

SNETTISHAM PARISH COUNCIL

**Minutes of the meeting of Snettisham Parish Council held on
7 November 2012 at 7.30 p.m. in the Memorial Hall**

Present:

Cllr. E Langford – Presiding

Cllr J Bailey, Cllr N Burchett, Cllr T Cannon, Cllr I Devereux, Cllr. E Fountain, Cllr M Fountain, Cllr. A Gascoigne, Cllr D Snelgrove, Cllr. E Steinacker

Also in attendance: Mr A Skipper (RFO), County Cllr J Dobson

Approximately 17 members of the public

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

One minutes silence held for Ray Godfrey, who had been a long standing councillor

12.11.7.01 To Consider Accepting Apologies for Absence

Apologies were accepted from Cllr P Bradshaw, Borough Cllr Z Christopher and police representative

12.11.7.02 Declaration of Interest

All councillors declared Pecuniary interest in 12.11.7.18, which involved discussion concerning budget and precept. The clerk, having received requests from all councillors for dispensation granted this under the powers of the Localism Act 2011. This will be applicable until May 2014

Cllr I Devereux declared a prejudicial interest in item 12.11.7.22

12.11.7.03 Suspension of meeting for public participation

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

Level of Precept was commented on

The meeting was reconvened.

12.11.7.04 Co-option of Councillors

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

12.11.7.05 Chairman's Report

The Chairman thanked all those involved on a voluntary basis in producing 'Tore in Snettisham' newsletter and invited parishioners to comment on it. He reported that the legal case concerning missing and damaged signs at the beach was dismissed but that legal fees for PC amounted to £750 plus vat. Details of Armistice day service were given. He informed those present that car park season is now finished and thanked Councillors and volunteers for all the hard work carried out including toilet maintenance and opening of gates by dog walkers

12.11.7.06 Minutes of the Full Council Meetings

a 3 October – Subject to 12.10.3.18 being amended to Prop. Cllr Bradshaw, 2nd Cllr M Fountain and 12.10.3.16.biii being amended to Lodge Walk, it was agreed that minutes previously circulated be approved

b 17 October - Subject to 12.10.17.08 being amended to read that Cllr. Steinacker requested that it be minuted that he voted against this as it was a retrospective payment, it was agreed that minutes previously circulated be approved

The Chairman signed the minutes as a true record.

12.11.7.07 Matters Arising not on the Agenda

a Shepherds Port address enquiries to be clarified by Cllrs M Fountain and Cannon and the clerk

b Standing Orders and related papers to be distributed by clerk as soon as practical.

c Confirmed that donations for Dr Campbell's memorial bench are 'ringfenced'

d Discussions still ongoing with Barclays regarding compensation claim and Townsland/Chalk pit account

e Land agent has opened fair rent discussions with Ken Hill. Notice has now been given and 12 months must elapse before matters can progress further

f Negotiations concerning car park are continuing. PC will know more when end of year figures are analysed

g Decision is awaited from BCKLWN concerning Community Information Point

h Santander not responding concerning Watermill account. Complaint to Ombudsman may be considered

Signed: Date :

12.11.7.08 County and Borough Councillor Reports

Cllr Dobson gave information concerning incinerator enquiry to be held commencing 26 February 2013. In answer to an e-mailed question from Cllr Christopher he informed the meeting that double yellow line painting in Station Road should be done in November but number of complaints received may affect this.

12.11.7.09 Police Report

No one present to give report

12.11.7.10 Bus Stop

Cllrs Snelgrove and Devereux to research situation concerning location of bus stop.

12.11.7.11 Magpas Donation

Cllr. Burchett to obtain more information and matter to be on next agenda

12.11.7.12 Christmas Tree

That Christmas tree should be in place from 15th November to 14th January 2013

Prop. – Cllr Bailey 2nd – Cllr Gascoigne Agreed

12.11.7.13 Market Square Closure

That Market Square be closed Wednesday, December 12th for the Christmas Market

Prop. – Cllr Bailey 2nd – Cllr Cannon Agreed

12.11.7.14 Advertising

That permission for banner to be put up from 8th to 10th November in Church Road to advertise Psychic event November 10th

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

Suggested that policy be developed for advertising

12.11.7.15 Village Drainage

a That meeting be instigated with relevant authorities to investigate drainage/flooding in village

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

b That working group be formed to ascertain drainage facilities/plans in village. Councillors interested in assisting to contact Cllr Devereux

Prop. – Cllr Gascoigne 2nd – Cllr Snelgrove Agreed

12.11.7.16 Incinerator

That letter to be sent asking Nick Daubney how best PC can support case of BCKLWN

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

12.11.7.17 Car Park

a That one hour on a Monday be offered to pick up litter off the car park and surrounding area to a contractor.

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

b To close the beach car park completely on 5th November until Easter 2013.

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

Signs to be put up stating car park closed and no kite surfers allowed.

c That extra meeting be arranged for 28th November at 7.30pm to discuss whether to keep or give notice on beach car park and consider retention of toilet block

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

12.11.7.18 Precept for 2013/14

Initial consideration of budget was given and general headlines agreed.

12.11.7.19 Finance Matters

a Update of credit/debit card for use of officer/s was given and it was agreed that this should not be considered any further at the present time

b It was agreed to consider approval for purchase of mobile phone top up cards for use of PC employees at March 2013 meeting

c Agreed cheques to be signed and payments made

Prop. – Cllr Devereux 2nd – Cllr Cannon Agreed

d Received budget monitoring report and total bank balances of £116,000 from RFO

e Received report on donations for Dr Campbell's memorial bench - £290

f Review of Capital Programme took place

g Asset Register – Cllr Steinacker to make initial enquiries into cost and procedure to formalise land ownership

Signed: Date :

- h Clarification of solicitor costs as per meeting resolution 5th Sept 2012 was given. £750 plus vat

12.11.7.20 Support Groups – Lead Councillors’ reports:

a PLANNING

No Planning applications required PC decision

b AMENITIES & SERVICES

i Report had been circulated before meeting.

ii That 4 waste bins at a total cost of £600 be ordered

Prop – Cllr Burchett 2nd – Cllr Cannon Agreed

iii It had been previously approved by PC and final price for office safe was £385.

Agreed that this should be ordered

iv Research on War Memorial Grant continues

v That new parish office door be ordered at a cost of £495

Prop – Cllr M Foutan 2nd – Cllr Gascoigne Agreed

vi That A3 information signs for each play area be ordered at a cost of £19 per sign

Prop – Cllr M Foutan 2nd – Cllr Snelgrove Agreed

c BEACH

Report had been circulated before meeting. Matters raised in report were considered in 12.11.7.17

d GOVERNANCE

No report

e PERSONNEL

Report circulated before meeting included update that no applications for position of clerk have been received yet from advert online with EDP

12.11.7.21 Reports of meetings attended

No reports given

12.11.7.22 Memorial Hall

That Memorial Hall information be included on PC website and quarterly meetings to be held with representatives of Parish Council and Memorial Hall

Prop – Cllr M Foutan 2nd – Cllr Gascoigne Agreed

Cllr Devereux left the meeting at this point and did not return

12.11.7.23 Beach Footpath Working Group

i That Snettisham Parish Council formally agrees it does not recognise Snettisham Beach. Property Owners Association. (SBPOA)

Prop – Cllr Steinacker 2nd – Cllr M Foutan Agreed

ii That open letter be sent to Mr Chapman and Mr Cullum with information also to be conveyed to NCC, NE, RSPB, EA, Norfolk police

Prop – Cllr Steinacker 2nd – Cllr D Snelgrove Agreed

12.11.7.24 Correspondence

Due to time constraints no correspondence was read out. It will be circulated

12.11.7.25 Suspension of meeting for public participation

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

Subjects mentioned included vandalism of British Legion building and suggestion that PC give donation, addresses in Shepherds Port concern, gate and sign requested for Footpath 4, Goose Green Rd rat problem
The meeting was reconvened.

12.11.7.26 Items for future Agendas

Councillors to inform clerk

12.11.7.22 Date of next Meetings

Extra meeting 28 November and Ordinary meeting December 5th.

There being no further business the meeting closed at 22:35 hours

Signed: Date :

Snettisham Parish Council						
Payments for 07/11/12						
Date	Type	Number	Item	Amount	VAT	Total
17/10/12	Cheque	104956	Poppy Appeal	17.00	0.00	17.00
17/10/12	Cheque	104957	M Fountain - Plants	22.50	0.00	22.50
12/10/12	Direct Debit	C4117579A	E.On - Electricity for Streetlights	294.94	58.99	353.93
16/10/12	Direct Debit	E08784	PWLB - Loan Repayment	1,492.50	0.00	1,492.50
22/10/12	Direct Debit	EH2016905A	BCKLWN - Trade Waste Car Park	40.68	0.00	40.68
22/10/12	Direct Debit	EH2016905B	BCKLWN - Trade Waste	131.89	0.00	131.89
22/10/12	Direct Debit	6108394	BCKLWN - Business Rates - Office	106.00	0.00	106.00
31/10/12	Direct Debit	3554447/93	Utility Warehouse - Telephone and Broadband	47.17	9.42	56.59
07/11/12	Cheque	104958	Mr E Langford - Travelling Expenses	44.80	0.00	44.80
07/11/12	Cheque	104959	Mr P Bradshaw - Travelling Expenses	31.95	0.00	31.95
07/11/12	Cheque	104960	Mrs L Richardson - Travelling Expenses	14.70	0.00	14.70
07/11/12	Cheque	104961	Mrs S Goodwin - Postage & Clerk Advertisement	307.65	59.80	367.45
07/11/12	Cheque	104962 - 6	Salaries	2,762.85	0.00	2,762.85
07/11/12	Cheque	104963	M McCall - Salary	236.08	0.00	236.08
07/11/12	Cheque	104967	Ward Gethin Archer - Legal Fees - Mr Chapman	750.00	150.00	900.00
07/11/12	Cheque	104968	Apogee - Copying	10.00	2.00	12.00
07/11/12	Cheque	104969	V & J Knitwear - Cleaning Materials for Toilets	217.82	43.56	261.38
07/11/12	Cheque	104970	Viking - Toner Cartridges	57.67	11.53	69.20
07/11/12	Cheque	104971	ESPO - Photocopy Paper	30.45	6.09	36.54
07/11/12	Cheque	104972	CTS Security - Repair of Office Alarm	85.00	17.00	102.00
07/11/12	Cheque	104973	Westcotec - Street Light Maintenance	289.14	57.83	346.97
07/11/12	Cheque	104974	Anglian Water - Office & Allotments	80.48	0.00	80.48
07/11/12	Cheque		Mrs M Hemsall - Opening & Closing Toilet	350.00	0.00	350.00
07/11/12	Cheque		Janet Lane Preparation of Newsletter	50.00	0.00	50.00
07/11/12	Cheque		Mrs M Fountain - purchase of bulbs	17.90	0.00	17.90
07/11/12	Cheque		HMRC Underpayment of Tax	TBA		
			Total	7,489.17	416.22	7,905.39

Snettisham Parish Council
RECEIPTS 12/ 10/ 12 - 29/ 10/ 12

Summary	Description	Gross
	Adverts	60.00
	Car Park	1,294.50
	Petty Cash Float	21.72
	Donations for Dr Campbell's Seat	30.00
		1,406.22

Signed: Date :