

SNETTISHAM PARISH COUNCIL

Minutes of the Annual Meeting of Snettisham Parish Council held on Wednesday, 3rd May 2017 at 7.30 p.m. in the Memorial Hall

Present:

Cllr R Barker (RB) – Presiding: item 1 only

Cllr J Bailey (JBy), Cllr J Bateson (JBn), Cllr M Billington (MB), Cllr S Dark (SD), Cllr D Lamplugh (DL), 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: Borough Cllr A Wright (AW), Insp John Bane, PC Emily Carter
Approximately 16 members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7.30pm

2017.05.03.01 – RB opened the meeting by welcoming those present. He announced that the resignation of Cllr Maria Fountain had been received, hence her absence. He wished her and Eddie well, and thanked her for her long service. As he wished to step down from the Chair, he thanked Councillors and Clerk for their support, particularly RP as his Vice-Chair, and others who worked hard for the Village. He was “proud” of an “excellent” Council.

There were two nominations for **Chair**. RB nominated Cllr Pugh, seconded by DS; PM nominated Cllr Billington, seconded by JBn. *Council elected Cllr Ros Pugh as Chairman for 2017/18, by 6 votes to 3.*

Her Acceptance of Office was duly read out and signed. She then took the seat vacated by RB. [Clerk clarified that RP wished to be referred to as “Chairman”]

2017.05.03.02 - *Cllr Mel Billington was elected Vice-Chairman for 2017/18.*

Prop: RP; 2nd: RB; 9-0

His Acceptance of Office was duly read out and signed.

2017.05.03.03 – There were **apologies** for absence from NCC Cllr Dobson and BCKLWN Cllr Devereux.

2017.05.03.04 – No **Declarations** of Interest were made.

2017.05.03.05 – There were no **Public** comments.

2017.05.03.06 – The **Chairman** thanked JBy for his work at Newbridge.

2017.05.03.07 – *The **minutes** of the meeting on 5th April, 2017, having been previously circulated, were accepted by consensus.*

2017.05.03.08 – **Arising** from those minutes, the Clerk reported that the bus shelter was currently being repaired, the election for NCC was taking place the following day, the trees had been cut at the Common, and the grant for the Neighbourhood Plan had been received. He also commented on the success of the dedication ceremony for Ann Lamplugh’s memorial bench.

2017.05.03.09 – AW commented that she was involved in the offshoot from WECMS which was looking at Parishes and the Wash Defence Funding issue. She was supportive of the Parishes in this regard. There is a new White Paper on housing. The rural crime meeting (2/5/17) had focused on fly-tipping, which she felt was exacerbated by restrictions at recycling centres – NCC should have a

Signed:



(Chair)

Date: 7/6/2017

more coherent approach here. Clerk read from email from Cllr Devereux, referring to fly-tipping and the work being done by **BCKLWN** to help. RP commented on the work done by locals in Lynn where the problem had been severe.

2017.05.03.10 – There were no questions to the **Police** Officers present. Clerk reported on a trailer stolen from the Village, and warned of dog thefts which were increasingly common.

2017.05.03.11.a – Clerk apologised for late presentation of numbers – would go through in detail to ensure Councillors were fully briefed. He commented that the Neighbourhood Plan would have its own **budget** line from next month. JBn requested similar for the fete. There were no questions. MB requested that a donation to WI be considered at next meeting for help with recent events.

2017.05.03.11.b – *Council agreed to all **expenditure** listed, by consensus.*

2017.05.03.11.c – The Clerk reported that Internal Auditor had signed off on the **accounts**. RP and RP had met with him on 26/4/17 and he confirmed there were no concerns. Clerk outlined in detail how the figures on the **Mazars audit** form tallied with the spreadsheet figures for 2016/17. Once Councillors were content with this, he went through the Governance Statement point by point, explaining each and asking whether Councillors were satisfied that these should be signed. *Council agreed by consensus that RP should sign account figures and governance statements on the form, which she duly did.*

2017.05.03.11.d.i – *Council agreed continued **membership** of Community Action Norfolk at Gold level.*

Prop: PM; 2nd: AT; unanimous

2017.05.03.11.d.ii – *After lengthy consideration, Council agreed to continued **membership** of NorfolkALC.*

Prop: PM; 2nd: JBn; 11-0

It was agreed that all dealings with NorfolkALC during the year be recorded, to monitor service.

2017.05.03.11.d.ii – Other **memberships** to be reviewed as they arise during the year.

2017.05.03.11.e – *By consensus Council agreed that membership of **external bodies** should be as listed below.*

2017.05.03.11.f – *Council agreed that current **insurance** provision was satisfactory.*

2017.05.03.12.a – No changes were proposed to current structure of **Council groups**. Clerk suggested that Council should consider a Chair of Finance Committee, even though it has never met as such, to work with Clerk on accounts and presentation thereof.

2017.05.03.12.b – *Council agreed its **group membership** as listed below.*
Personnel Group to consider its Terms of Reference.

2017.05.03.12.c.i – *Council agreed to support the resident in his attempts to overturn BCKLWN decision on appeal – **Planning Application** 16/01409 – the Mill.*

Prop: DS; 2nd: RP; 8-4

2017.05.03.12.c.ii – *Council agreed to request referral of **Planning Application** 17/00250 (Station Yard) to the Planning Committee of BCKLWN, due to concerns over the design.*

Prop: PM; 2nd: JBy; unanimous

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2017.05.03.12.d.i – Council accepted the recommendation of the Amenities Group to remove both **fences** at the Common, and replace that at the Pit with signs.

Prop: PM; 2nd: AT; unanimous

2017.05.03.12.d.ii – Council agreed that the **fencing** removed should be given to Julie Godfrey.

Prop: PM; 2nd: AT; 11-1

[The meeting had been suspended briefly for George Deverick to suggest the Scouts would be interested in the wood. It was also suggested that Julie Godfrey would help with the removal, which would be done by volunteers.]

2017.05.03.12.d.iii – Clerk reported that **contractor** suggested by Amenities Group had been unable to do the work, and thanked JBy for his help in doing the required groundworks. Council agreed to engage Mark Parnell to do the work at £12ph.

Prop: PM; 2nd: AT; 10-0

2017.05.03.12.d.iv – Councillors were asked to review the **asset list** after explanation of valuations for Mazars form. RB inquired if the SAM sign were included in street lighting – Clerk to check.

2017.05.03.12.e – Clerk explained **review** process being done to fit with revised standing orders. By consensus the following were adopted, amended or accepted:

2017.05.03.12.e.i – **Standing orders** 2017 to continue.

2017.05.03.12.e.ii – **Complaints Procedure** to continue.

2017.05.03.12.e.iii – **Financial Regulations** – changed as below.

2017.05.03.12.e.iv – Draft **Press Policy** to be adopted as a working document.

2017.05.03.12.e.v – Draft **Freedom of Information Policy** to be adopted as a working document.

2017.05.03.12.f – No **Personnel** report.

2017.05.03.12.g – **Neighbourhood Plan** WG – MB reported that SEA and HRA had been out-sourced, and the grant to pay for these was now in. The need for BCKLWN to consult on these was “dragging out” the process but was unavoidable. They were a result of SPC including an area allocated for building.

2017.05.03.13 – Clerk reported that there had been much activity between Parishes on the subject of **Sea Defence Funding**. Council agreed RB and Clerk to attend meeting on 22/5/17 at Heacham.

2017.05.03-14.a – Council discussed at length providing financial assistance for the **Memorial Hall**. [Meeting suspended to allow Jean Parkes to answer questions.] Tempers grew heated, and the Clerk intervened referring PM to the Code of Conduct. MB suggested talks with a “blank sheet of paper” on future of Memorial Hall, and SD referred to a “long-term plan of support”. *It was agreed to refer this to a dedicated session of the Amenities Group.*

Prop: DL; 2nd: PM; unanimous

2017.05.03.14.b – *It was agreed to allow a **recycling bin** for clothes and shoes for the Air Ambulance, on the Market Square, subject to suitable location and permissions.*

Prop: JBy; 7-5

2017.05.03.14.c – *It was agreed that RP and MB should attend the **Conference** – “How should Norfolk grow” on 29/6/17*

Prop: RP; 2nd: PM; unanimous

2017.05.03.15.a – Clerk reported on smaller attendance this year at **Open Meetings**, and wondered whether a single event tied to the Annual Parish

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Meeting might be better. DL thought the signage could be different, and gave example. The consistency of advertised times was also raised.

2017.05.03.15.b – *It was agreed to have Councillor "surgeries", for Members of the Public, at a central location.*

Prop: DW; 2nd: RP; 11-1

Clerk to arrange list for volunteers etc. Monitoring would be important.

2017.05.03.16 – Public Participation. Roger Clark – questioned the need for **surgeries** given public notice of Councillor phone numbers. Jean Parkes – inquired what was meant by "**groundworks**" – maintenance of flower beds etc. George Deverick – inquired after possible **co-option** – asked to visit Clerk to discuss. Roger Clark – raised the problem of **posters** on poles around the Village – WI did remove; comments noted.

2017.05.03.17 – *The **meetings** for 2017/18 were agreed as: 7.30pm Memorial Hall; first Wednesday of the month, except for January 2018 which would be the second Wednesday.*

Meeting ended at 9.38pm

Memberships agreed:

External Groups:

Halls Foundation – Niru Burchett, Eric Langford, Maggie Ponder, Marcus Wright

Memorial Hall Trustees – Alf Todd

SNAP – Stuart Dark¹

WECMS – Richard Barker and Clerk

TORC – Clerk

Internal Groups:

Committee:

Finance All members

Support Groups:

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

Amenities JBy; RB; JBn; MB; **SD**; DL; PM; SP; RP; DS; AT; DW

Governance Clerk

Personnel RB; MB; **RP**; AT

Working Groups:

Common SD; DL; RP; AT; **DW**; Julie Godfrey

Dogs **RP**; DW

Neigh. Plan **MB**; SD; PM; SP; DS; Julie Godfrey, Janet Lane & Lesley
Marriage

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

Drainage – ad hoc

Working Group RB; JBn; MB; PM; RP; DS; Clerk

¹ Clerk suggested that should SD be elected to NCC, SPC might consider an additional member

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Financial Regulations – Amendments:

Delete 4.b: **“All expenditure over £500 shall be approved by Full Council. The Clerk may approve for action and subsequent payment any expenditure under this amount which is authorised, and duly minuted, by a Group, subject to paragraph a. above. He should highlight payments under this procedure in the relevant expenditure report.”** With consequent re-numbering.

Add as 5.e.iv: **“where a necessary action under 4.e [now d] above has been taken where the terms from a contractor specify payment before the next available meeting.”**

Abbreviations:

BCKLWN – Borough Council; NCC – County Council; (S)PC – (Snettisham) Parish Council

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(Chair)

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