

Swainsthorpe Parish Council
Minutes of the annual meeting of the Parish Council
held at St Peter's Church on Wednesday 11 May 2016 at 7.40pm

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

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

1. **To elect a Chair for the forthcoming year and receive the Chairman's declaration of acceptance of office** – G Frost was nominated by PF and seconded by YF. Cllr Frost signed the declaration of acceptance of office.
2. **To elect a Vice- Chair and accept the Vice-Chairman's declaration of acceptance of office** – Richard Nielsen was nominated by YF and seconded by PB. Cllr Nielsen signed the declaration of acceptance of office.
3. **To consider apologies for absence** – Apologies were received and accepted from Cllr Webster.
4. **To confirm the minutes of the meeting held on 9 March and 22 March 2016** – The minutes were approved without amendment and signed as correct by the Chairman.
5. **Declarations of interest for items on the agenda** – Cllr Lincoln declared a pecuniary interest on item 12 on the agenda.
6. **Public Open Forum including reports from District and County Councillors** – Received during the annual parish meeting.
7. **Planning.**
 - a) **To review Planning Meeting decisions since the last full Parish Council meeting** – Planning application 2016/0476 was discussed at the meeting of 22 March 2016. Councillors raised no objections to the plans.
 - b) **To hear a report on plans approved/refused by South Norfolk Council** – 2016/0476 The Dale, 50 Church Rd – Approved
 - c) **To consider planning applications** – None
8. **To consider correspondence, including:**
 - a) **Common Land queries – No 6 Church Road and CL442-** No 6 Church Road – The clerk received an e-mail from the buyers of no 6 Church Road suggesting that, when they move in, they would like to establish a driveway at the front of the house. After taking advice from Norfolk County Council, the clerk has responded confirming that access over Common Land is permitted by foot only. The laws surrounding Common Land are extremely complex but it does appear in this case that driving over the land to obtain access to a property would be considered an offence. Parish Councillors unanimously agreed that the clerk should seek legal advice on this matter. With regard to CL442, this is a parcel of land bordering the A140, shown on a map held by Norfolk County Council. However, NCC have confirmed that a process which had apparently started to register this section as

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common land was halted in 1976 (for reasons unknown) so the land is not registered as common land at all.

- b) Letter from Newton Flotman Parish Council regarding access issues between the A140 and Flordon Road** – Newton Flotman Parish Council have asked for support from neighbouring parish councils regarding the dangerous road leading from the A140 to Flordon Lane. The parish council unanimously voiced their support and it was agreed that the clerk will write to Newton Flotman Parish Council confirming their support. **Action AR.**
- c) Track from Church Road to Brick Kiln Lane** – A report has been received from parishioners who regularly use this track to walk to Brick Kiln Lane, that a gate blocking access has recently appeared. The clerk has queried this with Norfolk County Council who confirmed that there is no legal status to the track. A claim could be laid to the track if sufficient evidence (normally classed as around a dozen individuals) could claim 20 years of uninterrupted use of the route. Councillors agreed that this was unlikely and would therefore take no further action.
9. **To consider information relating to the play equipment and repairs and to agree the draft letter for the SCCT** – The maintenance and upkeep of the play area was discussed again at some length. The clerk has drafted a letter to the Community Charity Trust regarding the potential handover of the play equipment and it was resolved that the clerk send the letter to Robin Parkinson, as Chair of the Community Charity Trust, with a view to progressing towards the parish council assuming responsibility for the play equipment. **Action AR.**
10. **To consider information relating to the maintenance of the streetlights** – The clerk has taken advice relating to the maintenance of the streetlights in the village. Cllr Bocz advised that he would be willing to find out further information regarding maintenance and servicing. **Action PB.**
11. **To establish a protocol in relation to the noticeboard** – The clerk reported that the noticeboard is often full when copies of agendas and other information need to be displayed. As the noticeboard belongs to the parish council, councillors agreed that the clerk could remove items, if necessary, with items advertising events and issues outside of the village to be removed first.
12. **To consider a quote for the flower planters** – Cllr Lincoln left the room. The quote was discussed and considered to be very reasonable. It was resolved to ask Cllr. Lincoln to proceed. Cllr. Lincoln rejoined the meeting. Cllr Lincoln was asked to provide a further quote for the area around the village sign and also to plant some bulbs by the milestone. **Action BL.**
13. **To consider appropriate sites for the SAM2** – Following discussion relating to potential sites for the SAM2, it was agreed that the clerk would contact Highways to ask about the cost of installing taller poles and also the consideration of when the poles are placed on private property. **Action AR.**
14. **To consider the adoption of:**
- a) Internal review policy** – A draft policy was reviewed prior to the meeting. It was resolved to adopt the policy.

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15. Finance.

a) To receive the financial report – The end of year financial report is to be discussed at item 16.

b) To consider the payment of the following:

	Amount	Payee	Notes
100609	£151.54	South Norfolk Council	Dog bin emptying
100610	£320.22	A Rayner	Apr & May 2016 salary
100611	£109.85	Norfolk ALC	Annual subscription
100612	£375.00	B Lincoln	Grass cutting – payment 2
100613	£ 80.00	HMRC	Q1 tax payment
100614	£ 68.25	P James	Internal audit fee

All payments were unanimously approved. It was also agreed to make payment to Cllr. Lincoln in respect of his quote of £140 for the village planting. Cheque number 100615 to the value of £140.00 was therefore paid to Cllr. Lincoln.

16. To review the annual accounts, internal audit report and authorise the external audit statement – The internal auditor's report and the annual accounts were circulated prior to the meeting. Following discussion, it was resolved to approve the accounts and both sections on the external audit form. It was also agreed that Cllr. Neilsen will meet with the clerk quarterly, in order to undertake an independent check of the finances. The form was signed by the Chair.

17. To receive items for the next agenda – Possible extension of the 30mph speed limit to include the Vale or consideration of a "concealed entrance" sign or such like on the approach to the Vale from Mulbarton, receive a quote for the additional flower planters, receive information from Cllr. Bocz in relation to the streetlights.

18. To confirm the date for next meeting as 13 July 2016.

Prior to the closure of the meeting, Robin Parkinson advised that the constitution of the Community Charity Trust requires there to be a parish council member on the committee. Cllr Folkard indicated she would be happy to be the parish council representative and it was agreed that the clerk would send a copy of the minutes to Robin, as confirmation of this.

Action AR.

There being no further business, the meeting closed at 9.15pm.