

Snettisham Parish Council

Dear Councillor

You are summoned to an extraordinary virtual meeting of Snettisham Parish Council to be held on Thursday, 28th May 2020, at **2.00pm** using **Zoom teleconferencing**, for the purpose of transacting the following business.

The meeting is open to the public, who will need to contact the Clerk prior to the meeting, preferably as soon as possible, in order to be sent relevant codes. Due to technical challenges with participation, questions received in writing at the latest 24 hours before the meeting will be answered, but, in line with standing orders, extraordinary meetings do not contain a formal public participation session. Documents ordinarily presented to the public at the meeting will be available on the website at least 24 hours prior to the meeting.

Government regulations relating to Council meetings have been amended to allow virtual meetings until May 2021 due to the present circumstances, and the requirement to hold an Annual Parish Council Meeting has been removed. As there are no current standing orders relating to the conduct of the meeting, the decision of the Chairman, in consultation with the Clerk, will be final. For clarity, all those speaking should identify themselves each time they speak, and any vote will be taken using a roll-call process. **Note** - there is currently a time limit of around 40 minutes from the time that the link is established.

Simon Bower, Clerk to Council, 21/5/2020

AGENDA

1. Explanation of proceedings, and suggested procedure.
2. Receive **Declarations of interest** on agenda items.
3. *Receive and consider **apologies** for absence*
4. **Chairman's Report**– *for information only*
 - a) *Consider a formal **vote of thanks** to those involved in Community Support*
5. *Consider confirming as a correct record the **Minutes** of the Meeting of the Council held on March 4th, 2020*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors'** Reports (*for information only and 10 mins max.*)
8. *Consider noting and approving (retrospectively) the adoption of, and **decisions** taken under, the emergency provisions introduced following the lockdown imposed by the Government in March 2020:*
 - a) *Temporary extension of delegated powers to the Clerk*
 - b) *Delay in appointment process for the Administrative Assistant*
 - c) *Application for internet banking*
 - d) *Power to grant additional funding for groups helping the public during the emergency*
 - e) *Delay of Annual Parish Meeting*
 - f) *Furlough arrangements for cleaner*
 - g) *Finance:*
 - i) *Expenditure for April 1st 2020*
 - ii) *Expenditure for May 1st 2020*



- h) Approving the notes made by Clerk of these decisions as a formal Council minute*
9. **Finance/Legal** - Cllr Baxter/Clerk
- a) Receive **budget monitoring** report
 - b) Consider **cheques** to be signed and payments made for June¹
 - c) Consider approving Clerk as a signatory to Council's accounts for online purposes only
10. **Planning** :
- a) Consider any matters arising from Planning Applications:
 - i) 20/00620 – extension, 14 Cherry Tree
 - ii) 20/00488 – amendments, land west of 7 Norton Hill
 - iii) 20/00690/RM – 5 new dwellings of Cherry Tree
11. **Public Questions** – responses to questions received in writing as above
12. Consider date of **next meeting** – possibly Wednesday, 1st July 2020; 7.00pm Memorial Hall.

¹ Or electronic payment as appropriate.

² Clearly to be dependent on Government guidelines/regulations, and Hall availability. The meeting may be conducted virtually, which will be confirmed nearer the time.

