

## **SNETTISHAM PARISH COUNCIL**

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### **SUBJECT TO APPROVAL – MAY CONTAIN INACCURACIES** **Minutes of the meeting of Snettisham Parish Council** **held on 2<sup>nd</sup> November 2011 at 7.30 p.m. In the Memorial Hall**

#### **Present:**

Cllr. E Langford – presiding

Cllr J Bailey, Cllr N Burchett, Cllr. P Bradshaw, Cllr I Devereux, Cllr. E Fountain, Cllr. M Fountain, Cllr. D Snelgrove, Cllr E Steinacker, Cllr M Steinacker, Cllr. B Wardlow

Also in attendance: Borough Cllr Zipha Christopher and County Cllr John Dobson

Approximately 60 members of the public

Minutes taken by Mrs C Curtis (Clerk to the Council)

#### **11.11.02.01 Apologies for Absence**

Apologies were accepted from Cllr. J Bateson, Cllr. R Clark and Borough Cllr David Johnson

#### **11.11.02.02 Declaration of Interest**

Cllr I Devereux declared a personal interest in Item 14 under Planning - Storage Containers and a prejudicial interest in item 15 – Beach Footpath Working Group.

#### **11.11.02.03 Chairman's Report:**

Beach Toilets. An exploratory meeting had taken place with Borough Council, Ray Harding and Chris Bamfield, to discuss the potential of the Borough Council providing help and support for the facilities at the Beach Car Park. It was a positive meeting and this will be followed up.

Barclays Bank. There had been a meeting last week with Barclays Bank and we now have a senior manager nominated as the sole case officer appointed by the bank.

Armistice Day 13<sup>th</sup> November. The Chairman asked if Councillors could attend the service at St Mary's which started at 10.45. This would be followed by a procession to the Market Square for a civic service with the laying of wreaths.

Snettisham in Brief Newsletter. The latest newsletter will be delivered to all residents in the next week or so and the Chairman asked that the minutes reflect thanks to Janet Lane, Addie Thompson, Elizabeth Tagg, Phryne Richardson and Stella Gouch for their work in putting the newsletter together and the volunteer distributors for delivering the Newsletter. The newsletter is totally funded by sponsorship and there is no cost to the Council or the village.

Youth Initiative. The Chairman reported that work was still continuing on initiatives for the youth and the people of the village. Debbie Matthews is trying to organise a sports development meeting of people interested in identifying sports initiatives in the village. The Olympic torch will come through the village next year so we have to identify two people who will carry the torch. We have the opportunity through Debbie Matthews to improve sports funding and need to decide what this village wants. We are able to put in a bid up till February 2012. Debbie would like to organise a meeting to start the ball rolling. Anybody who would like to get involved should contact Debbie or the Parish Office. Debbie added that there are a number of Jubilee events being planned in villages next year on 2<sup>nd</sup> June and this should also be looked at.

#### **11.11.02.04 Minutes of the Meeting held 5<sup>th</sup> October 2011**

Cllr E Steinacker queried item 11.10.04 – Minutes of the meeting held on 7<sup>th</sup> September, Cllr E Steinacker did not feel he had second to add the TROD to the Capital Plan. The Chairman reported that the previous clerk had checked the audio tape and Cllr E Steinacker had seconded this item. Cllr E Steinacker did not accept this and requested to listen to the recording. The minutes were agreed a correct record subject to this item being checked. The minutes were signed by the Chairman.

#### **11.11.02.05 Minutes of the Meeting held 26<sup>th</sup> October 2011**

'Trustlands' Charity name was incorrect under the Chairman's Report, this should read Town Lands Charity subject to the name of the Charity being checked the minutes were agreed a correct record. The minutes were signed by the Chairman.

#### **11.11.02.06 Matters Arising from Previous Minutes not on the Agenda** **5<sup>th</sup> October**

Employee Tribunal – to reiterate that the Council won the case, it cost the parish £2,500 which is not recoverable.

11.10.10 – Insulation of Council premises, the quote has been acknowledged and letter of commencement to carry out the work has been sent.

11.10.11 – Chalk Pit/Town Lands trust – we are still awaiting a reply from Barclays Bank relating the signatories to enable access to the various accounts.

11.10.16 – Letter from Val Pierce regarding the location of the defibrillator has slipped through the net and no action has been taken which will be followed up.

### **11.11.02.07 Police Report**

For the period 26<sup>th</sup> September 2011 to 25<sup>th</sup> October 2011

Number of crimes recorded – 7

Crime types

- 2 criminal damage
- 1 theft of metal
- 2 incidents of harassment
- 2 Assaults

The criminal damages were in close succession, but occurred at two separate locations. St Mary's Church suffered damage to the notice board fixed outside on the church wall. The second incident relates to a fence being knocked over on Parkside.

The theft involved the removal of metal items from a property being refurbished.

The two incidents of harassment are domestic related and occurred between the same two parties.

The two assaults were between people known to each other and over disagreements.

In total 47 calls regarding the village were received, calls varied from reports of road related offences, domestics, suspicious circumstances, road traffic collisions, concerns for safety, anti-social behaviour and criminal damage.

From a policing perspective no calls were received from the village on Halloween. The Hunstanton and Burnham Market Neighbourhood Policing Team, completed successful patrols throughout the area and received only one call for the whole period.

The neighbourhood Policing Team and Norfolk Road Policing will be conducting joint speed checks in the village soon. Station Road has been highlighted as an area with the most concern and this area has been patrolled highly in regards to reports of nuisance and inconsiderate parking problems.

Further information regarding this report can be found on the sites listed below:

[www.safernorfolk.co.uk](http://www.safernorfolk.co.uk)

[www.policedirect.norfolk.police.uk](http://www.policedirect.norfolk.police.uk)

Police community Support officer: Gareth Cranstoun

Contact Number: 0845 456 4567

Email: SNThunstanton@norfolk.pnn.police.uk

### **11.11.02.08 Suspension of Meeting for Public Participation**

Resolution to suspend the meeting to invite members of the public to speak on planning matters (10 minutes max)

There were no public questions

### **11.11.02.09 Training**

#### **a) Staff**

There is a seminar on 17<sup>th</sup> November at a cost of £35.00 which Councillors would have seen on emails sent by Rosie that would be useful for the new Clerk. Cllr P Bradshaw proposed that the training be undertaken

by the Clerk; this was seconded by Cllr I Devereux and carried unanimously.

There is also a course from December through to July for half day sessions which builds towards the CiLCA skills. Again this has been suggested as suitable more in-depth training. The price is £195.00 for the series of events. This is a one off payment for all the sessions during the six months. A portfolio would be produced from the Course. Cllr M Fountain proposed the Clerk undertake the training, this was seconded by Cllr I Devereux and carried unanimously.

#### **b) Councillors**

The Chairman and the Clerk had a conversation with NALC last week and it has been suggested that whole council training by NALC would be appropriate at a cost of no more than £150.00; this would cover the same topics as the initial council training NALC run at a cost of £35.00 per person.

It was agreed that the Clerk make contact with NALC to obtain dates when this training could be undertaken. It was agreed that at least 10 councillors should be available for the session.

The Chairman had also spoken to Lisa from Hunstanton who had indicated she would be prepared to come along and give the Councillors a basic 'nuts and bolts' overview which hopefully would work in conjunction with the more formal training.

#### **11.11.02.10 NALC**

##### **a) Norfolk Link**

The Council currently receive copies of this publication and we have received a bill for £70.00. The Chairman asked for views. It was generally felt that fewer copies were required. The Chairman reported that the Council was tied in for two issues but if the subscription was amended to one copy perhaps the Clerk could be asked to précis the contents of relevant information and circulates to members. Cllr N Burchett proposed that only one copy was required this was seconded by Cllr M Fountain and agreed unanimously.

##### **b) Officer Meeting**

The Chairman asked Members if they wished to have a meeting with NALC officers and if so should they meet with NALC in confidence. This was proposed by Cllr E Steinacker, seconded by Cllr I Devereux and carried unanimously.

#### **11.11.02.11 Feedback from Listening Group**

Cllr P Bradshaw reported that all the information gathered was very useful and some good points were raised by the public that attended. The main disappointment was the lack of people that did actually attend with only two households attending. The next Listening Group to be held could be held at a different time to suite more people. The information obtained is very useful and can be used in planning going forward.

#### **11.11.02.12 Complaints**

There is concern over the number of complaints and criticism made this year. The Chairman felt that the time was right to share this with other Councillors as he was unsure if Members were aware of the level of criticism shown towards the Council.

The Chairman gave a report on the complaints received, there were a total of 22 allegations received about Councillors and four were still on-going since February.

Cllr M Fountain pointed out that each complaint costs amounted to several thousand pounds.

**The meeting was adjourned to allow Borough Cllr Z Christopher to address the meeting (Standing Order 70).** Borough Councillor Z Christopher made a statement regarding her views on the complaints received.

The meeting was reconvened and Cllr P Bradshaw proposed that the Council approve that the Chairman seek legal advice from solicitors on these complaints and allegations and how these should be dealt with by all Councillors, seconded by Cllr B Wardlow and carried unanimously.

#### **11.11.02.13 Lead Councillors' Reports Amenities & Services**

The Chairman thanked all those involved in cleaning up and repairing the Bus shelter guttering. Thanks were also given to Wayne Faulkner and Maurice Brewster who were involved in putting in the raised flower

bed outside the Council Office. Further thanks were given to Cllr M Fountain and J Bailey for the bulbs and plants which had been set.

A volunteer was required to fix the new back door to the Office.

There are 13 seats round the village and volunteers were required to carry out maintenance to a number of these in the near future. If anyone would like add their name to the volunteer list please contact the Office.

The Chairman requested that the Council give approval to the Clerk to spend up to £100 for electrical repairs to the central heating system and a new thermostat; this was seconded by Cllr P Bradshaw and carried unanimously. The Chairman thanked Charlie Green for volunteering to undertake this work.

### **Beach**

Cllr M Fountain reported that the toilets had now been removed and she wanted to give thanks to Lillian Richardson for her help in cleaning the toilets every day.

### **Receipts and Payments**

The following were presented to the council for payment.

<b>PAYMENTS</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Cheque</b>
	£	£	£	
13 Oct 11 E.On – electricity – street lights	298.30	59.66	357.96	D debit
2 Nov 11 Anglian Water – office (£6.06) and allotments (£86.25)	92.31		92.31	104672
2 Nov 11 Apogee – copying charges	27.61	5.52	33.13	104673
2 Nov 11 S Hemsall – beach car park security etc	325.00		325.00	104674
2 Nov 11 Chairman's allowance (£200.00) and mileage and expenses (£84.55)	284.55		284.55	104675
2 Nov 11 MHB Services Ltd	140.92	28.18	169.10	104676
2 Nov 11 G Watt – accountancy services	232.50		232.50	104677
2 Nov 11 Payroll (2 car park, 1 cleaner) including holiday pay	2,560.36		2,560.36	104678-680
<b>Total</b>	<b>3,961.55</b>	<b>93.36</b>	<b>4,054.91</b>	

Approval for the cheques for payment was approved unanimously.

### **Personnel**

Nothing to report

#### **11.11.02.14 Planning**

There were no planning applications received.

#### **Decision notices received – for information**

**11//01140/F** Change of use of ground floor to retail and subdivision to 3No flats at The Compasses Inn, 16 Lynn Road, Snettisham, WITHDRAWN

**11/01141/CA** Conservation Area Consent – Demolition in connection with Change of use of ground floor to retail and subdivision to 3No flats at The Compasses Inn, 16 Lynn Road, Snettisham, WITHDRAWN

**11/01416/F** Permanent siting of four (existing) storage containers at 62 The Beach, Snettisham – PERMISSION IS REFUSED

#### **11.11.02.15 Beech Footpath Working Group**

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

The Chairman reported a car boot sale had raised £1060 approximately and approval was sought to use this money for future legal advice and support.

Cllr E Steinacker proposed that the money be ring fenced, by the Council for legal advice and support, this

was seconded by Cllr P Bradshaw and carried unanimously.

Cllr E Steinacker further proposed that £500 be delegated to the Beach Footpath Working Group for use this year. This was seconded by Cllr P Bradshaw and carried unanimously. The Chairman undertook to get agreement to this from the Council's solicitors.

It was reported the Council had been advised by Natural England that the signs do not conform to regulations and the Beach Footpath Working Group will draft a letter to NCC requiring the signs to be removed. A meeting is also planned with RSPB regarding the signs that need to be moved from RSPB land.

#### **11.11.02.16 Correspondence**

For Consideration

a) Wickstead Playscapes have every year undertaken a playground inspection – an annual safety inspection was done at a cost of £70.00. Cllr P Bradshaw proposed the inspection be undertaken, this was seconded by Cllr E Steinacker and carried unanimously.

b) Letter from Snettisham Village Events Committee re Victorian Market which unfortunately clashes with our Parish Council Meeting. Cllr J Bailey proposed that permission be given for the Victorian Market on 7<sup>th</sup> December in the Market Place; this was seconded by Cllr P Bradshaw and carried unanimously.

Cllr I Devereux proposed that the next Council meeting be moved to Tuesday 6<sup>th</sup> December; this was seconded by Cllr P Bradshaw and carried unanimously.

c) Letter from Mr Bailey to erect Christmas tree and Nativity. This would run from 14<sup>th</sup> November up to 6/7<sup>th</sup> January. Cllr J Bailey proposed that the tree and lights be put up as discussed, this was seconded by Cllr M Fountain seconded and carried unanimously.

d) Correspondence from Mr Parkes regarding retention of audio recordings. Cllr N Burchett felt that correspondence should be sent to Mr Parkes to clarify the dates he was requesting. Cllr P Bradshaw proposed that we agree to an extension for the 7<sup>th</sup> September by one month and write to Mr Parkes to clarify regarding the second recording; this was seconded by Cllr I Devereux and carried by a majority of 10 to 1.

Cllr D Snelgrove understood the reason for the recordings, but felt that recording meetings had caused a number of problems. Cllr D Snelgrove proposed that the Council cease the audio recording of meetings, seconded by Cllr M Fountain and carried by a majority of 7 to 4. Cllr E Steinacker invoked Standing Order 9 to identify those against the proposal who were Cllr I Devereux, Cllr E Steinacker, Cllr M Steinacker and Cllr E Fountain.

For information

- a) Letter from BCKLWN regarding the Mayor's Award for Design
- b) Letter from Active Norfolk regarding Village Games 2012
- c) Letter from Open Spaces Society regarding Incorporation of the Society
- d) Letter from The Queens' Diamond Jubilee Beacons – Guide to taking Part

These correspondence were available to view in the Office and copies were available this evening for Councillors if required.

#### **11.11.02.17 Suspension of Meeting for Public Participation** – Resolution to suspend the meeting to invite members of the public to speak (15 Minutes)

Four members of the public asked questions or made statements.

The meeting was reconvened.

#### **11.11.02.18 Date of next Meeting to discuss Finance – Wednesday November 16<sup>th</sup> 2011, 7.30pm at the Methodist Church Hall and Next Full Meeting – Tuesday December 6<sup>th</sup> 2011, 7.30pm at the Methodist Church Hall**

There being no further business the meeting closed at 21.35 hours.

..... Signed                      Date .....