

SNETTISHAM PARISH COUNCIL

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SUBJECT TO APPROVAL – MAY CONTAIN INACCURACIES
Minutes of the extraordinary meeting of Snettisham Parish Council
held on 20 April 2011 at 7.00 p.m. In the Memorial Hall

Present:

Cllr. E Langford – presiding	
Cllr. J Bailey	Cllr. J Bateson
Cllr H Blackburn	Cllr P Bradshaw
Cllr D Dodd	Cllr. A Gascoigne
Cllr F Parkes	Cllr J Purcell
Cllr. E Tagg	Cllr. B Wardlow

Plus 16 members of the Public.

Meeting recorded by Cllr. A Gascoigne
Minutes taken by Ms R Kitchen

11.04.20 Apologies for Absence

Cllr. E Fountain
No apologies had been received from Cllr Bocking

11.04.21 Declaration of Interest

There was a declaration of prejudicial interest received from Cllr Langford, in regard to item 7 on the agenda.

11.04.22 Chairman's Report

Car Park Attendants Cllr. Langford announced that Eric Franks and Barry Keywood had been appointed as car park attendants for the coming season. Eric started work on Friday, 15th April and Barry on the 18th April.

Cllr Tagg added that season tickets were selling well.

HMRC matters: The chairman was pleased to announce that all seven HMRC penalty notices had now been waived; meaning the council no longer owed the £2,800 originally demanded.

However, there was still a large outstanding amount owed for the period 2006 to 2010 yet to be agreed for payment.

Election expenses Cllr Langford reminded all councillors standing for the following year to return both the yellow covering letter and expenses claim sheets to the council offices, even if there was a nil return.

11.04.23 Finance Issues

Gay Watt was unable to attend the meeting due to illness, but she had made the following end of year account and bank reconciliation:

Draft Receipts and Payments Account for the year ended 31 March 2011

OPENING BALANCES

01-Apr-10	Business Saver 90820261	
01-Apr-10	Business Saver 60884057	

£

1

1

01-Apr-10 Business Saver 00424196 - Chalk Pit Land Trust Charity
 01-Apr-10 Business Saver 50287881 - Play Area Trust
 01-Apr-10 Community Account 50819212 - Chalk Pit Charity
 01-Apr-10 Current Account 10820326

Receipts
 Payments

1
 3
 8
 104,8
 - 90,0
 15,6

CLOSING BALANCES

31-Mar-11 Business Saver 90820261
 31-Mar-11 Business Saver 60884057
 31-Mar-11 Business Saver 00424196 - Chalk Pit Land Trust Charity
 31-Mar-11 Business Saver 50287881 - Play Area Trust
 31-Mar-11 Community Account 50819212 - Chalk Pit Charity
 31-Mar-11 Current Account 10820326

1
 1
 1
 1
 16,6
 17,1

Less:	Unpresented cheques at 31 March 2011	104501	247.40	
		104503	794.00	
		104505	88.85	
		104506	116.54	
		104507	42.00	
		104508	222.00	
			<u>1,510.79</u>	(1

15,6

Draft Receipts and Payments Accounts for the year ended 31 March 2011, Interim Report:

Cllr Langford explained the end of year accounts paper summarised the receipts and payments for the year 2010/11 and reconciliation to the bank accounts. The accounts are in draft form at the present time as it has not yet been possible to locate the following:

- Many of the invoices for payments made between April and July 2010
- Bank paying in book used during March 2011
- Payroll details for payments made between April and July 2010
- Bank statements for various small accounts at the year end. The current account statements are available and the balance thereon has been reconciled to the accounts.

Outstanding tasks for the RFO:

- It may prove to be impossible to locate the missing invoices and, if so, it will be necessary to ask suppliers for copy invoices in order that VAT may be reclaimed where appropriate.
- Once the missing paying in book is located it will be possible to complete the analysis of income.
- No income tax or national insurance contributions have been paid to HM Revenues and Customs for the year ended 31 March 2011. Contributions outstanding from August 2010 to March 2011 total £4,422 but it has not been possible to estimate the sums due from April to July 2010.

- VAT claims are outstanding for 2009/10 and 2010/11.
- A payroll return is due to be submitted to HM Revenues and Customs by 19 May 2011
- The accounts need to be finalised and examined by the internal auditor before being presented to Council for approval by the end of June 2011

In presenting the interim report to council, Cllr Langford asked that it be noted that although the end of year figure showed £15,659 to carry forward, there was an outstanding tax bill of some £4,500 for 2010/11, as well as the large, yet to be clarified, sum due to HMRC owed for previous years. However, the parish finances and cost saving initiatives were showing better than expected end of year outcomes. More details would be presented at the next meeting.

There were no further questions.

11.04.24 Accounts for payment

The following accounts were presented for information and payment:

Date	Description	Amount £
5 April 11	Dividend – Consolidated stock	0.66
8 April 11	Sale of car park passes	24.00
	Sale of car park passes	186.00
	Sponsorship – Beach car park	200.00
13 April 11	Precept	47,000.00
	Newsletter sponsorship	150.00
	Total Receipts	47,560.66

PAYMENTS	PREVIOUSLY APPROVED	Net	VAT	Gross	Cheque
13 April 11	Floats for car park attendants	60.00		60.00	104512
13 April 11	Eon – electricity – street lights	297.84	59.57	357.41	D Debit
13 April 11	BCKLWN – commercial waste	756.70		756.70	D Debit
18 April 11	PWLB – loan repayment	1,583.44		1,583.44	D Debit
	Totals	2,697.98	59.57	2,757.55	

PAYMENTS	FOR APPROVAL 20.4.11				
20 April 11	R Kitchen – Acting Parish Clerk	175.00		175.00	104513
20 April 11	G Watt – accountancy support	285.00		285.00	104514
20 April 11	M McCall – cleaner	247.40		247.40	104515
20 April 11	Penty Contractors Ltd – remove gate posts on beach	100.00	20.00	120.00	104516
	Totals	807.40	20.00	827.40	

Cllr Langford clarified that both Gay Watt and Rosie Kitchen were being paid an hourly rate of £10, on presentation of timesheets and invoices.

Resolved: that the four payments shown above be made. Proposed: Cllr Wardlow, seconded: Cllr Bradshaw, carried unanimously.

11.04.25 Suspension of meeting for public participation

a. Staffing: In response to a question from a parishioner, Cllr Langford confirmed that the Gay Watt and Rosie Kitchen were employed on a freelance basis, and the only employees

of the parish council were currently the cleaner and the car park attendants.

b. Misbehaviour of young people: Several incidences of vandalism were cited, including the burning of some leylandi trees. Cllr Langford mentioned that the council was working with the police who were attempting to set up a 'Homewatch' scheme, and highlighted the current 'restorative justice' scheme where perpetrators of crime had to meet their victims and agree a penalty.

The Youth Initiative were addressing this problem, with several of the younger people now taking part in the Village Games.

It was emphasised that anyone witnessing any illegal activity should call the police on 0845 456 4567, which they could do anonymously, to report any incident, which would help the police build a fuller picture of the activities.

Resolved: that the Youth Initiative be invited to speak at the Annual Parish Meeting in May. Action: Acting Clerk

11.04.26 Formal Complaint

Cllr Langford left the meeting at this point, and Cllr Gascoigne took over the chair.

Cllr Gascoigne explained that this item, referring to a 'formal complaint' against Cllr Langford, had appeared on several agendas, but that no formal complaint had been traced in the council offices. He requested that the matter be closed, and not included on any future agenda.

Resolved: that the matter of the formal complaint against Cllr Langford no longer be a matter for consideration for the parish council. Proposed: Cllr Parkes, seconded: Cllr Blackburn, carried unanimously.

Cllr Gascoigne added that the complaints panel set up to deal with this matter would now no longer be needed.

Resolved: that the complaints panel dealing with this complaint be disbanded.

Proposed: Cllr Blackburn, seconded Cllr Dodd, carried unanimously.

Cllr Langford returned to the meeting and resumed the chair at this point.

Resolved: that the disciplinary panel set up to deal with the previous clerk be disbanded. Proposed: Cllr Bradshaw, seconded Cllr Purcell, carried unanimously.

11.04.27 Matters for inclusion at a future meeting

Resolved: to keep an item on vandalism on every agenda in future, to invite the police to a future meeting and request they prepare a list of crime statistics for each meeting. A parish council representative to join the SNAP panel should also be elected. Action: Acting Clerk

11.04.28 Date of next meetings

Joint Annual Parish and Annual Parish Council meetings:

Wednesday 18 May 2011 at 7.30 p.m. at Memorial Hall.

Parish Council Meeting: Wednesday 1 June 2011 at 7.30 p.m. at Memorial Hall

In closing the meeting Cllr Langford expressed his thanks to those councillors standing down from council for the time they had given to supporting the council. Cllr Langford also thanked the members of the public for their continued and constructive support in holding the council to account in the management of village affairs.

Meeting ended at 7.40pm