

Swainsthorpe Parish Council
Minutes of the meeting of the Parish Council
held at St Peter's Church on 14 September 2016 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
4 members of the public

1. **To consider apologies for absence** – None.
2. **To confirm the minutes of the meeting held on 13 July 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** – District Councillor Phil Hardy reported that he has funds available as part of the Members' Ward Budget to support groups or projects. Please contact Cllr Hardy if you think of a suitable project.

County Councillor Foulger spoke about the ongoing devolution process, the proposals need to be ratified by the three remaining district councils, before this can move forwards. The Electoral Boundary Review is progressing and Cllr Foulger clarified the need for the change, due to large differences in numbers of constituents in certain wards. A change to a ward boundary will only result in a change of governance. It is also proposed to reduce the number of MPs to 600.

PCSO Sore could not attend the meeting but sent the crime statistics for the period 13 July to 13 September 2016 – this was one theft from Brick Kiln Lane.

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**
 - i. **2016 / 1922 – Land South of 37 Church Rd – reserved matters (appearance, scale, layout, landscaping and discharge of conditions 5,6,8,10 & 14)** – Councillors discussed this application and agreed they had no objections to the plans.
 - d) **To consider an alternative method for dealing with planning applications, following changes to the planning administration at South Norfolk Council** - South Norfolk Council now ask for parish council comments to be received within 21 days notice of the application being issued, with no opportunity for extensions to the deadline. SNC have suggested parish council adopt new methods of dealing with planning applications which cannot be discussed at a meeting e.g. the clerk circulates the details and asks for a response within a certain time frame. The clerk then collates draft comments based on the responses, sends to the Chairman for approval and then submits to SNC. It was agreed to adopt this procedure for planning applications which fall outside of the scope of the meeting date. It was also agreed that the clerk will place a notification of the planning application on the noticeboard, in order that members of the public are aware.

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Cllrs Frost will ensure Cllr Lincoln has an opportunity to view the planning application details.

6. To consider correspondence, including:

a) Schedule of works from the Environment Agency – This letter from the Environment Agency details the works taken place between April 2015 and March 2016 and the works planned for the next 12 months, relating to the watercourse running between Hempnall and the River Yare at Trowse.

b) Letter from CPRE regarding housing targets – CPRE have written to parish councils regarding new housing targets which are to be included in revised local plans, covering the period to 2036. CPRE feel the targets should not be increasing, given that existing targets are nowhere near being met. This was discussed and it was agreed that Councillors would individually consider the letter and the statement before agreeing how to proceed.

7. To report the current situation relating to the common land and agree the instruction and payment to the solicitor – The clerk, Chairman and Cllr Frost met with the solicitor on 2 August, in order that the exact location and issues with Common Land could be looked at. The solicitor advised of the procedure needed to try to register the relevant sections of Common Land and also gave further information relating to the issue of parking on Common Land and the approach to the Church. It was resolved to pay the solicitor for the advise and action received so far and also to proceed with registration of four sections of Common Land, at an estimated cost of £600 (also £30 - £60 Land Registry fee). Councillors felt that as the parish council have maintained the land for many years it would be sensible to try to register ownership and it may also give more control relating to some of the parking issues. **Action AR.**

8. To hear a summary of the meeting with the Highways officer – The clerk and Councillor Frost met with the Highways officer on 18 August. Two potential sites for the SAM2 machine were approved. The issue of visibility at the A140 junction and also overgrown hedges etc on the path to the Sugar Beat pub were discussed and the Highways officer will look into ownership and what works can be done. The road surfaces on Station Close and Longbrook Drive were inspected and the Highways Officer will look into the status of these roads. Finally, the approach to the entrance of The Vale was considered, from Mulbarton side. The clerk will chase up any progress by Highways. **Action AR.**

9. To consider matters raised by the Community Trust, including maintenance of play equipment – Robin Parkinson was present at the meeting and gave an update on the play equipment. Although there has been a slight unforeseeable delay in the repair works being carried out, Robin said he was still hopeful that the works would be complete by the end of September. It was therefore agreed that the clerk arrange the annual play area inspection for mid October. Tree works will shortly be completed as well. Robin asked for a telephone number to display as a point of contact on the sign. The clerk will contact Robin to provide a contact number.

With regard to the hire payments for the Community Centre, it was agreed that the clerk contact Tony Talby directly regarding this matter. As it is unlikely that any further planning meetings will take place the clerk will ask for the 2016 estimated amount to be revised accordingly.

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The Chair asked that lists of the relevant assets to be gifted to both the Community Charity Trust and the PCC be sent to the parties, to sign an agreement of acceptance of the assets.

10. **To hear a report from the play area training attended by the clerk** – The clerk has attended play area training and the following procedure has been clarified. The play area must be inspected weekly, these inspections can be undertaken by anyone, a record must be kept of the check (this can be kept electronically). Quarterly the play area must be inspected by a competent person – this is specifically qualified as a level 2 play area qualification training. This service is offered by local companies for approximately £15 per check. Finally, the full, annual inspection must take place. It was resolved that the clerk devise a checklist and arranges a rota, to commence following the annual inspection. The clerk will also contact companies who provide the quarterly service, to ask for quotes. **Action AR.**
11. **To hear of Highways issues** – No further issues to report.
12. **To consider the insurance renewal quote** – This is the final year of a three year agreement. The quote is £988.07 and in previous years this has been split, with the parish council paying 68% and the Community Charity Trust the remaining 32%. It was agreed to pay the premium in full and the clerk will contact Tony for the payment from the SCCT.
13. **To consider the recycling adopter agreement from SNC** – It was agreed to renew this for another year. A member of the public asked about the maintenance of the site and the clerk confirmed that as part of the adopter agreement the parish council are asked to keep the site tidy.
14. **To consider the adoption of:**
 - a) **General risk assessment** – the clerk provided an example from another parish council and it was agreed to adopt a version of this policy.
 - b) **Training policy** – Again, an example was given from another parish council. It was agreed to adopt this policy.
15. **Finance.**
 - a) **To receive and approve the financial report** – The financial report, circulated prior to the meeting, was approved.
 - b) **To consider the insurance renewal** – Having agreed to pay the full renewal, it was agreed to raise a cheque for the amount of £988.07.
 - c) **To consider the payment of the following:**

Chq no	Amount	Payee	Notes
100619	£323.42	A Rayner	Aug & Sep salary
100620	£162.40	HMRC	Clerk tax, Q2
100621	£375.00	B Lincoln	Grass cutting – payment 4
100622	£ 22.50	T T Jones Electrical Ltd	Payt 1 – Street light contract
100623	£988.07	Came & Co	Annual insurance

16. **To receive items for the next agenda** – start the budget setting process

To confirm the date for next meeting as 9 November 2016