

SNETTISHAM PARISH COUNCIL

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SUBJECT TO APPROVAL – MAY CONTAIN INACCURACIES

**Minutes of the meeting of Snettisham Parish Council
held on 13th June 2012 at 7.30 p.m. In the Memorial Hall**

Present:

Cllr. E Langford – presiding

Cllr J Bailey, Cllr. P Bradshaw, Cllr N Burchett, Cllr I Devereux, Cllr E Fountain, Cllr. M Fountain, Cllr. D Snelgrove, Cllr E Steinacker, Cllr M Steinacker, Cllr. B Wardlow plus Cllr A Gascoigne and Cllr T Cannon from Agenda Item 12.6.13.10.

Also in attendance: Borough Cllr Z Christopher, County Cllr J Dobson, Mr A Skipper (RFO), Mrs G Watt (RFO) and Mr R Canwell (Internal Auditor)

Approximately 23 members of the public

Minutes taken by Mrs C Curtis (Clerk to the Council)

The Chairman welcomed all in attendance to the meeting and declared the meeting open.

12.6.13.01 To Consider Apologies for Absence

Apologies were received for Borough Councillor D Johnson

12.6.13.02 Declaration of Interest

Cllr I Devereux declared a prejudicial interest in items 16 on the agenda.

12.6.13.03 Suspension of meeting for public participation

Resolution to suspend the meeting to invite members of the public to speak (10 Minutes)

No members of the public raised any items.

The meeting was reconvened.

12.6.13.04 Chairman's Report

The Chairman reported that problems were still being encountered with the Watermill account to obtain the statement information requested and remove the two signatories of Mr Knott and Mrs Boughen.

The Chairman reported that Ken Hill Estate had confirmed that they had removed the Coastal Park, which includes the beach car park from the market.

A 12 page version of the newsletter will be processed Monday/Tuesday next week and should be delivered to every household by next weekend.

There had been a number of instances of criminal damage to the Beach Toilets and the Clerk had authorised the taps to be replaced with push release taps to prevent taps being left on. Villagers were requested to report any vandalism they witnessed.

The Village Games will be held on 24th June at LynnSport & Leisure Park and the Chairman wanted to encourage villagers to attend.

Signed: Date :

12.6.13.05 To Approve Minutes of the Full Council Meeting held 2nd May 2012

By a show of hands it was agreed by a majority, with three abstentions from councillors not present, that the minutes be signed as a true record.

The Chairman signed the minutes as a true record.

12.6.13.06 To Approve Minutes of the Annual Parish Council Meeting held 16th May 2012

By a show of hands it was unanimously agreed that the minutes be signed as a true record.

The Chairman signed the minutes as a true record.

12.6.13.07 To Approve Minutes of the Extraordinary Parish Council Meeting held 28th May 2012

By a show of hands it was agreed by a majority, with three abstentions from councillors not present, that the minutes be signed as a true record.

The Chairman signed the minutes as a true record.

12.6.13.08 Matters Arising from Previous Minutes not on the Agenda

In response to Cllr E Steinacker's question Mrs G Watt and Cllr P Bradshaw confirmed that the £70,000 had been paid to Saffron Building Society and a receipt obtained, but the amount had not been taken from the Barclays account, the RFO would monitor the situation.

12.6.13.09 Co-option onto Council

It was reported that both casual vacancies had been advertised following regulations and the Borough Council has advised that no request to hold an election had been received for either vacancy. Therefore Council could co-opt two councillors at this meeting.

Applications had been received from Mr Adrian Gascoigne and Mr Timothy Cannon and the Clerk read both applications to the meeting, in order of receipt.

The Chairman requested that councillors' vote by a show of hands on both applicants in order of receipt.

By a show of hands it was agreed unanimously to co-opt Mr Adrian Gascoigne to Snettisham Parish Council. Mr Gascoigne signed the Declaration of Acceptance of Office.

By a show of hands it was agreed by a majority, 10 in favour and 1 against to co-opt Mr Timothy Cannon to Snettisham Parish Council. Mr Cannon signed the Declaration of Acceptance of Office.

Both co-opted councillors were invited to join the Council meeting.

12.6.13.10 Police Report

The Clerk reported that following recent discussions regarding attendance at Parish Council Meetings by PCSOs, the police were trying to arrange for a representative to attend meetings when the dedicated officer for the area was not available or not on duty.

The Clerk read the following report which had been received from PCSO David Spencer:

The village had been reasonably quiet from a policing point of view over the last few weeks. There had been 34 calls to the police and they were broken down as follows (as far as he was allowed to disclose):

Theft of one mountain bike from Roosters Close

Four road related offences

Three domestic issues

Five Anti-Social Behaviour – not all youth related, a range of incidents from unwanted person in Doctors surgery to person being verbally abused by a motorist.

Five criminal damage including signs on the beach (an on-going issue where a local places signs and passers-by take exception to them), wheelie bin fire outside the Chip shop in Beach Road, damage to public toilets adjacent to chip shop in Beach Road, an incident with an air rifle causing damage to windows and damage to a pond liner on Common Road.

Signed: Date :

Six concerns for safety generally made from or on behalf of elderly in need of assistance.

12.6.13.11 County and Borough Councillor Reports

County Cllr J Dobson

- 1) An update was provided on the Incinerator stating that the next stage was the planning application which would go to Planning Committee; the application for judicial review regarding the reward of PFI money could delay the process.
- 2) The yellow lines were progressing and should be completed by November.
- 3) Norfolk County Council grass cutting staffs are going to be amalgamated with the Rangers. NCC has reduced the number of grass cuts they carry out so there will be occasions when grass will be longer.

Borough Cllr Z Christopher

- 1) The Borough Council has been investigating alternative methods of dealing with black bin waste and this should go through Cabinet on 19th June.
- 2) Food Waste recycling is being introduced shortly.

12.6.13.12 Finance Matters

a) Introduction and welcome to new RFO

Cllr P Bradshaw introduced and welcomed Mr Alistair Skipper as the newly appointed RFO.

b) Approval of 2011/12 Accounts and Internal Auditor's Report

Councillors had received copies of the 2011/12 accounts and Mrs G Watt explained the contents. The Internal Auditor reported that he had been involved with the Council for two years and he was pleased to see a complete transformation in the record keeping and the financial position of the Council. He confirmed that he was happy to sign the internal audit report for Mazars. Mr Canwell was further pleased that the Governance group had been set up which would assist in tightening procedures further during this year, he felt that councillors should be congratulated.

By a show of hands it was unanimously agreed to accept and approve the accounts and the Governance Statement for 2011/12, Mrs G Watt would complete the annual return.

Mrs G Watt and Mr R Canwell left the meeting at 2020 hours.

c) To approve payments to be made as on the attached list

The following were presented to the council for payment

PAYMENTS

For Approval 13 June 2012

					Cheque
30/04/12	Utility Warehouse–Telephone & Broadband	48.23	9.64	57.87	Direct Debit
01/05/12	Eon – Office Electricity	66.60	13.40	80.00	Direct Debit
08/05/12	Barclays – Commission Charges 13/3 – 12/4	2.00		2.00	Payment
16/05/12	Eon – electricity for street lights	298.29	59.66	357.95	Direct Debit
21/05/12	BCKLWN – Trade Waste Collection	131.89		131.89	Direct Debit
21/05/12	BCKLWN – Business Rates Office	106.00		106.00	Direct Debit
31/05/12	Utility Warehouse – phone and internet	53.63	10.12	63.75	Direct Debit
13/06/12	V & J Knitwear – Black bags & calming foam	19.20	3.84	23.04	104778
13/06/12	Ridgeons – Drainage Pipe	17.53	3.51	21.04	104779
13/06/12	Stratfords – Gloves	36.00	7.20	43.20	104780
13/06/12	Mr E Langford – APM refreshments	12.73		12.73	104781
13/06/12	Ashill Fire Protection – Annual Inspection	52.00	10.40	62.40	104782
13/06/12	Mrs S Hemsall – 22 weeks Litter clearance	220.00		220.00	104783
13/06/12	M Yates – Clean Toilets 13/4 – 18/5	455.00		455.00	104784
13/06/12	Eddie Fountain – Door handles	10.00		10.00	104785
13/06/12	Apogee – Copying	14.40	2.88	17.28	104786
13/06/12	Roger Richardson – Repair vandalised toilet	48.00		48.00	104787
13/06/12	Johnston Publishing – RFO Advertisement	75.00	15.00	90.00	104788
13/06/12	Zurich Municipal – Insurance (re-issued)	1,661.29	99.69	1,760.98	104789
13/06/12	Payroll – June	1,613.12		1,613.12	104790/3

Signed: Date :

13/06/12	MHB Services Ltd in Liquidation – Streetlight repair	170.00	34.00	204.00	104794
	Totals	5,083.41	264.44	5,347.85	

It was RESOLVED by a proposal from Cllr P Bradshaw, seconded by Cllr N Burchett and carried unanimously to approve and make the above payments.

d) To approve RFO Access to Bank Account Details

It was RESOLVED by a proposal from Cllr E Steinacker, seconded by Cllr P Bradshaw and carried unanimously that arrangements were made to allow Alistair Skipper to access transactions, balances etc on the bank accounts.

e) To consider budget monitoring report attached

Councillors had received a copy of the budget monitoring report the RFO had prepared for the current financial year and it was RESOLVED from a proposal by Cllr I Devereux, seconded by Cllr E Fountain and carried unanimously to adopt the report.

12.6.13.13 To Consider Council representation on outside bodies

Allotment Association: Cllr P Bradshaw and Cllr J Bailey were currently representatives and happy to continue; it was RESOLVED by a proposal from Cllr M Fountain, seconded by Cllr M Steinacker and carried unanimously that Cllr Bailey and Cllr Bradshaw continue as Council representatives with the Allotment Association.

Memorial Hall Trustees: Cllr P Bradshaw was currently representative and happy to continue; it was RESOLVED by a proposal from Cllr E Fountain, seconded by Cllr D Snelgrove and carried unanimously that Cllr Bradshaw continue as Council representatives with the Memorial Hall Trustees.

Wash Management: Cllr M Fountain was currently representative, due to the technical nature Cllr I Devereux shared this responsibility; it was RESOLVED by a proposal from Cllr P Bradshaw, Seconded by Cllr M Steinacker and carried unanimously that Cllr M Fountain and Cllr I Devereux continue as Council representatives for this group.

SNAP: Cllr M Fountain was currently the representative but had been unable to attend meetings due to a change in the timing of meetings. The Clerk would circulate all Councillors with details of the group to enable a decision at a future meeting.

12.6.13.14 To Consider “Lead Councillor/Support Group” Structure and membership

Councillors had been circulated a paper on structure and membership and the Chairman requested council consider continuing with this business model. It was RESOLVED by a proposal from Cllr I Devereux, seconded by Cllr D Snelgrove and carried unanimously to continue with the current structure.

Membership of the various groups was discussed as follows:

Planning – happy to continue with current membership

Personnel – happy to continue with current membership

Amenities and Services – Cllr A Gascoigne agreed to join the current members of the group

Beach – Cllr Burchett requested to be removed from the membership and Cllr T Cannon agreed to join Cllr M Fountain, Cllr P Bradshaw and J Bailey to form the membership of the group

Governance – membership of this group would remain the same with membership consisting of Chairman, Vice Chairman and Lead Councillors from the support groups.

12.6.13.15 Support Groups Lead Councillors’ Report

PLANNING

a) Planning Applications received to-date of meeting for consideration and recommendation. Please note full details are available to view at <http://online.west-norfolk.gov.uk/online-applications/> Computer access and help is available at the Parish Council Offices, Tuesdays 10.00a.m. – 1.00 p.m. and at other times by prior arrangement.

Signed: Date :

Cllr I Devereux reported that no planning applications had been received from the Borough Council to date.

The following decision notices had been received

12/00016/CU – Change of use of former public house to residential, retail and office use at The Compasses, 16 Lynn Road

GRANTED WITH CONDITIONS

12/00017/CA – Conservation Area Consent for Change of use from former public house to residential, retail and office use at The Compasses, 16 Lynn Road

GRANTED WITH CONDITIONS

12/00399/F – Erection of conservatory at 14 Strickland Avenue

GRANTED

12/00409/F – Dormer and balcony extension plus external cladding at 54 Common Road

GRANTED

Cllr I Devereux reported that details of the next phase of the offshore wind farm off the Lincolnshire coast had been received and requested the Clerk to ask that the Parish Council be kept informed.

Amenities & Services

Cllr N Burchett gave an update.

Beach

Cllr M Fountain reported that there had been vandalism on the toilet block. The disabled ramp should be started in the next few days.

Governance

In Cllr I Devereux's gave an update on the work of the Governance Group.

Personnel

Cllr P Bradshaw gave a brief update.

12.6.13.16 Beach Footpath Working Group

Having declared a prejudicial interest, Cllr I Devereux left the meeting.

The Chairman reported that due to the variance in size of post the new signs were to be attached to and at least one post would be required the cost had altered slightly. It was RESOLVED from a proposal from Cllr M Fountain, seconded by Cllr M Steinacker and carried unanimously to accept the new cost £157.88 (was £146.38) plus the additional cost of one or two posts at a cost of £42.70 each.

Cllr I Devereux re-joined the meeting.

12.6.13.17 Memorial Hall Drawings

Cllr M Steinacker reported that original architect drawings of front and side elevations had been found in the Shed outside the office of proposed Memorial Hall building dated 1887, Cllr M Steinacker paid for two A2 Colour Scans, printed A3 at Prontaprint at a cost of £10 and the picture frames cost £5.20 each. It was RESOLVED from a proposal by Cllr P Bradshaw, seconded by Cllr M Fountain and carried unanimously to produce two copies of each drawing framed, one set for the office and the other to be presented to the Memorial Hall trustees for display in the Memorial Hall.

12.6.13.18 Correspondence

For Consideration

- a) Email from resident regarding Poppyfields play area: It was agreed that the Clerk write to the Borough Council and request more obvious signage and request if there were any signs which could be donated
- b) HM Revenue & Customs response letter: It was agreed that Mrs G Watt pursue this further with the HM Revenue & Customs.
- c) Email from resident requesting council consider provision of a skate park: It was agreed to ask the applicant to support their request with a cost and location proposal along with a local residents

Signed: Date :

survey.

- d) Members code of conduct: It was agreed to note the correspondence and once the Borough Council had agreed a new Code of Conduct the Council would consider adopting their policy.

For Information

- a) The Insolvency Service-Marsh Hammond & Partners regarding MHB Liquidation
- b) Email from Norfolk County Council regarding traffic order

12.4.4.19 Suspension of meeting for public participation

Resolution to suspend the meeting to invite members of the public to speak (10 Minutes)

Comments were made regarding the dog waste in the Poppyfields play area and that any signs should state the bylaw and the possibility of £1,000 fine.

A request was made for Councillors to speak louder/clearer.

The meeting was reconvened

12.6.13.20 Receive Items for Future Agendas

- a) Events Committee to speak at future meeting

12.6.13.21 Next full Council Meeting – Wednesday 4th July 2012 7.30pm at the Memorial Hall

There being no further business the meeting closed at 21.40 hours.

Signed: Date :