

SNETTISHAM PARISH COUNCIL

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SUBJECT TO APPROVAL – MAY CONTAIN INACCURACIES

**Minutes of the meeting of Snettisham Parish Council
held on 2nd May 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 R Clark, Cllr I Devereux, Cllr. M Fountain, Cllr. D Snelgrove, Cllr. B Wardlow

Also in attendance: Borough Cllr D Johnson and Mrs G Watt (RFO)

Approximately 27 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.

12.5.2.01 To Consider Apologies for Absence

Apologies were accepted from Cllr E Fountain, Cllr E Steinacker and Cllr M Steinacker.

Apologies were also received from Borough Cllr Z Christopher and County Cllr J Dobson,

12. 5.2.02 Declaration of Interest

Cllr I Devereux declared a prejudicial interest in items 17 on the agenda.

12. 5.2.03 Suspension of meeting for public participation

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

A resident raised concerns in relation to the planning application for 38A Common Road for the redevelopment of the site for 9 properties, in particular drainage issues and profile of the properties.

A resident questioned why Cllr I Devereux declared a prejudicial interest in item 17 but he was copied in on emails from the Beach Footpath Working Group.

The meeting was reconvened.

12. 5.2.04 Chairman's Report

The Chairman reported that a notice has been placed on the notice boards advertising the casual vacancy on the Council, if at least 10 parishioners do not request an election by writing to the Returning Officer a notice will be posted after 22nd May requesting applications for co-option onto the Council and the co-option could then take place at the June or July meeting depending on the date of the June meeting.

The Chairman reported that at last year's Parish Meeting a number of parishioners requested a bus through Poppyfields and the service started in April this year, Norfolk Green consulted with Norfolk County Council and the regional traffic commissioner. The Council has now received a formal complaint from a resident but had equally received a letter of commendation for the service. The Chairman requested that if parishioners were happy with the service (or unhappy) they write to the Clerk at the Parish Office showing their support, or not as the case may be, within the next month to enable Norfolk Green to decide whether to continue the service.

The Chairman reported that a County Court action had been received from Mr Chapman claiming some £1500 compensation in regard to the missing or damaged signs from the beach. This had been passed to the Council's solicitors to deal with.

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The Chairman reported that the deadline for articles in next edition of the newsletter 'News in Brief' is 18th May 2012; any articles for this edition should be submitted to the Clerk by that date.

The Chairman reported that the Council's solicitors had changed their name from Ward Gethin to Ward Gethin Archer, terms of reference had been received and assurances had been given that there would be no changes to the service provided.

Correspondence had taken place with Santander regarding the Water Mill accounts and Mrs Melton and Mrs Houghton had been removed as signatories and Cllr E Langford and Cllr P Bradshaw had been added. It was discovered that a Mr Knott and Mrs Beverley Boughen were also signatories and a letter had been sent removing their names and also changing the address on the account to the Parish Office. The Chair further stated that information was trying to be gathered on monies given to the Water Mill and asked that anyone aware of any monies raised / donations for the WaterMill project inform the Clerk.

The Chairman thanked Adrian Gascoigne for volunteering and PAT testing some 26 electrical items in the parish office, this had taken about 1.5 hours and had saved the council at least £100.

The vicar had requested a reminder be given about the Diamond Jubilee concert 'Singing in the Reign' on Saturday, 26th May at St Mary's Church, tickets are £7.50.

12.5.2.05 Minutes of the Meeting held 4th April 2012

The minutes having been previously circulated it was RESOLVED that the minutes be signed as a true record by a proposal from Cllr N Burchett, seconded by Cllr I Devereux and carried unanimously.

The Chairman signed the minutes as a true record.

12.5.2.06 Minutes of the Meeting held 18th April 2012

The minutes having been previously circulated it was RESOLVED that the minutes be signed as a true record by a proposal from Cllr N Burchett, seconded by Cllr B Wardlow and carried by a majority.

The Chairman signed the minutes as a true record.

12.5.2.07 Matters Arising from Previous Minutes not on the Agenda

12.4.4.07 - The new office computer and software is being delivered and installed on Friday 11th May 2012.

12.4.18.04(a) (page 2 second resolution) - The Clerk had made initial contact with NALC regarding guidance from their solicitors in the first instance. NALC's response had been to contact Land Registry direct, who were very helpful, and deal directly with the Council.

12.4.18.04(d) – The emergency payment for planning application had not been cashed as the planning application had been delayed subject to clearance from Building Control, with a need for a separate cheque for £300 for building control fees.

12.5.2.08 Police Report

No report received.

12.5.2.09 County and Borough Councillor Reports

Borough Cllr D Johnson

- 1) On 10th May 2012 a new Mayor and deputy Mayor will be elected
- 2) The Borough Council of King's Lynn and West Norfolk was now officially the 'best run council'. The Chairman asked for congratulation to be passed back to the BCKLWN

12.5.2.10 Finance Matters

a) To approve payments to be made

The following were presented to the council for payment

| PAYMENTS | | Cheque | | | |
|-------------------------|--------------------------|--------|-------|------|---------|
| For Approval 2 May 2012 | | | | | |
| 2 Apr 12 | Eon – office electricity | 66.00 | 13.40 | 8.00 | D debit |

Signed: Date :

| | | | | | |
|-----------|---|-----------------|---------------|-----------------|----------|
| 16 Apr 12 | Eon – electricity for street lights | 298.29 | 59.66 | 357.95 | D debit |
| 16 Apr 12 | PWLP – loan repayment | 1,522.81 | 9.73 | 1,522.81 | D debit |
| 20 Apr 12 | BCKLWN – trade waste collection | 80.88 | | 80.88 | D debit |
| 20 Apr 12 | BCKLWN – business rates – office | 103.50 | | 103.50 | D debit |
| 2 May 12 | Anglian Water – water for office less credit for allotments (£21.46) | 7.73 | | 7.73 | 104759 |
| 2 May 12 | Apogee – copying | 10.77 | 2.15 | 12.92 | 104760 |
| 2 May 12 | C Curtis-car park phone top up and mop, cleaner etc for car park hut | 17.48 | 1.50 | 18.98 | 104761 |
| 2 May 12 | BCKLWN – dog waste collection | 1,508.00 | 301.60 | 1,809.60 | 104762 |
| 2 May 12 | ESPO – Stationery | 88.05 | 17.61 | 105.66 | 104763 |
| 2 May 12 | MHB Services Ltd – Street lighting maintenance and new lantern | 352.92 | 70.58 | 423.50 | 104764 |
| 2 May 12 | Norfolk RCC – subscription | 25.00 | | 25.00 | 104765 |
| 2 May 12 | R Richardson – plumbing toilets | 270.00 | | 270.00 | 104766 |
| 2 May 12 | Ridgeons – plumbing materials for toilets | 236.92 | 47.38 | 284.30 | 104767 |
| 2 May 12 | M Steinacker – safety equipment for car parks and street cleaning | 16.21 | 3.24 | 19.45 | 104768 |
| 2 May 12 | E Tagg - ;abe;s | 8.71 | 1.74 | 10.45 | 104769 |
| 2 May 12 | V & J Knitwear – cleaning materials etc for toilets | 110.57 | 22.11 | 132.68 | 104770 |
| 4 Apr 12 | Payroll | 2,755.81 | | 2,755.81 | 104771-5 |
| | Totals | 7,480.25 | 540.97 | 8,021.22 | |

It was RESOLVED to make the above payments by a proposal from Cllr M Fountain, seconded by Cllr R Clark and carried unanimously.

It was agreed that the Clerk follow up on the needle stick gloves order by Cllr M Steinacker and that in future these purchases should be dealt with by the Clerk as a rule.

b) To consider management of surplus funds

Mrs G Watt reported that it was anticipated there would be a surplus in the region of £70,000 at the end of the current financial year and a decision was required as to whether an amount should be set aside. Currently the Council had a Barclays Bank sweep account but this only paid 0.05%, Mrs Watt had enquired with the Saffron Building Society and their rate would be 2.75% on £70,000 for one year, with a 30 day loss of interest if any money was required within that period.

Following discussion it was RESOLVED from a proposal by Cllr I Devereux, seconded by Cllr P Bradshaw and carried unanimously to invest money.

It was RESOLVED from a proposal by Cllr P Bradshaw, seconded by Cllr R Clark and carried unanimously to invest £70,000.

It was RESOLVED from a proposal by Cllr P Bradshaw, seconded by Cllr D Snelgrove and carried unanimously to delegate the RFO to, subject to checking if other options on accounts were available with security and recoverable terms better than Saffron BS, invest £70,000, open an account and to draw a cheque for £70,000 for deposit in the new account with the RFO to report back to full council.

c) To consider budget monitoring report

Mrs G Watt reported on the budget monitoring report previously circulated.

Mrs G Watt confirmed that the current funds in the two accounts currently stood in excess of £135,000.

d) To consider quotations received for renewal of insurance

The Council's insurance policy was due for renewal on 1st June and Mrs G Watt had requested quotations from four different companies including our exiting insurers AON.

Following discussion it was RESOLVED from a proposal by Cllr P Bradshaw, seconded by Cllr M Fountain and carried unanimously to take insurance with Zurich to include street lighting at a cost of £1826.00 and

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further agree to a 3 year agreement for a 5% discount.

It was RESOLVED from a proposal by Cllr J Bailey, seconded by Cllr R Clark and carried unanimously to draw a cheque for the premium to ensure the policy was in place for 1st June renewal date.

12.5.2.11 TROD 2

It was RESOLVED from a proposal by Cllr M Fountain, seconded by D Snelgrove and carried by a majority of 8 with 1 abstention to accept the funding offered by Norfolk County Council, as detailed on the schedule previously circulated, with the Parish Council responsible for £5000.00 but this being reduced by at least £1300.00 from donations already received with further donations expected.

12.5.2.12 Street Lighting

It was RESOLVED from a proposal by Cllr P Bradshaw, seconded by Cllr I Devereux and carried unanimously to delegate the Amenities Support Group to investigate switching off street lights at night and to report back to full council with a plan.

12.5.2.13 Media Communications

It was RESOLVED from a proposal by Cllr I Devereux, seconded by Cllr P Bradshaw and carried unanimously to delegate the Governance Support Group to investigate media communications, in particular use of an up to date web site with relevant information and to report back to council with a plan.

12.5.2.14 Apologies

It was RESOLVED from a proposal by Cllr P Bradshaw, seconded by Cllr N Burchett and carried unanimously to delegate the Governance Support Group to investigate a procedure for Council receiving apologies from members and report back to council.

12.5.2.15 June 2012 Council Meeting

The next full council meeting was due to be held on 6th June immediately after the Jubilee weekend and it had been suggested that the meeting be moved to Wednesday 13th June which would also give sufficient time for co-option to the Council.

It was RESOLVED from a proposal by Cllr P Bradshaw, seconded by Cllr R Clark and carried unanimously to move the next full council meeting to Wednesday 13th June 2012.

12.5.2.16 Support Groups Lead Councillors' Report

PLANNING

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/](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.

12/00270/O 38A Common Road: Redevelopment of site to contain 9 dwellings: It was RESOLVED by a proposal from Cllr I Devereux, seconded by Cllr D Snelgrove and carried unanimously to support the outline application subject to satisfactory resolution of waste water treatment and visual appearance.

Amenities & Services

- (a) Notice Boards –Parking in the Village** – It was RESOLVED from a proposal by Cllr N Burchett, seconded by Cllr M Fountain and carried unanimously to purchase a new notice board for the office at a cost of £465.00 plus VAT and to renovate and move the current notice board to the beach area.
- (b) Parking in the Village** – Following previous reports the clerk had contacted the police regarding the parking at the school and there was nothing that the Council or police could do as it was a matter for the school and the parents. Regarding parking in other parts of the village it was reported the Council was unable to put any stipulations on parking.
- (c) Damage on the Market Place** – The Clerk had requested professional advice from Norfolk County Council and they had inspected the area and reported there was evidence of large holes in the surface which must be filled in as soon as possible for safety reasons, the main tarmac area was satisfactory and an area in front of the Old Bank would be scheduled for repair as this land belonged to Norfolk County Council. A price of not more than £300 had been received and following discussion the Clerk

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was requested to exercise her powers to authorise the urgent repair in liaison with the Amenities Group. The Amenities and Services Support Group was asked to obtain quotations for the resurfacing of the market Square. 5 years ago a quotation had been obtained in the region of £30,000 for resurfacing.

It was RESOLVED from a proposal by Cllr N Burchett, seconded by Cllr M Fountain and carried unanimously to authorise the Amenities Support Group to spend approximately £100 to repair the wooden benches in the village and the finger post on the footpath. Subsequently it was agreed to delay the finger post repair pending the outcome of the report submitted to County Council.

It was RESOLVED from a proposal by Cllr N Burchett, seconded by Cllr R Clark and carried unanimously to accept the quotation of approximately £50.00 to install the new back door in the office.

Cllr N Burchett requested volunteers, councillors and residents, to meet for a Lime Tree pruning session on Saturday 12th May at 11.00am in Lodge Walk.

Beach

Cllr M Fountain reported that the toilets were up and running but the Disabled toilet was closed pending installation of the ramp. The cleaner employed was doing a really good job.

Governance

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

Personnel

Cllr P Bradshaw gave an update and reported that Mr Alistair Skipper had been appointed as RFO and would be starting the handover with Mrs Watt next week.

12.5.2.17 Beach Footpath Working Group

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

It was RESOLVED from a proposal by Cllr M Fountain, seconded by Cllr P Bradshaw and carried unanimously to adopt the signage for CL378, previously circulated, which had been approved by our legal advisors, Natural England and the Open Space Society.

It was RESOLVED from a proposal by Cllr M Fountain, seconded by Cllr P Bradshaw and carried unanimously to purchase the 10-12 signs required from the quotation received at £14.64 per sign from the supplier in King's Lynn, the other 2 quotations received were a higher price and specification of the signs would be checked.

It was RESOLVED from a proposal by Cllr P Bradshaw, seconded by Cllr M Fountain and carried unanimously to erect signs at natural entry points in line with the list previously circulated together with signs being placed on village notice board, the car park hut.

It was RESOLVED from a proposal by Cllr P Bradshaw, seconded by Cllr M Fountain and carried unanimously to delegate the Clerk to liaise with the Environment Agency, Sailing Club, RSPB, Sandringham Estate and Snettisham Caravan Park to gain their permission for the erection of the signs on their land.

Cllr I Devereux rejoined the meeting.

12.5.2.18 Correspondence

For Information – copies previously circulated

- a) **Letter from Resident - article in Lynn News 'Council hopes to register footpath'** - Concerns raised regarding inaccuracies contained in the article
- b) **Letter from Resident – gesture of goodwill** - £25 donation from resident who has asked to remain anonymous in recognition of the Council's excellent work

Signed: Date :

12.5.2.19 Suspension of meeting for public participation

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

Mrs Gascoigne commented regarding resurfacing the market place and if such large sums were to be considered then perhaps villagers should have their say.

The Chairman was reminded by Mrs Gascoigne that a lady had stopped him in the street by a lady congratulating the Council on their work.

A resident requested an update on the Portable cabin on the Compass Car Park – the police had looked at this and confirmed there was not a problem plus building works should commence on site in 4/5 weeks' time.

Mr Parkes commented that if the Council have a massive amount of money in reserve then he felt parishioners should have a say. Mr Parkes questioned if the Parish Council could join the Borough Council on investments to obtain a higher return. Mr Parkes questioned if the Parish Council could take parking fees on the Market place.

A resident asked for clarification on the Public Works loan repayment shown on the schedule.

A resident questioned whether the by-pass lights were included in the possible reduction in night time lighting. It was confirmed that these were Norfolk County Council responsibility.

The meeting was reconvened

12.5.2.20 Receive Items for Future Agendas

a) Events Committee to speak at future meeting

12.5.2.21 Date of Annual Parish Council Meeting, 7pm on 16th May 2012 at the Memorial Hall, Annual Parish Meeting, 7.30pm on 16th May 2012 at the Memorial Hall and next Full council meeting – 7.30 pm on 13th June 2012 venue to be confirmed

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"

Members of the public left the meeting at 21.15 hours

12.4.4.22 To consider sensitive financial matters

a) **Car Park Lease** – Following receipt of the letter from Brown & Co regarding the sale of the Coastal Park, legal advice had been sought. It was RESOLVED from a proposal from Cllr N Burchett, seconded by Cllr I Devereux and carried unanimously to follow the advice supplied by the Council's solicitor.

b) Access to Professional Advice

It was RESOLVED from a proposal from Cllr R Clark, seconded by Cllr I Devereux and carried unanimously to seek professional advice on land management recommended at a cost of £120.00 per hour with the first meeting free of charge.

It was RESOLVED from a proposal by Cllr N Burchett, seconded by Cllr P Bradshaw and carried unanimously to employ Mr B Burdett at a cost of £40 per hour for approximately 2 hours to produce the detail drawings required for submission to Planning and to Building Control regarding the beach toilets.

There being no further business the meeting closed at 21.32 hours.

Signed: Date :