

SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Snettisham Parish Council held on Thursday, 28th May, 2020. Meeting held remotely by Zoom teleconferencing¹.

"Present²":

Cllr A Todd (AT) – Presiding

Cllr S Allsop (SA), Cllr D Baxter (DBr), Cllr A Gascoigne (AG); Cllr J Kerr (JK), Cllr R Kerr (RK), Cllr R Pugh (RP), Cllr L Standeven (LS), Cllr J Todd (JT)

Also in attendance, 3 members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 2.04pm

2020.05.28.01 – AT went through a few basics on how the meeting might be conducted.

2020.05.28.02 – There were no **declarations** of interest.

2020.05.28.03 – There were **apologies** for absence from Cllr Deverick, BCKLWN Cllr Devereux and NCC Cllr Dark.

2020.05.28.04 – As **Chairman**, AT reported that a new Events Committee [SVEC] had been formed. They have a website and facebook page. Regarding staff, he noted that the Clerk had been working from home but would return to the Office from 1/6/20, with visiting restrictions remaining in place. The Cleaner had restarted work this morning, had been advised on procedure, and had all necessary protective equipment. He concluded with "high praise and gratitude" for the diligence of those volunteers who had helped others in the Village, and brought the Village together, during the crisis to date.

2020.05.28.04.a – A formal **vote of thanks** to the volunteers above was passed.

Prop: AT; unanimous

2020.05.28.05 – The **minutes** of the previous meeting on 4th March, 2020, had been previously circulated. AT noted that Gerry Byrne had written regarding comments he made at that meeting. *It was agreed that these comments should be added verbatim as an amendment to the draft minutes³: "I congratulate the present council on the attempt to adopt the running of the sports pavilion but I find it strange that the chair and many of the current councillors were totally against this when the previous council suggested it. I hope you can follow up to fruition."*

Prop: DBr; 2nd: RK; unanimous

2020.05.28.06 – There were no **matters arising** raised from the above minutes. Clerk noted that he would produce a document outlining relevant matters given the time since that meeting.

2020.05.28.07 – Clerk read out from an email from **BCKLWN** Cllr Devereux, observing that Cllr Dark, as emergency co-ordinator for the Borough, had been

¹ Under Government regulations allowing such meetings until May 2021.

² Due to technical reasons there may have been times when not all were fully present, though at times of votes, all councillors were.

³ Minutes to be signed formally at a later date, when practical.

Signed:

[Redacted signature area]

2 July 20

Date:

very busy, and noted that his own role had mainly "been to adjust and adapt various operations in pursuit of the art of the possible!"

2020.05.28.08 – During the period from lockdown to this meeting, Council had been acting according to a series of **emergency provisions**. In order to formalise these, albeit retrospectively, they were listed, and notes of decisions taken under them provided. *On this basis, and voting for all en bloc, Council approved:*

- 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 Meeting⁴*
- 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 minute⁵*

Prop: SA; 2nd: AG; unanimous

2020.05.28.09.a – The Clerk presented the summary of accounts and **budget monitoring** report. It was noted that DBr had not been able physically to review the documentation as he would normally. There were no questions.

2020.05.28.09.b – Detailed notes relating to the **expenditure** listed were available to all⁶. *Council approved the expenditure as listed⁷.*

Prop: DBr; 2nd: RP; unanimous

2020.05.28.09.c – The Clerk summarised notes available to all⁸ that the Barclays accounts needed him to be a **signatory** in order to set up payments. This should not normally allow him to approve payments. *For this to happen, Council agreed:*

- *The Clerk to be a signatory for the purpose of setting up, not approving payments.*
- *The adoption of an addition to the Financial Regulations: "Internet banking – introduced during COVID emergency 2020. Such banking is now allowed subject to other Regulations regarding payments. Where the Clerk is required to be a signatory, e.g. to allow setting up payments, two councillors should still sign/approve all payment, unless there is specific, minuted, approval of Council. A breach of this should be treated as a disciplinary matter."*
- *The Clerk to have such signatory approval to July 1st, 2020, while the account is set up as required.*

2020.05.28.10 – Planning. This was mainly being conducted under the protocol. *Comments on live applications were agreed as follows:*

2020.05.28.10.a – 20/00620 (extension, 14 Cherry Tree) – *no objection.*

⁴ Subsequently cancelled. An extra meeting to be arranged when allowed/practical.

⁵ Details of these decisions included in this minute. Again, this will be signed formally when practical.

⁶ And online

⁷ See below

⁸ And online

Signed:

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2 July 20

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2020.05.28.10.b – 20/00488 (land west of 7 Norton Hill, amendments) – no further comment.

2020.05.28.10.c – 20/00690 (five new dwellings off Cherry Tree) – no objection, but to note Council's previous comment about a footway.

2020.05.28.10.add – 20/00695 (extension, 14 Blossom End) – no objection

2020.05.28.11 – There being no written questions, as had been requested, Council agreed to hear from Andy Gee, who had contacted the Clerk earlier in the day. He asked about issues relating to trees damaging headstones etc. in the graveyard of the Church. As this appeared to be Borough land, the Clerk agreed to advise him directly by email.

2020.05.28.12 – It was agreed that the ordinary meeting previously arranged for Wednesday 1st July, 2020 at 7pm would take place, either at the Memorial Hall or virtually. An additional, virtual, EGM was likely in mid-June.

Meeting ended at 2.31pm

Abbreviations:

BCKLWN – Borough Council; HMG – Her Majesty's Government; MHT – Memorial Hall Trustees; NCC – County Council; (S)PC – (Snettisham) Parish Council; WECMS – Wash East Coast Management Strategy

SNETTISHAM PARISH COUNCIL INCOME AND EXPENDITURE - FOR JUNE 1ST PAYMENT

EXPENDITURE

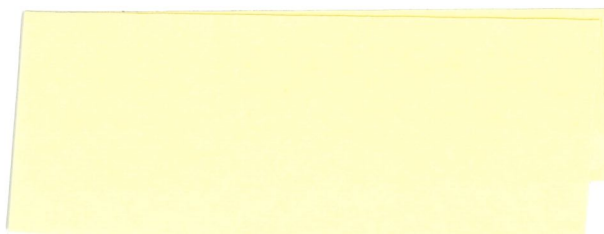
Additional approved, or late DD invoices

Date	To	For	Amount	of which VAT	budget
1/5/20	Came & Company	Insurance	£966.48	£0.00	admin
9/5/20	Wave	Utilities	£19.54	£0.00	admin
18/5/20	Wave	Allotments	£55.06	£0.00	misc
Date	To	For	Amount	of which VAT	budget
1/6/20	BT	Telecomms	£178.38	£29.73	admin
1/6/20	Eon	Utilities	£96.00	£4.57	admin
1/6/20	Salaries	Salaries	£3,276.08	£0.00	personnel
1/6/20	CGM	Grounds	£442.50	£73.75	amenities 1
1/6/20	ABC	Misc works	£193.64	£0.00	amenities 1
1/6/20	Came & Company	Insurance	£25.29	£0.00	admin
1/6/20	Heronwood	Grass cutting	£234.00	£0.00	amenities 1
1/6/20	Westcotec	Street Lights	£55.50	£9.25	street lights
1/6/20	NCC	TROD	£9,561.31	£0.00	reserves
8/6/20	BNP Paribas	Printer	£468.00	£78.00	admin
8/6/20	GoCardless	Computer	£85.92	£14.32	admin
11/6/20	Eon - approx	Street Lights	£133.17	£6.34	street lights
20/6/20	BCKLWN	Bins	£127.47	£0.00	admin

INCOME

30/4/20	TORC	Printing	£251.85	£41.98	admin
18/5/20	Norf CF	Grant	£100.00	£0.00	reserves - r/f

Signed:



2 July 20

Date: