

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

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

Parish Clerk Anne Rayner  
District Councillor Phil Hardy  
County Councillor C Foulger  
1 members of the public

1. **To consider apologies for absence** – Apologies were received and accepted from Councillors Folkard and Bocz.
2. **To confirm the minutes of the meetings held on 14 September 2016 & 12 October 2016** – The minutes were approved without alteration and signed as correct by the Chairman.
3. **Declarations of interest for items on the agenda** – None to declare
4. **Public Open Forum including reports from District and County Councillors and PCSO** – PCSO Sore reported that there was no recorded crime in Swainsthorpe between 15 September and 8 November. Residents are asked to remain vigilant and report any suspicious activity, especially relating to the Church as there has been another spate of thefts from lead roofs.

District Councillor Hardy reported that there are still funds available from his Ward Members Budget. The Chair asked if a contribution towards a new noticeboard would be a suitable request and Councillor Hardy confirmed he will check this and let the clerk know. Cllr Hardy also mentioned the Greater Norwich Local Plan document showing the call for sites. The clerk confirmed this had been forwarded to Councillors and they were aware of the sites in Swainsthorpe and also Mulbarton, which could impact on the village.

County Councillor Foulger reported that at a meeting regarding Devolution at County Hall, a suitable wording was agreed to allow the leader of the Council to continue to negotiate, however, with a final date for a decision due to be on 22 November, the deadlines are very tight. So far, only three of the District Councils in Norfolk have agreed to go ahead. It appears that the District Councils opting not to join may be "associate members" with no voting rights but could have another opportunity to join following the completion of the first term.

5. **Planning.**
  - a) **To review Planning Meeting decisions since the last full Parish Council meeting:**
    - **2016/1977 A140 Cars Norwich Rd - Demolition of existing garages and erection of 7 new dwellings with parking, private amenity space, open space and new access from Briar Lane (Since withdrawn).**
  - b) **To report on planning applications circulated via e-mail:**
    - **2016/2248 11 Briar Lane – use of stables and paddock – No comments received for submission.**
  - c) **To hear a report on plans approved/refused by South Norfolk Council –**
    - **2016/1922 Reserved matters Land South of 37 church Road - Approved**
  - d) **To consider planning applications - None**

**6. To consider correspondence, including:**

- a) **Hornsea Project Three – Offshore Wind Farm** – Information circulated and noted.
- b) **South Norfolk Council Community Awards** – Information circulated and noted. The clerk will place the poster on the noticeboard.

**7. To consider the condition of the noticeboard and the map display box** – Both are in poor condition. The clerk will obtain quotes for a new noticeboard and will also contact South Norfolk Council about the map board.

**8. To hear of progress relating to the play area** – The inspection should take place this month at some time. Councillors asked that, at the time of the handover, a signed agreement should be in place confirming exactly what is and is not included in the agreement.

**9. To consider joining SCCT and PCC in re-activating the steering group to continue the development of the Church / Community Centre** – Following discussion, the Chairman agreed to ask Cllr Folkard if she would consider attending the initial meeting between the SCCT and SPCC, to be included in the discussion about the further development of the Church / Community Centre.

**10. To consider the CIL report for South Norfolk Council** – It was agreed that the CIL payment of £51.00 should be allocated towards the bus shelter repairs. The clerk will submit the necessary report to SNC.

**11. To hear of Highways issues, including an update from the Highways officer** – Highways have confirmed that Station Close and Church View are unadopted roads and will not be repaired by Highways. Longbrook Drive is the responsibility of Highways and pothole repairs will be completed. It was also confirmed that the defective draining channel in Munnings Drive will be repaired and the vegetation at the A140 junction will be cut back. The two new poles to host the SAM2 have not been forthcoming, despite reminders. The clerk will contact Highways about this again.

**12. To consider the adoption of:**

- a) **Media Relations Policy** – An example policy was circulated prior to the meeting. It was agreed to adopt this policy with immediate effect,

**13. Finance.**

- a) **To receive and approve the financial report** – The report, circulated prior to the meeting was approved. Cllr Neilsen confirmed that he met with the clerk at the end of quarter 2 to check the invoices and payments.
- b) **To receive the external audit report** – The external audit report has been received and there is no charge.
- c) **To consider the 2017/18 budget and precept setting** – Councillors considered initial figures, with a view to agreeing the precept and budget at the January meeting. Outgoings have increased, with the cost of additional grass cutting and a contract for the street lighting. Councillors also felt it extremely important to ring - fence funds for the future maintenance of the play area, streetlights and bus stops. The clerk will also try to finalise the revised asset register. Neither of the “gifted items” lists have been received from either the SCCT or the PCC but when these are

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received the asset register can be revised and the absence of the noticeboard and village sign will also be investigated.

**d) To consider the payment of the following:**

Chq no	Amount	Payee	Notes
100625	£323.42	A Rayner	Oct & Nov salary
100626	£616.80	N Hancox solicitors	Fee for advice & action re Common Land
100627	£ 22.50	T T Jones Electrical	Payt 2 Street light contract
100628	£ 80.80	HMRC	Q3 tax
100629	£ 78.05	SNC	Dog waste collection

**14. To receive items for the next agenda – Precept and budget, play area.**

**To confirm the date for next meeting as 11 January 2017.**