

MINUTES OF THE PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD ON 13th.MARCH 2018 at 7.00p.m. IN THE VILLAGE HALL,SWANTON ABBOTT

PRESENT –Cllrs. C Belsham (Chair), R Gee, S. Taylor, S. Underwood, M. Vaughan, S. Howlett & C. Haden, the Clerk, G. Kimmerling, NCC Cllr. J. Timewell, NNDC Cllr. S. Penfold & 12 members of the public.

Open session for members of the public to speak.

Members of the public were invited to speak.

It was suggested that members of the public could be asked to help with work in the village. The Parish Council suggested clearing the footpath from the village hall to the Aylsham Road as an example. It was suggested to have a couple of days each year for volunteers to help.

	AGENDA	<i>Action</i>
18.11	<p>a. <u>APOLOGIES FOR ABSENCE</u> None.</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 16th. 2018</u> Resolution. Proposed & agreed by the Parish Council to accept the Minutes of the meeting held on January 16th. as a true record. These were signed by the Chairman.</p>	
18.12	<p><u>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u></p> <p>a.) The quote to clean the bus shelter windows was the same price as is presently paid so it was agreed to keep the present contractor.</p> <p>b.) The electric fences near The Hill were moved to 2 meters apart but the cattle got out on 2 occasions.</p> <p>c.) The post in Long Common Lane has been increased in height to accommodate the Sam2 machine.</p> <p>d.) BGM Services has quoted £1328 for maintenance work which includes weeding the alleyway to the Play Park and tidying the beds at the Play Park. This had been approved by the Parish Council.</p> <p>e.) The Clerk had attended 3 courses and the Norfolk ALC Spring Conference. She gave a short report on each of these. (Copy included with the Minutes)</p> <p>f.) The Police have weekly engagement surgeries at North Walsham Police Station on Wednesdays from 1-3p.m. & are holding a Public Engagement meeting in the Atrium, North Walsham on Wednesday 16th May at 7p.m. Everyone is welcome to attend these events.</p>	

18.13	<p><u>NORFOLK COUNTY COUNCIL REPORT.</u> NCC Cllr. John Timewell said NCC has set it's budget and there will be an increase in Council Tax. Crews are working full time to fill in pot holes. People can report pot hole problems on NCC web-site or by e-mail to Cllr. Timewell. The NDR to Wroxham was due for completion at Easter but the snow held this up by a week but it will open shortly .There will be a bid going in to complete the route later this year. Scottow Enterprise Park is doing well & is 86% let. One hanger is being used to build light aircraft for teaching pilots to fly. There are plans for another large building on the site. Cllr. Timewell wrote to Anglia water re low water pressure but was told it was fine. The problem could be low flow rates. He offered to take up the issue of gritting the road to the school. One councillor said this had been raised before but the problem was turning round the gritter lorry by the church. This road also affects the Care Home. It was mentioned that the Aylsham Road is not gritted. It costs £86,000 every time the salt lorries go out and NCC had to bring in extra supplies this year. If the village wants to use the extra Sam2 machine, contact J. Winnett at Highways.</p> <p><u>NORTH NORFOLK DISTRICT COUNCIL REPORT.</u> The Chair welcomed and congratulated Cllr. Saul Penfold, the new NNDC Councillor. Cllr. Penfold said he had been elected on February 15th and had attended his first full council meeting on Funding at Cromer recently. The leader of the Council resigned at this meeting and has been replaced by Cllr. John Lee. The Conservatives are the main party but have no overall control. Bin collections are back to normal after the bad weather and people can leave extra recycling items in bags by the green bins. Spring cleans are soon taking place and people can volunteer for this. NNDC provides bags, pickers etc. and collects the rubbish. He will check for Risk Assessment requirements. Broadband coverage is still poor but there is a target for fast broadband by 2020. Cllr. Penfold had spoken with Glyn Williams on Swanton Abbott issues. He is always willing to be contacted on Planning issues or any other local issues.</p>																															
18.14	<p><u>FINANCES</u></p> <p>a) <u>To consider current financial position.</u> The Clerk had produced up-to date accounts.</p> <p>b) <u>To consider and resolve whether to approve outstanding invoices for payment.</u></p> <p>Resolution. Proposed and approved by the Parish Council to pay the following invoices:- The following cheques were dated 13/03/2018 & signed by Cllrs. Belsham & Gee.</p> <table border="0"> <tr> <td>Chq.no.</td> <td>100906</td> <td>payable to</td> <td>G. Kimmerling for Clerk's salary</td> <td>for</td> <td>£234.67</td> </tr> <tr> <td>"</td> <td>100907</td> <td>payable to</td> <td>G Kimmerling for expenses, travel & web-site training</td> <td>for</td> <td>£157.80</td> </tr> <tr> <td>Chq.no.</td> <td>100908</td> <td>"</td> <td>C Haden for web-site training & monthly fee</td> <td>for</td> <td>£ 80.98</td> </tr> <tr> <td>"</td> <td>100909</td> <td>"</td> <td>SA Village Hall hire of hall</td> <td>"</td> <td>£ 10.00</td> </tr> <tr> <td>"</td> <td>100910</td> <td>"</td> <td>Norfolk ALC for 2 courses</td> <td>"</td> <td>£ 96.00</td> </tr> </table>	Chq.no.	100906	payable to	G. Kimmerling for Clerk's salary	for	£234.67	"	100907	payable to	G Kimmerling for expenses, travel & web-site training	for	£157.80	Chq.no.	100908	"	C Haden for web-site training & monthly fee	for	£ 80.98	"	100909	"	SA Village Hall hire of hall	"	£ 10.00	"	100910	"	Norfolk ALC for 2 courses	"	£ 96.00	<p>Page 170</p>
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	<p>(VAT £16.00) Chq.no. 100911 payable to SR Print and Design for newsletter for £80.00 " 100912 " Tree Hopper Tree Services " £870.00 (VAT £145.00) It was agreed that the Clerk should check that the work by Tree Hopper Tree Services should be checked at the Play Park before the cheque is sent. c) <u>To consider applying for grants towards the Play Park renovation and to consider fundraising for this project.</u> The Clerk explained that the Parish Council had to put out tenders for any work costing over £25,000 and she will do this. At her recent funding course it was stressed that the project must show there is local support. It was suggested there should be an open meeting for parents and children to consider designs and equipment for the Play Park. There are already 4 layouts available. The Clerk will organise a meeting. The school governors have already been approached for fund-raising. It was suggested that the village could hold another Yard Sale with the profits going to the Play Park restoration. d) <u>To review Internal Controls.</u> At present the Clerk provides up-to-date finances at each Parish Council meeting. These are e-mailed to the Councillors prior to the meeting. The Chair checks the invoices for payment and signs the financial sheet. The Clerk suggested that both councillors who sign the cheques should check the invoices and sign for this and that the Council should do spot checks on the accounts. Resolution;- It was proposed and agreed by the Parish Council that the two signatories should check the invoices and sign the financial sheet at each meeting and that there would be a spot check at least once a year. Cllr. Howlett agreed to do the spot check for 2018/19. The Clerk had looked into internet banking but Barclays Bank were not helpful as she cannot sign cheques. It was agreed to leave this for the present but to consider it again at a later date.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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18.15	<p><u>PLANNING</u></p> <p>a.) <u>To consider any planning applications received.</u> –None. b.) <u>To notify of any planning decisions by NNDC</u> - None. c.) <u>To consider any other planning issues.</u> – None. d.) <u>To agree on how the Parish Council will make decisions on future Planning Applications.</u></p> <p>The Parish Council must now respond to Planning Applications within 21 days of the date on the yellow notice. This could be done:-</p> <ol style="list-style-type: none"> 1) At a Parish Council meeting 2) At a meeting of a Committee of the Council 3) Delegate authority to the Clerk to make the decision alone or in consultation with members of the Parish Council. <p>Members of the public have access to all Planning Applications on the NNDC web-site but not everyone can do this. It was suggested that the Clerk contact neighbouring properties when applications are received. It was agreed that the Clerk should draw up a Planning Protocol document based on the one by Eastlaw which will be agreed and adopted at the next Parish Council meeting in May.</p>	<p>Clerk</p> <p>Page 171</p>
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18.16	<p><u>HIGHWAYS ISSUES</u></p> <p>a.) <u>To consider requesting gritting for Church Road to allow access to the school.</u></p> <p>NCC John Timewell had agreed to take this forward.</p>	
18.17	<p><u>PLAY PARK</u></p> <p>a.) <u>To consider the proposals for upgrading and renovating the play equipment on the Play Park.</u></p> <p>Four designs had been received and the Parish Councillors had looked at these. These will be available for parents and children at a date to be arranged. The Clerk will also put this out to tender.</p>	
18.18	<p><u>GENERAL DATA PROTECTION REGULATIONS.</u></p> <p><u>To consider the requirements of the GDPR and the appointment of a Data Protection Officer.</u></p> <p>The Clerk had attended a course on the GDPR and it will take a lot of time to set this up. She has downloaded all the information including the 30 questionnaire spreadsheet required for everyone for whom the Parish Council holds data. The deadline is May 20th. and all Parish Councils must be shown to be working towards implementing the regulations by then. The Clerk will keep a record of the time spent on this. Norfolk ALC are looking into offering a DPO service and it was agreed to wait for more information.</p>	Clerk
18.19	<p><u>ON-GOING ISSUES.</u></p> <p>The problems with the cattle getting out near The Hill was caused by deer pushing the fences down. The area is double fenced.</p> <p>The direction sign post near The Jolly Farmers needs replacing.</p> <p>The defibrillator needs servicing. The Clerk is trying to find someone to carry out this service. It was agreed that it was urgent.</p> <p>The notice-board in The Hill was damaged in the recent strong winds. The Clerk will get quotes to replace this.</p> <p>Cllr. Gee reported on Broadband. The M.P. Matt Hancock wants to have fast Broadband – min. 10mgbits – by 2020. NNDC met on 6th March and recommended that coverage is expanded . A contract should be signed by the end of October. The Government is pushing B.T and Openreach to share their ducs and poles with other providers.</p>	Clerk
18.20	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>Clerks & Councils Direct March.2018; letter from the Heating Oil Club; letter from NARS asking for funding – not agreed.</p>	

The meeting closed at 8.35p.m.

The next meeting is the Annual Parish Meeting at 6.30p.m. on May 15th followed by the Annual Parish Council Meeting at 7.30p.m.