begun the budget setting process. NNDC was the first council to declare a Climate Emergency last year and the Corporate Plan will be published shortly. There are new solar panels on the Cromer offices producing electricity and vehicle charging points are being installed in car parks – the nearest is North Walsham Library. There is only the most common type of charging point. NNDC with the Woodland Trust is looking for sites to plant 110,000 trees – organisations and individuals can apply. There is a Community Fridge at the Kitale Café in North Walsham which takes in unused supermarket food for people to have. There is a large regeneration scheme here. The Big Society grant towards the Play Park has been deferred until better disabled access can be proved. The criteria for the Big Society funding is changing from June to focus on the climate challenge objectives, i.e. to reduce the carbon footprint by using recycled materials and local suppliers. Grants under £1000 may be dealt with more quickly.</p>	<b>Page 221</b>

20.04	<p><b>FINANCES</b></p> <p>a) <u>To consider current financial position.</u> The Clerk had produced up-to date accounts. £800 had been received from Cllr. Timewell.</p> <p>b) <u>To consider and resolve whether to approve outstanding invoices for payment.</u></p> <p><b>Resolution.</b> Proposed by Cllr. Taylor seconded by Cllr. Belsham and approved by the Parish Council to pay the following invoices. The following payments were paid on-line before the meeting:- £822.40 payable to NNDC for election costs £ 5.93 “ Cllr. Haden for ‘No Parking’ sign for defibrillator £ 41.00 “ I J Muir for bus shelter windows £ 29.90 “ Cllr. Haden for 10 Hi-vis jackets The following cheque was paid to NCC for hardstanding for the Aylsham Road for £2471.67, signed by Cllrs. Belsham &amp; Vaughan &amp; dated 23/12/19</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 &amp; Tax (£25.40)</td> <td>£256.70</td> </tr> <tr> <td>G Kimmerling</td> <td>Clerk’s expenses</td> <td>£ 11.98</td> </tr> <tr> <td>S.A Village Hall</td> <td>Hire of hall</td> <td>£ 10.00</td> </tr> <tr> <td>SR Print &amp; Design</td> <td>Newsletter</td> <td>£ 84.00</td> </tr> <tr> <td>Richard Bell</td> <td>Drainage Ditch clearance</td> <td>£675.00</td> </tr> </table> <p>c) <u>To consider changing columns on the invoice sheet</u> Cllr. Brown suggested removing the Vat column and replacing this with a running total column as this would better reflect the council’s up-to-date finances. This was agreed – to start in April with the new financial year.</p> <p>d) <u>To consider how the Asset Register is recorded.</u> Cllr. Brown said the Asset Register needs updating and suggested a new format with three columns:- Purchase price; Replacement price &amp; Depreciation Valuation. She also suggested ring-fencing a sum each year for depreciation. This was agreed and Cllr. Brown and the Clerk will implement this.</p>	G Kimmerling	Clerk’s salary & Tax (£25.40)	£256.70	G Kimmerling	Clerk’s expenses	£ 11.98	S.A Village Hall	Hire of hall	£ 10.00	SR Print & Design	Newsletter	£ 84.00	Richard Bell	Drainage Ditch clearance	£675.00	Clerk  Cllr. Brown & Clerk
G Kimmerling	Clerk’s salary & Tax (£25.40)	£256.70															
G Kimmerling	Clerk’s expenses	£ 11.98															
S.A Village Hall	Hire of hall	£ 10.00															
SR Print & Design	Newsletter	£ 84.00															
Richard Bell	Drainage Ditch clearance	£675.00															
20.05	<p><b>DATES FOR PARISH COUNCIL MEETINGS FOR 2020</b></p> <p>The Parish Council usually meets on the second Tuesday of alternate months. <b>Resolution.</b> Proposed by Cllr. Taylor, seconded by Cllr. Brown and agreed by the Parish Council to set the following dates for 2020:- March 10<sup>th</sup>; May 12<sup>th</sup>, July 14<sup>th</sup>, September 8<sup>th</sup>, November 10<sup>th</sup> and January 12<sup>th</sup> 2021.</p>																
20.06	<p><b>PLANNING</b></p> <p>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> None d) <u>Heritage Development update.</u></p> <p>This Planning Application was withdrawn. There is no other information but another application may be made.</p>	Page 222															

20.07	<p><u>HIGHWAYS AND DRAINAGE ISSUES</u></p> <p>a) <u>General update.</u></p> <p>Cllr. Belsham explained that she had secured a grant of £800 after a meeting with NNDC Cllr. Timewell for the hardstanding in Aylsham Road for the 210 bus. The Clerk will find out when the work will start.</p> <p>Cllr. Haden said the majority of pot-holes have been filled. Cllr. Belsham said there is a damaged hydrant by Pear Tree Farm, Aylsham Road; Cllr. Taylor said the SLOW signs in the Hill need repainting &amp; Cllr. Vaughan said the sign by the Jolly Farmers needs repair. Cllr. Talbot will log all problems with Highways.</p>	<p><b>Clerk</b></p> <p><b>Cllr. Talbot</b></p>
	<p><u>b. Drainage Improvement Plan</u></p> <p>Cllr. Haden reported that most ditches have been cleared by hand and digger and there is a significant improvement and gardens are drier. The land by D2 will be levelled in March and the culverts need to be jetted again. The material on the field will be burnt in March; it could be a community event. The on-going maintenance will be the responsibility of the land-owners in The Street – D1. Highways will clear the ditch by the phone box and work has already begun along the Aylsham Road. In The Street, work to improve the road camber and to create an enlarged gully and sump has been agreed. Jon Winnett, the contact at NNC Highways, has now left NNC.</p> <p>There is no date for a meeting with Anglian Water but the new maintenance manager has been given the Parish Council e-mails and a meeting in mid February is possible.</p> <p><u>c. SAM 2 Machine.</u></p> <p>Cllr. Belsham is stepping down from responsibility for the SAM2 machine. There are 3 designated sites and the machine must be moved between these every 4 weeks. The batteries also need regular charging.</p> <p>The Clerk will look into how to download the information.</p> <p>Cllr. Haden will take over the SAM2 machine initially and will arrange a take-over with Cllr. Belsham. Cllrs. Talbot and Taylor will also help.</p>	<p><b>Clerk</b></p> <p><b>Cllr. Haden &amp; Belsham</b></p>
20.08	<p><u>PLAY PARK</u></p> <p>a. <u>Update</u></p> <p>The counter reading on the gate shows low usage – 1.25 per day. There was also a lack of response for help with work on the site. There is a disjoint between the equipment on the site and that identified in the Village Plan. The applications for two grants were not successful and the criteria for the Big Society Fund will change in June. A grant of £4600 has been applied for from Pocket Parks. The Agility Trail is dangerous and needs removing. The future of the Play Park will be discussed by the Managing Trustees – at present the Parish Council is the sole Managing Trustee.</p> <p>b. <u>Report on Charity Commission course on November 5<sup>th</sup>.</u></p> <p>The Clerk had attended this course. Report included with the Minutes. It was agreed to invite 2 people to join the Managing Trustees and this will be advertised on-line and in the Newsletter. The Clerk will open a separate bank account for the Play Park as required. There will be an AGM of the Managing Trustees in April to agree on how to take this forward.</p>	<p><b>Clerk</b></p>
	<p><i>Cllr. Belsham left the meeting.</i></p>	<p><b>Page 223</b></p>

20.09	<p><b>COMMUNITY ENGAGEMENT</b></p> <p><b>A. <u>Update on Village Fete</u></b></p> <p>Cllr. Brown explained that part of her remit was to encourage community spirit and a village fete was popular. The Church, School, Village Hall, SAS &amp; Bowls Club are willing to be involved and the Chapel may join in. The Event will take part over a number of days leading to the 19<sup>th</sup> July. There will be a Treasure Hunt all week; a 10k run from the school with refreshments &amp; a bar on Thursday evening; a supper and quiz run by the SAS on Friday night; a walk around the boundary of Swanton Abbott followed by refreshments in the Village Hall on Saturday, then Bingo run by the Bowls Club in the evening; yard sale &amp; stalls on Sunday morning, mini Olympics, tug-o-war, dog show &amp; old fashioned games in the afternoon and Bar-b-que and possible band in the evening at the Church. It will be widely advertised in the Benefice.</p> <p><b>Resolution-</b> Proposed by Cllr. Brown &amp; seconded by Cllr. Talbot that the Parish Council accept responsibility for the Village Fete. This was agreed by the Parish Council.</p> <p>a. <u>To consider and resolve whether the Parish Council should meet the Costs associated with the Village Fete.</u></p> <p>Cllr. Brown explained the costs involved:- toilet hire; printing, alcohol licences, prizes and, possibly, the band. She suggested the Parish Council could take on the bars. The Clerk said the Parish Council should be responsible for insurance as well. It was felt that a limit should be placed on the money allocated.</p> <p><b>Resolution</b> – Proposed by Cllr. Brown and seconded by Cllr. Taylor that the Parish Council should allocate £1000 towards the costs of the Village Fete. This was agreed by the Parish Council.</p> <p><i>NND Cllr. Penfold left the meeting.</i></p> <p>b. <u>Swanton Abbott Directory update</u></p> <p>This has been delivered to the 2 new properties in The Poplars.</p>	
20.10	<p><b>COMMUNICATIONS</b></p> <p>a. <u>Broadband and mobile update.</u></p> <p>Cllr. Gee reported that NCC are working with Mobile Network Operators to improve coverage. Swanton Abbott has been put forward for the current scheme. The village need not suffer in silence but all residents should raise poor coverage with their phone providers (02, Vodaphone, EE or 3). The phone providers do ultimately listen to customer complaints when prioritising future investments so do write and report the patchy mobile phone coverage in the village.</p> <p>There is better coverage for the majority of the village on Broadband.</p> <p>b. <u>Update on the future of the Village Newsletter.</u></p> <p>The Parish Council pays for the printing of the newsletter. The current editor is stepping down and Dr. Day has offered to take this on. It will be known as The Abbott and will move to bi-monthly and may be 8 pages instead of 4 on some editions. The costs could rise from £500 to £900 per annum.</p> <p><b>Resolution</b> Proposed by Cllr. Talbot and seconded by Cllr. Taylor to continue to cover the costs of printing the newsletter. This was agreed by the Parish Council.</p>	<p><b>Page 244</b></p>

20.11	<p><u>FOOTPATHS AND GREEN ISSUES</u></p> <p>a. <u>Footpaths update</u> Cllr. Talbot said a new sign by the school and yellow 'no parking' lines by the school are in the pipeline.</p> <p>b. <u>To consider and resolve whether to purchase Grit Bins for The Hill and The Poplars.</u> Cllr. Talbot had spoken to residents in The Hill and all were in favour of Grit Bins as there had been 2 cars damaged and 2 people had fallen over in bad weather. He had spoken to Skeyton parish who have several bins which residents use on a self-help basis. Grit Bins cost from £66 to £105, salt around £74 for 4 bags. <b>Resolution</b> Proposed by Cllr. Talbot &amp; seconded by Cllr. Gee to provide two Grit Bins in The Hill. This was approved by the Parish Council. The Clerk will send round prices for approval. The bins will be situated at the junction with Long Common Lane and near the top of The Hill. It was agreed to look into other possible sites, such as The Poplars, when the weather is icy to identify any other areas which might benefit from a grit bin. The Clerk will find out the gritting routes.</p>	<p><b>Clerk</b></p> <p><b>All Cllrs</b></p>
	<p>a. <u>To consider and resolve whether to provide sand bags and sand.</u> Sand bags cost between 47p &amp; 78p each. The sand could be stored by the Village Hall in a bag but will deteriorate in time. After discussion it was agreed that the work done on clearing the ditches should help prevent flooding and that residents could provide their own sand bags if they thought it necessary.</p> <p>b. <u>To consider the Tree Planting scheme from NNDC and The Woodland Trust.</u> The scheme runs until 2023 and the aim is to plant a tree for every resident in Norfolk. Organisations and individuals can apply for trees to plant and these are supplied by the Woodland Trust. Contact NNDC Cllr. Penfold for more information. Cllr. Talbot said the school was interested. The scheme will be advertised in the next Newsletter.</p>	
20.12	<p><u>ON-GOING ISSUES.</u></p> <p>a. <u>To report on, and resolve, where possible, on-going issues.</u> Cllr. Brown will follow up on art work from the School for the telephone box. The fence by the phone box is now in place.</p>	<p><b>Cllr. Brown</b></p>
20.13	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>a. <u>To report correspondence received.</u> Norfolk &amp; Norwich University Hospital request for volunteers to help people going home after leaving hospital. NNDC VE Day 75<sup>th</sup> Anniversary &amp; the Battle of Britain Day 80<sup>th</sup> Anniversary (8<sup>th</sup> May and 15<sup>th</sup> September respectively). Event planning meeting on 20<sup>th</sup> January at 10a.m. at the Cromer offices.</p>	<p><b>Page 245</b></p>

The meeting closed at 9.10p.m. The next meeting is March 10<sup>th</sup> 2020 at 7p.m.