

## SNETTISHAM PARISH COUNCIL

Minutes of the extraordinary meeting of Snettisham Parish Council held on 8<sup>th</sup> January, 2014 at 7.30 p.m. in the Memorial Hall

Present:

Cllr E Langford (EL) – Presiding

Cllr J Bailey (JB), Cllr M Fountain (MF), Cllr A Gascoigne (AG), Cllr A Lamplugh (AL), Cllr D Snelgrove (DS)

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

Approximately nine members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting commenced 7.32p.m.

The Chair prefaced the meeting by observing that the public had been given papers relating only to item 3b on the agenda; other papers were open to misinterpretation and would be used during the meeting only for the purposes of discussion; decisions on items 4 and 5 were therefore being deferred.

**2014.01.08.01 – Apologies** were received from Cllr E Fountain.

**2014.01.08.02** – No specific **declarations of interest** were made – the Clerk reminded Council that all Councillors had received **dispensations** allowing them to discuss budget figures.

**2014.01.08.03.a – Budget monitoring.** The RFO was asked to comment on any areas of concern or interest; he referred to a larger than expected receipt from Wayleaves, increased printing, mileage, non-domestic rates (toilets) and audit costs, £575 being paid from the Watermill (there would be more to the Church Heritage Centre to be paid). Council requested the Clerk to clarify the annual Wayleave payments, and to write to Ken Hill requesting payment of the balance on the Car Park.

**2014.01.08.03.b** – The Clerk clarified payments and receipts from the Car Park (closed 6/12/13 to 20/12/13 due to floods). An additional cheque of £14 expenses to the Chair was included. *Council agreed to make payments as submitted.*

*Prop: DS; 2<sup>nd</sup>: AL – unanimous*

**2014.01.08.04&05** – Councillors observed that the presentation of figures was late once more, causing difficulty with properly studying them. The RFO apologised, referring to personal issues. Councillors were asked to make suggestions as to what might improve clarity: breakdown of what was included in “miscellaneous”, “admin” etc.; explanation of abbreviations; similar layout, using separate columns for income and expenditure, across documents were raised. The RFO referred to the Council Tax Support Grant and the inherited VAT issue on income. This led to a lengthy reminder of the difference between income and expenditure VAT legislation for councils and the commercial sector. The Chair remarked that Council would continue to be grateful to receive any financial records that parishioners might have referring to the time when the fraud was committed. The Chair reminded Council of the difference between setting a budget and setting the precept, and the additional factors which would be involved

Signed: \_\_\_\_\_ Chairman

(dates)

at a subsequent meeting. *Council resolved to look at adding in administrative support in the next version of the budget.*

*Prop: MF; 2<sup>nd</sup>: JB; 5-1*

**2014.01.08.06** – Council were reminded that the next **ordinary meeting** of the Council would be in one week – Wednesday 15<sup>th</sup> January – at 7.30pm in the Memorial Hall.

**2014.01.08.07** – The meeting was **closed to the public** at 8.27pm

**2014.01.08.08** – Council were informed that an individual had been questioned by Police for cutting down trees on the **Common**. They preferred to issue a caution for “theft by finding”, but Council as landowner had been asked their wishes. *Council resolved to ask Police to prosecute.*

*Prop: AL; 2<sup>nd</sup>: MF; 5-0*

The separate issue of the same individual **fly-tipping** on the Common was raised. *Council resolved to ask Clerk to seek BCKLWN help in removing refuse and dealing appropriately with the offender.*

*Prop: AL; 2<sup>nd</sup>: DS; unanimous*

**2014.01.08.09** – The need to ensure that the Car Park site was cleared by the February deadline was stressed. To this end the need to remove all signage etc. was to be put to the next meeting. *Council resolved to sell the toilets for £100 to the owner of the site on which they currently stand.*

*Prop: AG; 2<sup>nd</sup>: AL; unanimous*

The meeting was closed at 9.23pm

Signed: \_\_\_\_\_ Chairman

(dates)