

Swainsthorpe Parish Council  
Minutes of the meeting of the Parish Council  
held at St Peter's Church on Wednesday 13 July 2016 at 7.30pm

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

Parish Clerk Anne Rayner  
3 members of the public

1. **To consider apologies for absence** – Apologies were received and accepted from Cllr. Bocz.
2. **To confirm the minutes of the meeting held on 11 May 2016** – The minutes were approved without alteration and signed as correct by the Chair.
3. **Declarations of interest for items on the agenda** – Cllr Lincoln declared a pecuniary interest in item 7 on the agenda.
4. **Public Open Forum including reports from District and County Councillors and PCSO** – PCSO Sore reported one crime in the village between 11 May and 12 July 2016, which involved theft of solar panels.
5. **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
6. **To consider correspondence, including:**
  - a) **Common Land issue** – Following agreement at the last meeting, the clerk instructed a solicitor to write to the new occupants of 6, Church Close advising of the law relating to Common Land. The solicitor has received a response, asking for the Parish Council to give permission for access across the land. SCCT have also confirmed that they would oppose access over the Common Land but that they understand users of the Church can use the area as temporary parking, in accordance with the “15 metre rule”. Councillors did not agree that this was the case. Following discussion, it was agreed that the clerk will ask the solicitor to respond to the residents of no 6 Church Close advising that the parish council does not have the power to permit access across common land but that the law does not allow it. The clerk will also investigate appropriate wording which could be used for a sign, detailing why the land cannot be driven across / parked on. Councillors also resolved that the clerk instruct the solicitor to apply for ownership of the land in question, with a view that parking arrangements could be investigated from a different aspect, should the parish council become owners. **Action AR.**
  - b) **Parish Partnership Scheme information** – Norfolk County Council are running the parish partnership scheme again this year and the closing date for bids is 16 December 2016. Possible options were discussed and the clerk advised she is due to meet the Highways Engineer in the village shortly.
  - c) **Letter from resident regarding use and repair to their driveway** – A letter has been received from a resident asking if the parish council will pay for the cost of an amount of shingle for the driveway to their house, as the resident believes that their driveway is being used more frequently due to social occasions at the Church. This issue was

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discussed at some length, with the resident, who was present at the meeting. The parish council feel that as the majority of people parking on the stone driveway are visitors to the Church and social events taking place at the Church, then the question of who should pay, if anyone, towards the upkeep of this area should include a discussion with the SCCT and the PCC. The clerk will write to both of them and also ask the PCC to contact the resident with some notice if it is known that well attended services will be taking place. It was also agreed that the areas of ownership and common land be investigated. **Action AR.**

- d) Electoral Review of South Norfolk** – the consultation has begun of the electoral review of South Norfolk. For consideration is: total number of councillors, number of wards, number of councillors in each ward, ward boundaries and names of wards. The consultation closes on 5 September 2016 and more information can be found at [www.consultation.jgbce.org.uk](http://www.consultation.jgbce.org.uk) or views can be e-mailed directly to [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

7. **To consider a quotation for supply and maintenance to the village planters & milestone** – Cllr Lincoln left the room. The quote was considered to be very reasonable by Councillors and was therefore accepted. Cllr Lincoln re-joined the meeting.
8. **To consider street lighting quotes** – The clerk provided details of two quotes obtained which were both for three year contracts. A list of what was included and excluded from the quote was highlighted. Councillors resolved to award the contract to TT Jones. **Action AR.**
9. **To consider matters raised by the Community Trust, including maintenance of play equipment** – A letter received from the SCCT was circulated prior to the meeting. The SCCT proposals regarding the play equipment are as follows: The Trust will carry out the maintenance of the items suggested in the report of September 2015. This will be completed by September 2016. The Trust will continue the maintenance of the trees. The Trust understands that the clerk / PC is in receipt of paperwork relevant to the play area. The Trust would like the PC to take over responsibility for the maintenance and inspections of the play area from September 2016. All points were discussed and councillors resolved to arrange a formal inspection of the play area towards the end of September 2016. If at that point the repairs have taken place and the play area passes the inspection, the parish council will take over the running and the maintenance of the play area. Councillors noted that there still do not appear to be any signs at the play area stating that the equipment is to be used with suitable supervision. The clerk will bring this to the attention of the SCCT, along with the terms of the insurance policy. The clerk will also list the items on the asset register that the parish council believe are in the ownership / care of the SCCT and ask for confirmation of agreement that they be gifted to the SCCT.

With regard to other points raised by the SCCT, Cllr Folkard did not feel able to take up the role of parish council representative as a trustee. The clerk will ask South Norfolk Council for further information about the implications of a trustee role and a parish councillor role. In the meantime, the clerk will let the SCCT know that there is not a nomination at the moment.

With regard to paperwork relating to the play area, the clerk confirmed that following a thorough search of all the paperwork, she has a copy of the 2015 play inspection report and

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also a book containing a log of weekly checks which took place up to November 2008. The clerk will confirm this in the response to the SCCT.

Finally, the SCCT have suggested a payment of £100 for the hire of the Community Centre for the 2015 year and £150 for 2016. Councillors agreed immediate payment of the £100 for 2015 but asked the clerk to query how the figure of £150 was arrived at, as they felt this to be somewhat over the normal hiring rate.

- 10. To hear a report from the NALC area meeting and the parish paths seminar** – The Chair attended both meetings. With regard to the NALC meeting, a large section of this was relating to Community Infrastructure Levy (CIL), which is payment received by the District Council for development in their area, a proportion of which is passed on to the parish council. The Chair also attended the parish paths seminar and advised that a new definitive map of footpaths will be produced in 2026. The Chair said that she felt it important to get feedback from parishioners about the footpaths and would also like to appeal for a volunteer for the role of footpath warden, both of these could be done via the noticeboard and the parish magazine. **Action AR.**
- 11. To hear of Highways issues, including overhanging trees at the path leading to the Sugar Beat PH, the condition of the road surface in Station Close and possible solutions to the speeding issues near the junction of the Vale** – The clerk is due to meet the Highways officer in the village shortly and all these points will be addressed.
- 12. To consider the provision of a shed at the allotment site** – This query was raised by a Councillor but it was agreed that the matter had been discussed previously and for a variety of reasons, could not proceed.
- 13. To consider requesting “slow down through our village” signage** – Cllr Folkard pointed out that the existing signs and stickers were faded. The clerk will look into obtaining new stickers. **Action AR.**
- 14. To consider the adoption of:**
- a) **Equal Opportunities Policy** – The policy was approved and adopted with immediate effect.
  - b) **Grievance Policy** – The policy was approved and adopted with immediate effect.
- 15. Finance.**
- a) **To receive the financial report and confirmation of checking of the 1<sup>st</sup> quarter accounts from the Cllr Nielsen** – The financial report was approved. Cllr. Nielsen confirmed that he met with the clerk on 8 July and he checked all payments made so far during the 1<sup>st</sup> quarter of the year. Each cheque stub tallied with the appropriate invoice.
  - b) **To consider the payment of the following:**

	Amount	Payee	Notes
100616	£326.62	A Rayner	June & July 2016 salary
100617	£375.00	B Lincoln	B Lincoln, payment 3

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It was also agreed to make immediate payment to Cllr Lincoln in respect of the quote given with reference to item 7, therefore cheque number 100618 was made to B Lincoln for the sum of £200.

**16. To receive items for the next agenda.**

**17. To confirm the date for next meeting as 14 September 2016.**

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