

## **SNETTISHAM PARISH COUNCIL**

Parish Council Office, 73 Lynn Road, Snettisham, King's Lynn, Norfolk PE31 7QA  
Tel: 01485 543721 Fax: 01485 543721 snettishparish@btconnect.com

### **SUBJECT TO APPROVAL – MAY CONTAIN INACCURACIES**

#### **Minutes of the meeting of Snettisham Parish Council held on 3<sup>rd</sup> August 2011 at 7.30 p.m. In the Memorial Hall**

#### **Present:**

Cllr. E Langford – presiding

Cllr. J Bailey, Cllr. J Bateson, Cllr. P Bradshaw, Cllr. R Clark, Cllr. I Devereux (arrived at 7.55pm), Cllr. E Fountain, Cllr. M Fountain, Cllr. A Gascoigne, Cllr. D Snelgrove, Cllr. B Wardlow

Also in attendance: Borough Cllrs Zipha Christopher and David Johnson and Mrs Gay Watt, Financial Advisor

Approximately 50 members of the public,  
Minutes taken by Ms R Kitchen (Clerk Consultant)

#### **11.08.01 Apologies for Absence**

Apologies were accepted from County Cllr John Dobson, and from Cllr Devereux who would be arriving unavoidably late to the meeting.

#### **11.08.02 Declaration of Interest**

In his absence, Cllr Devereux had declared a personal interest in Items 11 Beach and 13 Beach Footpath Working Group. Cllrs M and E Fountain declared a personal interest in item 12, planning application 11/01076/F.

#### **11.08.03 Chairman's Report**

New agenda item Cllr Langford drew attention to item 16 on the agenda 'Chair's urgent business', under which he would be raising the current unfair dismissal case and audio recording policy.

Councillor resignation The Chair announced the recent resignation of Mr Fred Parkes, and quoted from his letter of resignation giving his reasons. He explained that a response had been made. Cllr Langford explained there were now two vacancies to fill on the council. A notice inviting nominations would be placed in the notice boards and the Chair requested that anyone interested in joining the council contact the Clerk.  
Shingle rights Cllr Langford explained that there had been recent informal exploratory discussions between the council, the RSPB and the Environment Agency regarding the integrity of the inner and outer sea defences on the common land owned by the RSPB.

The parish council needs to ensure the village's shingle rights are not affected. We are awaiting a proposal from the Environment Agency to bring before the council.

Office safety The Chair reminded all of the need to sign in and out when visiting the parish council offices.

#### **11.08.04 Minutes of Meeting held 6 July 2011**

The minutes were agreed as a correct record subject to the removal of the words 'I do not recall this' from item 11.07.16 b). Proposed by Cllr M Fountain, seconded by Cllr Gascoigne and approved unanimously.

#### **11.08.05 Matters arising not on the Agenda**

##### Item 11.07.06

Audio recordings of council meetings a new recording device had been purchased for use at meetings.

Bench seats it was suggested that the seat on Ladies Walk be repaired and one of the new seats to be sited in the bus shelter. This was proposed by Cllr M Fountain, seconded by Cllr Gascoigne and approved unanimously.

##### Item 11.07.09

The Chair emphasised that the Clerk needed to be copied in on all emails between councillors.

##### Item 11.07.10

Personnel: Standing orders. In line with the restrictions on attendance by non-councillors at finance/staffing meetings, Standing Orders 44 and 45 would be amended to read 'except when finance and staffing issues are involved'.

##### Item 11.07.16

Grapes bus stop the parking issue had now been resolved by the appropriate road marking.

### **11.08.06 Norfolk Green Buses – Mr Ben Coulson**

Mr Coulson explained that reductions in government funding – lack of fuel subsidies and reductions on free passes compensation - had caused problems for all companies. However, services were improving and timetables becoming more reliable. Mr Coulson said that at Norfolk Green, all profits were plighted back into the business, and use is now 7-8% up on last year.

He added that Norfolk Green needed more stops in populated areas to get more people using the buses. Regarding a stop for Poppyfields, he explained that, while a stop on the A149 itself would be deemed far too dangerous, the company was in already negotiation with Highways and other bodies, there may be news on a new stop later in April 2012. He added that he would welcome input from the parish council in the planning process.

He explained that the current A149 stops were allowed because they had been there for so long, but no new stops were being permitted. It was unlikely the Coasthopper bus would stop at Poppyfields as that route was already very busy and not in need of more passengers.

He thanked the council for their time and looked forward to hearing their views in future.

### **11.08.07 Snettisham Heritage Project – Rev Geoff Suart and Ms Julie Boyde**

Rev Suart introduced Ms Boyde who explained the plans to re-order the space inside the church to accommodate both permanent and temporary heritage displays, and encourage wider use of the building, whilst very much retaining its identity as a place of worship.

The focus will be on heritage, education and hospitality, and the creation of a separate space will help to server the whole community. It was hoped that both local village schools and those form further afield would be able to take advantage of the educational facilities.

Ms Boyde added that this was huge project which would take several years to achieve, but that there would soon be the launch of a new 'Friends of St Mary's Church. Snettisham' group to give many more people the chance to get involved in this exciting project.

She specially urged anyone who had not been into the church to come along and see the space that would be used, and thanked the council for their time.

### **11.08.08 Police Report**

Inspector Buckley had send his apologies and the following crime report had been provided for the meeting:

Number of crimes recorded: 5

Crime types: 1 incident of Criminal Damage

1 incident of Theft

1 Domestic related assault

1 Theft of pedal cycle

1 Theft from shops by an adult

- The criminal damage incident refers to the padlock being cut off the Beach Road car park barrier.
- The incident of theft relates to the taking of a bronze temple bell from a building site in the village. Reported this month, with a time span of possibly been taken any time over the three months prior. Cllr Zipha Christopher stated it had been stolen from her and offered a reward for its return.
- The pedal cycle that was stolen, was insecure and the bike was taken from outside the property.
- Finally the theft from shops relates to a minor theft, which involved an adult, the investigation is still on-going.

Calls to the Police

In total from the period 25th June 2011 to 25<sup>th</sup> July 2011 we have received a total of 31 calls regarding the village, calls varied from reports of Criminal Damage, Road Related Offences, Nuisance Behaviour, Road Traffic Collisions, Suspicious Circumstances, Theft, Administration calls with information & Concerns for safety.

Other Matters

- Anti-Social Behaviour calls to the village have dramatically reduced since previous reporting periods, over the last month there have been two reported incidents of Nuisance Behaviour. One report of a scooter driving up and down Hall Road, just off the market Place in the village. The rider was returned home by officers and given words of advice in front of parents. The second reported incident relates to a group of 8 youths causing problems outside the village shop.
- The summer is upon us, so can I please take this opportunity to remind residents to take simple security measures to protect property. This can range from, locking items such as bikes and garden equipment away in secure locations, to reporting suspicious vehicles and persons in the area.

Further information regarding this report can be found on the sites listed below:

[www.safernorfolk.co.uk](http://www.safernorfolk.co.uk)

[www.policedirect.norfolk.police.uk](http://www.policedirect.norfolk.police.uk)

Police community Support officer: Gareth Cranstoun

Contact Number: 0845 456 4567

### **11.08.09 Suspension of meeting for Public Participation**

#### **Resolved to suspend meeting to invite members of the public to speak for 10 minutes primarily on planning issues**

Lead officer meetings in response to a query, Cllr Langford explained that the lead councillors had met to discuss the management of the agenda and how they would be presenting their reports. These meetings had not been publicised or minuted as no decisions were being taken.

Lead councillors also needed to meet with their support councillors in order to gather information and make recommendations through their reports to full council. The reports in these minutes were example of how the well this system was working, and that all decision-making was taking place openly before full council.

Planning applications there was concern that the council was not receiving planning applications from the borough in time to comment. It was agreed that if an application could not be dealt with at the next meeting, and the planning department were unable to defer a comment, then an extraordinary meeting would be help to deal with the application. The clerk agreed to look into the application that the council had not received and ensure that all application were received in future, and to check the website to ensure this was happening.

### **11.08.10 Car Boot Sale – 29<sup>th</sup> August 2011**

As Mr Parkes was no longer organising this event, the Chairman asked for volunteers. Six councillors and three members of the audience offered to help, and Cllr Langford agreed to see if it was still feasible to hold this event, and if so, co-ordinate the volunteers.

### **11.08.11 Lead Councillors' reports:**

#### **Amenities & Services**

- **Change of lead councillor** it was proposed by Cllr Snelgrove and seconded by Cllr Bradshaw that Cllr Gascoigne now takes over as lead councillor from the Chairman. The proposal was approved unanimously
- **Support group meeting report, and requests to council (in italics)**
  1. Councillor John Bailey & Councillor Fred Parkes did a visual inspection of the seats in the village they found that the village has 11 bench seats with a further two outside the church, we believe these were donated by the buffalo's we might have to look to see if it is alright to include these in our refurbishment plan, after inspecting all the seats they found that a few were in need of repairs i.e. slats need replacing and all were in need of rubbing down and a coat of wood preservative etc. We have estimated that the maximum cost for materials would be no more than £200:00 and the work could be done by our team of volunteers.  
*Proposed by Cllr Gascoigne and seconded by Cllr Bradshaw that a maximum of £200 be spent on the above. Approved unanimously.*
  2. The two seats that were donated by the borough council it is proposed, if approved by the parish council, that one be placed in the bus shelter in the market square and the second one in the bus shelter opposite the factory shop, Kevin Penty one of our fantastic volunteers has agreed to do the work at no cost to the parish at all. *The council gave a vote of thanks to Kevin plenty for his kind offer.*  
*Proposed by Cllr Gascoigne and seconded by Cllr E Fountain that the seats be sited as described above. Approved unanimously.*  
Councillor John Bailey is asking the parish council for their agreement to look into either the purchase, or even better donations of tulip/daffodil bulbs to be planted between the bollards in lady's walk. This would certainly enhance the centre of the village.  
*Proposed by Cllr Gascoigne and seconded by Cllr M Fountain that bulbs to a maximum of £50 be purchased if free bulbs could not be sourced. Approved by a vote of 9 for and two against*
  3. The potholes in the surface to the area between Hall Rd and Lynn Rd by the side of the old dairy needs urgent attention before the onset of winter, some of the potholes were done last year but further holes have now appeared next to the ones that were done, again Kevin Penty has agreed to carry out these works for us the only charge will be for the materials which he said would be no more than fifty pounds max.

*Proposed by Cllr Gascoigne and seconded by Cllr Devereux that the sum of up to £50 be approved for use in mending the potholes. Approved unanimously.*

4. Southgate Lane running from West to East is in need of urgent works it is hoped that a team of village volunteers can be rallied and clean this area up, Councillor Bailey and Councillor Bradshaw has already made a start on this. Councillor Bailey has already carried out works on the footpath that runs from the new bridge to the watermill. Another area that needs to be tidied up is Watery Lane, Councillor Bailey is looking into help with this.

*Cllrs Bailey and Bradshaw were thanked for their hard work in tidying up these areas of the village*

5. We are also asking approval from the council to purchase some brackets for guttering on the bus shelter in the market square, the guttering has already been donated we just need to buy some brackets and downpipe we do not expect the price to exceed £50.00 with a bit of luck somebody might donate these.

*Proposed by Cllr Gascoigne and seconded by Cllr Snelgrove that the sum of up to £50 be allowed for bus shelter repairs. Approved unanimously.*

## **Beach**

- **Toilets Lead Cllr M Fountain presented the following report:**

We would like to thank Mike McDonnell of McDonnell's Caravans, the Borough Council, Matthew Page from The Beach Chip Shop and Eric Langford for organising the toilets as without their help none of this would have happened and the public would have continued to turn away from the beach instead of using the car park facility and bringing the much needed revenue for the village. The toilets were installed by Roger Richardson, plumber, who donated materials and time, with electrics by Andy Wicklan of Heacham who also donated his time free of charge.

Judy Bolt at the Beach Stores kindly donated £100.

Matthew Page is providing the site for the toilets and is paying for the water and electricity used by the toilets.

Mindful of keeping within our donated budget Lillian Richardson and myself are cleaning the toilets twice a day. Several businessmen in the beach area have also been approached for donations.

We have a "thank you" box in The Beach Chip Shop where visitors can leave a donation.

With the summer holidays the volume of people using the beach car park and beach has really shown the need for a permanent facility to enhance the village beach car park.

- **Finance** The finances were still under review as the costs of emptying waste and stocking the toilets were still being estimated, but it was hoped the council could continue to provide the toilets until October as no cost. However in order to safeguard the continued use of the toilets, it was proposed by Cllr M Fountain and seconded by Cllr Gascoigne that one ice cream and one hot dog concession be allowed per day on the car park. The cost would be £30, payable on the day, managed by the car park attendants, and the money taken would be ring-fenced for this or future year's toilets expenses. This proposal was approved unanimously.

The chair proposed an "enormous vote of thanks" to Cllr M Fountain and Lillian Richardson for undertaking the toilet cleaning duties, thus saving the council a potential cost of over £1,000 for cleaning. More volunteers were sought for this job. Please contact the clerk if you can help with this task.

- **Car park income** Cllr Langford reported that as at 31<sup>st</sup> July, the takings from the car park were an impressive £20,138.26, proving the need to keep the toilets going in order to maintain this valuable income stream.

## **Finance**

- **.Summary of receipts and payments at 1/8/11)** The following were presented to the council for payment. Cllr Clark explained items that required clarification, in particular the payment to British Gas, which had accumulated last winter due to over-use of the heating system and insufficient insulation of the offices. He added that three quotes were being obtained for insulation of the building which would be brought before the council in due course. It was proposed by Cllr Clark and seconded by Cllr Devereux that the current dual tariff for gas be changed to a more economical single rate tariff as there was no night-time usage. This was approved unanimously.

### **PAYMENTS**

<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Cheque</b>
£	£	£	

20 Jun 2011	BCKLWN – trade waste	63.06	12.61	75.67	D debit
20 Jun 2011	BCKLWN – business rates	102.00		102.00	D debit
20 Jun 2011	Barclays – B/SF box	10.00		10.00	D debit
28 Jun 2011	British Gas – electricity	87.50	17.50	105.00	D debit
30 Jun 2011	Utility Warehouse–phone/Bband	55.06	11.00	66.06	D debit
13 July 2011	E.on – power for streetlights	298.30	59.66	357.96	D debit
1 Aug 2011	Payroll	1,497.56		1,497.56	104555-7
1 Aug 2011	R Kitchen – fee - clerk	687.50		687.50	104558
1 Aug 2011	G Watt – fee – accountancy	172.50		172.50	104559
1 Aug 2011	M Fountain – padlocks etc	66.35		66.35	104560
1 Aug 2011	Apogee – photocopying	41.70	8.34	50.04	104561
1 Aug 2011	Anglian Water – allotments	41.07		41.07	104562
1 Aug 2011	British Gas – office electricity	2,234.08	446.82	2,680.90	104563
1 Aug 2011	Elysian Associates–tax advice	500.00	100.00	600.00	104564
1 Aug 2011	Heronwood Landscapes-cut grass	126.50		126.50	104565
1 Aug 2011	Melvyn Wood Garden Services – disposal of lime clippings	100.00		100.00	104566
1 Aug 2011	Norfolk ALC – subscription	363.14		363.14	104567
1 Aug 2011	Snettisham Memorial Hall – hire of meeting room	88.00		88.00	104568
1 Aug 2011	Viking – stationery	25.98	5.27	31.63	104569

Approval for the cheques for payment was proposed by Cllr Devereux, seconded by Cllr E Fountain and approved unanimously.

### Personnel

- **Clerk/RFO posts** Cllr Bradshaw explained that the advertisements for these posts had been placed in the notice boards and would shortly be in local press. The closing date was August 31<sup>st</sup> and interviews would be held mid-September. In response to a query about the salaries offered, Cllr Bradshaw said the rationale behind them had been carefully examined and would be presented at the next council meeting.
- **Local Authorities Code of Conduct Order (2007).** This had been deferred from the last meeting to allow councillors time to read them. Adoption of the Code of Conduct was proposed by Cllr Bradshaw, seconded by Cllr Devereux and approved unanimously.

### Planning

- **Lead Cllr Devereux presented the following report:**
  - 1 This month the emphasis has been on trying to make our Planning operations, announced at last Council, work effectively and to the tight timescales required. This has been done principally by e-mail, telephone and face-to-face exchanges. We have noted comments from various sources and the learning points are improving the way we operate. The Planning Support Group has met to discuss and agree our way forward: the Agenda and Meeting Notes will be lodged with Parish Clerk for the record.
  - 2 The Councillors of the newly designated Planning Support Group have worked well together in addressing Planning Matters and the on-going Planning Task. Terms of Reference conforming to Council Resolutions, the Regulations, Standards, Code of Conduct and Standing Orders will be developed in due course.
  - 3 A key operating agreement reached, is to hold a regular Planning Support Group discussion at 1900 on the Tuesday of the week preceding Council, to finalise the material to be presented for publication with the Agenda. This will allow all Councillors time to clarify any matters prior to the meeting and thus enable better use of Full Council time.
  - 4 The form of the spread-sheet of Planning Matters requiring consideration and decision by Full Council has been revised based on experience and aligned to the Council Agenda and is attached. This will also be used as a framework for capturing appropriate comments by the Public in due course. The information has enabled preparation of the associated table of Resolutions shown at Annex below for decision by Full Council.
  - 5 Councillors will note that the Agenda now clarifies the availability of Planning details from the Borough and the web access arrangements and includes use of the Parish Office facilities. All

should note that the Planning review process is very open and any parishioner can comment directly to the Borough. It would help Councillors if Parishioners would copy any such comments they make to the Parish Clerk for onward consideration by The Planning Support Group.

### **11.08.12 Planning Matters**

**11/01024/F** Construction of new visitor centre at Snettisham Park Farm, Snettisham (carried forward from 6 July meeting) Proposed by Cllr Derereux and seconded by Cllr Bradshaw to support this application noting the NCC comments to improve Road Safety. Approved unanimously.

**2/TPO/00488** Tree preservation order on land at Mill House Gardens, Station Road, Snettisham (carried forward from 6 July meeting)) Proposed by Cllr Derereux and seconded by Cllr Bradshaw to support this application. Approved unanimously.

**11/01140/F** Change of use of ground floor to retail and subdivision to 3 flats at The Compasses Inn 16 Lynn Road Snettisham. Proposed by Cllr Derereux and seconded by Cllr Maria Fountain to support this application conditional on maintaining an architectural style appropriate to the original building and the ethos of the Snettisham heritage. Approved unanimously.

**11/01141/CA** Conservation Area Consent - Demolition in connection with Change of use of ground floor to retail and subdivision to 3 flats at The Compasses Inn 16 Lynn Road Snettisham. Proposed by Cllr Derereux and seconded by Cllr Snelgrove to support this application, conditional on approval of ref11/01140/F. Approved unanimously.

**11/01163/OM** Outline Application: residential development for 17 dwellings and access including three affordable dwellings at Old Station Yard Station Road Snettisham. Proposed by Cllr Derereux and seconded by Cllr Eddie Fountain to support this application with the provision of low-cost housing as currently described, but, conditional on satisfactory resolution of growing concerns about the increased population impact on sewerage and waste water capacity, traffic congestion and traffic access; also the adverse impact on the quality of life of local residents, and the use of local carrstone where possible. Approved unanimously.

**11/01076/F** Erection of 2 single storey timber buildings for use as a boarding cattery (including change of use) at Land At Beach Road Snettisham. Proposed by Cllr Derereux and seconded by Cllr Snelgrove to support this application and welcome the business benefits to the community, but conditional on the absence of any adverse impact on neighbours as asserted in the Design and Construction statement. Approved by a majority of 8 to 1 with two abstentions.

The decisions granted ref **11/00162/F**, **11/00476/F**, **11/00539/F**, **11/00729/F**, **11/00355/F** and **11/00885/EXO** and the associated conditions were noted.

### **11.08.13 Beach Footpath Working Group**

There was nothing to report.

### **11.08.14 Correspondence**

The following were noted:

- a) Letter from Borough Council re: Polling District and Places Review. Consultation period from July 29 to August 18. Full details available at [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk) or contact M Colangelo on 01553 616281 for a paper copy
- b) Letter from the BBC re: Switchover Help Scheme for older and disabled people

### **11.08.15 Suspension of Meeting for Public Participation**

**Resolved to suspend meeting to invite members of the public to speak for 10 minutes**

- Alma Road Roundabout The upkeep of this roundabout would be referred to the Amenities group for action
- Thanks to Cllr Bailey A member of the public wished to have his thanks recorded to Cllr Bailey for his hard work in tidying up Southgate Lane noted
- Mr Ebbs referred to a letter from the parish council referring to his involvement with a decision of the council at a time following his resignation. The council would apologise for the reference. If it is found to be incorrect.

- Sewerage problems in the village It was agreed this would be mentioned in connect with the housing development application **11/01163/OM**.

#### **11.08.16 Chair's urgent business**

a) Unfair dismissal claim The Chairman requested that a sum up to a maximum of £2,500 be set aside for solicitor's costs to fight an unfair dismissal claim against the council. Proposed by Cllr Langford, seconded by Cllr Bateson and approved unanimously.

b) Management/destruction policy for audio recordings of meetings. The Chair stated that the signed minutes were the only legal record of the meetings. The following policy was proposed by Cllr Bateson and seconded by Cllr Gascoigne: 'That the audio recordings should be destroyed once the minutes have been approved and signed by the Chairman. That the recording be kept at the council office, under control of the Clerk, and not be released. No copies are to be made.' This policy was approved unanimously.

#### **11.08.17 – Matters for inclusion at a future meeting**

a) Confidential item on staffing

b) Halls Foundation representative – another councillor was requested.

#### **11.08.18 – Date of next meeting – Wednesday 7<sup>th</sup> September at 7.30 p.m. at Memorial Hall**

The meeting finished at 10.35pm