

Swainsthorpe Parish Council
Minutes of the annual meeting of the Parish Council
held at St Peter's Church on Wednesday 10 May 2017 at 7.30pm.

In Attendance: Cllr G Frost, Cllr P Frost, Cllr P Webster, Cllr R Nielsen, Cllr P Bocz

Parish Clerk Anne Rayner
District Councillor Phil Hardy
5 members of the public

1. **To elect a Chair for the forthcoming year and receive the Chairman's declaration of acceptance of office** – Cllr G Frost was nominated and seconded for the role of Chairman and duly signed the declaration of acceptance.
2. **To elect a Vice-Chair and accept the Vice-Chairman's declaration of acceptance of office** – Cllr R Nielsen was nominated and seconded for the role of Vice-Chairman and duly signed the declaration of acceptance.
3. **To consider apologies for absence** – Apologies were received and accepted from Cllr Folkard.
4. **To confirm the minutes of the meetings held on 8 March 2017** – The minutes were approved without alteration and signed as correct by the Chairman.
5. **Declarations of interest for items on the agenda** – None to declare.
6. **Public Open Forum including reports from District and County Councillors and PCSO** – District Councillor Hardy advised that funding may be available from South Norfolk Council for sustainable projects. Cllr Hardy will speak to Robin, with respect to possible funding opportunities for the SCCT.
7. **Planning.**
 - a) **To review Planning Meeting decisions since the last full Parish Council meeting:**
None
 - b) **To report on planning information circulated via e-mail:**
 - i. **2017 / 0662 – Land north east of Lodge farm - Erection of 6 insulated polytunnels – No comments**
 - c) **To hear a report on plans approved/refused by South Norfolk Council –**
 - i. **2017 / 0324 – Aquarius, 2 Church Rd – two storey side extension -Approved**
 - ii. **2017 / 0260 – Primrose Cottage, Briar Lane – Additional window – Approved**
 - d) **To consider planning applications -**
 - i. **2017 / 0902 – 7 Church Close – single storey extension –** This application was discussed. Councillors did not raise any objections and it was also noted that there were no objections registered online from neighbours. It was agreed to submit “no objection” comments.
8. **To consider correspondence, including:**
 - a) **Letter from a resident regarding planning applications** – The Chair noted a letter of complaint from a resident relating to planning application 2017 / 0662. A neighbour of the property was not advised of the planning application by the District Council. This, together with some other issues, led the resident to suggest that the parish council had not adequately met their responsibilities relating to

Swainsthorpe Parish Council
Minutes of the annual meeting of the Parish Council
held at St Peter's Church on Wednesday 10 May 2017 at 7.30pm.

planning applications. The parish council noted that their procedure had changed, following a change in the deadline for acceptance for comments to the District Council, but felt that the parish council had worked within their procedure. The Chairman visited the site and acknowledged there would have been noise on site during the excavation but still felt there was no reason to object to the application.

9. **To consider repair options for the noticeboard** – A quote has been received for a full refurbishment of the noticeboard, including new backing, reinstating the parish name and making one side of the board lockable. It was agreed to accept the quote for the work to the noticeboard.
10. **To consider a new recycling bank at the recycling centre** – South Norfolk Council have asked if the parish council would consider hosting additional banks for textiles and small electrical items. Councillors reported that there is already a textiles bank at the site. Whilst initially supportive of an electrical bank, some concern was raised over the possibility of larger electrical items being dumped in or around the site. The clerk will discuss this further with South Norfolk Council.
11. **To hear an update on the Common Land registration** – The solicitor has responded to say that, despite their best efforts, they have been unable to receive approval from Land Registry to agree ownership. It was agreed that the clerk will contact the solicitor again, to see what further information could possibly make a difference to the decision.
12. **To consider the risk assessment for the footpath warden** – A draft risk assessment was circulated before the meeting. Councillors agreed to adopt this with immediate effect.
13. **To review the financial regulations and review of internal control** – both documents were reviewed and it was agreed to make no changes.
14. **To agree a response to the Community Governance Review** – Councillors unanimously agreed that they felt they did not wish to merge with another parish council and they were clearly fulfilling statutory duties. The clerk will draft a response and circulate it for approval before submitting.
15. **To hear of progress relating to the play area** – Cllr Nielsen reported on a meeting between him, Cllr Bocz, Robin Parkinson and Tony Talby. The resulting proposal was that the SCCT did not feel they could offer a fixed contribution towards the maintenance of the play area, as their income is not fixed. They suggested meeting with Cllrs Nielsen and Bocz following every annual inspection, to review the costs incurred during the year and the potential costs due as a result of the inspection. The Trust would then suggest a contribution and would consider fund raising, should costs be high. It was agreed by both parties that exceptionally high costs could not be met and may result in the removal of a particular piece of play equipment. The issue was discussed again at some length, with both parties agreeing the play area is an important community asset and everyone should be working together to maintain it and ensure it remains for all to enjoy. A vote was taken and Councillors unanimously agreed to accept the proposal from the SCCT. Therefore, after each annual inspection, Cllrs Nielsen and Bocz will meet with representatives of the Trust to agree how the costs for the previous year and potential repairs will be met.

In view of this, the clerk will draft a rota to begin weekly inspections, to be undertaken by Cllrs P Frost, Webster, Bocz and Nielsen. The clerk will also circulate the draft checksheet

Swainsthorpe Parish Council
Minutes of the annual meeting of the Parish Council
held at St Peter's Church on Wednesday 10 May 2017 at 7.30pm.

and it was agreed that the completed sheets should be retained by the clerk. It was also agreed to ask Eastern Play Services to carry out quarterly checks – the initial set up cost of this is approximately £120.00 but £30 per quarter thereafter. The clerk will also circulate any relevant training material from the course she attended.

- 16. To hear a report from the Hornsea Project Three briefing session** – Cllr Webster reported on this briefing session. The main concerns relate to the positioning of the substation, with the favoured site looking to be along the A140, as far south as Swainsthorpe and west of this towards Swardeston. Estimated construction start date is 2022. Further information should be available in July and, should this be after the parish council's meeting date, another meeting will be arranged.
- 17. To authorise the 1% increase to the clerk's salary, in line with the NJC salary scales** – The second 1% increase of a two year pay deal was due with effect from 1 April 2017. Councillors agreed to authorize the pay award.
- 18. To review the annual accounts, internal audit report and authorise the external audit statement** – The information was circulated prior to the meeting. Cllr P Frost queried the increase to the electricity costs. The clerk will check this and report back. Cllr Nielsen confirmed that invoices, receipts and payments to 31 March 2017 had been checked. The statements and information on the external audit form were considered and Councillors agreed they were happy to sign and authorise the form.

19. Finance.

a) To consider the payment of the following:

Chq no	Amount	Payee	Notes
100639	£326.65	A Rayner	Salary Apr & May 2017
100640	£347.94	T T Jones	Streetlight repairs
100641	£112.93	Norfolk ALC	Annual subscription
100642	£375.00	B Lincoln	Payment 2 – grass cutting
100643	£ 70.50	P James	Internal audit fee

All payments were unanimously approved.

- 20. To receive items for the next agenda** – Cllr P Frost asked if the person quoting to repair the noticeboard would be prepared to offer an hourly rate to undertake some tasks in the village. The clerk will enquire.
- 21. To confirm the date for next meeting as 12 July 2017.**

There being no further business, the meeting closed at 8.50pm