



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 17th November 2020 starting @ 7pm** via **Zoom reference number 6762489687 passcode FLE3n6.**

<https://us04web.zoom.us/j/6762489687?pwd=YWhNcCs0TTZ2eDJVLzJiWTNxUkoxdz09>

APOLOGIES TO THE CLERK IN ADVANCE.

Elaine Pugh
Clerk to Swafield and Bradfield Parish Council
swafieldandbradfieldpc@gmail.com
01692 402998

10th November 2020

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 15th September 2020
4. **FINANCE**
 1. **To receive bank reconciliation and note receipts and review reserves**
 2. **To consider budget and set Precept for 2021-2022**
 3. **To consider appointment of contractor for replacement bus shelter windows or alternatively a donation to Village Hall**
(requested paperwork and policy forwarded – Accounts circulated)
 4. **To consider donation to Stalham & Smallburgh First Responders**
 5. **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 and Police informed
 - 2 **Bradfield Common** – NWT to contact Councillor – information given
 - 3 **Highways Matters**
 - 168977 – The Street drains to be cleared of silt- with Highways
 - 160535 - Hedges along Bradfield Road - completed
 - 160540 - Grips - Knapton Rd and The Street -- completed
 - 163517 – The Street, road depression – being monitored no action
 - 163582 - 30mph roundels/white lining The Street – after Bridge repaired
 - 156945 - Trunch Road white markings -- completed

4. **Village Matters - Defibrillator**
New battery installed. Clerk undertaking regular checks and responsibility to be transferred to Gaynor Rawlings.
5. **Siting of mobile home located at the Orchard, Common Lane, Bradfield together with installation to main sewerage** – NNDC are investigating following numerous complaints from residents and Parish Council. NNDC has issued documentation to the owner.
6. **Repair to Swafield Bridge and traffic lights** – work has been completed.
7. **Movement of notice board from bus shelter** - completed
8. **Meeting dates for 2021**

6. **REPORTS** - to received reports from County and District Councillor

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

8. TO CONSIDER AND REVIEW PLANNING

Number	Address	Details	Outcome
20/1993	2 Ivy Cottage, The Street	Creation of new access (part retrospective)	Circulated
20/1637	Beeches Farm, Knaption Road	Prior notification to determine if prior approval is required for erection of an agricultural building for storage of agricultural equipment and farm produce	No comment/objections

9. **TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING**

10. **NEXT MEETING** - to confirm date of next ordinary meeting – 7pm 12th January 2021 to be held at a venue or alternatively via Zoom

SEPTEMBER – NOVEMBER CORRESPONDENCE RECEIVED

NCC – 168977 – cleaning of drains on The Street
 NNDC – Planning – The White paper consultation – circulated
 Norfolk Police – Community update – circulated
 Stalham & Smallburgh First Responders – request for donation – circulated
 NNDC – re Orchard – Bradfield Road – legal document sent
 NCC – Annual Budget consultation
 Swafield Village Hall – request for donation towards window replacement
 to bus shelter at the Green

BANK RECONCILIATION - NOVEMBER

Swafield and Bradfield Parish Council			
B/S 36		Balances brought forward	1st October 2020
			12,655.88
Outstanding cheques			
Date	Cheque number	Payee	Amount
14.07.20	288	ME Anderson Dungar	40.00
Total cheques			40.00
Reconciled			12,615.88
Funds received			
30.09.20	d/d		2,750.00
Cheques to be written at meeting or signed external to meeting			15,365.88
Date	Cheque	Payee	Amount
08.10.20	291	Came & Company	396.90
07.10.20	d/d	UK Debt Management	163.70
17.11.20		Community H/beat Trust	223.20
17.11.20		Elaine Pugh	476.32
17.11.20		HMRC	75.60
17.11.20		Hanworth Timber	26.44
17.11.20		Stalham 1st responders	-
17.11.20		Swafield Village Hall	-
Total cheques			1,362.16
Reconciled			14,003.72
Signed:		_____	
Signed:		_____	
Signed RFO		Elaine Pugh	
Date:		17th November 2020	