

## SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Full Council held on Wednesday, 2<sup>nd</sup>  
September 2020

The meeting was held at 2.00p.m. by Zoom teleconferencing.

Present:

Cllr A Todd– Presiding

Cllr S Allsop, Cllr A Baxter, Cllr D Bocking, Cllr R Garwood, Cllr J Kerr, Cllr R Kerr, Cllr  
L Standeven, Cllr J Todd

Also in attendance: Borough Cllr I Devereux

No members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 2pm

### **2020.09.02.01 – Declarations of interest**

There were no declarations of interest

### **2020.09.02.02 – Apologies for absence**

There were apologies accepted from Cllrs D Baxter, Deverick and Gascoigne

### **2020.09.02.03 – Public Questions**

There being no members of the public present, or any written questions, Council moved on.

### **2020.09.02.04 – Minutes**

#### **a – Approval of minutes**

*The minutes of the virtual meeting on 5<sup>th</sup> August, 2020, having been previously circulated were confirmed as a true record<sup>1</sup>.*

*Prop: Cllr J Todd; 2<sup>nd</sup>: Cllr R Kerr; unanimous*

#### **b – Matters arising from minutes**

No matters arising were raised.

### **2020.09.02.05 – Reports**

#### **a – Chairman's report**

Cllr Todd noted that he had had an informal meeting with the Chair of the Memorial Hall Trustees, in preparation for a wider meeting held earlier in the day. This was with Community Action Norfolk to look at defining roles and the administration of the Trustees' proposed Pavilion development. He also thanked the Public who had attended the unveiling of the memorial plaque on VJ Day for their support.

#### **b – Borough Councillor report**

Cllr Devereux said he had nothing particular to report, but echoed the Chairman's remarks about the VJ Day event. He was continuing to work with the Environment Agency, and mentioned a report which he hoped to present to the PC later in the year.

---

<sup>1</sup> To be signed when able.

Signed:

(Chair)

Date:

### c – Clerk’s report

The Clerk noted that there had been many issues raised during the month, and that he included a report to update Councillors on these.

- **Audit** period had finished – no visits from member of the public.
- New **fridge** purchased for Office under Health and Safety provisions.
- **Trees** on Common Rd West – concern over these falling. Raised with Ken Hill, and checking for SPC.
- **Hedges** overgrowing pavements – NCC had been unwilling to address. Letters written to owners asking for consideration.
- **Parking** issues in Station Rd and adjacent to Co-op; residents informed there is little SPC can do, and referred to BCKLWN and Police as appropriate.
- **Rats** on Common Rd East – resident directed to Borough Council environment department.
- **Chickens** on Common Rd West; enquiry over their effect on the new homes being built – open front gardens a problem. Clerk had written to MP James Wild with background information, as resident had raised with MP.
- **Footpaths** – concerns had been raised over fencing at Ken Hill Woods over safety, and apparent denial of access. Exchanges had resulted in an agreement by Ken Hill to move the path along the A149 to allow a circular path without needing to go through the woods. Cllr Allsop raised issue of residents challenging under Right to Roam; would like to meet and liaise with Ken Hill. Cllr Bocking noted that the fence is a replacement, and the fencing is to keep livestock in, not people out. Clerk reported that Ken Hill have registered a series of documents under Section 31 under the Highways Act, to prevent claims for footpath registration. Cllr Todd noted that Cllr Bocking was the liaison Cllr under the Village Plan; Cllr Bocking agreed that he would arrange a meeting for interested parties. Clerk noted that he had suggested Ken Hill might promote things to the Village slightly better, which they had taken on board.
- £700 **cheque** received from Allotments Committee for rent, already paid to Ken Hill by SPC.
- **Online banking** now working well.
- Local Government **Pay Award** of 2.75% had been paid to staff under contractual arrangements, including any back pay.
- Thanks to Hazel Bloor for the **Beach clean** over previous weekend, though Clerk had no information on how this had gone.
- **Press coverage** of VJ Day had been good.

### 2020.09.02.06 – Finance and Legal

#### a – Budget monitoring and Financial Summary

Clerk noted that Council had received the £10,000 Covid payment from BCKLWN. Submitted figures<sup>2</sup> showed remaining Barclays balances at c.£88,350, and total funds available (i.e. excluding ring-fenced amounts) at c.£125,300.

---

<sup>2</sup> In Councillor and Public packs – latter available prior to meeting online.

Signed:

(Chair)

Date:

**b – Expenditure**

Clerk outlined payments already made under contracts, or previous Council decisions. The remaining items were for training, and the fridge referred to above. *Council approved the expenditure as listed/amended by consensus<sup>3</sup>.*

**2020.09.05.07 – Planning**

**a – Responses submitted under protocol**

There were no such responses.

**c – Application 20/01140 (18 The Beach - extension etc.)**

Cllr Allsop proposed that this application should be supported. It was raised that this was on the Common. The Clerk noted that the Planning Authority are likely to approve, so enforcement of Common regulations would likely fall on the PC through legal means, on behalf of the Common rights owners, rather than the Planning department. An extensive discussion took place about the legitimacy of fencing on Common land, and building beyond the curtilage of existing properties, including recent communications with BCKLWN on this subject. The Clerk gave his advice, but this was not accepted by Cllr Allsop. *Councillors agreed that comment on this application should be deferred until further legal confirmation of the position could be obtained.*

*Prop: Cllr Allsop; 2<sup>nd</sup>: Cllr Bocking; unanimous*

**d – Application 20/01192 (Manor Farm – wall/gateway/summerhouse)**

*Council accepted this application.*

*Prop: Cllr Allsop; 2<sup>nd</sup>: Cllr R Kerr; 1 abst*

**e – Application 20/01104 (Beggar’s Roost – extension etc. revised)**

*Council approved this application.*

*Prop: Cllr Allsop; 2<sup>nd</sup>: Cllr R Kerr; 2 abst*

**f – Late arriving applications**

There were no such applications.

**g – Amendments to AONB Boundary**

Cllr Allsop noted that that Parish should be kept up to date on this, and that he would be interested in knowing more about this. No vote was taken.

**b – Presentation of SPC responses to Planning Applications**

Cllr Allsop questioned the value of responses to the Borough, noting the proposed changes in planning regulations, and suggested a meeting with Officers to see “if it was worth bothering”. *Council agreed that the Clerk should set up a meeting for Cllrs Allsop and R Kerr to meet BCKLWN Planning Officers.*

*Prop: Cllr Bocking; 2<sup>nd</sup>: Cllr Garwood; unanimous*

**g – continued**

The Clerk returned to item g, and sought permission to contact the AONB to pursue this; *there was no objection.*

**2020.09.05.08 – Amenities**

**a – Meetings**

There had been no meeting in August

**b – Village Sign unveiling**

Clerk noted that a road closure was complicated, and that it was probably not needed. He was in communication with the WI about details. Cllr Allsop confirmed that he was happy for contractors to contact him directly to arrange collection of

<sup>3</sup> Listed at end of these minutes.

Signed:

(Chair)

Date:

the sign. *Council agreed that the unveiling should take place on 20th September, at 2pm.*

*Prop; Cllr J Todd; 2<sup>nd</sup>: Cllr Allsop; unanimous*

### **c – Cycle-way along A149**

*Council agreed that the Clerk should contact/work with Heacham PC to pursue the possibility of an improved cycle-way along the A149*

*Prop: Cllr R Kerr; Cllr A Baxter; unanimous*

Cllr Standeven queried the possibility of a bus lane; Cllr Allsop responded that this was probably impractical. Cllr A Baxter noted the dangers of cycling. The Clerk observed that this item was in response to reports of Government funding being available, and to explore possibilities, with it being made wider, and possibly extending to Hunstanton.

Cllr Allsop asked whether a quote had been received for plans for the Market Square. Clerk noted that he not been asked to request one, and Cllr R Kerr stated that he and Cllr Gascoigne had asked for it. Clerk noted that this was why he had requested everything be documented. Cllr Bocking observed that this would lead to more delay. Cllr Allsop requested this be added to the agenda for next Amenities meeting. Cllr Allsop stated that he would donate to get the drawing done.

## **2020.09.05.09 – Governance and Administration**

### **a – Report**

The Clerk, following recent training, explained the general principles of the new Accessibility regulations for websites and documents, including the need for a formal Accessibility Statement online.

### **b – Accessibility Statement**

*Council approved by consensus the draft Accessibility Statement to be used on the website.*

## **2020.09.05.10 – Personnel**

There was nothing additional to report. Clerk noted that Councillors should all have received an email of introduction from Kate [Walker].

## **2020.09.05.11 – Other Reports**

### **a – Working Groups etc.**

i – *It was agreed that amendments/updates to the Councillor Plan should be considered at the next Amenities Meeting, for presentation at the October meeting.*

*Prop; Cllr Allsop; 2<sup>nd</sup>: Cllr J Todd; unanimous*

ii – Cllr J Todd, with additions from Clerk, reported on progress with the Youth Club. The YMCA were being proposed as the preferred provider for out-sourced provision. Council needed now to make a public statement seeking support/expressions of interest from Villagers, so a final decision could be made at October meeting. Quotes for this and the accommodation at the Memorial Hall had been received (c.£8,755 for three hours, plus £2,000, respectively, *per annum*). Clerk noted the 20/21 budget would not be impacted due to receipt of Government Coronavirus funding. Comments should be addressed directly to the Parish office, not via facebook.

*Councillors agreed by consensus to a public notice being prepared and disseminated, seeking comments and expressions of interest in the Youth Club.*

Signed:

(Chair)

Date:

**2020.09.05.12 - External Meetings etc.**

There were no further reports from such meetings. Clerk noted that he had arranged two different training courses for the Admin Assistant.

**2020.09.05.13 – Correspondence and donation requests**

**a – BCKLWN consultation on licensing statement**

Council agreed not to respond to this, but simply to note it.

**2020.09.05.14 – AOB**

Cllr Allsop asked why names of correspondents were deleted from emails forwarded by Clerk; this was a GDPR issue. Clerk reminded Councillors to take care when forwarding and/or replying to emails.

Cllr Garwood asked about the route (and blockages) of certain paths. Clerk suggested that he make contact with the Admin Assistant who is working on the Footpath Guide. Cllr Garwood was confirmed as being the nominated footpath Councillor under the Councillor Plan.

Cllr R Kerr suggested that the youngsters who had built a BMX track in Ken Hill Woods might be allowed to use the Townlands site. This to be referred to a Townlands meeting.

Cllr Allsop asked about the signs at the Common, some of which were "awful". Clerk noted that the new signs would be to clarify the scope and rules of the Common. Interpretation boards were a separate matter, on which the Clerk would be grateful to receive input, and also would be going back to the Norfolk Wildlife Trust.

**2020.09.05.15 – Public Questions**

There were no such questions.

**2020.09.05.16 – Next meeting**

*It was agreed by consensus that meetings should revert to 7pm. The next meeting was confirmed as at 7pm on Wednesday, 7<sup>th</sup> October to be conducted by Zoom.*

Meeting ended at 3.18pm

*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*

Signed:

(Chair)

Date:

**Expenditure figures**

Date	Ref	To	For	Amount	of which VAT	budget
1/9/20	<u>Previous</u>	H Brett	Memorial	£655.50	£109.25	reserves
1/9/20	<u>Contract</u>	Salaries etc	Salaries	£4,062.54	£0.00	personnel
1/9/20	<u>Contract</u>	Heronwood	Grass Cutting	£234.00	£0.00	amenities1
1/9/20	DD	Eon	Utilities	£109.00	£5.19	admin
1/9/20	DD	BT	Phone etc	£263.09	£43.85	admin
2/9/20	<u>Meeting</u>	Vue IT	Training	£24.00	£0.00	admin
8/9/20	DD	BNP Paribas	Printer	£420.00	£70.00	admin
8/9/20	DD	GoCardless	Computer	£91.86	£15.31	admin
11/9/20	DD	Eon - approx	Street Lighting	£137.61	£6.55	street lights
20/9/20	DD	BCKLWN	Bins	£127.47	£0.00	admin

*Note – most expenditure was contractual or by Direct Debit. Online transactions are underlined. Note the additional payment for a fridge - £179.99 to AE Wallis (including delivery and disposal) – approved during the meeting.*

Signed:

(Chair)

Date: