

MINUTES OF THE PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD
ON 10th. MARCH 2020 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, NNDC Cllr. Penfold & 11 members of the public.

Open session for members of the public to speak.

The editor of The Abbott asked for any feedback to be e-mailed to him. He thanked the Parish Council for the work carried out to improve the drainage.

Cllr. Haden said there had been positive feedback on The Abbott on Facebook.

The Parish Council were asked if members of the public could have the opportunity to speak at the end of the meetings as well. The agenda was not on-line early enough. Cllr. Haden said there had been a problem with the server. The agendas had been on the notice-boards.

	AGENDA	<i>Action</i>
20.14	<p>a. <u>APOLOGIES FOR ABSENCE</u> Cllr. Belsham – unwell.</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 JANUARY 14th. 2020</u> Resolution. Proposed by Cllr. Talbot, seconded by Cllr. Brown & agreed by the Parish Council to accept the Minutes of the meeting held on January 10th. 2020 as a true record. These were signed by the Chairman.</p>	
20.15	<p><u>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u></p> <p>a. Cllrs. Haden, Brown & Talbot are booked onto courses in the near future.</p> <p>b. All other items are covered under separate headings later.</p>	
20.16	<p><u>NORFOLK COUNTY COUNCIL REPORT.</u> No report</p> <p><u>NORTH NORFOLK DISTRICT COUNCIL REPORT.</u> NNDC Cllr. Penfold said the budget has now been set. The Police and Crime Authority have increased their budget by 3.95%; NCC by 3.99% and NNDC by 3.3%. This means an increase of £4.95 for a Band D property taking it to £1871.06 for 20/21.</p> <p>North Walsham is getting £2m for Heritage Action Zones. The on-going gas work is causing disruption but is now at phase 2 and there is 2 hours free parking while the work is carried out.</p> <p>NNDC have purchased two properties for emergency housing in North Walsham and Wetherspoons have agreed terms to take on the old council buildings.</p> <p>Part of the land at the Splash Leisure Centre in Sheringham has been sold off for a hotel.</p> <p>Holt Country Park are planting 1500 trees under the new scheme which is open to everyone. Cllr. Talbot has enrolled in this scheme.</p> <p>Cllr. Vaughan asked if there was any update on the building at Ardbrook House. Nothing can be done as the work has been started but Cllr. Penfold will ask that it is checked to make sure it is not likely to cause any dangerous issues.</p>	

20.17

FINANCES

- a) To consider current financial position. The Clerk had produced up-to date accounts. She said £150 had been received towards the drainage clearance and £242.51 from reclaimed VAT. She also explained that some payments from previous meetings had not been recorded so these are included on this sheet.

- b) To consider and resolve whether to approve outstanding invoices for payment.

Resolution. Proposed by Cllr. Brown seconded by Cllr. Taylor and approved by the Parish Council to pay the following invoices.

The following payments were paid on-line before the meeting:-

Historic payments not recorded earlier:-

STO S Howlett for Play Park check	£60.00
SA Village Hall for hire of hall	£15 in August & £10 in Nov.
Norfolk CAB for donation	£50.00

The following payment was made before the meeting:-

Ben Hannant – Tree Hoppers for Play Park tree work £780.00 (VAT £130)

The following payments were authorised to be paid on-line.

G Kimmerling	Clerk’s salary & Tax (£25.40)	£256.70
G Kimmerling	Clerk’s expenses	£ 16.37
S.A Village Hall	Hire of hall x 2	£ 20.00
SR Print & Design	Newsletter	£148.00
C Haden	½ year Chair’s allowance	£ 30.00

The Budget Sheet will be amended from April to show the on-going balance under each separate heading which will be easier to understand. There will no longer be a VAT heading.

- c. To approve the new layout and update the Asset register.

The Asset register will have four columns – Item; Purchase Price; Replacement cost; Depreciation.

The play equipment, shed, gates and fences will be removed and the old phone box and litter bin by the Village sign will be added.

Cllr. Brown said 10% depreciation was sufficient as most of the items were quite old.

The Clerk will set out the new Asset Register with replacement costs and e-mail to the Parish Council.

- d. To consider requests for donations under S137.

There is a new hospice in Norwich – the Priscilla Bacon hospice – which is looking for financial support. NNDC Cllr. Penfold said NNDC are having a fundraising day for this. Cllr. Vaughan said the Cromer hospital was also asking for grants. The village Revels event could donate to this. It was agreed not to make any donations now.

NNDC Cllr Penfold left the meeting.

- e. To consider the contract for cleaning the bus-shelter windows.

The Clerk had received a quote from G M Window Cleaning to clean the bus shelter windows twice a year for £30 each time. At present it costs £40.

Resolution. Proposed by Cllr. Haden, seconded by Cllr. Brown and agreed by the Parish Council to give the contract to G M Window Cleaning. They will be asked to make sure the bird protection stickers are not removed. Cllr. Brown said the SAS will be asked if they will replace the lost stickers.

Clerk

Clerk

20.18	<p><u>PLANNING</u></p> <p>a) <u>To consider any Planning applications.</u></p> <p>1. PF/20/0200 SHANGRI LA, LONG COMMON LANE Side and front extensions and changes to the roof profile to create accommodation in the roof space with new rooflights. Approved by the Parish Council before the meeting.</p> <p>2. PF/20/0016 JANIPY HOUSE, THE STREET Demolition of existing dwelling and outbuildings and erection of replacement two-storey detached dwelling. Cllr. Vaughan said the owners had been advised to withdraw their original plans on the existing house. The Parish Council approved of the application.</p> <p>3. PF/20/0376 BRACKENHEATH, LONG COMMON ROAD Two storey extension to front of dwelling. Cllr. Vaughan said this property had already had a lot of extensions. The Parish Council approved of the application.</p> <p>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>The Clerk had e-mailed Heritage Developments to ask for information but had not received a response. It was agreed to e-mail again before the next meeting.</p>	
20.19	<p><u>HIGHWAYS AND DRAINAGE</u></p> <p>a) <u>New hardstanding base.</u> Cllr. Haden explained that work had started on the base but had to stop as BT Cables were too close to the surface. B T are not prepared to lower these. It was agreed with Highways to position the hard standing a few meters further along the Aylsham Road. Cllr. Belsham will be asked to follow this up. The Parish Council has already paid for the work.</p> <p>b) <u>To consider 210 bus services changes.</u> It is proposed to possibly reduce the service frequency and to re-route the 210 bus from this summer. This service is used regularly by residents. Cllr. Brown said it is a valuable service to the village and the Parish Council should explain that they are investing in the hard standing for this bus stop in the Aylsham Road. The Clerk will write to NCC.</p> <p>c) <u>Drainage Improvement Plan update.</u> Most of the work has now been finished. The ditch by the B T Exchange has been dug out but there is still work to be done here. Highways need to jetty this area again. There was a meeting with Justin Le May re work in The Street which should be completed in Spring/Summer this year but the 2020/21 programme has not been agreed with Norse yet. Highways have said that the culverts on the Aylsham Road are privately owned but Cllr. Vaughan had a letter from Nov. 2009 stating Highways would clear these. Cllr. Haden said he would continue the dialogue with Highways. Anglian Water didn't find any leaks in The Street. There is a CCTV Survey scheduled for the 11th, 12th & 13th March. Jetting will be carried out in 2021 after the survey results. There are no dates yet for the new pump installation. The Parish Council put a leaflet in the newsletter and on Facebook about unflushables. Anglian Water want to do a dye test but need the householders permission for this. The Clerk will write to Mr. Buxton re the problems caused to the water pipes by heavy machines driving down The Street.</p>	<p>Cllr. Belsham</p> <p>Clerk</p> <p>Clerk Page 248</p>

20.20	<p><u>PLAY PARK</u></p> <p>a) <u>Update.</u></p> <p>The Clerk explained the present position with regards to the Play Park. The Parish Council is the Holding Trustee and the Managing Trustee which is not ideal. From April there will be a separate bank account for the Play Park and the Parish Council will give a grant to this. If the Parish Council is no longer the sole Managing Trustee, this must be agreed by the Charity Commission. At present all Parish Councillors are both Holding Trustees & Managing Trustees.</p> <p>b) <u>To consider the response to the Play Park Management Committee Recruitment.</u></p> <p>Cllr. Haden said 5 to 6 people had shown an interest in joining the Managing Trustees and the next step is to meet with them. He will arrange a meeting and Cllr. Vaughan will also attend.</p> <p>The latest count on the Play Park gate is 242 which works out at 26 times per month on average. It will be reset for the summer.</p> <p>c) <u>To consider the Management Estimate for 2020/21.</u></p> <p>BGM Services currently carry out maintenance work in the village. They had provided two estimates for the work – for the Play Park and the rest of the village.</p> <p>The Clerk was asked to get two more quotes.</p>	Clerk
20.21	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>a) <u>Update on Village Fete</u></p> <p>This is now known as the Swanton Revels.</p> <p>Cllr. Brown asked the Parish Council to agree to the outline proposals which the fete committee had drawn up for the Revels.</p> <p>Resolution- Proposed by Cllr. Taylor, seconded by Cllr. Gee and agreed by the Parish Council that the Outline proposals should be accepted.</p> <p>Cllr. Brown explained that the Revels are designed as a showcase for all that goes on in the village. There is a meeting on 13th. March to agree the programme and identify insurable risks. It is hoped to cover costs and make a modest profit. The committee are looking for volunteers and asked if the Parish Council would help. The event can be cancelled if necessary, e.g the Coronavirus epidemic.</p> <p>Cllr. Haden said that any profit should be proportioned out appropriately. The Village Plan had highlighted the need for an event like this.</p> <p>b) <u>To consider the Community Bonfire.</u></p> <p>This will be on 29th March but is subject to weather conditions. The SAS will provide refreshments.</p> <p>c) <u>To review the Village Improvement Tracker.</u></p> <p>A lot of this has been completed. Cllr. Talbot recently painted the footpath sign by The Hill. There are some old posters which need taking down. The Councillors were asked for any suggestion to go on the Improvement Tracker.</p> <p>Cllr. Haden suggested a Village Flag competition. He had found a company who make flags costing around £100. He will find out more information. He was concerned that nothing had happened with the old telephone box. Cllr. Brown said it was on the agenda for the next SAS meeting.</p>	Page 249

20.22	<p><u>COMMUNICATIONS</u></p> <p>a. <u>Broadband and mobile update.</u> Cllr. Gee said there is no definite timescale for full fibre coverage in The Aylsham Road until a survey has been carried out. An announcement on Broadband is expected in the Budget. Swanton Abbott may be promoted as a pilot for mobile phone coverage. A billion pounds is being invested by the Government and Mobile Phone Operators in a Rural Shared Network to improve coverage. NCC has put a lot of work into this and we will be at the forefront of this project going forward.</p> <p>b. <u>Update on the Newsletter.</u> Cllr. Haden thanked the editor for the first edition of The Abbott newsletter. It is being considered to have paid adverts in the newsletter. Coltishall & Skeyton already do this. It is suggested that adverts cost £10 or £20 per issue depending on size. Cllr. Brown was concerned that it is already difficult to get all the information in the newsletter without adverts. Cllr. Vaughan said the adverts should just be for businesses.</p> <p>c. <u>Facebook page – update.</u> The Facebook page has been spruced up and is now easier to use.</p> <p>d. <u>To consider the inclusion of paid advertising in the newsletter.</u> Covered under b.</p> <p>e. <u>To consider using myparishcouncil.co.uk template/hosting.</u> Cllr. Haden said the present website is beyond saving. He has been talking to a company who provide a village website. He will look into the costs to upgrade.</p>	
20.23	<p><u>FOOTPATHS AND GREEN ISSUES</u></p> <p>a. <u>Update</u> Cllr. Talbot said the footpaths are pretty clear at the moment. A lot of felled trees have been removed after the recent storms. The weather is holding up some projects.</p> <p>b. <u>To consider the provision of Grit Bins for the entire village.</u> Two bins have already been agreed for The Hill but Highways haven't given approval yet. The Clerk will e-mail them again. Other areas in the village may benefit from grit bins including The Poplars. The Clerk will contact Victory Housing about a bin by The Poplars/The Street.</p>	Clerk
20.24	<p><u>ON-GOING ISSUES.</u></p> <p>a. <u>To report on, and resolve, where possible, on-going issues.</u></p> <p>1. <u>Dog Fouling.</u> Cllr. Taylor said there are 4 doggie bins in the village but a lot of people do not use them. Some people leave their bags next to the bins. Cllr. Vaughan said there is a problem by the Village sign. Cllr. Haden said a message could go on the Facebook page asking the public to contact the Parish Council if they see people offending. We need the times and places of regular offenders and can then contact the Dog Warden. Cllr. Brown suggested informing people of the problems caused by dog poo.</p> <p>2. <u>Date of the next Village Hall Trustees AGM.</u> Cllr. Gee said this has not been agreed yet. The Trustees and Management Committee meet at the same time usually.</p>	Page 250

	<p>Cllr. Gee reported a problem with a car blocking the footpath down The Loke by the church. People with a wheelchair were unable to get past recently. Cllr. Talbot thought it might be a churchwarden and will speak to them.</p> <p>Cllr. Gee also raised the issue of vulnerable people during the Coronavirus Epidemic. Cllr. Talbot said there are some first responder people already in place. It was agreed to advertise that if anyone needed help they should contact the Parish Council.</p>	
20.25	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>a. <u>To report correspondence received.</u></p> <p>Clerk's and Councils Direct Issue 128</p> <p>Creative Play catalogue.</p>	Page 251

The meeting closed at 9.00p.m. The next meeting is May12th 2020.
Annual Parish Meeting at 6.30p.m. Annual Parish Council Meeting at 7.30p.m.