

**SNETTISHAM PARISH COUNCIL**

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**Minutes of the meeting of Snettisham Parish Council  
held on 4<sup>th</sup> January 2012 at 7.30 p.m. In the Methodist Church Hall**

**Present:**

Cllr. E Langford – presiding

Cllr J Bailey, Cllr J Bateson, Cllr N Burchett, Cllr. P Bradshaw, Cllr. R Clark, Cllr I Devereux, Cllr. M Fountain, Cllr. D Snelgrove, Cllr E Steinacker, Cllr M Steinacker, Cllr. B Wardlow

Also in attendance: County Cllr J Dobson, Mrs G Watt

Approximately 45 members of the public

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

**12.1.01 To Consider Apologies for Absence**

Apologies were accepted from Cllr. E Fountain

**12.1.02 Declaration of Interest**

Cllr I Devereux declared a prejudicial interest in item 14 – Beach Footpath Working Group and a personal interest in the retrospective planning application 11/02033/F under item 13 Planning. Cllr M Fountain declared a personal interest in the retrospective planning application 11/02033/F under item 13 Planning.

**12.1.03 Suspension of meeting for public participation**

Resolution to suspend the meeting to invite members of the public to speak (15 Minutes)

Nine questions and/or statements were made by members of the public relating to the retrospective planning application 11/02033/F, Grit and dog bins, Public participation at meetings, drainage and maintenance of trees on Lodge Walk, Ladies Walk, parking problems in Station Road and Alma Road.

The meeting was reconvened.

**12.1.04 Chairman's Report**

The Chairman reported that discussions with Barclays Bank were on going and the bank had indicated they would be willing to offer an interest free loan facility from April next year should this be required.

The Chairman gave an update on complaints; there were two which had been passed to a Cromer solicitor and still three complaints with a Lincoln solicitor and there is now another complaint passed to a Cromer solicitor.

**12.1.05 Minutes of the Meeting held 6<sup>th</sup> December 2011**

11.11.02.10 NALC Officer Meeting, Cllr E Steinacker queried the minute on this item; Cllr E Steinacker's understanding was that the meeting would be for individual councillors to meet NALC confidentially. Cllr E Langford and Cllr I Devereux confirmed that the minute was correct and it was for the Council as a whole to meet NALC in confidence.

11.11.02.13 Amenities and Services should read 'The Chairman proposed that the council approve the Clerk be able to spend up to £100 to get the heating system working in the Office, this was seconded by Cllr P Bradshaw and carried unanimously.

**12.1.06 Matters Arising from Previous Minutes not on the Agenda**

**12.1.07 Police Report**

Signed: ..... Date : .....

No report received

### **12.1.08 Council Governance**

Cllr Devereux proposed that this Council, as a matter of urgency, resolves to establish and operate a Governance Support Group comprising the Officers and Lead Councillors to review and revise as necessary for the agreement of full Council, the Snettisham Parish Council Governance Arrangements, Standing Orders, Processes and other such provisions as are required for the effective, efficient and harmonious conduct of its business for the benefit of the Snettisham community. This was seconded by Cllr P Bradshaw and carried unanimously.

### **12.1.09 Councillor Training**

#### **a) Review of 12<sup>th</sup> ~December 2011**

The training session on 12<sup>th</sup> December was not attended by all councillors and some of those who had attended had more questions.

#### **b) Agreement to further training 10<sup>th</sup> January 2012**

The Clerk had provisionally arranged for a further training session on 12<sup>th</sup> January 2012 and it was agreed that both the Councillors not in attendance at the first session and any of those who did attend the first session but wished to undertake further training should attend.

### **12.1.10 Wooden fence at the Parish Council Office**

The report from the Clerk was considered and Cllr J Bailey proposed that new fence panels were purchased from Sandringham at a cost of £225 and the office fence replaced, this was seconded by Cllr N Burchett and carried unanimously.

### **12.1.11 Finance Matters**

#### **a) Receipts and Payments**

The following were presented to the council for payment

<b>PAYMENTS</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Cheque</b>	
	<b>£</b>	<b>£</b>	<b>£</b>		
<b>Approved 6 December 2011</b>					
				104707	
6 Dec 11	Cheque cancelled				
6 Dec 11	L Richardson – ex gratia payment	630.00	630.00	104708	
6 Dec 11	L Richardson Acct 2 (TROD) – ex gratia payment re M Fountain	630.00	630.00	104709	
	<b>Totals</b>	<b>1,260.00</b>	<b>1,260.00</b>		
<b>For Approval 5 January 2012</b>					
30 Nov 11	Utility Warehouse – telephone	48.16	9.62	57.78	D debit
13 Dec 11	Eon – Electricity – street lights	298.30	59.66	357.96	D debit
20 Dec 11	BCKLWN–trade refuse	63.06	12.61	75.67	D debit
20 Dec 11	BCKLWN–business rates-office	102.00		102.00	D debit
5 Jan 12	Roger Canwell – internal audit	105.00		105.00	104710
5 Jan 12	Heronwood Landscapes – grasscutting 9 Nov 2011	43.50		43.50	104711
5 Jan 12	Mark Group Ltd – loft and cavity insulation and air brick – parish office	557.96	111.59	669.55	104712
5 Jan 12	Snettisham Memorial Hall & Playing Field – interest on War Bonds June – December 2011	49.03		49.03	104713
5 Jan 12	Snettisham Methodist Church – hire of meeting room	84.00		84.00	104714
	<b>Totals</b>	<b>1,351.01</b>	<b>193.48</b>	<b>1,544.49</b>	

Approval for the cheques for payment was approved unanimously.

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**b) To consider draft precept calculation**

**c) Internal Audit**

Cllr N Burchett proposed the need for an interim audit for the period 1<sup>st</sup> October to 31<sup>st</sup> December 2011, this was seconded by Cllr E Steinacker and carried unanimously.

**d) Electricity supply for parish office**

The RFO reported on the quotations received from E-on and British Gas, British Gas required a new meter to be installed to transfer to single tariff but E-on did not require a new meter to be installed. The RFO further reported that a 4% saving could be obtained if payment was made by variable direct debit. Cllr Clark proposed that the supply be changed to E-on with payment by variable direct debit, this was seconded by Cllr E Steinacker and carried unanimously.

**12.1.12 Open Spaces Membership**

Cllr E Steinacker proposed that membership of Open Spaces was renewed in February at a cost of £40. Cllr M Fountain seconded and this was carried unanimously.

**12.1.12 Beach Car Park**

**a) Lease 2011/2012**

The Chairman confirmed that the Parish Council did have the Car Park lease agreement for 12 months with the same charges as previously. The Council had to give 6 months' notice. The end date of the lease was 31<sup>st</sup> October 2012.

**b) Winter Litter Picking**

Because the Council had responsibility for the car park for the next year, arrangements had to be made for winter litter picking; Cllr I Devereux confirmed that the lease states the Parish Council is responsible to keep the car park area clean and tidy. An offer had been made for the bins to be emptied by Mrs Hemsall of Snettisham Beach Park at a cost of £40 per month.

Cllr E Steinacker asked if this included locking the gates, Cllr M Fountain was not sure if this was included.

Cllr P Bradshaw proposed that £40 per month be agreed for weekly cleaning of the bins in the car park, this was seconded by Cllr M Fountain and agreed unanimously.

**c) Car Park arrangements 2012**

There was discussion regarding the provision of the car park facilities, Cllr P Bradshaw proposed that the Parish Council commit to providing the Car Park facilities for 2012, this was seconded by Cllr J Bailey and carried unanimously.

**d) Toilet provision**

There was discussion on the provision of toilet facilities for the beach and car park for 2012, Cllr E Steinacker stated that the RSPB had indicated they would be prepared to donate a contribution. It was agreed that the Beach Support group look into the provision of toilet facilities and costs involved and report back to the January Council meeting.

**12.1.13 Support Groups Lead Councillors' Reports**

**PLANNING**

**a) Planning Applications received to-date of meeting for consideration and recommendation. [Please](http://online.west-norfolk.gov.uk/online-applications/) 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, Wednesdays 10.00a.m. – 12.00 noon, and at other times by prior arrangement.**

**11/01929/F Construction of 2 new cottages at 3 Dawes Lane to replace derelict outbuildings**

Cllr I Devereux proposed that the Council support this application subject to concerns with the Health & Safety issues of the front doors opening directly onto the road and the absence of parking, this was

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seconded by Cllr D Snelgrove and carried by a majority of 7 in favour, 3 against and 2 abstentions.

**11/02033/F PVCu Conservatory to rear of 26 Park Lane**

Cllr I Devereux proposed that the Council support this application subject to resolution of concerns about alleged infringements of neighbours' rights of way; this was seconded by Cllr P Bradshaw and carried unanimously.

**11/02144/F Loft conversion and extension to dwelling at 12 Jubilee Gardens**

Cllr I Devereux proposed that the Council support this proposal; this was seconded by Cllr D Snelgrove and carried unanimously.

**11/02081/F Retrospective application for permanent siting of four existing Storage Containers**

**AMENITIES & SERVICES**

Location of the community defibrillator, the Chairman reported that it had been suggested the ideal position would be on the outside of the Parish Council office to the right of the door. The unit was self-contained. Questions were raised regarding responsibility for maintenance and any costs involved. Subject to assurances relating to the questions raised Cllr P Bradshaw proposed this be located on the right hand side of the building, this was seconded by Cllr N Burchett and carried by a majority of 10.

**BEACH**

Nothing to report

**PERSONNEL**

Nothing to report

**12.1.15 Beach Footpath Working Group**

Having declared a prejudicial interest Cllr I Devereux left the meeting for this item.

**a) Legal Fees**

Cllr N Burchett proposed to reserve £600 for legal fees to support the work of the working group should it be required. This was seconded by Cllr E Steinacker and carried unanimously.

**b) Car Boot**

Cllr M Fountain proposed a car boot sale be held in 2012 to raise funds, this was seconded by Cllr P Bradshaw and carried unanimously.

Cllr I Devereux rejoined the meeting.

**12.1.16 Correspondence**

For Consideration

**a) Email from Borough Council re Shepherds Port locality addresses**

It was agreed to delegate the Clerk to make contact with the Borough Council to obtain more detail including financial implications and time scales.

**b) Email from Norfolk County Council re Norfolk Public Rights of Way**

Discussion took place and it was agreed to defer this to the January meeting when County Cllr J Dobson would hopefully be available.

For information

Copies of the following correspondence had been provided to Councillors for information.

**a) Snettisham Memorial Hall letter re increase in prices**

**b) NALC briefing note on Localism Act**

**12.1.17 Receive Items for Future Agendas**

Watery Lane

Norfolk Public Rights of Way

Footpath No 4 Opposite Surgery

Open Spaces renewal

Signed: ..... Date : .....

**12.1.18 Date of next Meeting – Wednesday January 4<sup>th</sup> 2012, 7.30pm at the Methodist Church Hall**

*Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 s1 extended by LGA 1972 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"*

**12.1.19 Staffing Issues**

It was reported that Cllr P Bradshaw had been advised that the new RFO had died following his surgery. Discussion took place to the options open to the Council and it was agreed to appoint Mrs G Watt to the RFO position until the end of the financial year and that Councillors were made aware of the caveats Mrs G Watt had placed on accepting the position. Mrs Watt would be an employee of the Parish Council under contract. It was further agreed to advertise the position of RFO to commence 1<sup>st</sup> April 2012 and that this be delegated to the Personnel Lead Councillor.

Discussion took place relating the Cleaner's contract and it was agreed that the Clerk review the contract and make recommendation to the Personnel Lead Councillor. It was further agreed to make payment for 2 years underpayment on holiday pay.

**12.1.20 Officer/Councillor Relationships**

Officer/Councillor relationships was discussed.

There being no further business the meeting closed at 22.40 hours.

Signed: ..... Date : .....