

# Snettisham Parish Council

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Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday, 1st July 2020, at **2.00pm** (please note the change of time) for the purpose of transacting the following business. The meeting will be held by Zoom teleconferencing – details of how to access this meeting will be provided to Councillors and published on the website for the public.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this. Ideally questions should be presented in writing prior to the meeting, to avoid problems arising from any technical issues.

Simon Bower, Clerk to Council, 25/6/2020

## AGENDA

1. Receive **Declarations of interest** on agenda items.
2. *Receive and consider **apologies** for absence*
3. **Public Questions** on planning matters primarily, or raised prior to the meeting in writing (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. *Consider confirming as a correct record the **Minutes** of the Meeting of the Council held virtually on 28<sup>th</sup> May, 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. **Finance/Legal** - Cllr Baxter/Clerk
  - a) Receive **budget monitoring** report
  - b) *Consider **cheques** to be signed and payments made*
  - c) Receive Accounts for 2019/20
    - i) *Consider any report from the Internal Auditor*
    - ii) *Consider approving the Annual Audit Governance Statement for 2019/20*
    - iii) *Consider approving the Annual Audit Accounts figures for 2019/20*
  - d) Receive report of funding situation after VE Day event cancellation
    - i) *Consider funding of VJ Day events*
  - e) Local Government regulation changes due to COVID-19
    - i) To note that there is no requirement for the May 2020 Annual Parish Council meeting, and that, without any specific requests, no changes will be made until May 2021.
    - ii) *To consider any actions which would normally be taken at such an Annual Parish meeting which Councillors would like to schedule for a future ordinary meeting.*
9. **Support Groups** and Lead Councillors' Reports:
  - a) **Planning** – Cllr Allsop
    - i) Receive a report on any planning responses made under planning protocol
    - ii) *Consider PAs 20/00787 & 20/00830 – conversion of Village Shop to residential*
    - iii) *Consider any late arriving applications*
    - iv) *Consider a response to letter from Borough Cllr Moriarty on the sifting process*



- b) **Amenities and Services** – Cllr Gascoigne
- i) *Consider recommendations from meeting on 23<sup>rd</sup> June 2020:*
    - (1) *Consider formal adoption of the Common Management Plan*
    - (2) *Consider appointment of Ian Gosling as Lead of the Common Working Group and Co-ordinator of volunteers*
    - (3) *Consider appointing Tim's Trees as Council's official Tree Consultant*
    - (4) *Consider authorising of all tree works as listed, at a cost of £3,270, subject to required approvals from the Tree Officer*
    - (5) *Consider purchase of new barrow for cleaner, at a cost of £770*
    - (6) *Consider removal of £25 from payment of CGM invoice after unsatisfactory work*
    - (7) *Consider appointment of a contractor for grounds works from August*
- c) **Governance** – Clerk
- i) *Consider addition of emergency protocols for Standing Orders*
  - ii) *Consider amendment of internet banking provisions in Financial Regulations*
- d) **Personnel** – Cllr Todd
- e) **Working Group reports**, including Council Plan updates
10. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
11. **Correspondence and donation requests:**
12. **AOB and agenda requests:** *for information only.*
13. **Public Questions** *(maximum of 10 minutes)*
14. *Consider confirming date of **next ordinary meeting** – Wednesday 5<sup>th</sup> August, 2020; 7.00pm Memorial Hall – note this would ordinarily be a provisional meeting.*
15. *Consider confirming dates of remaining meetings for year.*

*Please note, any signing of documents will be done separately from the meeting, taking into account current social distancing measures. Documents approved for signature will be deemed to have been signed immediately upon approval.*

