



Swafield and Bradfield Parish Council

Minutes of the Meeting held in the Village Hall, The Street, Swafield,
On Tuesday 21 Jan 2020 at 7.00 pm

Present

Parish Councillors:

Ernie Alexander
Gaynor Rawlings

Robert Clabon
Charlie Silvester (Chair)

Timothy Payne
Michael Starling

Also in attendance:

Two members of the public

Helen Baczkowska, Conservation Officer, Norfolk Wildlife Trust
Ros Calvert – Clerk to the Council

19/85 APOLOGIES

County Councillor Ed Maxwell sent his apologies

19/86 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllr T Payne – churchyard maintenance

19/87 MINUTES

Minutes of the ordinary meeting of 12th November 2019 and extra-ordinary meeting of 7th January 2020 were circulated, agreed and signed by the Chairman as a true record.

19/88 MATTERS ARISING

Noticeboards – there was concern about the safety of the noticeboard on Trunch Road. Cllrs Silvester and Alexander would make temporary repairs to ensure safety or remove the sign prior to complete replacement. Receipts for costs incurred to be submitted to council for payment

19/89 BRADFIELD COMMON

Helen Baczkowska, Conservation Officer, Norfolk Wildlife Trust (NWT) gave an informal presentation about the conservation work that was being undertaken by the North Walsham Conservation Volunteers (NWCV) at Bradfield Common under her guidance and with funding (£175) for the work from her NWT budget. The NWCV had completed one session and would return for two more sessions on 5th and 19th February. Local residents had been notified by leaflet, public notices and on the website.

“The work would concentrate on keeping the wet fen area in the centre of the common free from scrub and tall vegetation to help the wild flowers there thrive. Wild flowers were vital for bees and other insects to survive and needed open, sunny conditions. There would be no removal of mature trees at that stage. Leaving the common unmanaged would herald disaster for some of the most vulnerable species on the Common. Flowers like pignut and marsh valerian rely on the open sunny conditions, as do the bees and butterflies; to leave the common unmanaged would condemn the best wildlife on the site to disappear.”

She answered questions from councillors and the public relating to the work scheduled to conserve and attract wildlife species on the common. It was noted the local Bradfield residents were supportive and reassured that the work being carried out was in the best interests of the site. Response received had been positive and encouraging. It was observed “that the Common had been neglected for many years”.

It was agreed that Bradfield Common should be registered as an Official County Wildlife site as it would protect the site and open doors for funding for conservation work in the future. Helen offered to carry out the registration.

Council was keen to accept Helen’s offer to arrange with the Council a walk and talk event on the Common in the summer.

19/90 REPORTS

Were received from the following authorities:

1. Norfolk Constabulary – The recent issue of the Police Parish Newsletter was circulated; members were still unhappy about the format of the Crime Report. There were no volunteers to attend the meeting with Inspector Futter on 24th February
2. County Council – a report from Cllr Ed Maxfield had been circulated. He had received reports of local fly tipping. There were no other matters arising.

19/91 ADJOURNMENT

It was agreed to adjourn the meeting to take comments from members of the public and Councillors with disclosable interests. There were no comments

It was agreed to reconvene the meeting

19/92 PLANNING

Planning Applications

1. App PF/19/1965 - Conversion of outbuilding to residential dwelling including alterations to the roof Staithe Lodge, The Street, Swafield, North Walsham, NR28 0RQ - **application withdrawn**
2. App pf/19/1988 - Demolition of redundant outbuilding and double garage and construction on self-contained holiday let and garage at Swafield Hall, Knapton Road – **application withdrawn**

19/93 HIGHWAY MATTERS

1. SAM2 – itemised report should be available for the next meeting. I was noted that it appeared to be effective although this was difficult to assess on The Street due to traffic lights on the bridge.

2. Bridge repairs

Mr Donagh, NCC Project Engineer (Bridges) reported on the repairs to the damaged parapet wall on Swafield bridge:

An order had been placed for repairs with the bridge maintenance contractors (Tarmac Ltd.), and they were preparing drawings for the required access scaffolding. Once the drawings were received NCC would be able to submit a Flood Defence Permit application to the Environment Agency for the temporary scaffolding works. This would normally take two or more months to obtain, however contact would be made by NCC in an effort to try to speed up the process as much as possible

North Walsham and Dilham Canal Trust would also be consulted as the bridge crosses the Dilham Canal. The repair works would take about two weeks to complete during which time the road would need to be closed to vehicular traffic (but with pedestrian access being maintained at all times).

The current temporary management (single way traffic, controlled by traffic lights) would remain in place until the bridge was repaired.

It was noted that the coned area had been increased to cover the access to the Anglian Water site beyond the bridges and that the cones were obstructing safe passage of farm vehicles as they had been placed in the centre of the highway.

3. Other Highway Matters

Bradfield Road - Grips needed cleaning NCC Highways confirmed action is required. Defects were scheduled for repair which would take up to about 6 weeks.

Road markings were scheduled for repainting were outstanding and would be chased up – again.

Raised tarmac outside Meadow Sweet Cottage, Bradfield Road to be reported

19/94 **DEFIBRILLATOR**

A problem with the door had been reported. It was noted the Cllr Alexander had been checking the equipment regularly he had noted and reported the problem promptly. The Heartbeat trust responded stating that it may have been that the Ambulance Service had sent someone to fetch the defibrillator and it had been returned but put away incorrectly. The Ambulance Service normally notified the responsible person if they deployed a site. Community Heartbeat recommended weekly inspections to cover such eventualities.

19/95 **CORRESPONDENCE & TRAINING**

- Norfolk Accident Rescue Service, Fundraising - noted
- NNDC – Environment Forum – citizens assembly 30th Jan 7pm - noted
- NPTP Spring Seminar -. It will be held on Wednesday 11 March at Queen's Hills Community Centre 10 am - 3.15 pm - noted

19/96 FINANCE

1. Bank Reconciliation - the bank reconciliation as at 21st January with the Bank Statement No.26 was approved. There was a balance in the bank of £12,408.77
2. Budget Comparison to date was noted there were no matters arising
3. Payments –

It was agreed to pay the following:

Chq: 273	£78.00	Aylsham Computers	Annual Support & security
Chq: 274	£58.71	NNDC	Election costs
Chq: 275}	£553.03	R Calvert	{Salary, expenses, costs
Chq: 276}		HMRC	{December & January

19/97 LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS

Were noted

19/98 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

It was agreed Under section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to request that members of the press and public will leave the meeting for a confidential item

19/99 STAFFING

Following recommendation from the Staffing WG **it was agreed** to appoint Elaine Pugh as Clerk and Responsible Officer to the Council from 1st February 2020 for three hours a week at SCP 23.

19/100 NEXT PARISH COUNCIL MEETING

The chairman confirmed that the next meeting of the Council, would be held at Swafield Village Hall, on **Tuesday 10 March 2020**. It would follow on from the **Annual Parish Meeting** which would start at 7.00 pm

19/101 CLOSURE OF THE MEETING

There being no further business the chairman closed the meeting at 8.12 pm

Chairman:

Date: