

SWANTON ABBOTT PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF SWANTON ABBOTT
HELD ON 18th. MAY 2021 at 7.30p.m.via ZOOM

PRESENT. Cllrs. C. Haden, R. Gee, C. Belsham & M. Vaughan, the Clerk, G. Kimmerling, and 17 members of the public. Cllrs. A. Brown & R. Talbot will join the meeting for items 21.29 to 21.33 via telephone link as they are on holiday.

Members of the public were invited to speak.

- 1) A report was given from the school. Pupil numbers are dropping which could mean the school would become an academy with loss of staff. New families are needed in the village. The school is recovering from the Covid 19 restrictions.
- 2) The land on Long Common Lane is the most suitable site for affordable housing and safer than the Aylsham Road areas and the Parish Council should back this site.
- 3) The land along the Aylsham Road is not suitable for building as it is swampy and there is concern that it could flood.
- 4) Could the Play Park be up and running again?
- 5) The Just Giving page set up for the Captain Sir Tom challenge can be used for other events.

Cllrs. Brown and Talbot joined the meeting via telephone link.

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| 21.29 | <p>APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR The Clerk asked for nominations for Chairman. It was proposed by Cllr. Vaughan and seconded by Cllr. Belsham to appoint Cllr. Haden. There were no other nominations and Cllr. Haden accepted the post of Chairman. He will sign the Declaration of Office in the presence of the Clerk tomorrow.</p> | Action Chair |
| 21.30 | <p>a) APOLOGIES FOR ABSENCE Apologies received from NNDC Cllr. Penfold, & Mrs. Blake. b) DECLARATION OF INTEREST IN ITEMS ON THE AGENDA None.</p> | |
| | <p>c) TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON MARCH 9th. 2021. Resolution. Proposed by Cllr. Belsham, seconded by Cllr. Gee & agreed by the Parish Council to accept the Minutes of the meeting held on March 9th. 2021 as a true record. These Minutes will be signed at the next live meeting d) TO CONSIDER AND APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON APRIL 6TH 2021 Resolution. Proposed by Cllr. Gee, seconded by Cllr Haden & agreed by the Parish Council to accept the Minutes of the Extraordinary meeting held on April 6th 2021 as a true record. These will be signed at the next live meeting.</p> | |
| 21.31 | <p>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES The Clerk had produced a map of the footpaths in the village and this was on display. Other matters will be dealt with under the appropriate headings.</p> | |
| 21.32 | <p>APPOINTMENT OF VICE-CHAIRMAN FOR THE ENSUING YEAR Proposed by Cllr. Haden and seconded by Cllr. Vaughan to appoint Cllr. Talbot as Vice-Chairman. There were no other nominations and Cllr. Talbot accepted the post of Vice Chairman.</p> | |
| 21.33 | <p>CO-OPTION ONTO THE PARISH COUNCIL TO FILL THE VACANCY. There had been no request for an election. Three applicants had come forward and there had been a Zoom meeting between the applicants and the Parish Council. The Councillors had provided the Clerk with their vote. The Clerk asked each Councillor if they were happy with their vote and all confirmed. The Clerk announced that there was a clear majority vote in favour of Mr. Geoff Green and he was co-opted onto the Parish Council. He will sign the Declaration of Acceptance of Office before the next meeting.</p> | Page270 |

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| 21.34 | <p><i>Cllrs. Brown and Talbot left the meeting.</i></p> <p style="text-align: center;">FINANCES</p> <p>a. <u>TO CONSIDER THE PRESENT FINANCIAL POSITION.</u></p> <p>The Clerk had produced an up-to-date summary of the finances. £3000 had been received from the Precept; £170 from the rental & £519.30 from reclaimed VAT. A new account had been set up for the Play Park charity and £2000 had been transferred from the equipment grant and £1000 from the Precept.</p> <p>Cllr. Haden asked about the £60 Standing Order to Sam Howlett. This is the payment for the weekly Play Park inspection paid in arrears. Cllr. Haden thought the PC had reduced this whilst the Play Park was closed for an extended period due to Covid.</p> <p>b. <u>TO CONSIDER AND RESOLVE WHETHER TO APPROVE OUTSTANDING INVOICES FOR PAYMENT INCLUDING AN EXTRA 18 HOURS FOR THE CLERK</u></p> <p>Resolution. Proposed by Cllr. Haden, seconded by Cllr. Belsham and agreed by the Parish Council to pay the extra 18 hours to the Clerk.</p> <p>Cllr. Haden asked if the council could have a debit card. The Clerk will find out</p> <p>Resolution. Proposed by Cllr. Belsham, seconded by Cllr. Gee & agreed by the Parish Council to pay the following invoices.</p> <p>The following payments were made on-line before the meeting:-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Communicorp for Clerk's and Councils Direct Update for</td> <td style="text-align: right;">£ 75.00</td> </tr> <tr> <td>Norfolk ALC for subscription</td> <td style="text-align: right;">£129.86</td> </tr> <tr> <td>BGM Services for ¼ yearly maintenance</td> <td style="text-align: right;">£149.00</td> </tr> </table> <p>The following payments were authorised to be paid on-line:-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>G Kimmerling – Clerk's salary including 18 extra hours</td> <td style="text-align: right;">£556.18(Tax £85.40)</td> </tr> <tr> <td>G Kimmerling – Clerk's expenses</td> <td style="text-align: right;">£ 7.48</td> </tr> </table> | Communicorp for Clerk's and Councils Direct Update for | £ 75.00 | Norfolk ALC for subscription | £129.86 | BGM Services for ¼ yearly maintenance | £149.00 | G Kimmerling – Clerk's salary including 18 extra hours | £556.18(Tax £85.40) | G Kimmerling – Clerk's expenses | £ 7.48 | Clerk |
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| | <p>c. <u>TO CONSIDER AND APPROVE COMPLETION OF THE CERTIFICATE OF EXEMPTION FOR THE FINANCIAL YEAR 2020/2021</u></p> <p>Resolution. Proposed by Cllr. Gee, seconded by Cllr. Haden and agreed by the Parish Council to approve the Certificate of Exemption for 2020/2021. The Chair and Clerk will sign this.</p> <p>d. <u>TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2020/21</u></p> <p>The Annual Governance Statement for 2020/21 was read out to the Parish Council by the Clerk.</p> <p>Resolution. Proposed by Cllr. Belsham, seconded by Cllr. Gee and agreed by Parish Council to approve the Annual Governance Statement for 2020/21 & this will be signed by the Chairman and the Clerk.</p> <p>e. <u>TO APPROVE THE ACCOUNTING STATEMENTS 2020/21</u></p> <p>The Clerk had prepared the End of Year Accounts and the Accounting Statements.</p> <p>Resolution Proposed by Cllr. Belsham, seconded by Cllr. Gee and agreed by the Parish Council to approve the Accounting Statements for 2020/21 & this will be signed by the Chairman and the Clerk .</p> <p>The Clerk explained that she had amended the Asset register to reflect the Play equipment which had been removed. The estimated replacement cost for the remaining equipment is £1500.</p> <p>Resolution. Proposed by Cllr. Vaughan, seconded by Cllr. Haden & agreed by the Parish Council to accept the changes to the Asset Register.</p> <p>f. <u>TO APPROVE THE INSURANCE COVER FOR 2021/22</u></p> <p>The Clerk had forwarded the quotes from the existing insurers to the Parish Council. This is with the Military Mutual via Community Action Suffolk. £235.40 for 1 year, £224.52 for 3 years.</p> <p>Resolution Proposed by Cllr. Belsham, seconded by Cllr. Vaughan & agreed</p> | Clerk & Chair Clerk & Chair Clerk & Chair | | | | | | | | | | |

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| | <p>by the Parish Council to accept one year with the Military Mutual. The dates for the Exercise for Public Rights to view the accounts is from Monday 14th June to Friday 23rd. July. The Clerk will advertise this.</p> <p>g. <u>TO APPOINT THE RESPONSIBLE FINANCE OFFICER – 2021/22</u> Resolution. Proposed by Cllr. Haden, seconded by Cllr. Belsham to appoint the Clerk as the Responsible Finance Officer.</p> <p>h. <u>TO CONSIDER THE REQUEST FOR A DONATION TOWARDS THE SWANTON SWANS WILD FLOWER SEEDS</u> The provision of wild flower seeds for the village had been made by the Swanton Swans group and it had cost about £80. Resolution. Proposed by Cllr. Belsham & seconded by Cllr. Haden to donate half the cost of the seeds to a maximum of £50. This was agreed by the Parish Council.</p> | Clerk |
| 21.35 | <p><u>PLANNING</u></p> <p>a. <u>TO CONSIDER ANY PLANNING APPLICATIONS.</u> None received</p> <p>b. <u>TO NOTIFY OF ANY PLANNING DECISIONS BY NNDC</u> The Clerk had been unable to access the NNDC Planning site for the past week.</p> <p>c. <u>TO CONSIDER ANY OTHER PLANNING ISSUES.</u> The Clerk read out an e-mail questioning the council’s decision to rule out 2 areas of land for affordable housing when young families are needed to keep the school operating. She also read out a letter again questioning the decision to exclude the two sites on Mr. Alexander’s land. Many people believe the Parish Council had no right to ask NNDC to ignore these sites as potential areas for affordable housing which is desperately needed in the village. Cllr. Haden said there had been a misunderstanding. The Parish Council had been approached by the Affordable Housing Officer at NNDC and had a Zoom meeting with her and discussed possible sites. She had been given the historical background to the Long Common Lane/ Poplars site. The Parish Council will consider any sites proposed for affordable housing in the future.</p> | |
| 21.36 | <p><u>HIGHWAYS ISSUES. UPDATE.</u></p> <p>a. <u>UPDATE ON DRAINAGE IMPROVEMENT PLAN</u> The work to create new gullies in The Street has been completed and the camber of the road will be changed to allow water to flow into these. The Parish Council can now carry on with clearing the pipeworks in this area. NNC Cllr. Penfold has been asked to look into the historic problems with the culvert in the Aylsham Road.</p> <p>b. <u>UPDATE ON HIGHWAYS WORK IN THE STREET.</u> 1) <u>TO CONSIDER INVITING RICHARD BELL TO START THE NEXT PHASE OF DIP.</u> Resolution. Proposed by Cllr. Vaughan, seconded by Cllr. Belsham & agreed by the Parish Council to ask Mr. Richard Bell to carry out more work in The Street.</p> <p>c. <u>UPDATE ON ANGLIA WATER RELATED ISSUES</u> 2) <u>NON-FLUSHABLES AND CROSS CONNECTIONS INTO SEWER PIPES.</u> There is a new person at Anglia Water for this area and she has agreed to a meeting with the councillors. She has been asked for an update on the pumping station. Anglia Water will supply leaflets on non-flushables and surface water drainage. There does not seem to have been as many problems at the pumping station.</p> | Page 272 |

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| 21.37 | <p><u>COMMUNITY ENGAGEMENT</u></p> <p>a. <u>UPDATE ON THE REVELS.</u></p> <p>The Clerk read out a report from Cllr. Brown.</p> <p>The Revels Committee has three new members so all organisations and clubs are represented. This year is a scaled down version because of possible Covid restrictions and will be advertised in the village, Scottow Row and Westwick. The date is August 28th. and events are planned all day including:- village walk; craft fair; picnic on Low common; music event with Swanton Abbott House band; a raffle and possible Classic car event. Broadland Toilet Hire are providing a Portaloo for free & The Poor Lands Trust have made the common available. It is expected that the initial costs will not exceed £100 and it is expected to raise more than will be expended and the Parish Council would then be re-imbursed.</p> <p>It was agreed that the above planned events should go ahead.</p> <p>b. <u>TO CONSIDER APPROVING RINGFENCING REVENUES/FUNDING FOR THE REVELS.</u></p> <p>Cllr. Brown requested that the council consider holding the funds ring-fenced in the accounts. Cllr. Vaughan questioned why the Parish Council should hold the funds in their bank account. It was explained that the Revels are acting for the Parish Council and the PC has agreed to pay the costs initially.</p> <p>Resolution. It was proposed by Cllr. Haden and agreed by the Parish Council to hold the funds for the Revels ring-fenced in the accounts.</p> <p>c. <u>UPDATE ON THE ABBOTT NEWSLETTER</u></p> <p>Cllr. Haden said there is a new editorial team which includes a young person. The back page was divided into 16 slots for advertising and this was oversubscribed by 3. This has resulted in £190 of revenue which will pay for the next edition in full. Some advertising is from outside the village. It is hoped to have the next edition out no later than the end of May. This edition will be delivered to all households as usual but it will include an explanation of the new distribution method in the future. A digital version will also be available. The following edition is planned for July.</p> <p>d. <u>UPDATE ON CROWDFUNDING SITE.</u></p> <p>There is a registered crowd sourcing site under Just Giving which can be used for future fund raising.</p> | |
| 21.38 | <p><u>COMMUNICATIONS;- BROADBAND AND MOBILE UPDATE</u></p> <p>The whole village now has access to an acceptable Broadband speed with the core able to access up to 50Mbps. Other properties are services by overhead fibre cable and can access speeds of over 100Mbps. depending on the provider and package.</p> <p>The mobile phone signal has improved but is still patchy. Within a property a reasonable signal can only be achieved via a Sure Signal box with Vodafone or via a Wi-Fi solution. Swanton Abbott may become a pilot for a Small Cell Technology solution. Other options being considered include piggy-backing onto a strategy that is linked to a railway line near Sloley for Wi-Fi connections on trains.</p> | |
| 21.39 | <p><u>FOOTPATHS AND GREEN ISSUES</u></p> <p>a. <u>UPDATE ON NATIONAL TREE PLANTING SCHEME.</u></p> <p>The Clerk read out a report from Cllr. Talbot.</p> <p>Locations have been approved with NNDC & the Forestry Commission for planting 6000 tree saplings in and around Swanton Abbott. These are:- Morton Farms hedgerows; 2 fields on the Aylsham Road; rear of the Bowls Club; locations in the centre of the village; Scottow Row junction field; Poor Lands opposite to the Jolly Farmers pub. Planting will begin in October and volunteers will be needed.</p> | |

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| | <p>b. <u>TO CONSIDER RESURFACING THE FOOTPATH BY THE VILLAGE HALL.</u></p> <p>Cllr. Vaughan had estimated the cost of scraping off the surface, laying a hard core base and putting gravel on top at £1800. If a hard core base was not needed it would be much less. Cllr. Vaughan will get another estimate. NCC Cllr. Penfold will be asked if there is any money available for this scheme.</p> | <p>Cllr Vaughan Clerk</p> |
| <p>21.40</p> | <p><u>TO REPORT AND RESOLVE, WHERE POSSIBLE, ON-GOING ISSUES IN THE COMMUNITY.</u></p> <p>a. <u>VILLAGE PLAN UPDATE – INDEPENDENT ANALYSIS.</u></p> <p>Rachel Leggett had provided three stages for completing the Village Plan:- Stage 1 – Findings, report, profile, PDF File £900 Stage 2 PC Workshop +£360 Stage 3 Action Plan Write-Up +£360 There is £1391 left in the account for the Village Plan. The cost of printing would need to be added to this.</p> <p>Resolution. Proposed by Cllr. Haden, seconded by Cllr. Belsham and agreed by the Parish Council to accept Stages 1 and 2.</p> <p>b. <u>VILLAGE SIGN UPDATE.</u></p> <p>1. <u>TO CONSIDER PURCHASE OF REPLACEMENT POST AND TO CONSIDER RESTORATION/REPLACEMENT OF THE VILLAGE SIGN.</u></p> <p>Mr. Hindle had quoted £275 to paint the sign but Cllr. Vaughan said he is no longer willing to do this. Cllr. Brown had offered to do some preserving work. It had been advised that the sign should be cleaned and treated with oil but not painted. Cllr. Gee suggested budgeting for a new sign via future Precepts. Signs can cost from £3595 to £6000.</p> <p>Resolution. Proposed by Cllr. Haden, seconded by Cllr. Gee and agreed by the Parish Council to add £500 to the precept each year for a new village sign until sufficient funds have been raised. Cllr. Vaughan will get quotes for a new post. This needs to be replaced by Mid October.</p> <p>c. <u>SPEEDWATCH ISSUES.</u></p> <p>The Clerk read out a report from Cllr. Talbot. Nine residents have joined the Speedwatch team and have been security screened and completed the initial phrase of training. 5 members will do on-the-job training on June 3rd. and will then train the rest of the team. It is intended to start Speedwatch from mid June three times a month.</p> <p>d. <u>DOG-POO ISSUES</u></p> <p>1. <u>TO CONSIDER THE PURCHASE OF LARGER DOG POO BINS.</u></p> <p>New dog-poo signs are in place at various locations. The bins are now emptied weekly but still get full up. The two on the footpath to the school are most used. The Clerk had looked up prices:- 56lt from the Bin-shop £191.99 + £15.30 for strapping, £16.50+Vat for delivery; 50lt from Retriever £300 + £17.56; Metal Fido from retriever £215.93 +£17.56.</p> <p>Resolution. Proposed by Cllr. Haden, seconded by Cllr. Belsham and agreed by the Parish Council to purchase one bin from the Bin-shop to replace the one on the footpath by the village hall. The Clerk will send out the info so that the colour can be agreed. The existing bin could be moved to the school end of the footpath next to the existing one.</p> <p>2. <u>TO CONSIDER THE PURCHASE OF METAL DOG POO SIGNS.</u></p> <p>Cllr. Belsham felt there were enough dog poo sign with all the new ones in the village. It was agreed not to replace the metal ones.</p> | <p>Cllr Haden</p> <p>Cllr Vaughan</p> <p>Clerk</p> <p>Page 274</p> |

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| | <p>e. <u>VILLAGE WEBSITE UPDATE.</u> Cllr. Haden had sent information about the new website to councillors. He is getting feedback from the village before getting quotes.</p> <p>f. <u>PLAY PARK UPDATE</u> The Play Park finances now have a separate account. The Parish Council is still the Governing Trustee and the Managing Trustee. There are people who are interested in joining the Managing Trustees and Cllr. Haden will arrange a meeting. The Clerk said that IP Road Sweepers should have been on the agenda. Cllr. Vaughan thought there was no point in them doing work in Youngmans Lane as this is due to be re-surfaced. It was agreed to add to the next Agenda.</p> | Clerk Agenda |
| 21.41 | <p><u>CORRESPONDENCE RECEIVED.</u> Clerk's & Councils Direct issue 135 The Clerk read out the following:- 1. The Village Plan Report should have been concluded by the Steering Committee; The Abbott had been produced in exemplary fashion; the minutes of the last two meetings had not been published on the web-site; there was no need for the Extraordinary Parish Council meeting. 2. Many people prefer the current printed format for the newsletter. 3. There is a real problem with dog fouling in The Street and the footpath from the Village Hall to the school which is used by the children. There is a particular problem with someone who walks their dog before 8.30a.m. or late at night in this area.</p> <p>The next meeting has been changed to July 27th.</p> <p>The meeting closed at 9.40p.m.</p> | |
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