

**SNETTISHAM PARISH COUNCIL**

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**SUBJECT TO APPROVAL – MAY CONTAIN INACCURACIES**

**Minutes of the extraordinary meeting of Snettisham Parish Council  
held on 18<sup>th</sup> April 2012 at 7.30 p.m. in the Memorial Hall**

**Present:**

Cllr. E Langford – presiding  
Cllr. P Bradshaw, Cllr N Burchett, Cllr. E Fountain, Cllr M Fountain, Cllr. D Snelgrove, Cllr E Steinacker, Cllr M Steinacker and Cllr B Wardlow  
Also in attendance: Borough Cllr D Johnson and Mrs G Watt  
Approximately 4 members of the public  
Minutes taken by Mrs C Curtis (Clerk to the Council)

The Chairman welcomed all present to the meeting.

It was unanimously agreed to insert Item 4(d) on the agenda for an emergency payment.

**12.4.18.01 To Consider Accepting Apologies for Absence**

Apologies were accepted from Cllr I Devereux  
Apologies were also received from Borough Cllr Z Christopher  
No apologies were received from Cllr J Bailey and Cllr R Clark

**12.4.18.02 Declaration of Interest**

None declared

**12.4.18.03 Chairman's Report**

The Chairman reported that a new fixed 2 year lease had been received from Ken Hill Estates for the Beach Car Park to run from April 2012; one of the terms was that the Parish Council must surrender the current lease arrangement. Due to the complexities this has been referred to the Council's solicitor for advice.

The Chairman reported that a grievance had been received from an employee against a councillor and Cllr P Bradshaw, as lead for Personnel, was to investigate the grievance and determine if it was a code of conduct issue.

**12.4.18.04 Asset Register**

**a) Physical Assets**

Cllr E Steinacker gave an update from his report dated 12<sup>th</sup> April 2012.

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr P Bradshaw and carried unanimously to Register Common CL64 with Land registry, 24 acres of common land currently registered at NCC legal department in the name of Snettisham Parish Council.

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr M Fountain and carried unanimously to Register Common CL396 with Land registry, 0.9 acres Chalk Pit currently registered at NCC legal department in the name of Snettisham Parish Council.

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It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr M Fountain and carried unanimously to Register in 'Title Absolute' with Land Registry the 4.9 acres of agricultural land at the Chalk Pit and seek assistance from Ward Gethin in the first instance.

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr P Bradshaw and carried unanimously to seek guidance from NALC solicitor in the first instance to enable the Parish Council to register Lodge Park play area, Lodge Walk, Goosander Close 'amenity land' and Shelduck Drive amenity land with Land Registry.

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr M Fountain and carried unanimously to add the War memorial and the flood memorial to the insurance policy.

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr P Bradshaw and carried unanimously to add the beach toilets and additional fittings totalling £4330 to the insurance policy.

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr P Bradshaw and carried unanimously that the list of assets prepared by the Asset Group and their replacement values are used for insurance renewal purposes.

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr P Bradshaw and carried unanimously that the RFO annually reviews and obtains evidence that the insurance arrangements for the Memorial Hall, Pavilion, Tennis court and grounds etc. are adequately insured by the Memorial Trustees.

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr M Fountain and carried unanimously that the RFO annually reviews with the Ambulance service that the Defibrillator insurance is continuing to be covered.

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr N Burchett and carried unanimously to consider valuation of painting in the Market Square and consider options e.g. replica and safe storage or relocation; obtain accurate replacement cost for the village sign on Lynn Road; the asset register to be reviewed and updated on an annual basis, and once major assets are registered with land registry, the original documents are held with the Council solicitors and copies held in the office.

Discussion followed regarding physical assets that may be missing. It was agreed to minute that other assets rumoured, i.e. penny red stamps on foolscap envelopes, parchment documents, etc which had been seen in earlier years were not found.

The Chairman gave a vote of thanks to the Group for their work.

**b) Financial Investment and Balances**

Mrs G Watt reported that accurate information was required for the Annual Return and the bank balance as at 31<sup>st</sup> March was £99,051.04 plus small amounts in Charity accounts, these amounts will be added and will be included on the final return.

**c) Insurance Requirements**

The insurance policy was due for renewal on 1<sup>st</sup> June 2012 and Mrs G Watt reported that a revised schedule based on the Asset Group report would be forwarded to current insurers to obtain an accurate insurance fee, Council could then decide on final insurance requirements and quotes can then be obtained from two further insurers.

**d) Emergency Payment**

The Chairman reported that the planning application form for the beach toilet had been received from the Borough Council. The application had been completed today but requires a planning fee of £85 needs to

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be included. The planning fee had been included in the report put before council to agree purchasing the toilets but individual figures had not been minuted. It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr P Bradshaw and carried unanimously to agree to the payment of £85 to the Borough Council for planning fees.

**12.4.18.05 Update on RFO Appointment**

Cllr P Bradshaw reported that the last of the interviews had taken place today and there had been some good applicants, he was confident that an appointment would be made.

**12.4.18.06 Suspension of Meeting for Public Participation**

A parishioner suggested that the Council consider turning off some street lights from midnight to 5.00am as Sedgford and other councils had done, this would save the council considerable amounts. The Chair reported that this item was scheduled to be included in the next full council meeting agenda.

In response to a question from a resident the Chairman stated that the Beach toilets would be open until the end of October but the toilet block will stay in position and council will need to revisit this later in the year.

The meeting was reconvened

**12.4.18.07 Date of next Meeting – Wednesday May 2<sup>nd</sup> 2012, 7.30pm at the Memorial Hall**

There being no further business the meeting closed at 20.33 hours.

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