



# *Swafield and Bradfield Parish Council*

## **NOTICE OF MEETING**

The Ordinary Parish Council Meeting

You are hereby summoned to attend an ordinary meeting of Swafield and Bradfield Parish Council to be held on **Tuesday 12<sup>th</sup> January 2021 starting @ 7pm** via **Zoom reference number 6762489687 passcode 334273**

### **APOLOGIES TO THE CLERK IN ADVANCE.**

Elaine Pugh  
Clerk to Swafield and Bradfield Parish Council  
[swafieldandbradfieldpc@gmail.com](mailto:swafieldandbradfieldpc@gmail.com)  
01692 402998

5th January 2021

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### **AGENDA**

1. **APOLOGIES FOR ABSENCE** – To note and approve apologies received by the Clerk prior to the meeting.
2. **DECLARATIONS OF INTEREST AND DISPENSATION-**  
To receive declarations of interest in agenda items and individual dispensations
3. **MINUTES** - To approve minutes of the ordinary meeting 17<sup>th</sup> November 2020
4. **FINANCE**
  1. **To receive bank reconciliation and note receipts and review reserves**
  2. **To consider request from Swafield Village Hall for contribution towards the cutting/maintenance of the Village Green (cost 2020 £365)**
  3. **To approve payments and sign cheques – schedule attached**
5. **MATTERS ARISING** - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda
  1. **SAM2** – figures circulated to members
  2. **Bradfield Common** – NWT to contact Councillor – information given
  3. **Highways Matters**
    - 168977 – The Street drains to be cleared of silt- with Highways
    - 163517 – The Street, road depression – being monitored
    - 17809 - Previously - 163582 - 30mph roundels/white lining The Street – after Bridge repaired re-reported as ticket closed down
    - 170996 – Knapton Road – Beeches to Swafield Hall hedges/trees overgrown – requested cutting back
    - 900168977 – Twingates, The Street - completed
  4. **Donation to Stalham & Smallburgh First Responders** – no response from request for further information.
  5. **Village Matters**
    - Defibrillator and Bus shelter windows

6. **Precept request 2021/2022** – sent to NNDC
  7. **Knapton Road** – Openreach DP299 programmed to be moved
  8. **Siting of mobile home located at the Orchard, Common Lane, Bradfield together with installation to main sewerage** – NNDC have investigated following numerous complaints from residents and Parish Council. NNDC has issued formal documentation to the owner.
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6. **To consider representation to Highways to install roundels and speed limit signs (similar to those along the Coastal Road at Overstrand)**
  7. **REPORTS** - to receive reports from County and District Councillor
  8. **ADJOURNMENT** - To adjourn the meeting to receive reports/comments from Members of the public and those with a disclosable interest on agenda items
  9. **TO CONSIDER AND REVIEW PLANNING**
  10. **TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING**
  11. **NEXT MEETING** - to confirm date of the next ordinary meeting – commencing at 7pm 9<sup>th</sup> March 2021 to be held at a venue or alternatively via Zoom

## NOVEMBER – JANUARY CORRESPONDENCE RECEIVED

Ed Maxfield – Openreach post – agreed location transfer  
 Communication from member of the public regarding Parish Council information  
 – referred to website for information  
 Swafield Village Hall – thank you for the £500 donation towards bus shelter  
 windows  
 Swafield Village Hall – request for £365 towards village green – grass cutting

### BANK RECONCILIATION – JANUARY 2021

| <b>Swafield and Bradfield Parish Council</b>                          |                                 |  |                         |
|---|---------------------------------|--|-------------------------|
|   |                                 |  | <b>NOV/JAN<br/>2021</b> |
| <b>B/S 38</b>   | <b>Balances brought forward</b> | <b>11th Oct 2020</b>                   | <b>14,316.57</b>        |
| <b>Outstanding cheques</b>  |                                 |  |                         |
| Date  | Cheque no                       | Payee                                  | Amount                  |
| 14.07.20  | 288                             | ME Anderson Dungar<br>Community H/beat | 40.00                   |
| 17.11.20  | 292                             | Trust                                  | 223.20                  |
| 17.11.20  | 295                             | HMRC                                   | 75.60                   |
| 17.11.20  | 296                             | Swafield Village Hall                  | 500.00                  |
| <b>Total cheques</b>  |                                 |  | <b>838.80</b>           |
| <b>Reconciled</b>   |                                 |  | <b>13,477.77</b>        |
| <b>Funds received</b>   |                                 |  |                         |
|   |                                 |  | -                       |
| <b>Cheques to be written at meeting or signed external to meeting</b> |                                 |  | <b>13,477.77</b>        |
| Date  | Cheque no                       | Payee                                  | Amount                  |
| 12.01.21  |                                 | Aylsham Computers                      | 78.00                   |
| 12.01.21  |                                 | HMRC                                   | 67.20                   |
| 12.01.21  |                                 | Elaine Pugh                            | 382.34                  |
| 12.01.21  |                                 | Swafield VH - grass<br>cutting         | 365.00                  |
| <b>Total cheques</b>  |                                 |  | <b>892.54</b>           |
| <b>Reconciled</b>   |                                 |  | <b>12,585.23</b>        |
| Signed:   |                                 | _____                                  |                         |
| Signed:   |                                 | _____                                  |                         |
| Signed RFO  |                                 | Elaine Pugh                            |                         |
| Date:   |                                 | 12th January 2021                      |                         |