

# SWANTON ABBOTT PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF SWANTON ABBOTT  
HELD ON 9<sup>th</sup>. MAY 2023 at 7.30p.m. IN THE VILLAGE HALL, SWANTON ABBOTT.

**PRESENT.** Cllrs. M. Vaughan, G. McAnsh & S. Day. the Clerk, G. Kimmerling, and 3 members of the public.

**Members of the public were invited to speak.**

No Comments.

23.23	<p><u>APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR</u> Cllr. Vaughan asked for nominations for Chairman. It was proposed by Cllr. Day and seconded by Cllr. McAnsh to appoint Cllr. Vaughan. There were no other nominations and Cllr. Vaughan accepted the post of Chairman. He signed the Declaration of Office and took the Chair.</p>	Action
23.24	<p><u>APOLOGIES FOR ABSENCE</u> Apologies received from NCC &amp; NNDC Penfold, Mrs. Blake, Mrs. Day &amp; Mrs. Brown</p>	
23.25	<p><u>DECLARATION OF INTEREST IN ITEMS ON THE AGENDA</u> <u>None.</u></p>	
23.26	<p><u>TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON MARCH 7<sup>th</sup>. 2023.</u> <b>Resolution.</b> Proposed by Cllr. Day, seconded by Cllr. McAnsh &amp; agreed by the Parish Council to accept the Minutes of the meeting held on March 7<sup>th</sup>. 2023 as a true record. The Minutes were then signed.</p>	
23.27	<p><u>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u> a) Highways had been informed of the problems with loose chippings and some areas had been swept. b) The Clerk had carried out a lot of work for the local elections even though Swanton Abbott did not have an election.</p>	
23.28	<p><u>FINANCES</u> a. <u>TO CONSIDER THE PRESENT FINANCIAL POSITION.</u> The Clerk had produced an up-to-date summary of the finances. £3500 had been received from the Precept; £201.62 from reclaimed VAT, £500 for the Village Sign from Cllr. Penfold &amp; £30 for adverts in the Abbott. b. <u>TO CONSIDER AND RESOLVE WHETHER TO APPROVE OUTSTANDING INVOICES FOR PAYMENT INCLUDING</u> Two invoices had been paid in the previous financial year: S R Print &amp; Design for Newsletter for £204.00 B &amp; B Drainage Specialists for clearing the culvert in the Aylsham Road for £240.00 (VAT £40) <b>Resolution.</b> Proposed by Cllr. Day, seconded by Cllr. McAnsh &amp; agreed by the Parish Council to pay the following invoices. The following payments were made on-line before the meeting:- Norfolk ALC                      Subscription                      £160.51 The following payments were authorised to be paid on-line:- Nick Hindle Stonemason    Granite for Village sign            £1965 (VAT £327.50) Zurich Town &amp; Parish Council    Insurance                              £ 337.02 S A Village Hall                      Hire of Hall                              £ 10.00 G Kimmerling – Clerk's expenses                              £ 10.48 The Clerk's salary is now paid monthly on the 20<sup>th</sup>            £190.67</p>	

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	<p>c. <u>TO APPROVE AND ADOPT THE FINANCIAL RISK ASSESSMENT</u> Cllr. Day had produced a Financial Risk Assessment document. A member of the public felt the Play Area should be a higher risk so this was agreed and amended. <b>Resolution.</b> Proposed by Cllr. Vaughan, seconded by Cllr. McAnsh and agreed by the Parish Council to adopt the Financial Risk assessment</p>	
	<p>d. <u>TO CONSIDER WHETHER TO APPROVE THE CERTIFICATE OF EXEMPTION</u> The Clerk explained that the accounts had been approved by the Internal Auditor. <b>Resolution.</b> Proposed by Cllr. McAnsh, seconded by Cllr. Day and agreed by the Parish Council to approve the Certificate of Exemption for 2022/2023.</p> <p>e. <u>TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2022/23</u> The Annual Governance Statement for 2021/23 was read out the Parish Council by the Clerk. <b>Resolution.</b> Proposed by Cllr. McAnsh, seconded by Cllr. Day and agreed by the Parish Council to approve the Annual Governance Statement for 2022/23.</p> <p>f. <u>TO APPROVE THE ACCOUNTING STATEMENTS 2022/23</u> The Clerk had prepared the End of Year Accounts and the Accounting Statements. <b>Resolution</b> Proposed by Cllr. McAnsh, seconded by Cllr. Day and agreed by the Parish Council to approve the Accounting Statements for 2022/23.</p> <p>g. <u>TO AGREE THE DATES FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS.</u> <b>Resolution.</b> Proposed by Cllr. McAnsh, seconded by Cllr. Day and agreed by the Parish Council to set the dates for the exercise of Public Rights from June 1st to July 14<sup>th</sup>. The Clerk will advertise these as required.</p> <p>h. <u>TO APPOINT THE RESPONSIBLE FINANCE OFFICER – 2023/24</u> <b>Resolution.</b> Proposed by Cllr. Day, seconded by Cllr. McAnsh and agreed by the Parish Council to appoint the Clerk as the Responsible Finance Officer</p> <p>i. <u>TO CONSIDER ORDERING A NEW BATTERY FOR THE DEFIBRILLATOR</u> The Clerk had received an e-mail saying the Defibrillator battery needed to be changed in 3 months time but the records show it is not due until 2024. Cllr. Vaughan will check this.</p> <p>j. <u>NEW BANK SIGNATORIES.</u> Cllr. Vaughan is the only councillor able to sign on the account . <b>Resolution.</b> Proposed by Cllr. Vaughan, seconded by Cllr. McAnsh and agreed by the Parish Council that all three present councillors should become signatories. The Clerk will check with Barclays Bank if this is possible.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Cllr. Vaughan</p> <p style="text-align: right;">Clerk</p>
22.36	<p><u>PLANNING</u></p> <p>a. <u>TO CONSIDER ANY PLANNING APPLICATIONS.</u> PF/23/0535 Church Farm, Church Lane Change of use of outbuilding to create annexe accommodation Approved before the meeting PF/23/0563 Pond Farm, The Hill Erection of dwelling incorporating the structural elements of the existing industrial building and retaining the same footprint and height/profiles. Approved before the meeting. PF/23/0499 Janipy House, The Street Proposed two and single storey rear extensions and alterations. The Parish Council neither approved or objected to this application with the</p>	<p style="text-align: right;">Page 322</p>

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	<p>following comments:-            Had the previous application (PF/20/0016) to demolish the house and build a new one been withdrawn            What considerations had been taken for delivery of materials and parking during the works to mitigate parking problems on The Street            The elevations of the proposed new development cover a larger surface area than the plan view used to show the footprint of the new development. Which is correct?            The environment impact needs updating.            Cllr. Day said the Environmental impact had also been picked up by NNDC.</p> <p style="text-align: center;">b. <u>TO NOTIFY OF ANY PLANNING DECISIONS BY NNDC</u></p> <p>Decisions are now received on-line.            PF/23/0535 Church Farm, Church Lane    Approved            PF/23/0563 pond Farm, The Hill            Approved            PF/23/0363 13, Scottow Row, Scottow    Withdrawn.</p> <p style="text-align: center;">c. <u>TO CONSIDER ANY OTHER PLANNING ISSUES.</u></p> <p>none</p>	
23.30	<p><u>HIGHWAYS ISSUES. UPDATE.</u>            The Street has now been re-surfaced.            Cllr. Vaughan said Highways are supposed to be looking into the damage caused to Long Common Road &amp; Long Common Lane and also the flooding at the junction with Long Common Road, Long Common Lane and the road to the Church. He will follow this up.</p>	<b>Cllr. Vaughan</b>
23.31	<p><u>VILLAGE SIGN – UPDATE</u>            The materials have now been received and it is hoped the sign will be completed by mid summer.</p>	
23.32	<p><u>CHARGES FOR FREEDOM OF INFORMATION REQUESTS.</u>            Cllr. Day felt that £20 was not unreasonable for Freedom of Information requests. Companies make such charges to discourage unnecessary requests.            The Parish Council has only received 2 requests in the last 10 years.            Charges cannot be made for the time spend in dealing with the request.            The Clerk will find out what other parishes charge and if there is a recommended rate.</p>	<b>Clerk</b>
23.33	<p><u>CO-OPTION ONTO THE PARISH COUNCIL</u>            At the moment there are only 3 Councillors which is the minimum required for a quorum. Cllr. Vaughan said one person had been identified as willing to join the Parish Council. Cllr. Day felt that everyone had had the opportunity to stand for election. It was agreed to advertise the vacancies in The Abbott, on Facebook and via the Web-site (which needs improving). Cllr. Day will draft a letter to all residents from the Chairman and this will be followed by a personal approach. The Parish Council will look to fill the vacancies in 3 to 4 months time.</p>	<b>Cllr Day</b>
23.34	<p><u>TO REPORT AND RESOLVE, WHERE POSSIBLE, ON-GOING ISSUES IN THE COMMUNITY.</u></p> <p style="text-align: center;">a) <u>TO CONSIDER PURCHASING CORONATION MUGS.</u></p> <p>The Clerk explained that there is £520 left from the Covid 19 reserves.            Clerk's and Councils Direct have mugs at £6.50 (minimum order 36) available throughout the year.  <b>Resolution.</b> Proposed by Cllr. Vaughan, seconded by Cllr. Day and agreed by the Parish Council to order 36 mugs and these will be handed out at the Revels event.</p>	<b>Clerk</b>

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	<p>b) <u>TO CONSIDER AND AGREE ON THE GRASS CUTTING CONTRACT FOR 2023/24</u>            Three quotes had been received:-            BGM Services £900.00            Matthew Mccrohon £700.00            Granville's Gardening Services £620.00  <b>Resolution.</b> Proposed by Cllr. Day , seconded by Cllr. McAnsh and agreed by the Parish Council to accept the quote from Granville's Gardening Services.</p> <p>c) <u>BT/EE PHONE MAST.</u>            An e-mail had been received asking for possible sites for a new mast to provide better mobile phone reception. Cllr. Vaughan said the Poors Land was a possibility/ Cllr. Day suggested inviting them to the village. Cllr. McAnsh will respond to the E-mail.</p>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Cllr. McAnsh</b></p>
23.25	<p><u>CORRESPONDENCE RECEIVED</u>            E-mail from County Broadband saying they estimate that the build for this will be completed between October and November this year.            E-mail about problems with Dog poo in the village. Cllr. Vaughan said he thought one particular problem may have stopped. Cllr. Day will put a notice in The Abbott.            Glasdon catalogue            Update on the Priscilla Bacon new Lodge            Clerk's &amp; Councils Direct issue 147</p> <p><b>The next meeting is July 11<sup>th</sup>.</b></p> <p>The meeting closed at 8.25p.m.</p>	