



Swafield and Bradfield Parish Council

Minutes of the Meeting held in the Village Hall, The Street, Swafield,
On Tuesday 9th July 2019 at 7.00 pm

Present

Parish Councillors:

Ernie Alexander
Gaynor Rawlings

John Amies
Charles Silvester

Timothy Payne

Also in attendance:

Four members of the public
Ed Maxfield - County Councillor
Greg Hayman – District Councillor
Ros Calvert – Clerk to the Council

19/24 APOLOGIES

Were received and accepted from Cllrs Robert Clabon and Michael Starling

19/25 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were none

19/26 MINUTES

Minutes of the annual meeting of 14th May 2019 were circulated, agreed and signed by the Chairman as a true record.

19/27 MATTERS ARISING – there were none

19/28 ORDER OF MEETING - It was agreed to take agenda item 8.3 next

19/29 HIGHWAY MATTERS

An informal meeting had been held in the village with Sir Norman Lamb MP, County Councillor Ed Maxfield and local residents to talk about traffic issues in the parish. The subsequent exchange of letters between Norman Lamb and Tom McCabe, Director of Community and Environmental Services highlighting local concerns was considered.

Cllr Payne reported on discussions he had had on social media and in person. Local people had made comments to him on road traffic accidents in Swafield and expressed to him their concerns regarding local road safety.

- **It was agreed** that a site meeting would be arranged with the NCC Highway Area Engineer and those Councillors available and to invite Councillor Ed Maxfield and Sir Norman Lamb MP to attend.

The issues to be considered would be the speed of vehicles through the village, the speed limit on Knapton Road and provision of a trod along the Street, Swafield.

19/30 REPORTS - Were received from the following authorities:

1. Norfolk Constabulary – The recent issue of the Police Parish Newsletter was circulated.
2. Safer Neighbourhood Action Panel (SNAP) Meeting
Cllrs Alexander and Silvester reported on the recent SNAP meeting they had attended. PC Paul Gwynn would try to attend a council meeting. The police would, from July and for 10 weeks carry out occasional speed monitoring in Swafield.
It was noted that <https://www.police.uk/norfolk/C23/crime/> is the link for local crime reports.
3. Norfolk County Council – a report from Cllr Ed Maxfield was circulated (as attached). He answered questions on the report.
He suggested that the Council raises its concerns with NNDC regarding the impact of the proposed housing development in both Mundesley and North Walsham in Draft Local Plan. These developments could result in increased traffic movements through the village which are already at a dangerous level.
4. District Council – District Councillor Greg Hayman reported on his first few weeks as a District Councillor.
He expressed concern regarding the financial health of the Council and outlined work that members would undertake to improve the situation, to boost local businesses and enhance its market towns.
He was concerned about the impact the new “Pay as you Throw” service at local recycling centres would have on the incidences of fly tipping. DIY waste was now classed as construction and demolition waste, not household waste and could be disposed of at the sites through their ‘Pay as you throw’ service.
Other options included hiring a skip or employing a licenced waste carrier.
People were arriving at the sites unaware of the changes and reluctant to pay the charges. He was concerned that those who had been turned away could so frustrated as to be tempted to fly tip. Incidences of fly tipping appeared to be increasing.

19/31 ADJOURNMENT

It was agreed to adjourn the meeting to take comments from members of the public and Councillors with disclosable interests.

There were a number of reports of previous road traffic accidents in the village and the need for improved road safety for pedestrians and residents’ safe access to and from their properties

It was agreed to reconvene the meeting

19/32 PLANNING

1. Planning Applications received - none
2. Applications considered between meetings:
 - [Planning application PF/19/0803](#)
Erection of two storey side extension at Rose Cottage, Trunch Road, Swafield, North Walsham, NR28 0PD – **no objections**

- [Planning application PF/19/0906](#)
Removal of flat roof extensions and replacement with single storey side extension, alterations to existing dwelling including timber cladding, new tiles, fenestration changes including new windows and doors, detached double garage and outbuilding at Meadow Cottage, Bradfield Common, Bradfield, North Walsham, NR28 0QR – **no objections**
3. Applications determined by District Council / Norfolk County Council - none
4. Other planning matters
- [Norfolk Boreas Wind Farm](#) –Norfolk Boreas Development Consent Order (DCO) Application Submitted – 11 June 2019. Planning Inspectorate decision was due after 9th July [Norfolk Boreas Development Consent Order \(DCO\) Application Submitted – June 2019](#)

19/33 HIGHWAYS MATTERS – Cont.

1. SAM2

- A grant of £3,396.00 towards the purchase of the SAM2 had been received. **It was agreed** to proceed with the purchase - £4,075.20 including VAT.
- The draft risk assessments were considered and approved - attached
- Training for the volunteers would be arranged by the suppliers. It would be held in Dereham when the equipment would be collected.
- **It was agreed** to purchase Two high-viz vests for volunteers.
- Cllr Ed Maxfield had reported that Trunch PC would like to try out the SAM2

2. Parish Partnership Scheme 2020-21

The following items were put forward for consider items for the Parish Partnership Scheme 2020-21

- Speed Bumps – The Street, Swafield
- Trods in The Street, Swafield
- Village Gates
Enquiries as to viability and costs would need to be explored

3. Other Highway Matters

- Pothole opposite Lilac Cottage – these had been completed
- Road markings some road marking had been completed. Trunch Road junction outstanding.
- Craunching's Loke - Notice of confirmation of Modification Order Wildlife and Countryside Act 1981 Norfolk County Council (Trunch Restricted Byway No. 10) Modification Order 20 was received

19/34 FIRST TIME SEWERAGE

It was noted there are dips and holes along the Street Swafield resulting from recent the works on the local sewerage system. They had not been put right before the road was resurfaced.

19/35 BRADFIELD COMMON

It was agreed to arrange a site meeting with Helen Baczkowska, Norfolk Wildlife Trust, for Wednesday 18 Sept. The Clerk and Cllrs Silvester, Alexander and Rawlings to attend.

19/36 WEBSITE

1. Published content of councillors contact details were reviewed and the site would be updated
2. It was noted that the website would soon have to be designed for mobile phone access as a priority with computer access secondary. Two options were considered. To update the current website or start afresh with a new one. **It was agreed** to explore financial implications.

19/37 FINANCE

1. Bank Reconciliation - the bank reconciliation as at 9th July with the Bank Statement No.18 was approved. There was a balance in the bank of £12,669.71
2. Receipts were noted as follows:
£3,396.00 grant from NCC Parish Partnership Scheme
3. Payments –
It was agreed to pay the following:
Chq: 259 £4075.20 Westcotec SAM2
Chq: 260 } £ 507.88 R Calvert {Salary, expenses & costs
Chq: 261} HMRC {June and July 2019

19/38 SUPERFAST BROADBAND

There was currently no local coverage of Superfast Broadband within the parish. It was reported that coverage could start before the end of September and it was recommended that residents contact [Openreach](#) to find out their speeds and to register their interest.

19/39 TO NOTE LATE CORRESPONDENCE AND REPORTS FROM COUNCILLORS AND REFER AS APPROPRIATE TO NEXT MEETING

Items for the next meeting:

to consider change to the post box - new position and a larger box.
Upkeep of the Council noticeboards

19/40 NEXT PARISH COUNCIL MEETING

The chairman confirmed that the next meeting of the Council, would be held at Swafield Village Hall, on **Tuesday 24 September 2019 at 7.00 pm**

19/41 CLOSURE OF THE MEETING

There being no further business the chairman closed the meeting at 9:00 pm

Chairman:

Date:

Appendices

See minute 19/30-3

County Councillor Ed Maxfield – Report

July 2019

Parish Paths Seminar

I attended a seminar organised by the Norfolk Local Access Forum at the end of May which was also attended by a number of Parish Councillors and Clerks. I can't really summarise a whole afternoon of discussion here but I think the main things I took away from it is that the County Council is keen to update the formal record of Public Rights of Way (so please contact them with details of any paths that you think are not correctly recorded); and that they are keen to encourage Parishes to work together to increase use of footpaths in the county. The best contact is probably nlaf@norfolk.gov.uk. I also want to mention the Conservation Volunteers who do some great work in North Norfolk. Their website is www.tcv.org.uk/norfolk to find out more.

Local Highways Budget

We've been reminded of the guidance on what the Local Member Highways Budget can be used for. This is the allocation of £6,000 for small highways projects in each County Council division which I've been able to put to good use for various things over the last couple of years. The guidance says:

What can the money be spent on?

The funding can be spent on a wide variety of highway related aspects. Typical uses could include:

- Advisory signs i.e. "Unsuitable for HGV's and advisory speed limits i.e. 20mph signs outside schools would be possible.
- Small footway extensions and modifications
- More significant work to public rights of way
- Minor drainage work
- New non-regulatory signs and replacement of existing signs and road markings. Possibly some new road markings such as "SLOW".
- Feasibility work or investigations that cannot be resourced by existing front-line budgets.
- Minor traffic management projects including Traffic Regulation Order related works. However, it should be noted that these works can cost between £3,000 and £5,000 each and may be difficult to deliver within a 12-month timescale.
- Day rates for gangs to carry out additional maintenance to areas of the highways that a local Member would like improved i.e. public footpaths or verges.
- Other highway improvements – improved visibility splays, junction improvements, kerbing, work in conservation areas.
- Capital grants to parish councils for highway maintenance related equipment such as grass cutting or footway gritting equipment.

What is excluded from the fund?

Illuminated signs, street lighting or reflective bollards are not included in this initiative. This aligns with NCC energy saving objective of 50% by 2020, based on 2007 baseline.

In addition, the budget of £6,000 is not to be exceeded. Any schemes which are likely to exceed this amount will not be taken forward, unless other funding streams are confirmed.

NNDC Draft Local Plan

I mentioned in my last report that I had made a submission to the consultation on the new Draft Local Plan. The County Council is a consultee on the plan and my comments have been included in their submission. Following a recent public meeting in Trunch held to discuss the draft plan I have contacted the NNDC councillor with overall responsibility for the plan to ask some further questions (which I will share when I get answers). I've also written to the officer in charge of school place planning to ask for more information about how they will go about providing for the children moving into North Walsham if plans to build 2,000+ new homes in the town go ahead.

Services for children

Although the committee system has changed at County Hall so there is no longer a Children's Services committee for me to sit on, I am still taking an active interest in services for Norfolk's children. I spoke at the Special Educational Needs Crisis March organised recently by SEND families. I've been involved in the redesign of mental health services for children and young people in Norfolk. And I recently attended a seminar to launch Norfolk's involvement in the Early Years Academy which will hopefully bring in best practice in Early Years work into the county. I'm also going to a meeting in Holt in the next few days to talk to staff about the new service that replaces Children's Centres. I'm always happy to answer questions about children's services and to take up issues and concerns.

Leadership

As you'll see from my email signature, I've recently taken on the leadership of the Liberal Democrat group at County Hall. It won't have much impact on my role as a local County Councillor - except that I've decided to get a new phone for County Council work (number below). I'll be sitting on the new Scrutiny Committee at County Hall as a result of my new role which means I will be able to raise issues that are of concern about any area of County Council policy: so if there's anything you think I should be raising, just let me know!

Best wishes

Ed Maxfield
County Councillor for Mundesley Division
Leader of the Liberal Democrat group
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See minute 19/33-1

Risk Assessment - SAM 2

Background

The Parish Council purchased a SAM2 Speed Activation sign in 2019. This risk assessment covers the management of the SAM2 sign project. The project is managed by the Parish Council through volunteers (including councillors) in the community. The volunteers have been advised by the Parish Council about the site of the posts for the SAM2. These sites have been agreed with NCC Highways. They are:

1. Trunch Road, Swafield, on the northern most 30 mph sign - repeater facing south
 2. Trunch Road, Swafield, on 30 mph sign to the south of 1. - repeater facing north.
 3. Trunch Road, Swafield, on 30 mph sign to the south of 1 - repeater facing south.
 4. The Street, Swafield on 30 mph sign – repeater facing north
 5. The Street, Swafield on 30 mph the same sign - repeater facing south
 6. Mundesley Road (The Street) on new post to be installed on the bridge – repeater facing south
- It is a requirement that the SAM2 is moved every 4 weeks between the posts.
 - A log shall be kept of the places and dates the SAM2 is installed.

Risks involved and minimising those risks

- Moving the SAM2 is heavy and takes place adjacent to the highway. Volunteers must therefore work in pairs and should wear florescent jackets (as provided by Swafield and Bradfield PC) when undertaking this work.
- All volunteers shall receive initial training with the handling, movement and working of the SAM2 by the manufacturer. They should be aware of manual handling procedures and ensure that they do not step to near the Highway or take unnecessary risks
- A lead volunteer shall be identified. They will show new volunteers how to handle the SAM2.
- The unit shall only be transferred during daylight hours
- Unit will be charged within the volunteer's home. Volunteer to monitor the unit and report back any issues

Other things which can be done to minimise risk

- The Parish Council will receive regular reports from the group of volunteers about any potential dangers experienced by the volunteers and will aim to minimise those risks.
- The Parish Council will receive regular reports from the volunteers of the information contained within the SAM2 on vehicle speeds and so on.

R Calvert – Clerk to the Council 9th July 2019

Date completed and by whom

Date to be reviewed – July 2020