

## SNETTISHAM PARISH COUNCIL

Minutes of the Annual Meeting of Snettisham Parish Council held on Wednesday, 4<sup>th</sup> May 2016 at 7.30 p.m. in the Memorial Hall

Present:

Cllr R Barker (RB) – Presiding

Cllr J Bailey (JBy), Cllr S Dark (SD), Cllr M Fountain (MF), Cllr A Lamplugh (AL), Cllr P Morton (PM), Cllr S Pipe (SP), Cllr R Pugh (RP), Cllr D Snelgrove (DS), Cllr A Todd (AT), Cllr D Westwood (DW)

Also in attendance: County Cllr J Dobson (JD), Borough Cllr I Devereux (ID)

Approximately 20 members of the public

Minutes taken by Simon Bower (Clerk to the Council)

The meeting began at 7.30pm

**2016.05.04.01** – Cllr Richard Barker was elected as **Chairman** for the Council year 2016/17, and duly read and signed the Declaration of Acceptance of Office.

*Prop: MF; 2<sup>nd</sup>: AT; unanimous*

**2016.05.04.02** – Cllr Ros Pugh was elected as **Vice-Chairman** for the Council year 2016/17, and duly read and signed the Declaration of Acceptance of Office.

*Prop: AT; 2<sup>nd</sup>: MF; unanimous*

**2016.05.04.03** – There were **apologies** for absence from Councillors Bateson (JBn) and Billington (MB), and from Borough Cllr Avril Wright.

**2016.05.04.04** – There were no **declarations** of interest.

**2016.05.04.05** – The meeting was suspended for **public participation**. Issues raised were: fencing at the Common – thanks to RB and SD and queries over current position<sup>1</sup> (SD referred to his willingness to meet with Mr Thorpe) and alleged lack of office response to emails; silica sand – this to be referred to later in agenda; information at the Open Meetings being very good, but query over Townlands information not being present – AL gave a *sua culpa*.

**2016.05.04.06** – The **Chair** expressed his gratitude for the support he had received over the previous year and his pride in Council's achievements in that time.

**2016.05.04.07** – *There being no objection to the **minutes** of the meeting on April 6<sup>th</sup> 2016, these, having been previously circulated, were taken as read.*

**2016.05.04.08** – There were no matters arising from these minutes.

**2016.05.04.09** – ID referred to the end of the **Borough's** Civic year. He spoke of Nick Daubney's resignation as Leader, and Brian Long replacing him. There would also be a new Mayor and (lady) Deputy Mayor. To aid with continuity there would now be deputy portfolio holders. He expressed his support for Council's actions on the silica sand extraction issue.

JD apologised for being delayed at Ingoldisthorpe PC's meeting. Devolution – **NCC** staying with the process as it is developing; concerns over bureaucracy and costs, & elected Mayor<sup>2</sup> etc. JD had seen the Director of the Environment at NCC to

<sup>1</sup> Mr Michael Thorpe wished it minuted that he had provided Council with the relevant forms.

<sup>2</sup> Norfolk, Suffolk, Cambridgeshire and Peterborough are involved which does not tie in with UK or EU regional structures.

Signed:



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express support for Snettisham and the CIC, that NCC need to revisit the sea defence issue (especially on re-charging the bank) and unhappiness over NCC withdrawal. On **silica sand** JD stated that planning ahead for a written objection was required which would help ensure any inquiry took place in the Village.

**Item 12.a.iii** was brought forward and Clerk outlined what had been done (contacts with other Councils, organisations, arrangement to have Annual Parish Meeting at a time to co-incide with the consultation. General discussion led referred to NCC's statutory role to provide the resource, need for posters and info about the issue (volunteers came forward), a planning application will be required, possibility of employing a consultant, health and safety issues. Given the possible need for expenditure, Clerk suggested an extraordinary Council meeting to occur immediately after the Parish Meeting in case action and funding were required.

**2016.05.04.10** – Clerk read from recent **Police** emails. Reference to keeping outbuildings and mobile property safe. No specific local crimes referred to.

**2016.05.04.11.a** – Clerk reported overall balance very healthy, though large amounts "ring-fenced"; only Admin budget overspent to date due to large items. No queries raised.

**2016.05.04.11.b** – *Council approved expenditure as listed.*

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

**2016.05.04.11.c** – As there was no change in Chair and Vice-Chair there was no proposal to change Council signatories.

**2016.05.04.11.d** – *Michael Ruston was confirmed as Internal Auditor for a third and final year.*

*Prop: MF; 2<sup>nd</sup>: PM; unanimous*

**2016.05.04.12.a.i** – Council deferred expressing a view on **Planning** Application 16/00710 (mobile home 40B Common Rd) in the absence of requested information.

**2016.05.04.12.a.ii** – *Council agreed by consensus that the Clerk should attend BCKLWN Planning Committee on Monday 9<sup>th</sup> May to object to housing development applications (total 17) at Teal Close and Common Road.*

**2016.05.04.12.a.iii** – see above – **silica sand**; DS also raised engineering issue of ground water being affected over whole area, and back-flooding and vibration were mentioned by others.


Clerk also mentioned that there was a non-material amendment being proposed at the Compasses site – info not yet available. In addition, he was following up an enquiry about a community-led **housing scheme** being proposed by Pigeon (reportedly at Poppyfields and Beach Rd) – details to be clarified.

**2016.05.04.12.b.i** – It was suggested that Ken Hill might be approached to fund one of two dog bins suggested – Beach Rd. The second one should be subject to a review. (A third was mentioned but too late for agenda, for the Memorial Hall Field).

**2016.05.04.12.c.i** – *It was agreed that trees donated to SPC by the Woodland Trust should be given to Ken Hill to be used in the fuel allotment area of estate land.*

*Prop: MF; 2<sup>nd</sup>: RP; unanimous*

AL was meeting with RSPB to look at Common issues and would report back. There was discussion of how to approach the future of the fuel allotment – small clear

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and plant every few years to keep a cycle of new growth etc. – for future decision. Statement that Ken Hill had offered public use of their allotment was queried – was this in writing? [ID left 8.52pm]

**2016.05.04.12.d.i** – Consideration was given to Mill opening days now that insurance position was confirmed. A suggestion was made that one of these should be on the garden open day – also that bank holidays were not necessarily the best weekends. *Council agreed by consensus that the Mill should be opened in 2017, allowing time for training etc.*

**2016.05.04.12.e.i** – deferred to later in the meeting – *Council agreed to exclude the public for this item - see note below.*

*Prop: AL; 2<sup>nd</sup>: RP; 10-0, 1 abst*

**2016.05.04.12.f.v.1** – Council agreed to add Julie Godfrey, Janet Lane and Lesley Marriage to the **Neighbourhood Plan Working Group**.

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

**2016.05.04.12.f.v.2** – Clerk raised questions for future consideration when full information available – these included whether non-councillors should have a vote on expenditure items, the level of autonomy of the group etc. Clerk agreed that he would maintain separate line in budget listings for **Neighbourhood Plan** expenditure in case of grant applications etc.

**2016.05.04.12.f.vi** – AT reported that grant applications for Lodge Walk scheme were progressing.

**2016.05.04.13 – Open Meetings** follow-up: AT reported that there were 40 responses to Play Area plans – five were objections in principle – remainder positive; another 50 forms had been distributed at the School. AL reported that positive comments had been made about the work at the Common. A question was raised about rope-swings there – Clerk recommended against this at current time. SD raised question also from SNAP about timing of double yellow lines at “chicane” – Clerk to check.

**2016.05.04.14 – Representatives on External groups** agreed as follows:

**2016.05.04.14.i** – Halls Foundation – for info as four-year term – Niru Burchett, Eric Langford, Maggie Ponder, Marcus Wright

**2016.05.04.14.ii** – Memorial Hall Trustee – AT (*Prop: MF; 2<sup>nd</sup>: AL; 10-0; 1 abst*)

**2016.05.04.14.iii** – SNAP – SD (*Prop: MF; 2<sup>nd</sup>: AL; 10-0; 1 abst*)

**2016.05.04.14.iv** – WECMS – MF (*Prop: RP; 2<sup>nd</sup>: AL; 10-0; 1 abst*)

**2016.05.04.14.v** – TORC – Clerk (*consensus*)

**2016.05.04.15 – Membership of Council groups - no changes proposed – agreed by consensus and listed in full below.**

**2016.05.04.16.a** – At the request of the Clerk, *Council agreed by consensus that the priorities for **policy updates** were Standing Orders and a Communication Policy.*

**2016.05.04.16.b** – *Council agreed by consensus that SPC should continue with its current **insurance** provider under the three-year agreement previously arranged.*

**2016.05.04.17** – Clerk reported he would be attending transparency **training** on 27<sup>th</sup> June.

**2016.05.04.18 – Correspondence and Clerk’s report.** Clerk mentioned:  
Pavement resurfacing: quality and range, especially in Strickland – NCC contacted  
Planning: chemist plans approved by BCKLWN

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Visit from John Austen – discussion of possible cycle track in Ken Hill woods (AL to contact) and signage being placed in woods referring to private woodland  
New street lamp fitting at Rose and Crown due to damage  
Car Boot Sale June 11<sup>th</sup> for Lodge Walk etc funds  
Tree in Market Square – reply to accusation of “wanton vandalism”  
Beach Rd care home – contacts with BCKLWN (suggestion of contacting fire officer)  
Fete – proceeding well  
Allotments – problems with pests  
Traffic & speeding – following Open Days raised with NCC – no money for new TROs  
Information missing on BCKLWN website – addressed

**2016.05.04.21** – The meeting was suspended for **public participation**. Issues raised were: information about silica sand – printing out and delivering; possibility of combining insurance with Memorial Hall (Clerk thought not possible, but would check); fete co-ordinator – new person in place; fence at Barkers Pond – claim that Council had done nothing, and comment that MHT had to “go halves” on previous issue; would current s.106 agreement on the Mill would be binding on any new owners – Clerk to check; was Clerk’s participation on TORC committee a cross-subsidy; suggestion that the housing development at “Poppyfields” referred to above might be the Garden Centre – seemed unlikely.

[Mr Thorpe then requested permission to raise a “point of law” with the Chair and Clerk. He suggested that the exclusion of the public without written motion (12.e.i above) was illegal. Clerk pointed out that this was legitimate under Standing Orders<sup>3</sup>. As this was made “privately” to the Chair and Clerk, the Clerk then repeated the comments and his decision to the wider public, and the meeting proceeded.]

**2016.05.01.22** – *The list of proposed meetings for 2016/17 was approved by consensus* – this was first Wednesday of each month bar January (2<sup>nd</sup> Wednesday) at 7.30pm in the Memorial Hall on each occasion. Next meeting Wednesday 1<sup>st</sup> June.

**2016.05.01.23** - Date of Annual **Parish Meeting** confirmed – 7pm Wednesday 18<sup>th</sup> May at 7pm.

[The public then left as requested under decision above and relevant legislation.]

**2016.05.04.12.e.i** – Clerk requested that councillors consider the type of employment and arrangements for office assistant, this including comparison with rates and conditions of current staff (hence the exclusion of the public) and the implications of contractor v employment status. It was agreed that the person should be employed, at a rate of £10ph with flexibility of hours built into the contract. Clerk to draft, check with employment lawyer, refer back to Council for use in selection process.

Meeting ended at c.9.55pm.

*Abbreviations:*

*BCKLWN – Borough Council; CIC – Community Interest Company; MHT – Memorial Hall Trustees; NCC – County Council; (S)PC – (Snettisham) Parish Council;*

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<sup>3</sup> S/Os reference 22(m)

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Council Groups (leads in bold):

Planning – JBy; MB; AL; PM; **DS**; DW

Amenities – JBy; RB; JBn; **MF**; AL; PM; SP; RP; DS; AT; DW (notes to MB and SD)

Open Spaces - JBy; RB; JBn; MF; **AL**; PM; RP; DS; AT (notes to MB and SD)

Governance – Clerk

Personnel – **RB**; MF; AT

Dogs – AL; **RP**; DW

Neighbourhood Plan – **MB**; SD; AL; PM; SP; DS; Julie Godfrey, Janet Lane & Lesley  
Marriage

Street Lighting – **RB**; AL; RP; AT; Clerk; Mr Roy Payne.

Drainage – ad hoc

Working Group WG: RB; MB; AL; PM; RP; DS; Clerk

Signed: 

(Chair)

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