

Snettisham Parish Council

Dear Councillor

You are summoned to the Annual Meeting of Snettisham Parish Council to be held on Wednesday 2nd May, 2018 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to the Council, 27/4/2018



AGENDA

1. *To elect a Chair(man) for 2018/2019*
2. *To elect a Vice-Chair(man) for 2018/19*
3. *Receive and consider **apologies** for absence*
4. Accept **Declarations of interest** on agenda items.
5. **Public Questions** on planning matters primarily (*10 minutes maximum*)
6. **Chairman's Report** – *for information only*
7. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 4th April, 2018*
8. **Matters Arising** from the above minutes (*for information only*)
9. Borough and County **Councillors'** Reports (*for information only and 10 mins max.*)
10. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
11. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Consider approving accounts for 17/18
 - d) Consider signing the annual return for 17/18
 - e) Consider extension of Internal Auditor's term
 - f) Consider changes to Council representation on external groups
 - g) Consider membership of external organisations
 - i) NALC - £471.19; NPTS - £470
 - ii) Other groups
 - h) Consider any necessary changes to signatories
 - i) Consider insurance quotes for coming year
 - j) Consider variable direct debits and their continuation
12. **Support Groups** and Lead Councillors' Reports:
 - a) **To agree membership of groups, and Lead Councillors**
 - b) **Planning** – Cllr Snelgrove
 - i) Consider PA 18/00649 – 26 Station Rd - extension
 - ii) Consider PA 18/00637 – 24a Common Rd – 3 dwellings, outline
 - iii) Consider PA 18/00710 – 42 Shelduck – extension
 - iv) Consider PA 18/00716 – 36A Common Rd – 2 new houses
 - v) Consider a response to the Whin Farm (chickens) application amendments
 - c) **Amenities and Services** – Cllr S Dark
 - i) Consider any amendments to Amenities notes from 27/4



- ii) *Consider moving Common Dog Bin*
 - iii) *Consider removing Common notice boards*
 - iv) *Consider approving CGM quotations, as amended*
 - v) *Consider replacement of damaged play equipment*
 - d) **Governance** – Clerk
 - i) *To review all policies¹ and consider any changes*
 - e) **Personnel** – Cllr Pugh
 - f) **Working Group reports**
13. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
14. To agree Councillors for next **Surgery**
 - a) *To review, and consider future surgeries*
15. **Correspondence and donation requests:**
 - a) *Consider School request for help with Friends party*
16. **AOB and agenda requests:** *for information only.*
17. **Public Questions** *(maximum of 10 minutes)*
18. Consider date of **next ordinary meeting** – 6th Jun, 2018; 7.30pm Memorial Hall.

¹ A motion to suspend relevant standing orders may be needed if changes are proposed



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 6th June, 2018 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to the Council, 31/5/2018

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report**– *for information only*
5. *To confirm as a correct record the **Minutes** of the Annual Meeting of the Council held on 2nd May, 2018*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors'** Reports (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** by Officers (*for information only*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Report on Audit process
 - d) Consider membership (and level of such) of Community Action Norfolk
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) Consider PA 18/00527 – 47 Lynn Rd – extra dwelling
 - ii) Consider PA 18/00864&5 – Norton Hall – kitchen to 1 story extension
 - iii) Consider PA 17/00250NMA – Coal Shed
 - iv) Consider PA 18/00869 - Scout Hall to 2 dwellings
 - v) Consider PA 17/02094/F – 39 Parkside Road – construction of new dwelling
 - vi) To note "listing" of War Memorial
 - b) **Amenities and Services** – Cllr S Dark
 - i) Consider quote for Village Sign
 - ii) Consider delegation of expenditure to Clerk for limited additional ground works
 - c) **Governance** – Clerk
 - i) Consider membership of grievance and disciplinary panels
 - ii) Consider recommended WG for Parking and Mkt Square issues
 - iii) Receive report on LCAS response
 - iv) Consider changes requested by LCAS report¹
 - d) **Personnel** – Cllr Pugh
 - e) **Working Group reports**

¹ May involve need to suspend relevant S/O to allow further amendments



- i)* Neighbourhood Plan – to note appointment of examiner
11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
 12. Receive report on Councillor **Surgery**
 - a)* Consider Councillors for next surgery – if required
 13. **Correspondence and donation requests:**
 - a)* Consider donation to Age UK Norfolk
 - b)* Consider request for funding from Classical Music Rocks
 - c)* Deferred – donation to Friends of School
 14. **AOB and agenda requests:** *for information only.*
 15. **Public Questions** (*maximum of 10 minutes*)
 16. Consider date of **next ordinary meeting** – 4th July, 2018; 7.30pm Memorial Hall.

Note – the order of items may be changed, and the time for public questions may be redistributed to allow questions to the Police Officers present.



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 4th July, 2018 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to the Council, 29th June 2018



AGENDA

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 6th June, 2018*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors'** Reports (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Consider authorisation for Clerk to have formal access to Parish Accounts as necessary, including transferring between accounts
 - d) Consider delegation of authority to three cheque signatories to make required payments, for the month of August 2018 only, should August meeting not occur
 - e) Consider delegation of cash funding for fete to Clerk, to maximum of £350
10. Snettisham Circular Footpath – report and presentation: Jack Davidson National Trail Officer for Peddars Way and the Norfolk Coast Path
 - a) Consider any response to the above presentation
11. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) Consider response to Planning Appeal at 36A Common Road
 - ii) Consider PA 18/01042 – five dwellings off Cherry Tree – outline
 - iii) Consider PA 17/02183 – escape hatch – 2 Southgate
 - b) **Amenities and Services** – Cllr S Dark
 - i) Consider fencing at the Office
 - ii) Consider a Council position on the Common Rd chickens
 - iii) Consider response to Play Area Inspections
 - iv) Consider permission for utility access to Market Square for works
 - v) Consider permission for broadband cabinet on Market Square
 - c) **Governance** – Clerk
 - i) Consider amendment to Code of Conduct documentation
 - d) **Personnel** – Cllr Pugh



e) **Working Group reports**

12. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.

13. **Correspondence and donation requests:**

a) Consider request to locate skip on Market Square temporarily

14. **AOB and agenda requests:** *for information only.*

15. **Public Questions** *(maximum of 10 minutes)*

16. Consider date of **next ordinary meeting** – *1st August or 5th September, 2018; 7.30pm Memorial Hall.*



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 5th September, 2018 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to the Council, 31st August, 2018

AGENDA

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items.
 - a) Consider a general dispensation to allow item 10.d to proceed
3. Consider candidate(s) for **co-option** to Council¹.
4. **Public Questions** on planning matters primarily (10 minutes maximum)
5. **Chairman's Report** – for information only
6. To confirm as a correct record the **Minutes** of the Meeting of the Council held on 4th July, 2018
7. **Matters Arising** from the above minutes (for information only)
8. Borough and County **Councillors'** Reports (for information only and 10 mins max.)
9. Norfolk **Constabulary Report** (for information only and 5 mins max.)
10. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Consider pursuing legal case relating to the footpath by the River Ingol
 - d) Consider Chairman's Allowance for 2018/19
11. **Memorial Hall**
 - a) Report on meeting with Trustees
 - b) Consider request for assistance from the Memorial Hall Trustees re: wall at field
 - c) Consider Council nominee for Trustee body
 - d) Consider an Extraordinary meeting for further discussions
12. **Support Groups** and Lead Councillors' Reports:
 - a) Consider membership changes for all groups – new members and members of public
 - b) **Planning** – Cllr Snelgrove
 - i) Consider PA 18/00131 – extension, 14 Kenside
 - ii) Consider PA 18/01465 – occupancy, 18 Beach Rd
 - iii) Consider PA 18/01526 – extension, 6 Canada Close
 - iv) Consider PA 18/01540 – porch, 26 Southgate Lane
 - c) **Amenities and Services** – Cllr S Dark
 - i) Consider expenditure on Lodge Walk trees from quotes²

1 This may include a private session if requested, under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 s1 extended by LGA s100 to exclude the Press and the Public.

² It may be necessary to include a provision allocating this expenditure to a specific budget.



- ii) Consider expenditure on Play Area Roundabout from quote*
 - iii) Consider expenditure on planter from quotes*
 - d) Governance** – Clerk
 - e) Personnel** – Cllr Pugh
 - f) Working Group reports**
 - i) Neighbourhood Plan – to receive and consider a report on current position*
13. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
14. **Correspondence and donation requests:**
 - a) Consider donation request from NARS*
15. **AOB and agenda requests:** *for information only.*
16. **Public Questions** *(maximum of 10 minutes)*
17. Consider date of **next ordinary meeting** – 3rd October, 2018; 7.30pm Memorial Hall.

After this meeting, there will be a brief, private, session of Council meeting as the Trustee of the Townlands Charity. Council cordially requests that members of the Public leave as promptly as possible to allow this to continue.



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 3rd October, 2018 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to Council, 28/9/2018

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report**– *for information only*
5. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 5th September, 2018.*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Receive the fete accounts
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) *Consider PA 18/00526&7 - amendments to plans at 47 Lynn Rd*
 - ii) *Consider PA 18/01703 – convert flat roof to pitched one*
 - iii) *Consider PA 18/01698 – new dwelling and access 21 Parkside*
 - iv) *Consider commenting on Sedgeford Neighbourhood Plan*
 - v) *Consider requesting BCKWLN to consider more stringent measures against planning enforcement breaches*
 - b) **Amenities and Services** – Cllr Dark
 - i) *Consider Market Square lighting of Memorial(s)*
 - ii) *Consider clearing of pit at Common*
 - iii) *Consider approval of two new street lights in Station Rd and The Avenue*
 - c) **Governance** – Clerk
 - d) **Personnel** – Cllr Pugh
 - e) **Working Group reports**
 - i) *To consider date for Neighbourhood Plan Open Day(s)*
(1) To consider including additional Council information in the above
 - ii) *To consider expenditure for refreshments at the WWI commemoration*
 - iii) *To consider request from the School for part-funding of a Memorial*
 - iv) *To consider delegating some spending powers to Clerk in the event of unforeseen expenditure for the WWI commemorations*



- f) **Fete** – *To Consider a date for the 2019 fete*
11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
- a) To receive a report on meeting with Community Action Norfolk on Monday 24/9/18
- i) *To consider a response to the meeting*
12. **Correspondence and donation requests:**
- a) To note correspondence from CPRE about the next Local Plan
- b) *Consider a response to BCKLWN consultation on dogs in play areas*
- c) *Consider a donation of £25 to the RBL, in lieu of purchasing wreath for 11/11/18*
- d) *To consider purchasing a Christmas Tree – quote requested*
13. **AOB and agenda requests:** *for information only.*
14. **Public Questions** *(maximum of 10 minutes)*
15. *To confirm date of **next ordinary meeting** – Wednesday, 7th November, 2018; 7.30pm Memorial Hall.*



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 7th November, 2018 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to Council, 2/11/2018

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*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 on 3rd October, 2018
6. Consider confirming as a correct record the **Minutes** of the Extraordinary Meeting of Council held on 18th October, 2018
7. **Matters Arising** from both of the above minutes (*for information only*)
8. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
9. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
10. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Report on budget setting process for 2018/19
 - i) Consider any large items of expenditure to be included in 19/20 budget
11. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - b) **Amenities and Services** – Cllr S Dark
 - i) Consider, in principle, the possibility of outdoor gym equipment
 - ii) Consider the position re: fires at the Common (*agenda request from member of the public*)
 - iii) Consider any project that might be supported by the Parish Partnership Scheme
 - c) **Governance** – Clerk
 - i) Consider Data Protection Policy
 - d) **Personnel** – Cllr Pugh
 - e) **Working Group reports**
12. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
13. **Correspondence and donation requests:**
 - a) Consider a response to NCC Children's consultation
 - b) Consider donation request relating to Village Cinema
14. **AOB and agenda requests:** *for information only.*
15. **Public Questions** (*maximum of 10 minutes*)
16. Consider date of **next ordinary meeting** – listed as 5th December, 2018; 7.30pm Memorial Hall – suggestion received that this be changed to 12th December.



Snettisham Parish Council

Dear Councillor

You are summoned to an extra-ordinary meeting of Snettisham Parish Council to be held on Thursday, 18th October, 2018 at 6.30 in the Parish Office, for the purpose of transacting the following business. **Please note venue, time and day are all different.**

The meeting is not open to the public, due to the nature of the business being conducted.

Simon Bower, Clerk to Council, 12th October, 2018

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. Receive reports on two personnel matters
 - a) *Consider responses to these matters*



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 12th December, 2018 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Please note: before this meeting, at 6.45pm, there will be a presentation to Council by Pigeon Homes. This is not part of the public meeting, and we would request that members of the public do not arrive before 7.20pm to allow this to conclude without interruption. Thank you.

Simon Bower, Clerk to Council, 7/11/2018



AGENDA

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*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 on 7th November, 2018
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal**¹:
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Consider draft **budget**, including any additions/amendments
 - d) Consider ring-fencing £750 wayleave for possible future lighting of War Memorial
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) To consider Planning **Applications**:
 - (1) 18/02080 - Memorial Hall – MUGA and lighting
 - (2) 18/02173&4 – Snettisham House – porch etc.
 - (3) 18/02178 – 10 Common Rd – timber cart lodge
 - ii) To note responses to Planning **Applications**:
 - (a) 18/01949 – Round House – additional dwelling
 - (b) 18/02041 – 18 Common Lane – extension (retrospective)
 - (c) 18/02049 – Auction House, Common Rd – changes to conditions
 - (d) 18/02050 – Auction House, Common Rd – access
 - b) **Amenities and Services** – Cllr S Dark

¹ There may also be a report from the Internal Auditor



- i) Consider taking independent legal advice over responsibility for the Ingol footpath²*
 - ii) Consider approving Parish Partnership bid for funding for the Bridge*
- c) **Governance** – Clerk
 - i) Consider expenditure (up to c.£200) on website domain name and email addresses*
- d) **Personnel** – Cllr Pugh
 - i) Consider expenditure on IT equipment and services*
- e) **Project Development** – Cllr Billington
 - i) Consider, in principle only, addressing the feasibility of a new Village Community Centre, or similar, using notes of Working Group meeting as a basis*
- f) **Working Group reports**
 - i) To note the result of the Neighbourhood Plan referendum*
 - ii) Consider current works at the Common*
- 11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
 - a) Consider inviting the Memorial Hall Trustees to a joint public meeting with Councillors*
- 12. **Correspondence and donation requests:**
 - a) To allow use of the Square for a memorial event for the RAF*
 - b) Consider a response to NCC budget consultation*
- 13. **AOB and agenda requests:** *for information only.*
- 14. **Public Questions** *(maximum of 10 minutes)*
- 15. Consider date of **next ordinary meeting** –9th January, 2019; 7.30pm Memorial Hall.

² Subject to eight formal requests to reconsider this.



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 9th January, 2019 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to Council, 4th January, 2019



AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*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 on December 12th, 2018*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Set a budget figure for 2019/20
 - d) Set a precept figure for 2019/20
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) *Consider commenting on Appeal relating to 18 Beach Rd
(1) Consider a response to a putative application on the above property*
 - ii) Receive report on decision on PA 18/02041 – 18 Common Rd
 - iii) *Consider any late-arriving Planning Applications*
 - b) **Amenities and Services** – Cllr S Dark
 - i) *Consider placing street name plate sign for Railway Sidings Yard on Station Rd,
at residents' cost, subject to BCKLWN approval*
 - c) **Governance** – Clerk
 - d) **Personnel** – Cllr Pugh
 - i) *Consider revised IT quote – deferred from last meeting*
 - e) **Project Development** – Cllr Billington
 - i) *Consider additional groups necessary reporting to PD Group*
 - ii) *Membership changes to PD Group(s)*
 - iii) *Consider engaging an architect/surveyor for PD Group plans*
 - iv) *Consider working with the Memorial Hall on plans for sporting facilities*
 - v) *Consider recommendations from PD Group on how to proceed with Community Centre Project*
 - vi) *Consider possibilities of replacing the Village Post Office*



- vii) Consider taking on MHT application for funding with Sport England
- viii) Consider a resolution to ring-fence any incoming funds from vii above

f) **Working Group reports**

11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
12. **Correspondence and donation requests:**
 - a) Consider donations to those groups which helped with refreshments at the 11/11/18 commemoration event.
 - b) Consider whether to take any further action designating the area West of the A149 on Beach Rd as "Shepherd's Port" given BCKLWN update
 - c) Consider a donation request from Norfolk Citizens' Advice
13. **AOB and agenda requests:** for information only.
 - a) Consider a parking sign
14. **Public Questions** (maximum of 10 minutes)
15. Consider date of **next ordinary meeting** – Wednesday February 6th, 2019; 7.30pm Memorial Hall.



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday, 6th February, 2019 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to Council, 1st February, 2019

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*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 on 9th January, 2019*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) *Consider response to Planning Appeal on 18/01465 – 18 Beach Rd occupancy condition*
 - ii) *Consider PA 19/00066 – 91 The Beach – extension*
 - iii) *Consider PA 19/00072 – 78 Station Rd – extension*
 - iv) *Consider PA 19/00109 – 2 Park Lane – extension including demolish wall*
 - v) *Consider supporting BCKLWN in its attempt to rationalise addresses off Station Rd at the Old Coal Yard, Millhouse Gardens and Millview Court.*
 - vi) *Consider seeking residents' views on rationalising addresses at Station Rd/Beach Rd "junction"*
 - b) **Amenities and Services** – Cllr S Dark
 - i) *Consider signage re: dog fouling*
 - c) **Governance** – Clerk
 - i) *Consider holding a social session before next Council meeting to welcome prospective Councillors*
 - ii) *Consider Office role in encouraging and assisting those applying for election in May 2019*
 - iii) **Working Groups:**
 - (1) *Consider dissolving WWI Commemoration WG (project completed)*
 - (2) *Consider dissolving Neighbourhood Plan WG (project completed)*
 - (3) *Consider dissolving Parking WG (absorb into Proj. Dev WG)*



- d) **Personnel** – Cllr Pugh
 - e) **Project Development** – Cllr Billington
 - i) *Consider terms of reference etc. for Project Development WG*
 - ii) *Consider dedicating most of the Annual Parish Meeting to presentation of MHT/SPC projects*
 - (1) *Consider a time and date for the meeting above (May 8th, 19.00?)*
 - iii) *Consider an explanatory public statement on proposed developments*
 - f) **Working Group reports**
 - i) Common WG report and recommendations
 - (1) *Trees:*
 - (a) *Consider removal of some silver birch as appropriate*
 - (b) *Consider removal of some oaks*
 - (c) *Consider removal of area of pines and clearing leaf mulch*
 - (d) *Consider increasing Clerk's delegated spending to £750 for urgent work*
 - (2) *Consider additional works, including chipping, as per quote*
 - (3) *Consider removal of gorse as appropriate*
 - (4) *Consider removal of rhododendron*
 - (5) *Consider work to keep path to pit clear*
 - (6) *Consider clearing Common side of bridleway to maintain access*
 - (7) *Consider if any further action should be pursued regarding cycling*
 - (8) *Consider what signage may be required, and information elsewhere*
 - g) Receive a report on the Village **fete** for 2019
 - i) *Consider any requests for the fete*
11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
12. **Correspondence and donation requests:**
- a) *Consider a request from volunteer for grit bin in Market Square to be moved*
 - b) *Consider a response to the Norfolk Greenways Project*
13. **AOB and agenda requests:** *for information only.*
- a) *Consider the PC position on the loss of dentists in the Village*
14. **Public Questions** *(maximum of 10 minutes)*
15. *Consider date of **next ordinary meeting** – Wednesday, 6th March 2019; 7.30pm Memorial Hall. (NB April meeting currently not the first Wednesday of the month)*
16. *Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 s1 extended by LGA s100 to exclude the Press and the Public from the remainder of this meeting of Snettisham Parish Council. (Reference Standing Order 65) "That in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded from PC discussions"*
17. *Consider a staffing matter*



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday, 6th March at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to Council, 1st March, 2019

AGENDA

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*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 on 6th February, 2019
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Consider allowing Clerk right to approve certain cheques, given time to next meeting; all such payments to be notified to Councillors and next meeting
 - d) Receive a report on CIL income
 - i) Consider how future CIL expenditure might be spent
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) Consider Planning Applications:
 - (1) 19/00254 – MUGA at Playing Field
 - (2) 19/00255 – Dwelling behind Norton Hill
 - (3) 19/00256 – Pavilion extension
 - (4) 19/00309 – Lighting for MUGA above
 - (5) 19/00306 – Extension, 21 Station Rd
 - ii) Consider any late arriving applications
 - b) **Amenities and Services** – Cllr S Dark
 - i) Consider purchasing new benches for Church and Newbridge
 - c) **Governance** – Clerk
 - i) Consider approving pull-out for TORC magazine, including information about development projects, Neighbourhood Plan & upcoming elections
 - d) **Personnel** – Cllr Pugh
 - e) **Project Development** – Cllr Billington
 - f) **Working Group reports**



- i) Consider approving a meeting regarding the Common on 25th September and associated expenditure (hire, expenses and refreshments)
11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
12. **Correspondence and donation requests:**
- a) Consider a response to removal of large quantities of wood from the Common and Allotment
- b) Consider a request for £25,500 donation to the Memorial Hall
13. **AOB and agenda requests:** for information only.
14. **Public Questions** (maximum of 10 minutes)
15. Consider date of **next ordinary meeting** – Wednesday, April 17th, 2019; 7.30pm Memorial Hall. (Please note, not the first Weds of the month)
16. Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 s1 extended by LGA s100 to exclude the Press and the Public from the remainder of this meeting of Snettisham Parish Council. (Reference Standing Order 65) "That in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded from PC discussions"
17. Possible item: Consider a request from Clerk for guidance



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday, 17th April, 2019 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

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.

Simon Bower, Clerk to Council, 12th April 2019



AGENDA

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*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 on 6th March, 2019
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **NALC/NPTS membership**
 - c) Consider **cheques** to be signed and payments made
 - d) **Annual Audit:** To receive budget summary for 2018/19
 - i) Consider approving signing of governance statement
 - ii) Consider signing budget figures
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) Receive a report on any planning responses made under planning protocol
 - ii) Consider PA 19/00570 – extension and roof changes, 14 Cherry Tree Rd
 - iii) Consider PA 19/00577 – eight dwellings off Teal Close – Reserved Matters only
 - iv) Consider any late arriving applications
 - v) Consider a response to BCKLWN Local Plan consultation
 - vi) Consider response to NCC on road closures and speed limits etc.
 - b) **Amenities and Services** – Cllr S Dark
 - c) **Governance** – Clerk
 - i) Consider revisions of Standing Orders
 - d) **Personnel** – Cllr Pugh
 - e) **Project Development** – Cllr Billington
 - f) **Working Group reports**
 - i) Receive and consider summary of Neighbourhood Plan questionnaire
11. Consider a public statement, for presentation to the Annual Parish Meeting
12. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, Allotment Association etc.



- a) Consider any actions relating to the possibility of a Village Good Neighbour Scheme
(re: earlier meeting on 17th April, 2019)
13. **Correspondence and donation requests:**
a) Consider location of visiting Post Office van
b) Consider publication of meeting notes (B Almey)
14. **AOB and agenda requests:** for information only.
15. **Public Questions** (maximum of 10 minutes)
16. Consider date of **Annual General Meeting** – Wednesday May 15th, 2019; 7.30pm
Memorial Hall.

