



# *Swafield and Bradfield Parish Council*

Minutes of the Meeting held via Zoom meeting number 6762489687  
On Tuesday 14<sup>th</sup> July 2020 at 7.00 pm

## **Present**

### Parish Councillors:

Charlie Silvester (Chair), Tim Payne (Vice Chair), Ernie Alexander,  
Mick Starling, Robert Clabon and Gaynor Rawlings,

### Also in attendance:

1 member of the public via Zoom  
Elaine Pugh – Clerk to the Council

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## **19/118 APOLOGIES**

John Amies – personal – accepted by the Council.

## **19/119 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

None were received or notified.

## **19/120 MINUTES**

Minutes of the ordinary meeting of 10<sup>th</sup> March 2020 had been circulated and it was resolved that they be signed by the Chair as a true record.

## **19/121 PARISH MEETING** – to note the draft minutes of the Annual Parish Meeting held on 10<sup>th</sup> March 2020

## **19/122 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/2020**

### **1. To receive the accounts for 2019-20**

These documents had been circulated and it was resolved that they be signed.

### **2. To receive and consider internal auditor's report for 2019/2020**

This document had been circulated and it was resolved that it be accepted.

### **3. To consider completion of Certificate of Exemption for 2019-2020**

It was agreed that the Council signed the Certificate of Exemption.

### **4. To consider and complete Sections 1 & 2 of the Annual Return for 2019-2020**

This document had been circulated and it was resolved that they be signed.

## **19/123 FINANCE**

### **1. To receive bank reconciliation and note receipts and review reserves**

The bank reconciliation has been circulated and reserves reported.

### **2. To consider applications for grant aid**

The Village Hall had alerted the Council that the bus shelter needed its windows replaced as they were falling into disrepair. This structure is owned by the Village Hall and is a community facility. It was estimated that the cost would be approximately £1,300 plus VAT. Only one quotation had been

received and others needed to be sourced. The Council resolved to pay for the purchase and installation of the windows and earmarked funding for this purpose.

3. **To consider donation to Cromer Community Hospital Friends – Cancer Unit**

The Council considered this matter and resolved that £100 be donated to this good cause.

4. **To approve payments and sign cheques**

Stuart Hutcheson	£35.00
Charlie Silvester	£95.83
ME Anderson Dungar	£60.00
HMRC	£75.60
Elaine Pugh	£390.61
Cromer Hospital	£100.00

It was resolved that these be signed enbloc.

**19/124 MATTERS ARISING** - to receive information on matters arising from the meetings not mentioned elsewhere on the agenda

1. **SAM2** – the figures had been circulated and had been downloaded during Lockdown which gave a different representation of the regular movements. It showed that the busy periods were between the middle of the morning and later afternoon. Previously it had been early am and between 4.30-6pm. The traffic lights had also impacted the level of traffic and speeds as drivers tend to see the green light and accelerate. The Clerk would take another reading in due course. EP
2. **Bradfield Common** – NWT see written report  
A report was read out from NWT which informed that their current funding had been withdrawn however 3 visits by volunteers costed out at around £175. Members discussed this and it was agreed that the Clerk approach NWT to find out if they could work with a local farmer to guide them into undertaking the work when appropriate to do so. EP
- 3 **Highways Matters**  
**Hedges along Bradfield Road – reported – 160535**  
**Grips reported – Knapton Rd and The Street - 160540**  
**Depression of The Street – 163517 - investigating**  
**30mph roundels and white lining – 163582 - investigating**  
**Bleeding tar – 163518 – being monitored no action to be taken**
4. **Swafeld Village Hall**  
The Hall was closed at the present time until further notice and it may not be opened again until the New Year. This was primarily down to the guidelines of opening due to make it COVID secure.
5. **Village Matters**  
The defibrillator battery needed to be replaced imminently – The Clerk had asked Jim Begley, the CHT co-ordinator to take a look at this and advise. It was agreed that a new battery would be purchased at around £185. EP
6. **Website**  
The new site was up and running and all the relevant information had been transferred. The “old” website name had been retained and this now redirects to the new site.

## **19/125 TO CONSIDER APPLICATION TO THE NCC PARISH PARTNERSHIP SCHEME 2021/2022**

This matter was discussed at length along with the possibility of installing “white gates” – these cost circa £4,000. It was considered that these gates were over-priced and that they would most probably give no added value to the village. The Council resolved not to progress with any initiatives for the next financial year.

## **19/126 REPORTS - to receive reports from County and District Councillors and Norfolk Police**

The Council read out the report from Ed Maxfield which had been circulated to members along with the Police report. It was noted that there was no communication from Greg Hayman.

## **19/127 ADJOURNMENT - To adjourn the meeting to receive reports/comments from Members of the public and those with a disclosable interest on agenda items**

A member of the public addressed their concern with holding a Zoom meeting and asked if members of the public were excluded. The Clerk stated that any member of the public could join the meeting and in order to participate they just needed to contact the Clerk for the passcode. In this manner the Council knew who would be joining their meeting and it could then be managed efficiently.

## **19/128 TO CONSIDER AND REVIEW PLANNING**

<b>Planning</b>	<b>Address</b>	<b>Details</b>	<b>Outcome</b>
20/0579	Barbers Cottage, The Street	Single storey lean-to rear extension	Approved
20/0272	NEPC Livery Yard, Bradfield Road	Conversion of barn and external alterations incl insertion of rooflights to form 2 no dwellings	Approved

## **19/129 TO CONSIDER ANY OTHER PLANNING ISSUES**

- **The Staithe Lodge – incorrect windows fitted**  
The Council had lodged their concerns with regards to the non-matching windows at the location the new windows were UPVC and the others were wooden. The planning application stated that the windows were to match. It now appears that the brown wooden windows have been painted to try to comply with the planning permission. The Clerk was requested to write to the Planning Department again on this matter. The windows were passed as brown wooden units. EP
- **Siting of mobile home located at the Orchard, Common Lane, Bradfield together with installation to main sewerage**  
The Council had been contacted by a number of residents who were gravely concerned with the installation of the mobile home which was far larger than the previous unit. The mobile home had now been connected to the main sewerage along with additional gas bottles. The community and members are astounded that this has been allowed. The Clerk was instructed to contact NNDC Head of Planning in order to find out why this has been allowed. The residents have already lodged their complaint with NNDC enforcement on this and the Clerk will liaise with all parties and report back to the Council. EP

**19/130 TO NOTE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING**

NCC re Swafield Bridge aimed to be repaired in October 2020  
Complaints raised by residents regarding Staithe Lodge – issues forwarded to NNDC Planning in writing and via telephone  
Monthly update – Ed Maxfield  
Various residents' complaints regarding mobile home at the Orchard, Common Road  
NCC Parish Partnership Scheme 2021/2022  
Norfolk Police – community update  
NCC – Parish Partnership Scheme  
Swafield Church – thank you for donation of £300  
NNDC – consultation on Hackney and Private Hire Policy and Handbook  
Clerks & Councils Direct  
UK Debt Management Office – Total outstanding from loan £1,200  
NNWT – update and suggestions for additional cutting

It was reported that a fly tipping incident had occurred along the Bradfield/Trunch Road and the culprit had been caught in the act. This had been dealt with and all members should be on alert for this type of crime in our community.

Members were consulted by the Chair on the way forward for meetings and for the foreseeable future it was considered that Zoom would be utilised where possible. All considered that their first on-line meeting had been successful and although it may preclude some members of the community and Councillors it was hoped that they would be encouraged to participate.

**19/131 NEXT MEETING** - to confirm date of next ordinary meeting –  
15<sup>th</sup> September 2020 – 7pm via Zoom.

There being no further business the meeting closed at 8.10pm

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**CHARLIE SILVESTER – CHAIR**

**15<sup>th</sup> September 2020**