

Swainsthorpe Parish Council
Minutes of the annual meeting of the Parish Council
held at St Peter's Church on Wednesday 9 May 2018 at 7.30pm.

In Attendance: Cllr G Frost, Cllr P Frost, Cllr P Webster, Cllr Y Folkard

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 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 Y Folkard 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 Bocz.
4. **To confirm the minutes of the meetings held on 19 March 2018** – 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** – The report from District Councillor Hardy was heard during the Annual Parish Meeting. Reports given by the footpath warden and representative of the SCCT are available with the notes from the APM.
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: None**
 - c) **To hear a report on plans approved/refused by South Norfolk Council : none**
 - d) **To consider planning applications:**
 - Received after the publication of the agenda – 2018 / 0928 – Aquarius, 2 Church Rd – Garage conversion and alterations to front porch – Councillors had no objections to this application.
8. **To consider correspondence, including:**
 - a) **Donation request from Norfolk Age UK** – Councillors agreed to donate £25
9. **GDPR – Policies to adopt: Retention of documents, Destruction of records, GDPR policy, Risk assessment, Records Management, Website Privacy Notice** – The policies, circulated prior to the meeting were approved and adopted.
10. **SAM2 report** – This is the first report from the SAM2, which was in position on Church Road, on the approach from the A140, for four weeks. The number of vehicles registered during that period was 20,496. The top speed recorded was 55mph.
11. **Draft Access Improvement Plan Consultation** – The report focuses on improved access for all users, to provide social and economic benefits for the County and to improve the mental and physical health of residents and visitors. There is special mention to the Norfolk Trails and the Coastal Path. It was agreed that both the parish council and the footpath warden would submit comments supporting the plan.

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12. **Common land next to the Church** – This continues to be a problem. The Chairman asked for feedback from the SCCT and the PCC regarding the proposal to kerb the edge of the common land. The clerk will also seek advice from South Norfolk Council. The grass cutting contractor is no longer able to cut part of the common land near the Church, due to gravel laying on the grass. Whilst discussing this point a member of the public complained about the grass cutting seemingly only being partially completed and also suggested that the contract should not have been awarded to Brian Lincoln, as he is a parish councillor. The Chairman confirmed that the correct procedure was followed when awarding the contract.
13. **To consider options for fraud advice** – The Chairman has been in contact with Trading Standards and is trying to arrange training for a selection of people, with the view that they can then agree the most effective way of sharing the information with residents.
14. **Councillor vacancy** – Councillor Neilsen has resigned from his role as Councillor. The clerk will notify South Norfolk Council.
15. **To consider a grant request from the Parochial Church Council** – The PCC is facing a £10k shortfall relating to the project to re-plaster and re-decorate the Church. The SCCT will be making a contribution to the shortfall. Regulations prevent a parish council from donating directly to the Church (unless General Power of Competence is held) however, the clerk will check this with NALC in the circumstances, as the Church is used as the community building and leased to the SCCT.
16. **To adopt revised Standing Orders** – The Standing Orders, circulated prior to the meeting, reflect recent changes to legislation. It was resolved to adopt the Standing Orders with immediate effect.
17. **To authorise the 2% increase to the clerk's salary, in line with the NJC salary scales** – This was unanimously approved.
18. **Finance.**
 - a) **To receive the internal audit report** – Circulated prior to the meeting. The comments were noted.
 - b) **To declare that SPC is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015 and confirm exemption for 2017 / 18** – Councillors approved the exemption statement and certificate.
 - c) **To approve the Annual Governance Statement** – The Annual Governance Statement was considered and Councillors unanimously approved the statement.
 - d) **To consider and approve the Accounting Statements for 2017 / 18** – Councillors resolved to approve the Accounting Statement.
 - e) **To consider the payment of the following:**

Chq no	Amount	Payee	Notes
100669	£415.22	A Rayner	Apr & May salary
100670	£ 25.00	NARS	Donation
100671	£143.75	Norfolk ALC	Annual subscription
100672	£375.00	B Lincoln	Grass cutting payment
100673	£ 65.25	P James	Internal Audit Fee
100674	£ 23.30	T T Jones	Contract Payment
100675	£ 60.00	Newton Flotman PC	SAM2 hire

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All payments were unanimously approved.

19. **To receive items for the next agenda – Defibrillator.**
20. **To confirm the date for next meeting as 11 July 2018**

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