

SNETTISHAM PARISH COUNCIL

**Minutes of the meeting of Snettisham Parish Council held on
3 October 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 D Snelgrove

Also in attendance: Mr A Skipper (RFO), Borough Cllr D Johnson and County Cllr J Dobson
PCSO Owen James
Approximately 28 members of the public

Minutes taken by Sheila Goodwin (Locum Clerk to the Council)

12.10.3.01 To Consider Accepting Apologies for Absence

Apologies were accepted from Cllr E Steinacker and Borough Cllr D Johnson

12.10.3.02 Declaration of Interest

Cllr I Devereux declared a prejudicial interest in item 12.10.3.17, 25 and 26
Cllr E Langford declared a pecuniary interest in item 12.10.3.10f

12.10.3.03 Suspension of meeting for public participation

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

No comments made

The meeting was reconvened.

12.10.3.04 Co-opting of Councillors

As no names have been put forward for this the matter of co-opting two councillors will continue

12.10.3.05 Chairman's Report

The Chairman reported Coasthopper bus service will continue over winter months, Norfolk Wildlife Trust to join with PC re management plan for Snettisham Common. Volunteers will be required to assist. Thanks were given to Councillors who worked on Almer Roundabout. Newsletter to be called Torc of Snettisham and is still self financing. PC website is now updated and running, thanks to P Richardson

12.10.3.06 Minutes of the Full Council Meetings

a 5 September – Page 1, 12.905.05 Subject to 'footpath' being changed to 'PROW, that minutes previously circulated be approved

Prop. – Cllr Gascoigne

2nd – Cllr M Fountain

Agreed

The Chairman signed the minutes as a true record.

12.10.3.07 Matters Arising not on the Agenda

Closing date for donations for Dr Campbell's bench is 25 October

12.10.3.08 County and Borough Councillor Reports

Cllr Dobson gave information concerning Community Construction Fund set up by NCC. Planning application for incinerator at King's Lynn had been called in by Secretary of State and he urged PC to write requesting that enquiry be held in King's Lynn not Norwich. He had called for intervention on Snettisham Beach and this will be heard on 17 October

Cllr. Christopher also urged PC to request incinerator planning enquiry to be held in King's Lynn. Drop-in information days are being held by BC to publicise proposed review of refuse system

12.10.3.09 Police Report

PCSO O James gave report on crime figures and urged public to dial 101 to contact police

Signed: Date :

12.10.3.10 Finance Matters

- a Formally approve retrospective payments made after consultation with RFO, Proper Officer and Vice-Chairman and Formally approve consent for emergency call out by clerk for Parish Office security system
Prop. – Cllr Devereux 2nd – Cllr Cannon Agreed
- b £50 donation to be made to Open Spaces Society
Prop. – Cllr M Fountain 2nd – Cllr Bradshaw Agreed
- c To renew membership of the Norfolk Playing Fields at a cost of £25
Prop. – Cllr Bradshaw 2nd – Cllr Gascoigne Agreed
- d £18 - £20 donation to be made for a Remembrance wreath when donation suggestion known, under Section 137 payment.
Prop. – Cllr Bradshaw 2nd – Cllr Devereux Agreed
- e That the Council increase the mileage allowance from 40p to 45p per mile in-line with HMRC guidance
Prop. – Cllr Devereux 2nd – Cllr E Fountain Agreed
- Cllr Langford declared a pecuniary interest at this point and took no part in discussion or vote on the following item*
- f Approve payment of Chairman's Allowance of £200 to assist in carrying out of duties
Prop. – Cllr Gascoigne 2nd – Cllr Cannon Agreed
- g Proposal for agreement to spend £61.60+VAT for sand to replenish of sand under elephant slide in Paying Field Play area.
Prop. – Cllr Bradshaw 2nd – Cllr Bailey Agreed
- h Proposal for agreement to spend £26.80+VAT for post fix cement for siting of new notice board outside SPC office
Prop. – Cllr Bradshaw 2nd – Cllr E Fountain Agreed
- i Proposal for agreement to payment of £40 each for Cllr Bradshaw and M McCall to attend NRCC Course on Play equipment inspection.
Prop. – Cllr Bradshaw 2nd – Cllr Gascoigne Agreed
- j Proposal for agreement to spend £109.99 on a new office telephone.
Prop. – Cllr Bradshaw 2nd – Cllr Devereux Agreed
- k Agree cheques to be signed and payments made as per attached list
Prop. – Cllr Cannon 2nd – Cllr Devereux Agreed
- l Budget monitoring report was presented and accepted. New format was also introduced for councillors comments
- m Discuss possibility of having a Parish Council credit or debit card – deferred to next meeting
- n Decide if petty cash should continue to be held – deferred to next meeting.

12.10.3.11 Standing Orders

Adoption of the revised **standing orders** ref. SPC/SO/GSSG-Draft - in accordance with standing orders, this had been when proposed and seconded at September 5th meeting, stood adjourned without discussion to this next ordinary meeting of the Council. Voting took place and revised standing orders were agreed

12.10.3.12 Royal Mail Addresses for Snettisham

Clarification is being sought by BC to assist with deliveries and attendance of emergency vehicles in the village as some addresses appear to be duplicated. Consultations are still ongoing. PC agreed in principle that streamlining of addresses would be beneficial.

That Shepherd's Port name be adopted as suggested by BC for that locality west of A149

Prop. – Cllr M Fountain 2nd – Cllr Bradshaw Agreed

12.10.3.13 Community Information Point

Agreed that report concerning this should come under Amenities Report 12.10.3.16b

Signed: Date :

12.10.3.14 Defibrillator Training

Training session arranged by Cllr Langford for 21 November at 6.45pm in Memorial Hall

12.10.3.15 Car Park Rent Review

Land agent is currently undertaking work for PC concerning Chalk Pit. It was considered whether professional advice is required to make case on behalf of PC concerning car park rent review. That remit of land agent be extended to include car park rent

Prop. – Cllr Devereux *2nd – Cllr Bradshaw* *Agreed*

12.10.3.16 Support Groups – Lead Councillors’ reports:

a PLANNING

That PC supports demolition of existing buildings and construction of a Cottage at 3 Dawes Lane ref 12/01503/F and the associated Conservation Area approval ref 12/01504/CA

Prop. – Cllr Devereux *2nd – Cllr E Fountain* *Agreed*

Advice had been sought concerning unauthorised activities on a site in the village and also on waterways and drainage in the village

b AMENITIES & SERVICES

i Item 12.10.3.13 was moved to this point and it was explained that as a November relaunch of Community Information Point was anticipated, the CIP business plan had for reasons of expediency been submitted to BCKLWN.

ii Community Construction Fund had already been approached by Cllr Burchett for possible future project, details of which would be given at a later date

iii Sheldrake Drive lime trees, matter is still receiving attention and updates will be provided

iv Business case for employment of handy man had been prepared and circulated. PC needs to decide whether to employ handyman or contract out work. That PC consider concept of looking project by project and getting quotes for each project

Prop. – Cllr Gascoigne *2nd – Cllr Snelgrove* *Agreed*

v Dr Campbell’s bench donations closing date is October 25th. It was suggested that separate bank account be opened for donations

vi Footpath requiring clearance – clerk to write to landowner

vii New notice board for Parish Office to be installed on opposite side of drive if feasible

Prop. – Cllr Burchett *2nd – Cllr M Fountain* *Agreed*

viii Strimmer to be serviced – cost unknown

Prop. – Cllr Burchett *2nd – Cllr Bradshaw* *Agreed*

c BEACH

i Toilets are to be locked at dusk and agreement had been received from landowner for toilets to remain in position. That toilets be drained down and made ready for winter

Prop. – Cllr M Fountain *2nd – Cllr Cannon* *Agreed*

ii That car park area be made secure and litter cleared on Mondays during November to March inclusive

Prop. – Cllr M Fountain *2nd – Cllr Cannon* *Agreed*

iii That PC agree to concept of employing person or persons to complete litter clearing in a notional 2 hours per week

Prop. – Cllr M Fountain *2nd – Cllr Gascoigne* *Agreed*

d GOVERNANCE

No report

e PERSONNEL

No report

12.10.3.17 Beach Footpath Working Group

No report

12.10.3.18 Memorial Hall

That meeting of MH Trustees and PC be arranged to discuss outstanding matters

Prop. – Cllr Bradshaw *2nd – Cllr E Fountain* *Agreed*

Signed: Date :

12.10.3.19 Correspondence

BCKLWN – Civic Awards for Voluntary Service – nominations sought
BCKLWN – Standards Board – volunteers sought for non-voting membership
NCC – List of works completed on Rangers visit on September 25th
NCC – Notification of road closure. C86 Snettisham, Church Road Footway works from 8 October

12.10.3.20 Suspension of meeting for public participation

Members of the public were invited to speak (10 minutes)

Subjects mentioned included Almer Road island looks good but Chip Dump needs attention, suggested that new noticeboard to be placed on wall of PC office but explained this is now filled by defibrillator, timing and content of public speaking time at beginning of meeting, skate board park, clarification of addresses, bus shelter seat loose – confirmed that this was known and is being attended to.

The meeting was reconvened.

12.10.3.21 Items for future Agendas

Councillors to inform clerk

12.10.3.22 Date of next Meetings

- Wednesday, 17 October Extra Ordinary meeting and Wednesday, 7 November Ordinary meeting both to be held at Memorial Hall, starting at 7.30pm

12.10.3.23 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

Cllrs Burchett and Snelgrove left the meeting

12.10.3.24 Staffing

Cllr Bradshaw informed members that no applications had yet been received for the position of clerk. Possibility of advertising with BC and CC being investigated and costs to be sought to advertise in EDP and/or on EDP website

a Locum Clerk’s contract had been circulated. Clerk confirmed it had her agreement
That it be accepted

Prop. – Cllr Bradshaw 2nd – Cllr Gascoigne Agreed

b Responsible Financial Officer’s contract had been circulated. RFO confirmed it had his agreement
That it be accepted

Prop. – Cllr Bradshaw 2nd – Cllr Cannon Agreed

It was noted that section on appraisals will need to be reworded

c Responsible Financial Officer’s job description had been circulated. RFO confirmed it had his agreement subject to ‘reporting to clerk’ being replaced with ‘reporting to PC’
That it be accepted including this amendment

Prop. – Cllr Bradshaw 2nd – Cllr Devereux Agreed

d Following discussion it was proposed, based on information obtained during a review, that from 1st October, paid hours for Village Operative should be increased.

Prop. – Cllr Bradshaw 2nd – Cllr Bailey Agreed

Cllr Devereux left the meeting at this point

Signed: Date :

12.10.3.25 DMMO

That Cllr Langford visit Norwich to access records for the above

Prop. – Cllr M Fountain 2nd – Cllr Gascoigne Agreed

That specialist legal advice for the DMMO can be sought by Cllr. Langford without further reference to PC

Prop. – Cllr M Fountain 2nd – Cllr Gascoigne Agreed

12.10.3.26 Compensation Claim

That approval be given for Cllr Langford to represent PC at compensation claim at King’s Lynn Court on October 5th

Prop. – Cllr M Fountain 2nd – Cllr Gascoigne Agreed

There being no further business the meeting closed at 22:15 hours

Snettisham Parish Council						
Payments for 03/10/12						
Date	Type	Number	Item	Amount	VAT	Total
03/09/12	Direct Debit	0134019325	E.On - Electricity for Office	66.67	13.33	80.00
10/09/12	Cheque	104922 & 3	Salaries	1,240.20	0.00	1,240.20
11/09/12	Direct Debit	C4117579A	E.On - Electricity for Streetlights	304.76	60.95	365.71
20/09/12	Direct Debit	EH2016905A	BCKLWN - Trade Waste	13.56	0.00	13.56
20/09/12	Direct Debit	EH2016905B	BCKLWN - Trade Waste	131.89	0.00	131.89
20/09/12	Direct Debit	6108394	BCKLWN - Business Rates - Office	106.00	0.00	106.00
28/09/12	Direct Debit	3554447/93	Utility Warehouse - Telephone and Broadband	46.97	9.38	56.35
03/10/12	Cheque	104924 -29	Salaries	2,914.61	0.00	2,914.61
03/10/12	Cheque	104930	Post Office - HMRC - Tax & National Insurance	1,705.16	0.00	1,705.16
03/10/12	Cheque	104931	S Goodwin - Stamps	18.27	0.00	18.27
03/10/12	Cheque	104932	Snettisham Methodist Church - Hire of Meeting Room	14.00	0.00	14.00
03/10/12	Cheque	104933	M Yates - Clean Toilets 28/7 -31/8	455.00	0.00	455.00
03/10/12	Cheque	104934	Roger Richardson - Repair of Toilet	25.00	0.00	25.00
03/10/12	Cheque	104935	Ridgeons - Woodstain & Wood	72.74	14.55	87.29
03/10/12	Cheque	104936	Mazars - Audit Fee	550.00	110.00	660.00
03/10/12	Cheque	104937	Heronwood Landscapes - Grass Cutting	351.00	0.00	351.00
03/10/12	Cheque	104938	Mr Signs - 25 Dog Bin Signs	75.00	15.00	90.00
03/10/12	Cheque	104939	Viking - Stationery	120.57	24.11	144.68
03/10/12	Cheque	104940	Ken Hill Farms & Estate - Rent for Car Park	3,500.00	0.00	3,500.00
03/10/12	Cheque	104941	Apogee Corporation - Copying	20.00	4.00	24.00
03/10/12	Cheque	104942	Mrs J Keywood - Car Park Mobile Phone Top Up	10.00	0.00	10.00
03/10/12	Cheque	104943	A Skipper - Imprest for Bulbs (Cllr M Fountain)	100.00	0.00	100.00
			Total	11,841.40	251.32	12,092.72
Financial items for resolution at the meeting on 03/10/12						
03/10/12			Open Spaces Membership - Donation	50.00	0.00	50.00
03/10/12			Norfolk Playing Fields Membership	25.00	0.00	25.00
03/10/12			Sand	61.60	12.32	73.92
03/10/12			New post for notice board	26.80	5.36	32.16
03/10/12			Cllr P Bradshaw and M McCall to attend NRCC Course	80.00	0.00	80.00
03/10/12			New Telephone	109.99	0.00	109.99
			Total	353.39	17.68	371.07

SUMMARY RECEIPTS 30/08/12 - 25/09/12	
Car Park	5,561.00
Donations	1,660.00
Snettisham Allotments Association - Rent	700.00
	7,921.00

Signed: Date :