

**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 4<sup>th</sup> July 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 T Cannon, Cllr I Devereux, Cllr. E Fountain, Cllr M Fountain, Cllr. A Gascoigne, Cllr E Steinacker and Cllr M Steinacker.  
Also in attendance: Mr A Skipper (RFO).  
Approximately 19 members of the public  
Minutes taken by Mrs G Watt (Acting Clerk to the Council)

The Chairman welcomed all present to the meeting

**12.7.4.01 To Consider Accepting Apologies for Absence**

Apologies were accepted from Cllr D Snelgrove  
Apologies were also received from Borough Cllr Z Christopher and County Councillor J Dobson.

**12.7.4.02 Declaration of Interest**

Cllrs M & F Fountain declared a personal interest, and Cllr T Cannon declared a personal and prejudicial interest, in agenda item 12a – planning application 12/00875/F. Cllr I Devereux declared a prejudicial interest in item 13 on the agenda.

**12.7.4.03 Suspension of meeting for public participation**

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

A parishioner referred to the suggestion that authority for approving small payments, up to £100, be devolved to Support Groups and suggested instead that small payments be made from petty cash.

A parishioner referred to land registration issues at the beach and the award by HM Land Registration Adjudicator of costs to him from the Parish Council. He pointed out that the costs have not been paid and he has obtained a County Court Judgement for the money. He asked whether the Council would resolve to pay him or whether he would have to get an enforcement order. It was noted that this matter is in the hands of the Council's solicitor.

A parishioner referred to the signs on the beach and asked for clarification as to where the land is. It was suggested he visits the office and looks at the map.

A parishioner asked why roadside verges are so untidy. It was noted that Norfolk County Council has dramatically reduced its budget for grasscutting and it is now carried out less frequently. The Parish Council is looking into the possibility of taking over responsibility for grass cutting in some areas.

A parishioner asked whether the Parish Council had reduced the number of grass cuts on areas for which it has responsibility. It was confirmed that the matter had been discussed.

The meeting was reconvened.

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**12.7.4.04 Chairman's Report**

The Chairman reported that Cllr B Wardlow has tendered her resignation from the Council after 13 years serving the community. It would be necessary to wait to see whether an election was required to replace her or whether a replacement could be co-opted. An appointment could be made at the September meeting. It was agreed that the Chairman write to Cllr Wardlow to thank her for her service.

The Chairman reported that the News in Brief newsletters should all have been delivered and asked if those who had not yet received one could let the Council know. He mentioned the insert in the newsletter regarding inhabitants' rights of access at the beach.

The Village Games had taken place on 24<sup>th</sup> June and, despite the bad weather, about 60 villagers took part from Snettisham and Ingoldisthorpe and they competed in several sports, winning some of them and coming 8<sup>th</sup> overall. He praised those villagers who had given up their day to compete.

The Chairman reported that, despite bad weather and vandalism, car park takings for the first three months of the season had amounted to around £13,000, compared with £14,000 for the same period last year. Hopefully the weather, and car park takings, would improve.

**12.7.4.05 To approve Minutes of the Full Council Meeting held on 13<sup>th</sup> June 2012**

Cllr I Devereux proposed, and Cllr P Bradshaw seconded, that the minutes be accepted. 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.

**12.7.4.06 Matters Arising from Item 5 above not on the Agenda**

Cllr E Steinacker asked what the situation was regarding installing the defibrillator and was told there was no change.

**12.7.4.07 County and Borough Councillor Reports**

There were none.

**12.7.4.08 Police Report**

No report had been received but the Chairman had spoken to the local Inspector and been told that nothing untoward had happened in Snettisham during the past month. They would discuss how to satisfy the need for police reports at future meetings.

**12.7.4.09 New Code of Conduct and Parish Register of Interests**

It was noted that the Standards Board had been abolished in March 2012 and councils were required to agree new Codes of Conduct and Parish Register of Interests. The Governance Support Group had examined documents supplied by NALC and the Borough Council and noted significant change in the definition of members' interests. The documents will need to be personalised to the needs of the Parish Council. The Chairman suggested that, as the Parish Council will be accountable to the Borough Council, it would be wise to adopt their procedures. New Codes should have been adopted by 1 July but have only just been received. The Governance Support Group will need to go through the documents in detail and agreed:-

**To recommend that Snettisham Parish Council resolves to adopt the new Borough Council version of the Code of Conduct and associated Registration of Interests arrangements. Governance Support Group to review them in detail and making further recommendations to Council in due course.**

Cllr I Devereux proposed accepting the Governance Support Group's recommendation, this was seconded by Cllr M Fountain and agreed unanimously.

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### 12.7.4.10 Finance Matters

#### a) and b) To approve payments to be made as on the attached list

The following were presented to the Council for payment

| PAYMENT                         |   |                   |                |                   | Cheque    |
|---------------------------------|---|-------------------|----------------|-------------------|-----------|
| <b>For Approval 4 July 2012</b> |   |                   |                |                   |           |
| 20 Jun 12                       | BCKLWN – Trade waste                                  | 131.89            |                | 131.89            | D debit   |
| 20 Jun 12                       | BCKLWN – Business rates-office                        | 106.00            |                | 106.00            | D debit   |
| 29 Jun 12                       | Utility Warehouse–<br>Phone/broadband                 | 54.18             | 10.83          | 65.01             | D debit   |
| 04 Jul 12                       | Viking – Ink  | 165.54            | 33.11          | 198.65            | 104795    |
| 04 Jul 12                       | Ridgeons – Sealant & Macadam                          | 130.79            | 26.16          | 156.95            | 104796    |
| 04 Jul 12                       | M Steinacker – Picture Frames                         | 30.80             |                | 30.80             | 104797    |
| 04 Jul 12                       | Janet Lane – Newsletter                               | 50.00             |                | 50.00             | 104798    |
| 04 Jul 12                       | Roger Richardson – Taps for toilets                   | 138.60            |                | 138.60            | 104799    |
| 04 Jul 12                       | Mark Yates – Clean toilets 25/5-<br>29/6              | 546.00            |                | 546.00            | 104800    |
| 04 Jul 12                       | V & J Knitwear – Cleaning<br>materials for toilets    | 64.60             | 12.92          | 77.52             | 104806    |
| 04 Jul 12                       | Heronwood Landscapes – Grass<br>cutting               | 261.50            |                | 261.50            | 104807    |
| 04 Jul 12                       | Roger Canwell – Audit fee                             | 105.00            |                | 105.00            | 104808    |
| 04 Jul 12                       | Boards Direct – Boards                                | 370.00            | 74.00          | 444.00            | 104809    |
| 04 Jul 12                       | ESPO – Stationery, Newsletter, Car<br>Park & Toilets  | 120.58            | 24.12          | 144.70            | 104810    |
| 04 Jul 12                       | Economy Draughting – Plan for<br>toilet               | 60.00             |                | 60.00             | 104811    |
| 04 Jul 12                       | Apogee – Copying, staples, ink                        | 82.09             | 16.42          | 98.51             | 104812    |
| 04 Jul 12                       | Magpie Security Services – Radar<br>lock              | 160.00            | 32.00          | 192.00            | 104813    |
| 04 Jul 12                       | CNC Building Control – building<br>controls           | 216.67            | 43.33          | 260.00            | 104814    |
| 04 Jul 12                       | Snettisham Methodist Church –<br>Hire of meeting room | 42.00             |                | 42.00             | 104815    |
| 04 Jul 12                       | C Curtis – Car park items, postage<br>and travelling  | 43.46             | 1.22           | 44.68             | 104816    |
| 04 Jul 12                       | M Bailey – Refreshments for AGM                       | 60.00             |                | 60.00             | 104817    |
| 04 Jul 12                       | Salaries – July                                       | 2,765.12          |                | 2,765.12          | 104818-23 |
| 04 Jul 12                       | The Post Office – HMRC – NI/tax                       | 2,479.27          |                | 2,479.27          | 104824    |
| 01 Aug 12                       | Salaries – August                                     | 1,513.29          |                | 1,513.29          | 104825-27 |
| 01 Aug 12                       | M Yates – Clean toilets 06/07-27/07                   | 364.00            |                | 364.00            | 104828    |
|                                 | <b>Totals</b>   | <b>£10,061.38</b> | <b>£274.11</b> | <b>£10,335.49</b> |           |

The RFO reported that he is in negotiations with British Gas over electricity supplied to the office up to March 2012 and hopes to present a final account for payment in September. It was noted that £49.03 War Stock dividend had been received, which would be paid to the Memorial Hall Trustees as previously agreed.

It was RESOLVED by a proposal from Cllr M Steinacker, seconded by Cllr I Devereux and carried unanimously to approve and make the above payments.

#### c) To consider budget monitoring report attached

The RFO pointed out that an extra column had been inserted in the report showing the balance of the budget to date and that the figures included accruals. The apparent overspend of National Insurance contributions budgets was discussed and the RFO agreed to look into the matter and report back.

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**12.7.4.11 To Consider Council representation on the Safer Neighbourhood Action Panel**

Cllr M Fountain would no longer act as the Council’s representative on the Panel. She pointed out that she had not been officially appointed. Cllr T Cannon agreed to take over and to contact them for details of forthcoming meetings.

**12.7.4.12 Support Groups – Lead Councillors’ reports:**

**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 10.00 am – 1 pm and at other times by prior appointment.**

Having declared a prejudicial interest, Cllr T Cannon left the room.

**12/00875/F – 20 Beach Road, Snettisham – Erection of 2 Timber Buildings for Boarding Cattery**

It was reported this was a follow on from a similar application last year. The Council had objected on that occasion for a number of technical reasons, which had now all been resolved. It was noted that there was a lot of negative feeling in the locality.

Cllr I Devereux proposed that the application be supported, this was seconded by Cllr N Burchett. 9 councillors were in favour and 1 abstained. It was agreed that the application be supported.

Cllr T Cannon returned to the meeting.

**12/00898/F – Adjacent to 3 Dawes Lane, Snettisham – Demolition of derelict outbuildings adjacent to 3 Dawes Lane and Erection of a new Cottage.**

This application had also been addressed last year and subsequently withdrawn. The Council had objected on the grounds of parking issues and Health & Safety concerns and other technical issues. The developers had addressed those issues and there were no further grounds for objection.

Cllr I Devereux proposed that the application be supported, this was seconded by Cllr E Fountain and agreed unanimously.

A second application had been received for the same property, which was a Conservation Assessment. It was noted that appropriate building materials were being used and the building would be finished in carrstone which would be in keeping with the locality.

Cllr I Devereux proposed that the application be supported, this was seconded by Cllr E Fountain and agreed unanimously.

**12/00978/O – 78 Station Road, Snettisham – Outline permission for a Chalet Bungalow to the rear of 78 Station Road.** Earlier applications for 5, 4 and subsequently 2 new houses were rejected on Appeal.

It was noted that access would be tight but there were no negative criteria. The building would be at the far end of a long, narrow site, well away from the existing house. Requirements for access by emergency services only applied if there were more than 4 properties on a site. There was concern that support of this application might set a precedent with other dwellings in the area but it was pointed out that this was the only remaining detached property with such a long garden. It was noted that this was an outline application and, subject to approval, a full application would be made in due course.

Cllr I Devereux proposed that the application be supported, this was seconded by Cllr N Burchett and agreed unanimously.

**12/00993/F – Units 7 and 8 Park Farm Barns, Bircham Road, Snettisham – adjustments to internal layout**

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and fenestration of approved scheme.

It was noted that a planning application had already been approved and this application was for a technical change. Cllr I Devereux had looked at it in detail. It was not up to the Council to make a recommendation in this case and the proposed changes were noted.

With regard to any planning applications received during August, when the Council did not have a meeting scheduled, it was noted that a meeting would be held, if necessary.

**b) Wash Strategy Management Committee Advisory Project**

Cllr M Fountain and Cllr I Devereux had attended an event hosted by the Environment Agency and the Borough Council looking at coastal erosion and flood prevention from Old Hunstanton to Wolferton Creek. It was reported that the Environment Agency were having to look hard at the investment that goes into coastal erosion. All options were being evaluated and the Advisory Group will put them to the public at open meetings to be held on 19<sup>th</sup> and 24<sup>th</sup> July in Hunstanton and Heacham. It will be an opportunity for the public to look at the work that is being done. Three significant changes proposed by Snettisham Parish Council have been embedded in the plans. Councillors were encouraged to attend one of the open days.

**AMENITIES & SERVICES**

**a) Consider increased frequency for grass cutting**

Cllr N Burchett reported that suggestions had been made that the areas for which the Parish Council was responsible should be cut more frequently and enquiries had revealed that it could be increased to two weekly at an increased cost of £77.40 per month. It was confirmed that there was adequate budgetary provision to accommodate the increase. A previous decision had been taken to cut the grass every 2-4 weeks in order to save money.

Cllr N Burchett proposed that grass be cut more frequently. This was seconded by Cllr Gascoigne and agreed unanimously.

**b) Street Lighting Contract**

The RFO had spoken to the Liquidator regarding the Council's contract with MHB Services Ltd, which had gone into administration. They had accepted an offer from Westcotec, based in East Dereham, because they thought they would provide the best service as they are well known and reputable. The RFO recommended, therefore, that the Parish Council accept Westcotec's offer 'to continue honouring the lighting maintenance contract ... without the need to go to tender or sign a further contract'. Legal advice obtained from NALC suggests that if the Parish Council chooses not to accept Westcotec's offer then it will need to go out to tender for the service. The possibility of reducing lighting in the parish to keep costs down was noted.

Cllr N Burchett proposed that this Council accept Westcotec's offer, and Cllr M Fountain seconded the proposal, which was carried unanimously.

**c) Dead lime tree in Lodge Park**

Cllr N Burchett reported that the tree needed to be cut down and that a quotation of £700 had been received from Stuart Huckle, a qualified tree surgeon, for felling the tree and clearing the debris. A further quotation of £550 had been received from ???, a contractor working locally, for felling the tree, shredding the brushwood and sawing the larger pieces of wood into logs and stacking it for collection by parishioners. It was noted that the tree needed to be dealt with as a matter of urgency as there were Health & Safety issues.

Cllr N Burchett proposed accepting the lower quotation, this was seconded by ??? and carried unanimously.

**d) Flower planters**

Cllr N Burchett thanked Cllr J Bailey for providing floral decorations around the Market Square. She also

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thanked Cllr M Fountain and Mrs Anthea Langford for helping with the displays at Alma Road.

**BEACH**

Cllr M Fountain mentioned vandalism that had taken place at the beach toilets, which had been attributed to day trippers. Door handles had been removed and pipes disconnected. A lot of repair work had been done voluntarily and the matter had been reported to the police.

**GOVERNANCE**

The Support Group had addressed several issues, including the policy on substantive resolutions to Council and the degree of rigour required in order to get a balance between formality and unnecessary bureaucracy. It had also looked at the policy requirements for enabling councillors to make purchases on behalf of the Council, eg for consumables and plants. It was Cllr I Devereux's view, supported by the RFO, that procedures could be put in place to enable prior authorisation to be given to individuals, and the matter would be investigated further. Councillors views were sought. It was suggested that better organisation and forward thinking would solve some of the problems. It was noted that spending plans would be approved as part of the budget process and that the Clerk had authority to spend up to £300 on emergencies. It was suggested that authorisation of small payments of up to £100 per entity be devolved to Support Groups. It was noted that the delay in the decision to spend an additional £77 per month on grass cutting has led to the village looking very untidy and that the proposal would enable quicker action to be taken. The Governance Support Group would continue to investigate the matter.

**PERSONNEL**

Nothing to report.

**BEACH FOOTPATH WORKING GROUP**

Nothing significant to report.

**12.7.4.13 Correspondence**

**For consideration**

a) Letter from resident regarding precept monies. A letter had been received suggesting that as the Council is more stable financially it ought to consider returning £23,000 to the village, by reducing the precept for 2013/14. The Chairman responded to say that the budget process would begin in the autumn and the precept would be fixed in January 2013, taking into account spending plans and use of balances. It was too soon to discuss the matter now. He pointed out that a reduction of £23,000 in the precept would result in a saving of around £30 to a Band D taxpayer, which was not a significant amount. He also said that it would not be possible to recompense the individuals who had lived in the village in 2011/12 when the precept had been increased, but had now gone, nor would it be possible not to benefit those who had moved to the village since then. Finally, he reminded the Council that the level of its precept was not sufficient to cover its spending plans and it had to rely on car park income to balance the books.

b) and d) Letters regarding traffic calming in Strickland Avenue. Both letters suggested a 20 mph limit be imposed in Strickland Avenue, the same as in Station Road. It was noted that the Parish Council is not the responsible authority but it could make an approach to the Highways Authority and a request would be made for a survey to be undertaken. The Amenities Group would take responsibility for seeking advice from the County Councillor, and would report back.

c) and e) Cllr E Langford reported that these letters are not in the Council office, and in another place. Regarding the letter from the Memorial Hall requesting a grant towards the cost of drainage, one quote has been found and it is thought that another quote has been obtained, but it cannot be found. In the circumstances it would be necessary to defer consideration of this issue, together with the letter regarding the position of the dog bin on the Old Coal Yard, which also could not be found at the Office.

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**For information**

a) Local Policing Plan – Norfolk Police Authority is seeking the views of people living in Norfolk on local policing issues and is encouraging them to complete the survey which is available on their website.

b) Register of Electors – Annual Canvass. The Borough Council is informing residents of a change to the qualifying date for the register of electors, to enable a new register to be in place before the forthcoming Police Authority elections.

**12.7.4.14 Suspension of meeting for public participation**

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

A parishioner referred to a sign put out by the new hairdressers near to Tapping House and expressed concern that permission was required from the Parish Council as it is on Council land, but it had not been sought.

A parishioner asked for a definition of Capital Projects. The Chairman explained that it referred to larger items of expenditure for projects/items likely to have a life of more than one year.

A parishioner enquired at what interest rate the £70,000 investment had been made, and was told it was tracking at 2% over the Bank of England Base Rate, which was currently 0.5%.

A parishioner referred to the signage on the beach which, he said, had been reported to have been approved by Natural England and the Open Spaces Society. He had spoken with those organisations, and they had denied approving the signs. He had also spoken with le Strange Estate and disputed that there were access rights attached to their licence.

A parishioner mentioned the proposed skate park and asked if any more information was available. It was not. The Chairman said he was not aware of any correspondence on this matter but that it had been agreed that the young man would be written to.

The meeting was reconvened.

**12.7.4.15 To receive items for future Agendas**

Cllr E Steinacker had discussed with the RFO the potential for introducing a form of commitment accounting for inclusion in the budget monitoring reports.

**12.7.4.16 Date of next Meeting – Wednesday 5<sup>th</sup> September 2012 at the Memorial Hall**

***Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 s1 extended by LGA s100 to exclude the Press and the Public from the meeting of Snettisham Parish Council. (Reference Standing Order 65) "That in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."***

Members of the public left the meeting at 21:15 hours.

**12.7.4.17 To receive and consider update on sensitive staffing issues**

Cllr P Bradshaw explained the circumstances surrounding the Clerk's departure from the Council and sought approval to recruit a replacement. A specimen job description and model contract of employment were circulated. He said it would be necessary to offer a salary level appropriate to the job and to agree unambiguous working arrangements. The Personnel Group would meet in the near future to agree a job description and contract of employment and an advertisement should be placed on the NALC website, free of charge. It was noted that there may be financial implications to the appointment as it was likely that all

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clerks would have to be in a pension scheme in the future. It was suggested the Personnel Group consider working arrangements and make recommendations to the Council. Concerns were expressed about time constraints as the Council is not due to meet again until 5<sup>th</sup> September 2012 and it was suggested that the post be advertised.

Cllr P Bradshaw proposed that authority be delegated to the Personnel Group to agree working arrangements. This was seconded by Cllr M Fountain and agreed unanimously.

It was agreed that interim arrangements be put in place as follows:

- a) Line management of car park attendants would be carried out by Cllr M Fountain and Mrs E Tagg would continue to reconcile car park takings to tickets sold, under the supervision of the RFO.
- b) Cllr E Langford would be responsible for line management of the cleaner, the RFO and the Acting RFO.
- c) Temporary cover would be sought pending the recruitment of a new clerk. Cllr E Langford would approach a previous Acting Clerk and other nearby parish councils for assistance. If necessary, an advertisement for a locum would be placed on the NALC website.
- d) The filing system in the office would be sorted and the office would be redecorated and tidied and the layout improved. Responsibility was delegated to Cllr N Burchett to obtain some box files and start a new filing system, calling on others for support when needed.
- e) Cllr E Langford was to ask Phrynne Richardson for advice on computer problems, including broadband arrangements.
- f) Security needed to be improved and consideration given to providing a fire proof safe for the office for storage of important documents, such as bank pass books, and for ensuring the security of computer access.
- g) A list would be compiled of passwords, user names and authorised persons.
- h) Cllr E Langford would circulate a list of outstanding issues to all councillors and they would be invited to take responsibility for individual issues.
- i) The RFO expressed concern at the length of time it took to pay invoices and it was agreed to consider which payments could be made by direct debit or standing order rather than by cheque, as electronic payments were quicker and more secure.
- j) The RFO would be responsible for purchasing arrangements and official orders.
- k) Cllr E Langford would seek a temporary clerk for 21 hours per week at a salary in the region of £12 per hour.
- l) Not less than two people would be in the office at any time.

There being no further business the meeting closed at 22:55 hours

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