

SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Snettisham Parish Council held on 5 September 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
Also in attendance: Mr A Skipper (RFO), Borough Cllr D Johnson and County Cllr J Dobson
Approximately 33 members of the public

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

The Chairman welcomed all present to the meeting and requested that before the meeting started, a minutes silence should be held in recognition of the work of Ruby Reynolds who died on 12th August 2012

12.9.5.01 To Consider Accepting Apologies for Absence

Apologies were accepted from Cllr D Snelgrove and Borough Cllr Z Christopher .

12.9.5.02 Declaration of Interest

Cllr I Devereux declared a prejudicial interest in item 17

12.9.5.03 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 land registration issues at the beach and commented that there had been a change of situation

The meeting was reconvened.

12.9.5.04 Co-option of Councillors

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

12.9.5.05 Chairman's Report

The Chairman reported that PC had received bailiffs demand relating to Mr Chapman, whose solicitor confirmed receipt of £25 and that payment is now discharged. He had received correspondence stating that HMRC has recognised its lack of due diligence in the matter of tax and insurance and have offered £100 compensation and he also had been notified that Norfolk County Council (NCC) has given notice of order that beach footpath can be designated as a formal footpath.

12.9.5.06 Minutes of the Full Council Meetings

a 4 July – Page 6, para. 2 Beach Footpath Working Group to be changed to Beach Support Group and clarification sought and given concerning payment of £49.03 to Memorial Hall

Subject to the above, that minutes previously circulated be approved

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

b 9 August

That minutes previously circulated be approved

Prop. – Cllr Bradshaw 2nd – Cllr Cannon Agreed

The Chairman signed the minutes as a true record.

12.9.5.07 Matters Arising not on the Agenda

Westcotec contract for lighting maintenance to be signed by Proper Officer (Locum Clerk) and public were invited to contact Parish Office with any lighting fault reports

Action - Clerk

Signed: Date :

12.9.5.08 County and Borough Councillor Reports

Cllr. Christopher had sent report that planning application for incinerator in King's Lynn had been called in by Secretary of State

Cllr. Johnson made no report

Cllr Dobson gave a fuller report on calling in of incinerator planning application and gave assurances that he would be taking action on signs for beach PROW and would be liaising with Beach Working Group.

Action – Cllr Dobson

12.9.5.09 Police Report

No report had been received

12.9.5.10 Employment of Handyman

That Amenities team consider and prepare case for employment of handyman to assist with jobs in the village. Matter to be on November agenda

Prop. – Cllr Bradshaw 2nd – Cllr Gascoigne Agreed

Action – Amenities Support Group

12.9.5.11 Integrity of Computer Information

Concern was expressed that Parish Council data should be protected and back up facilities set up.

That Borough Council IT team to be approached to make recommendations concerning integrity of computer data

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

Action – Amenities Support Group

12.9.5.12 Community Information Point

Borough Council (BC) is happy to continue investing in Community Information Point (CIP) in village subject to increased availability for public. BC asked Parish Council (PC) to renew its resolution to continue CIP. It was confirmed that this computer stands alone from PC computer and is fully funded and maintained by BC. Suggested that in long term an alternative site could be found for CIP.

That business case be prepared for CIP by Amenities Support Group

Prop. – Cllr Burchett 2nd – Cllr Gascoigne Agreed

Action – Amenities Support Group

12.9.5.13 Defibrillator

Val Pearce has produced a poster advertising training to take place on 19 September. Cllr. Burchett proposed a vote of thanks to all who had assisted in this matter

12.9.5.14 Standing Orders

Revised standing orders had been circulated to all councillors prior to the meeting and hard copies supplied at the meeting. That amendments be accepted

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

In accordance with standing orders, this was when proposed and seconded, stood adjourned without discussion to the next ordinary meeting of the Council

12.9.5.15 Finance Matters

a Resolved to renew **membership of Norfolk ALC** for 2012/2013

Prop. – Cllr Steinacker 2nd – Cllr Burchett Agreed

b Resolved to agree cheques to be signed and payments made as per list

Prop. – Cllr Bradshaw 2nd – Cllr Burchett Agreed

Signed: Date :

12.9.5.15 Finance Matters (Cont'd)

The following were presented to the Council for payment

PAYMENTS FOR 05/09/12

Date	Type	Number	Item	Amount	VAT	Total
09/08/12	Cheque	104848	Signs Express - Signs for Beach	243.28	48.66	291.94
09/08/12	Cheque	104849	NALC - Autumn Conference 2011	35.00	0.00	35.00
13/08/12	Direct Debit	C4117579A	E.On - Electricity for Streetlights	304.76	60.95	365.71
20/08/12	Direct Debit	EH2016905B	BCKLWN - Trade Waste	131.89	0.00	131.89
20/08/12	Direct Debit	6108394	BCKLWN - Business Rates - Office	106.00	0.00	106.00
31/08/12	Direct Debit	3554447/93	Utility Warehouse - Telephone and Broadband	52.51	10.49	63.00
05/09/12	Cheque	104850	Norfolk Association of Local Councils - Subscription 2012 - 2013	374.51	0.00	374.51
05/09/12	Cheque	104851	V & J Knitwear - Cleaning Materials for Toilets	61.52	12.30	73.82
05/09/12	Cheque	104852	Heronwood Landscapes - Grass Cutting	234.00	0.00	234.00
05/09/12	Cheque	104853	Penty Contractors - Ramp for Toilet	750.00	150.00	900.00
05/09/12	Cheque	104854	Ken Hill Farms & Estate - Rent for car Park	700.00	0.00	700.00
05/09/12	Cheque	104855/7&9	Salaries & Underpayment of Tax & NI 2010/12	1,422.97	0.00	1,422.97
05/09/12	Cheque	104858	Norfolk County Council – TROD 2	5,000.00	0.00	5,000.00
			Total	9,416.44	282.40	9,416.84

Report from RFO given concerning reduced prices from Apogee and credit from British Gas

- c Received budget monitoring report confirming that NI and salaries are now accurate and that £1100 has not yet been received from Memorial Hall. Chair stated that RFO is not to be questioned without prior notification
- d Received report from Mazars External Auditors for 2011/2012 accounts. Mazars response to parishioners query was read out by Chair. Mazars are to continue to be Snettisham Parish Council external auditors as notified by Audit Commission
- e Approval of spending £100 sponsorship money from Ridgeons on Almer Road roundabout on flowers and bulbs by Amenities Group.
Prop. – Cllr M Fountain 2nd – Cllr Burchett Agreed
- f That approval be given for purchase of equipment for office eg surge protectors, safe, phone
Prop. – Cllr Burchett 2nd – Cllr Gascoigne Agreed
- g Consideration was given to request for memorial bench to Dr Ian Campbell. That principle be established that PC is in favour of concept of purchasing bench
Prop. – Cllr Bailey 2nd – Cllr Cannon Agreed
That Dr Campbell's widow be contacted regarding type of bench, location etc. and that public donations be accepted for memorial bench if offered
Prop. – Cllr M Fountain 2nd – Cllr Devereux Agreed

Action – Amenities Support Group

- h Clarification on signing of cheques outside PC meeting without prior PC approval was given by Cllr. Langford who read out the following statement.

"This is to clarify the fact that council will, on occasions, be required to have cheques signed and paid over without prior approval from council and will require that retrospective agreement from council will to be recorded. Financial regulations allow, in urgent, emergency or extenuating circumstances, for the Clerk / RFO and two signatories to agree to raise a cheque payment as long as, and providing that, this action is notified to the next council meeting and minuted as such. I am reassured by the RFO, the Clerk and the external auditor that we have proper practices in place to ensure financial probity"

Signed: Date :

12.9.5.15 Finance Matters (Cont'd)

- i Consideration was given introducing a form of commitment accounting for inclusion in the budget monitoring reports. The aim was to enable PC to know what funds are available for project expenditure but it was questioned whether this would be a practical introduction at the moment and would possibly entail more work for the RFO That Snettisham Parish Council adopt commitment accounting

Prop. – Cllr Steinacker No seconder therefore no vote

12.9.5.16 Support Groups – Lead Councillors' reports:

a 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>. Computer access and help is available at the Parish Council Offices, Tuesdays 10.00 am – 1 pm and at other times by prior appointment.

1. That PC support the restoration of the single dwelling at 12/14 The Courtyard, School Road to its original semi-detached configuration, ref 12/00111/F.

Prop. – Cllr Devereux 2nd – Cllr Burchett Agreed

2. That PC support the change of use of the Garden at 20 Station Road to introduce 4 Residential Park Homes as an extension to the Anchor Park Residential Site, ref 12/01216/F.

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

3. PC noted the KLWNBC decisions to refuse outline permission for a dwelling at 78 Station Rd 12/00987/O and grant permission for a conservatory at 123A Station Rd- 12/01051/F and for internal changes to units 7&8 at Park Farm Barns – 12/00993/F.

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

b AMENITIES & SERVICES

- i Enquiries had been made concerning which areas of grass are cut by KLBC as consideration is being given to PC taking on responsibility for grass cutting in village. Lime tree trimming is still a work in progress.

- ii Back door to Parish Office requires replacement or improvement.

That Amenities Support Group be given leeway to spend £300 on this project

Prop. – Cllr Burchett 2nd – Cllr Bailey Agreed

- iii Decision concerning Street light night time lighting to be deferred

c BEACH

- i Increased amount of vandalism in area of toilet and car park. Police to be asked to attend around 8pm

Action Beach Support Group

- ii NCC Highways have re-evaluated work on Trod resulting in a lower cost. £5000 agreed donation from PC has had to be paid in order for work to start but reduced costs should lead to refund being given by NCC

- iii That dusk be used as closing time for toilets

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

d GOVERNANCE

The Support Group had continued to address ongoing operational issues and revised the standing orders

12.9.5.16 Support Groups – Lead Councillors' reports (Cont'd)

Signed: Date :

e PERSONNEL

Locum clerk, Sheila Goodwin has been appointed but permanent clerk advertisements still in place. Matter to be discussed under Staffing 12.9.5.26

12.9.5.17 Beach Footpath Working Group

No report

12.9.5.18 Memorial Hall

This item was deferred by Chairman

12.9.5.19 Watermill/Santander

In an effort to spread the workload of Cllr. Langford, Cllr Steinacker had volunteered to become a signatory on the account, which would enable him to make enquiries in order to obtain required information

That he be appointed as a signatory

Prop. – Cllr E Steinacker 2nd – Cllr Gascoigne Agreed

12.9.5.20 Correspondence

CPRE – Workshop, Leziate Village Hall, October 5th, 10am – 1pm. Help Protect your local footpaths

NCC – Letter detailing recent changes to how Public Rights of way are managed within NCC

NCC – Consultation on Local List for Validation of CC Planning Applications.

NCC – Rangers visit week commencing 17 September

NCC – update on obtaining better Broadband

NRCC – Play Area Inspection Course, 15 October at Dereham, 10am to 1.30pm

12.9.5.21 Suspension of meeting for public participation

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

A parishioner requested responses sent to PC in July, with acknowledgement received on 2 August

A parishioner referred to the signage on the beach and its minuting in July minutes

Donation for TROD from Memorial Hall

Questioned if Memorial Hall letters have been or will be read out

The meeting was reconvened.

12.9.5.22 To receive items for future Agendas

Mileage expenses review

12.9.5.23 Date of next Meeting

- Wednesday, 3 October at Memorial Hall

12.9.5.24 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

Signed: Date :

12.9.5.25 Instructions for Parish Council Solicitor

1 Discussion took place concerning dialogue with Barclays representatives regarding a compensation award for the high level of cheque forgeries identified by the council for the period 2004 to 2009. Solicitor acting on behalf of Snettisham Parish Council sought the authority to go into open negotiation mode with Barclays. That this be given

Prop. – Cllr Burchett 2nd – Cllr Devereux Agreed

2 Mr Chapman's county court claim against the SPC, relates to 2003 missing / damaged beach signs and has been given a hearing date of 5th October.

Cllr Devereux left the meeting at this point 10.20pm

Consideration was given to offering an out-of-court settlement, backing out of claim or contesting the claim using legal representation

That claim be contested using legal representation

Prop. – Cllr Bradshaw 2nd – Cllr Gascoigne Agreed

Action – Cllr. Langford to inform solicitor of decisions

12.9.5.26 Staffing

a Locum Clerk's job description had been circulated

That it be accepted

Prop. – Cllr Bradshaw 2nd – Cllr Gascoigne Agreed

b Clerk explained that she was unable to attend Parish Office any more than one day a week but was willing to do some work at home to a maximum of 5 hours a week. Work is being prioritised until permanent clerk can be found.

That clerk be allowed PC e-mail access from home and be paid up to 12.5 hours a week subject to working log being submitted

Prop. – Cllr Bradshaw 2nd – Cllr Gascoigne Agreed

Action – clerk to submit working log to Chair and RFO each month

c Without prior permission but in order to establish some knowledge of Snettisham Parish Council, clerk had worked 9 hours from home in August and requested payment if possible but acknowledged these had been of her own volition

That clerk be paid 9 hours in arrears at next pay date

Prop. – Cllr Devereux Cllr Steinacker Agreed

d No applicants have yet come forward for position of clerk. Suggested that advert be reworded and area of advert to be widened including payment for advertisement.

That Personnel Group be delegated to spend up to £750 on advertising for clerk

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

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

Signed: Date :