

SNETTISHAM PARISH COUNCIL

Notes relating to the cancelled meeting of Snettisham Parish Council arranged for Tuesday 24th March, 2020.

Due to the Government imposing a lockdown on public movements the previous evening, the meeting was not conducted as arranged. It had been set up to arrange for powers of delegation to the Clerk given the extraordinary circumstances prevailing.

The agenda had previously been circulated to all Councillors by email and hard copy, and published on the Council Notice Board and website. As the only practical solution, and, in keeping with advice from Norfolk Association of Local Councils and Norfolk Parish Training and Support, approval of a majority of Councillors by email was given to the agenda items. Councillors approving this were: D Baxter; A Gascoigne; J Kerr; R Kerr; R Pugh; A Todd; J Todd.

This being a majority of serving Councillors, the following provisions were agreed:

Delegation of powers to the Clerk:

1. *This to include increased powers of spending authority to £1,000 for those matters already within his delegated powers in Financial Regulations.*
2. *To allow the Clerk spending of up to £350¹ to support properly constituted local groups in their support of the local community relating to the virus outbreak.*
3. *Beyond this, the Clerk to be permitted to make arrangements relating to the continuing functions of Council, as he sees fit, subject to*
 - a. *These being emailed to all Councillors, or explained by phone if necessary*
 - b. *Written approval (by email) of any two of Chair, Vice-Chair and Lead Cllr of Finance,*
 - c. *There being no written objections by more than four Councillors*

Any actions undertaken by the Clerk under these extended powers shall be reported weekly to Councillors and on the website.

Financial summaries shall be prepared as for monthly meetings, and payments dealt with under current rules, or, if necessary, these extensions. Safe arrangements for cheque payments should be made.

Planning responses – all planning responses shall be dealt with under the Planning Protocol arrangements for consideration outside of formal meetings

The Policy amendments to be temporary until August 1st, 2020 unless:

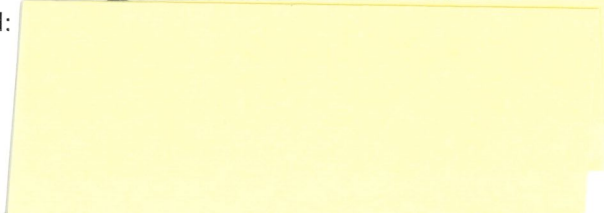
- *made redundant by changes to Local Council rules by the Government;*
- *extended/amended by a further legally convened meeting of Full Council; or*
- *a declaration that the current emergency is over is made by the Government*

They shall, for that time period, override the relevant Policies which Council has in place.

Appointment of Administrative Assistant:

¹ The Clerk had noted at the time of sending the agenda that this meant "per group" rather than a total.

Signed:



2 July 20

Date:

It was agreed that the appointment process should be delayed, and that, if necessary, limited overtime may be applied for by the Clerk.

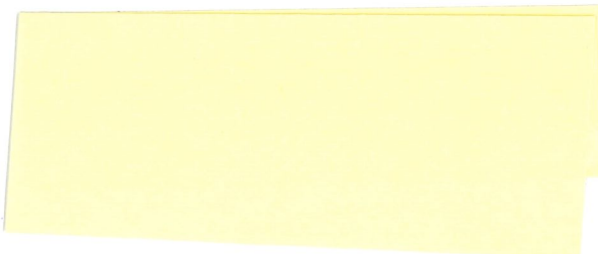
[Note to public, included on the agenda:

Current Local Government Legislation requires meetings to be held for any Council decision – there is no provision for "virtual" meetings. Given advice to limit all interaction, these proposed amendments are in line with advice received from the National and Local Associations of Local Councils and Norfolk Parish Training and Support.]

There were some proposed amendments, relating to increasing the proposed financial limits under delegation, but these were not further discussed.

It is proposed to append to these notes agreements taken under these specific amendments. This will therefore be a rolling document.

Signed:



2 July 20

Date:

Agreed w/c 23rd March 2020:

1. Clerk to investigate online banking as a possible solution to difficulty of cheque banking.
2. Clerk to continue to work with Dersingham, Heacham and Ingoldisthorpe Clerks to provide collective emergency cover.
3. Groups applying for emergency funds can have the PC invoiced directly, subject to such expenditure being agreed in advance by the Clerk.
4. Annual Parish Meeting: it to be noted that this will probably be postponed beyond the last date of June 1st.

These were agreed by Cllrs Baxter, R Kerr and A Todd as required. There were no objections.

There were similarly no objections to the payments listed below:

Date	Ref	To	For	Amount	budget
1/4/20	106290-4 & 303	Salaries	Salary	£3,874.97	personnel
1/4/20	106295	Steele Media	Snett Rem	£108.00	snett remembers - admin
1/4/20	106296	TORC	Advertising	£100.00	admin
1/4/20	106297	NALC	Sub	£479.47	admin
1/4/20	106298	ESPO	Locks+	£44.48	cont/admin
1/4/20	106299	Westcotec	Street Lights	£55.50	street lights
1/4/20	106300	Hendry	PAT Test	£61.69	admin
1/4/20	106301	ABC	H&S Work	£209.00	cont
1/4/20	106302	NPTS	Sub	£500.00	admin

Direct Debits were not listed, as already agreed. Since accounts were prepared hurriedly, VAT was also not included; this will be reclaimed in the usual way. Complete figures will be provided in due course.

Agreed w/c 30th March:

Not to consider additional donation to NARS, following recent £250 given in Autumn 2019.

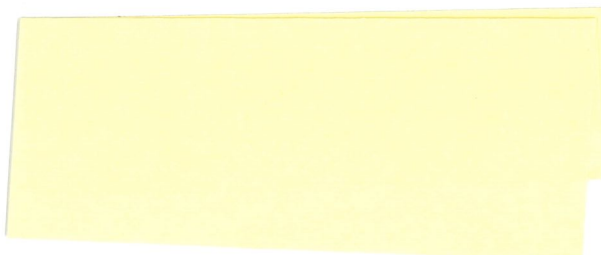
Agreed w/c 6th April:

Relating to PC Cleaner:

1. to continue furlough begun at instigation of Clerk with approval of Chair
2. to pay from PC funds until June 2020, after which (if needed) to apply for Government support

These agreed by Cllrs D Baxter, R Kerr, A Todd. Also in support: G Deverick, A Gascoigne, J Kerr, L Standeven. Adopted.

Signed:



2 July 20

Date:

Agreed w/c 20th April:

To approve expenditure listed – this info available on website for public.

Approved by Cllrs Baxter, Kerr and A Todd as required. Also by Cllrs Deverick, Gascoigne and Pugh. No objections.

Note – in email to Cllrs regarding the above, Clerk noted that insurance renewal would also be due, thought the invoice had not arrived. This being a three-year contract, and already agreed, he added this to the cheques for payment when invoice subsequently arrived. Barclays have contacted Clerk to confirm online banking being set up – should be by end of w/c 27th April. Further contact received suggesting probable delay.

Approved w/c 27th April:

Acceptance of continued insurance from Came and Company, under the last year of a three-year contract, as appropriate for the needs of Council, for the year 2020/21.

Approved by Cllrs Baxter, R Kerr & A Todd, also Cllrs Deverick, J Kerr & J Todd. No objections. Questions relating to cover asked of insurers – increase in valuation of Office requires supplement to be paid (June payments).

Actions w/c 4th April:

Changes to approved budgets made by Clerk. Due to changes in the audit definitions of staff costs (training no longer counted as a staff cost) £1,000 moved from personnel budget figure to admin, to ensure figures at end of 20/21 are correct, and easily recognisable.

Note: online banking materials received by councillors.

Approved w/c 4th May:

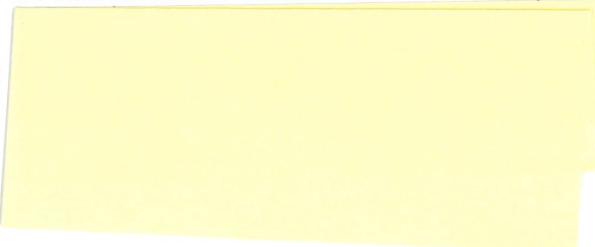
Planning protocol:

- no objection - 20/00532, continued standing of caravan at 79 The Beach
- no objection – 20/00552, extension at Twitchers' Retreat, Beach Rd
- 20/00488 – new dwelling on Norton Hill (3rd on site, 2 previously agreed). Supported by Cllrs Allsop, Gascoigne, A Todd, J Todd. Opposed by Cllrs Baxter and Pugh. Cllrs J & R Kerr recused themselves. Decision sent to Borough as no objection, but referring to points made about access along PRoW.

Actions w/c 11th May:

- Banking – Clerk attempt to set up payment unsuccessful – need to have Clerk as signatory; amendments to Financial Regs in preparation. Confirmation (finally!) that Barclays could not link Townlands accounts to Main SPC ones, as instructed on at least five occasions; need for separate mandate – form

Signed:



2 July 20

Date:

prepared for signing in due course. Saffron account signatory change requested.

- Contract for grounds maintenance Aug 2020 onwards – request for expression of interest made on facebook. Full details to be made in due course following WG Zoom meeting.
- Clerk, acting in accordance with HMG guidelines on meetings with those from other households, announced cancellation of Annual Parish Meeting – all relevant info on facebook and SPC website.

Payments approved throughout this period:

INCOME AND EXPENDITURE -
EXPENDITURE

Date	Ref	To	For	Amount	of which VAT	budget
1/4/20	106290-4 & 303	Salaries	Salary	£3,874.97	£0.00	personnel
1/4/20	106295	Steele Media	Snett Rem	£108.00	£18.00	admin
1/4/20	106296	TORC	Advertising	£100.00	£0.00	admin
1/4/20	106297	NALC	Sub	£479.47	£0.00	admin
1/4/20	106298	ESPO	Locks+	£44.48	£7.41	cont/admin
1/4/20	106299	Westcotec	Street Lights	£55.50	£9.25	street lights
1/4/20	106300	Hendry	PAT Test	£61.69	£10.28	admin
1/4/20	106301	ABC	H&S Work	£209.00	£0.00	cont
1/4/20	106302	NPTS	Sub	£500.00	£0.00	admin
1/4/20	DD	Eon	Utilities	£96.00	£4.57	admin
4/4/20	DD	Apogee	Printing	£144.00	£24.00	admin
8/4/20	DD	ECS - GoCardless	Computer	£85.92	£14.32	admin
16/4/20	DD	Eon	Street Lights	£137.61	£6.55	street lights
20/4/20	DD	BCKLWN	Bins	£127.47	£0.00	admin
1/5/20	106304-7	Salaries	Salaries	£3,183.58	£0.00	
1/5/20	106308	CGM	Grounds	£442.50	£73.75	amenities1
1/5/20	106309	CGM	Grounds	£442.50	£73.75	amenities1
1/5/20	106310	Village Sign People	Village Sign	£1,138.50	£0.00	reserves
1/5/20	106311	Westcotec	Street Lights	£55.50	£9.25	street lights
1/5/20	106312	Heronwood	Grass Cutting	£191.00	£0.00	amenities1
1/5/20	106313	Simon Bower	Expenses	£74.99	£0.00	cont
1/5/20	106314	Community Action Nflk	Membership	£150.00	£0.00	admin
1/5/20	DD	Eon	Utilities	£96.00	£4.57	admin
8/5/20	DD	ECS - GoCardless	Computer	£85.92	£14.32	admin
16/5/20	DD	Eon - approx	Street Lights	£137.61	£6.55	street lights
20/4/20	DD	BCKLWN	Bins	£127.47	£0.00	admin

INCOME TO DATE

RCD	BCKLWN	Precept	£95,500.00	precept
RCD	BCKLWN	CTSG	£796.00	misc
RCD	HMRC	VAT return	£1,364.13	VAT rtn

Figures to date given as April figures not in same format as usual

Signed:

2 July 20

Date: