

MINUTES OF THE PARISH COUNCIL MEETING OF SWANTON ABBOTT HELD  
ON 12th. JULY 2022 at 7.00p.m. in the VILLAGE HALL, SWANTON ABBOTT.

PRESENT –Cllrs. Vaughan (Chair), C. Belsham, A Brown, S. Day & R Gee, the Clerk  
G Kimmerling, NCC & NNDC Cllr. Penfold, 4 members of the public.

Cllr. Vaughan asked that members of the public should contact the Clerk 2-3 days  
before a meeting if they wish to speak. Each person will have up to 3 minutes and  
should stand when speaking.

**Open session for members of the public to speak.**

No comments.

	<b>AGENDA</b>	<i>Action</i>
22.45	<p>a. <u>APOLOGIES FOR ABSENCE</u> Cllr. Ford – working, Mrs. Traverso &amp; Mr. Gilbey</p> <p>b. <u>DECLARATION OF INTEREST IN ITEMS ON THE AGENDA.</u> Cllrs Brown &amp; Day -Item 22.51c Funding for the Revels event.</p> <p>c. <u>TO CONSIDER AND APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MAY 10th. 2022</u> <b>Resolution.</b> Proposed by Cllr. Gee, seconded by Cllr. Brown &amp; agreed by the Parish Council to accept the Minutes of the meeting held on May 10th. 2022 as a true record. These were then signed by the Chair.</p>	
22.46	<p><u>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u></p> <p>a. The new Councillors have completed their Register of Members Interests forms and these have been sent to NNDC.</p> <p>b. The Zoom account has been cancelled.</p> <p>c. The Parish Council is insured with Zurich as this was the best deal.</p> <p>d. The Footbridge by the Aylsham Road has been repaired.</p> <p>e. The Clerk has looked into training for new Councillors and there is a Zoom course available for 2 sessions of 2 1/2 hours at a cost of £60 per person. It was agreed the Clerk should look into booking this.</p>	
22.47	<p><u>NORFOLK COUNTY COUNCIL AND NORTH NORFOLK DISTRICT COUNCIL REPORTS.</u></p> <p>Cllr. Penfold said there is a new County Council fund for Road Safety of £11250 to help reduce injury or accidents. You must apply for this by November. There is also a Norfolk Household Support Fund run by the Norfolk Community Foundation offering up to £50 for older people over 65. The PC can apply for up to 40 households by 29<sup>th</sup> August. Cllr. Brown offered to look into this.</p> <p>Under the Homes for Ukraine scheme there are 700 people in Norfolk with another 700 expected. There are over 400 hosts.</p> <p>The North Western Link road costs are up by £53m to a total of £251m. This will be discussed on July 19<sup>th</sup>. They need a plan B.</p> <p>The ownership of the culvert under the Aylsham Road has not been established. Cllr. Gee said she has evidence that Highways put in the culvert. Cllr. Penfold will collect the Rowan tree for The Poplars.</p>	

22.48	<p><b><u>FINANCES</u></b></p> <p>a) <b><u>TO CONSIDER THE PRESENT FINANCIAL POSITION</u></b>  The Clerk had produced up-to date accounts. She had amended last months accounts as £80 received was for the Village Sign and not the Newsletter and she had taken £120 from the current account into Reserves twice. There is 32p of interest this month and £50 for the Newsletter adverts.</p> <p>b) <b><u>TO CONSIDER AND RESOLVE WHETHER TO APPROVE OUTSTANDING INVOICES FOR PAYMENT.</u></b>  <b>Resolution.</b> Proposed by Cllr. Vaughan, seconded by Cllr. Gee and approved by the Parish Council to pay the following invoices.  The following payments were paid on-line before the meeting:-  J A Vaughan            Gift for outgoing Chair    £ 21.50  J A Vaughan            Jubilee Bunting                £ 35.94  Zurich Town &amp; Parish Council Insurance    £ 325.23  NNDC                    Emptying Dog bins            £692.64 (VAT £115.44)  GM Window Cleaning Bus shelter windows £ 30.00  The following payments were authorised to be paid on-line:-  G Kimmerling        Clerk's salary                 £ 328.66  G Kimmerling        Clerk's expenses              £ 24.33  SR Print &amp; Design Newsletter                        £ 184.00  S A Village Hall      Hire of hall                      £ 10.00</p> <p>c) <b><u>EXEMPT STATUS FOR YEAR END 31 MARCH 2022</u></b>  The Clerk explained that the Auditors had accepted the council's Exempt status for the last financial year.</p> <p>d) <b><u>TO REPORT ON INSURANCE COVER FOR 2022/23</u></b>  The Clerk explained that the firm which offered insurance to Parish Councils last year was no longer offering this. Zurich offered a good deal especially for local councils and the Parish Council had approved of this by e-mail.</p>	
22.49	<p><b><u>PLANNING</u></b></p> <p>a) <b><u>TO CONSIDER ANY PLANNING APPLICATIONS.</u></b>  <u>PF/22/1253 Swanton Abbott Village Hall</u>  <i>Single storey extension to village hall to provide storage following removal of sheds: wheelchair ramp to the side entrance to the hall</i>  Approved prior to the meeting with comments. Councillor made comments on the safety aspect of the ramp at the side of the hall. Cllr. Gee said Planning had Insisted on this. NNDC Cllr. Penfold will take the comments to Planning.</p> <p><u>PF/22/1430 Sandfields, Youngmans Lane</u>  <i>Erection of two storey and single storey side extensions, replacement front porch and new rear porch.</i>  Approved prior to the meeting.</p> <p><u>PF/22/1512 Westside, Cross Road.</u>  <i>Erection of garage attached to side of dwelling.</i>  Proposed by Cllr. Vaughan, seconded by Cllr. Belsham and agreed by the Parish Council to approve these plans.</p>	
	<p>b) <b><u>TO NOTIFY OF ANY PLANNING DECISIONS BY NNDC</u></b>  <u>PF/22/1253 Swanton Abbott Village Hall</u>  Approved.</p> <p>c) <b><u>TO CONSIDER ANY OTHER PLANNING ISSUES</u></b>  <u>Item 22.56a brought forward.</u>  Alterations have been made to the roof of the Jolly Farmers pub but no plans have been seen by the Parish Council. There is now a flat roof with doors to the top floor. NNDC Cllr Penfold will check with Planning to see if this needs a Planning application.</p>	<p><b>Page 305</b></p>

	<p><u>UPDATE ON POSSIBLE EXCEPTION HOUSING SCHEME.</u>  Anna Clarke (NNDC Community Housing Enabler) had sent in a report. A site for Exception Housing was found in 2021 and a Public Consultation was held in September 2021. This showed support for such a scheme and in December a meeting was held for residents interested in Community Led Housing followed by another meeting in February 2022. It was suggested that Rik Martin could attend a Parish Council meeting to explore how he could help the Swanton Abbott Community.  The Village Plan shows support for a small affordable housing scheme and the Public Consultation also showed support.  It was suggested that the Parish Council should neither support or oppose this scheme and that Anna Clarke should organise another public meeting.  The Clerk will inform her of this decision.</p>	<p><b>Clerk</b></p>
<p>22.50</p>	<p><u>HIGHWAYS AND DRAINAGE ISSUES UPDATE</u>  a. <u>UPDATE</u>  There is still a water leak in The Street and there will be another road closure to deal with this.  b. <u>TO CONSIDER MAINS DRAINAGE FOR CROSS ROAD.</u>  Residents in Cross Road need to apply to Anglia Water for mains drainage. Cross Road, Long Common Lane and part of the Aylsham Road have septic tanks. The Parish Council could facilitate a survey of these properties to see if there was interest in going onto mains drainage. Claire Butler has offered to carry out a survey and Cllr. Vaughan will speak to her.  c. <u>TO REPORT PROBLEMS WITH RAW SEWERAGE IN THE BECK.</u>  Cllr. Vaughan reported raw sewerage in the Beck on the common near the Pumping station and said people attended very quickly. The problem is that the equipment is at the end of it's life.  Cllr. Gee has information about the culvert under the Aylsham Road. This was installed in the early 1990's by Highways with no prior warning or contact with the households. They also installed a concrete chamber with 2 inlets, a single outlet and inspection cover going under the road. This information has been shared with NCC Cllr. Penfold.</p>	<p><b>Cllr Vaughan</b></p>
<p>22.51</p>	<p><u>COMMUNITY ENGAGEMENT UPDATE</u>  a. <u>FEEDBACK FROM THE JUBILEE EVENTS</u>  The 70 Years event in the Village Hall had 100 plus visitors and was very well received. Mr. &amp; Mrs. Powell were thanked for all their hard work in organising this. The picnic on the Sunday suffered from the bad weather but 32 people attended and enjoyed their picnics and some songs under the gazebo.  b. <u>UPDATE ON THE REVELS</u>  The target is to deliver a bigger and better event than last year. There is a Craft Fair in the Village Hall in the morning with refreshments and many events on the field from 2 until 7.  c. <u>TO CONSIDER IF THE PARISH COUNCIL WOULD ADOPT THE REVELS AS A VILLAGE EVENT.</u>  This was no longer required at this stage. Instead, the Parish Council was asked if it would contribute towards the cost of insurance of £120/  <b>Resolution.</b> Proposed by Cllr. Vaughan, seconded by Cllr. Gee and agreed by the Parish Council to pay the £120 for insurance for the Revels event.</p>	<p><b>Page 306</b></p>

22.52	<p><u>BROADBAND AND MOBILE PHONE UPDATE</u>  County Broadband have confirmed that the project is going well and is on target to release funding to install the necessary infrastructure.  Mobile phones – this week there is a meeting of the Department for Digital, Culture Media and Sport (DCMS) who are the government department responsible for the Shared Rural Network to address rural mobile coverage. Swanton Abbott will be mentioned specifically as an example where intervention is required as a priority. EE has been asked for an update regarding the existing mobile signal. A mobile signal is available on most recent phones via WI-Fi Calling.</p>	
22.53	<p><u>FOOTPATHS AND GREEN ISSUES UPDATE</u>  Most footpaths are not too bad and the bridge by the Aylsham Road has been replaced.</p>	
22.54	<p><u>CO-OPTION ONTO THE PARISH COUNCIL</u>  Cllr. Brown read out the timeline and actions taken in the co-option of the two Parish Councillors this year following on from comments made after the last meeting. <i>Attached at the end of the Minutes.</i>  Cllr. Gee felt the Parish Council did not conduct the selection process fairly as the candidates were not treated in the same way.  Cllr. Belsham thought the process had been carried out properly.  There are now two applicants for the council position – Mr. Gilbey and Dr. McAnsh.  The Parish Councillors wrote their choice on a sheet of paper and gave these to the Clerk. Cllr. Gee abstained.  Dr. McAnsh received a majority and was welcomed onto the Parish Council. He signed the Declaration of Acceptance of Office.</p>	
22.55	<p><u>APPOINTMENT OF REPRESENTATIVES ON VARIOUS BODIES. TO ALLOCATE RESPONSIBILITIES TO THE PARISH COUNCILLORS.</u>  The following appointments were made:-  Broadband, Village Hall Representative, Bottle Bank Cllr. Gee  Footpaths &amp; Green Issues Cllrs. Belsham &amp; Day  Highways, Drainage &amp; SNAP Cllr. Vaughan  Mobile Phones Cllr. McAnsh  Planning Cllr. Ford  Defibrillator Cllrs. Brown &amp; Vaughan  Community Engagement &amp; Phone Box Cllr. Brown  Cllr. Day was asked to look into updating the Standing Orders.  An update of the Parish Councillors will be on the web-site, notice-boards and in the Newsletter.</p>	
22.56	<p><u>ON-GOING ISSUES TO REPORT AND RESOLVE, WHERE POSSIBLE, ON-GOING COMMUNITY ISSUES.</u>  a. <u>To report alterations to the Jolly Farmers pub.</u>  Covered under Planning.</p>	<p><b>Page 307</b></p>

22.57	<p><u>CORRESPONDENCE RECEIVED.</u></p> <p>The Clerk read out the following correspondence:-</p> <p>Letter from Mrs. Traverso expressing dissatisfaction in the council's handling of the co-option process and lack of response to her e-mails. She withdrew her application to join the Parish Council.</p> <p>E-mail requesting documents under the Freedom of Information Act. After guidance from the Norfolk ALC, the Clerk was unable to supply most of this.</p> <p>E-mail relating to problems with footpaths sent to the Chair.</p> <p>E-mail suggesting the old village sign should go to the church. Cllr. Vaughan said they do not want this. Cllr. Gee will ask the Village Hall Committee if it can be housed in the hall.</p>	
	<p>The meeting finished at 8.40p.m.</p> <p>The next meeting is September 13<sup>th</sup>.</p>	<p><b>Page 308</b></p>

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