

SNETTISHAM PARISH COUNCIL

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SUBJECT TO APPROVAL – MAY CONTAIN INACCURACIES

**Minutes of an extraordinary meeting of Snettisham Parish Council
held on 9th August 2012 at 7.00 p.m. in the Methodist Church**

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 D Snelgrove and Cllr E Steinacker.
Also in attendance: Mr A Skipper (RFO).
6 members of the public
Minutes taken by Mrs G Watt (Acting Clerk to the Council)

The Chairman welcomed all present to the meeting

12.8.9.01 To Consider Accepting Apologies for Absence

There were no apologies for absence. All councillors were present.

12.8.9.02 Declaration of Interest

There were no declarations of interest.

12.8.9.03 Finance Matters

a) Receipts and Payments

The RFO presented a list of receipts from 22 June to 30 July 2012 which included an £85 refund of planning application fees from the Borough Council, 66p dividend and £6,150 car park income. The following were presented to the Council for payment

PAYMENT	Amount	VAT	Total	Cheque
	£	£	£	
04 July 12 Memorial Hall – interest on war bond	49.03		49.03	104829
10 July 12 R H & J P Bell – Adjudicator court costs	8.05		8.05	104831
11 July 12 E.on – electricity for street lights	294.94	58.99	353.93	Direct debit
18 July 12 S Chapman – Adjudicator court costs	25.79		25.79	104833
20 July 12 BCKLWN – trade waste	131.89		131.89	Direct debit
20 July 12 BCKLWN – business rates – office	106.00		106.00	Direct debit
30 July 12 James Joyce – felling of dangerous tree	545.00		545.00	104834
31 July 12 Utility Warehouse – telephone and broadband	51.69	10.33	62.02	Direct debit
02 Aug 12 Anglian Water – office	54.38		54.38	104835
09 Aug 12 Anglian Water – allotments	23.87		23.87	104836
09 Aug 12 Heronwood Landscapes – grasscutting	39.50		39.50	104837
09 Aug 12 Witley Press – car park ticket books	125.00	25.00	150.00	104838
09 Aug 12 BCKLWN – computer and software	744.79	148.96	893.75	104839
09 Aug 12 NPTP – training for C Curtis	340.00		340.00	104840
09 Aug 12 NALC – Autumn conference 2011 (£35) and annual subscription (£374.51)	409.51		409.51	104841
09 Aug 12 V & J Knitwear – cleaning materials for toilets	72.89	14.58	87.47	104842
09 Aug 12 Terry Wilshin Ltd – HR Services	180.00		180.00	104843
09 Aug 12 Playsafety – inspection of play area	126.00	25.20	151.20	104844

Signed: Date :

PAYMENT		Amount	VAT	Total	Cheque
		£	£	£	
09 Aug 12	Apogee – copying	267.82	53.56	321.38	104845
09 Aug 12	Heronwood Landscapes – grass cutting	156.50		156.50	104846
09 Aug 12	Salaries and expenses	571.86		571.86	104830/47
09 Aug 12	Signs Express	291.94		291.94	104848
	Totals	4,616.45	336.62	4,953.07	

In reply to a question from a councillor, the Chairman explained the background to the payment made to Mr S Chapman. The RFO reported that a reminder had been received from Anglian Water because of late payment and that enquiries were being made about the possibility of paying them by direct debit in future. Members noted that Council had not yet considered whether to renew the NALC subscription and it was agreed to add this as an item to the next Council agenda and to defer the payment of the subscription. The RFO agreed to inform NALC of the decision. The RFO explained that an increase in copying costs had arisen because of higher usage, together with a price increase, and that he was querying the price increase. It was noted that there remains an outstanding account from British Gas for supply of electricity to the office and that the RFO is awaiting a revised bill.

It was RESOLVED by a proposal from Cllr I Devereux, seconded by Cllr M Fountain and carried unanimously to approve and make the above payments, with the exception of the payment to NALC which would not include the annual subscription for 2012/13. The payment would be £35 instead of £409.51.

12.8.9.04 Date of next Meeting –7.30pm on Wednesday 5th 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 ?????? hours.

12.8.9.05 To consider proposal for a Locum Clerk arrangement

Cllr P Bradshaw referred to the decision of the Council on 4th July 2012 to appoint a locum clerk until the position of Clerk to the Council could be filled. An application for the post of locum clerk had been received from Sheila Goodwin at a specified hourly rate.

It was resolved by a proposal from Cllr N Burchett, seconded by Cllr I Devereux and carried unanimously, that, subject to satisfactory references, Sheila Goodwin be employed by the Council as locum clerk for 7.5 hours per week, plus time spent attending meetings, at the hourly rate specified.

The RFO requested councillors’ agreement to 1) consider his telephone access to Council accounts and 2) consider received quotes for the defibrillator installation. This was agreed.

12.9.9.06 Bank mandates

Following from the resolution dated 28th May 2012 to add Cllr D Snelgrove to the list of signatories, it was RESOLVED by a proposal by Cllr E Fountain, seconded by Cllr E Steinacker and carried unanimously, that former Cllr R Clark be removed from the list of signatories and that Mr Alistair Skipper, Responsible Finance Officer, should be added to the Mandate Change Forms to allow him to access telephone banking.

Signed: Date :

12.8.9.07 Quotations for wiring defibrillator

The RFO reported that the following two quotations had been received for wiring the defibrillator and that Financial Regulations provided that the Council should strive to get three quotations. Given the sums were below £500 best value could be considered on two quotes.

J R Amos - £140.00 plus VAT

APM Electrical Ltd - £372.00 plus VAT

It was RESOLVED by a proposal from Cllr A Gascoigne, seconded by Cllr T Cannon and carried unanimously to accept the lowest quotation, subject to confirmation that the contractor is suitably qualified.

There being no further business the meeting closed at 20.15 hours

Signed: Date :