

Swainsthorpe Parish Council  
Minutes of the meeting of the Parish Council  
held at St Peter's Church on Wednesday 9 March 2016 at 7.30pm.

In Attendance: Cllr G Frost, Cllr P Webster, Cllr Y Folkard, Cllr B Lincoln, Cllr R Nielsen, Cllr P Bocz

Parish Clerk Anne Rayner  
County Councillor C Foulger  
3 members of the public

1. **To consider apologies for absence** – Apologies were received and accepted from Cllr Webster. District Councillor Phil Hardy also sent his apologies.
2. **To confirm the minutes of the meeting held on 13 January 2016** – The minutes were approved without alteration and signed as correct by the Chairman.
3. **Declarations of interest for items on the agenda** – Cllr. Lincoln declared a pecuniary interest in item 9 on the agenda.
4. **Public Open Forum including reports from District and County Councillors** – County Councillor Colin Foulger reported on the “Eastern Powerhouse” which may involve Norfolk, Suffolk, Cambridgeshire and Peterborough joining to form a body whereby powers are devolved from central government when related to infrastructure decisions. A mayor would be in an elected leader position.
5. **To agree a date and discuss arrangements for the annual parish meeting** – It was agreed to hold the annual parish meeting on 11 May, commencing at 7pm, with the annual meeting of the parish council commencing immediately afterwards, approximate start time 7.30pm.
6. **Planning.**
  - a) To review Planning Meeting decisions since the last full Parish Council meeting – None
  - b) To hear a report on plans approved/refused by South Norfolk Council - None
  - c) To consider planning applications – None
  - d) SNC – streamlining the planning process – The clerk reported that South Norfolk Council will only be issuing site notices in future if there is a statutory requirement to do so. This would include the following applications: In a conservation area, a listed building, a major application, has an Environmental Impact Assessment, affects a public right of way, does not accord with the provisions of the development plan or is adjacent to open land. Boundary neighbours will still be written to.
7. **To consider correspondence, including:**
  - a) South Norfolk Older People's Forum – The next meeting is on 16 March 2016 at South Norfolk Council.
  - b) Timetabling information for the District Boundary Review – The clerk reported on the boundary review, the consultation for which will begin on 28 June 2016. Final recommendations will be published on 14 March 2017 with the changes being implemented at the District Elections in May 2019.
8. **To consider information relating to the play equipment and repairs** – For the benefit of newer councillors, the Chair gave a brief summary of the history of the village green, the play equipment and the relationship between the parish council, the parochial church council and the community trust charity. The money given to SCCT from the village fete fundraising was used to help pay for maintenance and costs related to the play equipment.

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However, the fund raising group then felt a certain amount of pressure to guarantee to raise enough money to support this. The maintenance, insurance, inspections were all discussed at some length. Some key points included:

- It was commented that the play equipment should be deemed to be in a satisfactory condition before being handed back to the PC for maintenance
- A member of the public was able to confirm that informal inspections of the play equipment have been taking place
- It is an important asset and should be maintained for the village
- The PC need to be very clear on what they take over maintenance for – initial thoughts were the play equipment inside the fence and also the swings
- The basketball hoop and any tree maintenance would not be included
- Although the PC are keen to work with the SCCT and want to move forwards, they feel it is important that all proceedings are transparent and of a business like nature

Cllr Bocz asked, if the PC take over responsibility for the play equipment, who will undertake the inspections? Legislation indicates that weekly visual inspections take place but also that a monthly inspection must be carried out by a “competent” person. Cllr Bocz confirmed that he would qualify as a competent person and would be happy to undertake the monthly inspections, on a shared rota basis with another person. The clerk will look into the RoSPA training available.

Further discussions, including a member of the SCCT as part of the public attendance, suggested that perhaps representatives from the parish council and the SCCT could work together to consider and possibly undertake some of the repairs required for the play equipment and the clerk confirmed she would provide the necessary e-mail contacts.

It was agreed that the clerk would summarise the course of action in a letter which, after consideration by Councillors, would be passed to the SCCT with the aim that both parties can agree a course of action required to move forwards.

- 9. To consider the grass and hedge cutting contract** – Cllr Lincoln left the room. The clerk had obtained four quotes for the grass cutting contract. The quotes were from Brian Lincoln, Ben Willis Landscaping, Norse Group and CGM Group. Councillors discussed the quotes. It was agreed that, both on the basis of cost and also past service provided, Councillors would award Brian Lincoln a three year contract. Cllr Lincoln was asked to re-join the meeting. Councillors asked Cllr Lincoln if he would also provide a quote to plant and maintain the planters on the A140 and in the village.
- 10. To hear a report on the meeting of NALC South Norfolk parish members** – The chair and the clerk attended this meeting at South Norfolk Council. It was led by one of the South Norfolk representatives for Norfolk ALC, John Pennell. Richard Bacon MP spoke initially, mainly about housing and planning and his new parliamentary bill which will see the creation of a register for people developing land on a self build basis. County Cllr Bev Spratt then spoke briefly about the “Eastern Powerhouse”, as mentioned earlier by County Council Foulger. John Pennell spoke about Norfolk ALC and raised some concerns about their new constitution and also some aspects of their financial management. The general feeling at the end of the meeting seemed to be that parish councils would be unwilling to take any action, without first having heard from someone from the board at Norfolk ALC first.
- 11. To consider the adoption of:**
  - a) Grant awarding policy – The clerk provided two examples of grant awarding policies. It was agreed that, with a slight amendment to the section relating to charity donations, the parish council would adopt a policy similar to the example of

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Swardeston parish council's. The clerk will prepare this and circulate accordingly.  
**Action AR.**

- b) Freedom of Information and Publication Scheme – The clerk provided a copy of the ICO model publication scheme and also an example of the schedule of information available. It was resolved to adopt the ICO model publication scheme and information schedule. **Action AR.**

**12. Finance.**

- a) To receive the financial report – the report for the period to 17 February 2016, having been circulated prior to the meeting, was approved.
- b) The following payments were unanimously authorised:

	Amount	Payee	Notes
100604	£25.00	Age UK Norfolk	Donation
100605	£320.22	A Rayner	Feb & Mar 2016 salary
100606	£194.60	HMRC	Q4 tax payment
100607	£1553.30	D J Ireland	Bus shelter repairs

- 13. To consider participating in the South Norfolk litter pick 2016** – The clerk reported on dates for the South Norfolk Litter Pick 2016. Following discussion, it was agreed not to participate in the organised litter pick this year. It was mentioned that some parishioners frequently do pick up litter, thanks were noted for this.
- 14. To receive items for the next agenda** – None to note at this time.
- 15. To confirm the date for next meeting as 11 May 2016** – **The annual parish meeting will commence at 7pm, with the annual meeting of the parish council starting immediately afterwards, estimated time 7.30pm.**

There being no further business, the meeting closed at 9.25pm.