

Swanton Morley Parish Council

Notice of a Meeting of the Parish Council

I hereby give you notice that Annual Meeting of the above named Council will be held at Swanton Morley Village Hall, Manns Lane on **Monday 13th May 2019 at 7.30pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this day **8th May 2019**

Mrs Kelly Pickard – Clerk to the Parish Council

**Swanton Morley Village Hall, Manns Lane (01362) 637166
email: parishcouncil@swantonmorley.org**

Time Allocated to the Public

To Receive District & County Councillors Report

BUSINESS TO BE TRANSACTED

- 1. To Elect Parish Council Chairman for the Forthcoming Year**
- 2. To Accept Apologies for Absence**
- 3. To Receive Declarations of Interest**
- 4. Election of Vice Chairman**
- 5. Appointment of Council Representatives and Councillors with Special Responsibilities:**
 - a) Member to Represent the Council on Barrett's Charity Committee
 - b) Member to be Responsible for the Churchyard & Burial Ground
 - c) Member to be Responsible for Commons & Open Spaces & Environmental Working Group
 - e) Member to be Responsible for Public Footpaths
 - f) Member to be Responsible for Playgrounds and Youth Areas
 - g) Member to Represent the Parish Council on the Patients' Participation Group
 - h) Member to be Responsible for the Community Car Scheme
 - i) Member to be Responsible for Allotments
 - j) Members to form the Personnel Working Group
 - k) Members to form the Finance & Governance Working Group
 - l) Member to be responsible for the SAM signs
 - m) Member to be responsible for the Streetlights
 - n) Members to Represent the Parish Council on the Neighbourhood Plan Steering Group
- 6. Minutes from the Parish Council Meeting of 8th April 2019 to be accepted, initialled and signed.**
- 7. Matters arising from Minutes of 8th April 2019 (For Exchange of Information Only)**
- 8. To Receive Draft Minutes from the Annual Parish Meeting Held on 15th April 2019 and agree that they be put forward for agreement by the Public at the 2020 Annual Parish Meeting.**
- 9. Finance**
 - a) Accounts to approve for payment:

Payee	Detail	Total Amount Payable	Of Which VAT Reclaimable
Staff salary	April – made under contract	£2077.92	-
Norfolk Pension Fund	Pension Payments (February)	£655.50	-
HMRC	National Insurance	£104.04	
CGM	Grounds Maintenance	£1000.85	£166.80
Community Car Driver	Payments	£219.55	

	TOTAL	£4057.86	£166.80
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b) Festival accounts to approve for payment.

Payee	Detail	Total Amount Payable	Of Which VAT Reclaimable
Beatroot Ceilidh Band	Village Hall – 19 th July	£600	
Klezmerized Folk Group	Village Hall – Fete Day 20 th July	£400	
Emma Halnan	Classical Musicians in Church	£657.50	
Mid Norfolk Singers	Church – contribution towards costs	£100	
Barry Lee	Performing at Darbys	£130	
Beatz Boutique	Disco & Karaoke Village Hall – Fete Day 20 th July	£300	
Brenda O'Dowd	Refund of Membership fee Making Music	£44.50	
Raffle Tickets	Printing of event and Raffle Tickets	£100	
Flyers	Estimate	£50	
Brochure/Programme	Tangerine Creative	£240	
Festival Sponsorship	Banners	£280	
St John's Ambulance	Village Fete First Aid	£168	£33.60
	TOTAL	£3070	£33.60

c) Income to be reported

Income Received From	Details	Amount
Breckland Council	50% Precept	£41,857.34
HMRC	Refund Credit	£775.41
	TOTAL	£42,632.75

d) To agree payment of £287.50 as 50% of Chairman's Allowance for 2019/2020.

e) To consider the quotations for Business Cards for The Clerk and Administrator.

f) To agree transfer of £1000.00 to the Swanton Morley Festival Account

g) To agree a date for the Finance & Governance Working Group to meet

10. Land and Planning

- a. To consider responses to Breckland District Council for the following planning applications
3OB/2019/0013/OB & 3OB/2019/0014/OB – Woodgate Park - Proposed Modification to Obligation in respect of qualifying person to delete reference to age
3BT/2019/0002/BTM – Clarke Telecom – Installation of 15M Slimline monopole & equipment cabinets at Manns Lane
3PL/2018/1246/F – Hopkins Homes – Erection of 85 dwellings, Rectory Road
- b. To Receive Report on Planning Decisions by Breckland District Council
- c. To Receive Update Report on Breckland District Council's Local Plan
- d. To Receive Update on the Progress of the Neighbourhood Plan

11. To Consider Matters for Attention for the Following Parish Assets

- a. Churchyard at All Saints' Church
- b. Swanton Morley Cemetery
- c. Swanton Morley Allotments
- d. Swanton Morley Playing Fields and Village Green
- e. Swanton Morley Common Lands
 - i) To Receive Update Report on Installation of Picnic bench at Burgh Common
- f. Street Lights - To receive an update regarding the outstanding certificates.
- g. Meadowview Estate (Davidson Park)
 - i) To receive an update of the purchase of a new dog bin on Meadowview estate
 - ii) To receive an update report following communication from SMPC to residents of Meadowview estate regarding the purchase of Play equipment.

12. Highways

- a. To Receive Reports of Highways Faults / Matters for Attention

- b. To receive an update regarding the installation of flower boxes on the Town Street/Elsing Road traffic island

13. To Receive Update on Community Car Scheme and Agree any Actions Necessary

14. To Receive Update on Swanton Morley Festival

15. To consider any information or articles required for the Mardler

16. To confirm information required from Parish Councillors for the website and Mardler

17. Correspondence (For Exchange of Information Only)

Meeting to Be Suspended For Further Time Allocated to the Public

18. Any item to be reported for the next agenda

19. To Confirm the Date & Time of the Next Meeting of the Parish Council to be held on Monday 10th June 2019 at 7.30pm at Swanton Morley Village Hall.