

## SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Full Council held on Wednesday, 7<sup>th</sup> October 2020

The meeting was held at 7.00p.m. by Zoom teleconferencing

Present:

Cllr A Todd– Presiding

Cllr S Allsop, Cllr A Baxter<sup>1</sup>, Cllr D Baxter, Cllr D Bocking, Cllr G Deverick, Cllr R Garwood, Cllr A Gascoigne, Cllr J Kerr, Cllr R Kerr, Cllr L Standeven, Cllr J Todd

Also in attendance:

Approximately 5 members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7pm

### **2020.10.07.01 – Declarations of interest**

There were no declarations of interest

### **2020.10.07.02 – Apologies for absence**

There were no apologies for absence.<sup>2</sup>

### **2020.10.07.03 – Councillors**

#### **a - Vice-Chairman**

There was no proposal to elect a Vice-Chairman to fill the role until May 2021<sup>3</sup>.

#### **b- Casual Vacancy**

Council noted a Casual Vacancy had arisen under the six-month rule.

### **2020.10.07.04 – Public Questions**

Gerry Byrne asked about the Youth Club, which he endorsed, in the light of continuing coronavirus concerns – he was referred to the item later in the agenda, with the option of a come-back.

### **2020.10.07.05 – Minutes**

#### **a – Meeting 2<sup>nd</sup> September 2020**

*The minutes of this meeting on having been previously circulated were accepted as a true record.*

#### **b – Matters arising**

There were no matters arising from the above minutes.

### **2020.10.07.06 – Reports**

#### **a - Chair**

Cllr A Todd noted that the Remembrance Sunday event on 8/11/20 would be "COVID-compliant", limited to 30 people. A meeting to confirm final details was

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<sup>1</sup> From item 6 onwards Cllr A Baxter was having technical issues; as she was unable to be heard, but was clearly still connected, all subsequent votes record her as having abstained. She has subsequently confirmed that her vote, had it been recorded, would not have affected any decisions

<sup>2</sup> Borough Cllr Devereux was unable to access the meeting, and apologised, though this was not seen at the time. He sent a written report attached below.

<sup>3</sup> Clerk had apologised for a typo on the agenda stating 2022.

Signed:

(Chair)

Date:

being held on 30<sup>th</sup> October. The restored Village sign had been unveiled with five people present, and had drawn complimentary comments; articles had appeared in all four local press outlets.

**b – Ward/Divison Councillors**

See below.

**c – Clerk**

The Clerk reported that he was working on the Annual Review, which would be advertised as being available on request and online. This note would be included in a proposed single-sheet copy of the Torc newsletter which was in preparation. He had contacted the School re: gatherings of children in the Play Area – they concurred that this was a matter for parents. He had also raised the idea of a “walking bus” following a request from a Councillor. Legal advice confirming the rules on fencing etc. at the Beach Common had been received and passed to Councillors. He was changing slightly the documentation for meetings to ensure a clickable link was available. There had been positive responses from James Wild MP, Heacham Council and others on the suggestion for a cycleway north of the A149 roundabout, and he would be pursuing further with NCC Cllr Jamieson. He outlined current training which he and the Admin Assistant were undertaking.

**2020.10.07.07 – Finance**

**a – Budget Monitoring etc.**

The Clerk presented the written financial statements. Total funds available c.£116.5K. There were no questions.

**b – Expenditure**

*Council, by consensus, agreed all expenditure listed<sup>4</sup>.*

**2020.10.07.08 – Planning**

**a – Protocol responses**

The public pack confirmed there had been no such responses.

**b – Application 20/01332**

New dwelling 76 Station Rd. *Council agreed not to object to this application.*

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

**c/d – Applications 20/01373 and 20/01432**

Condition variation and works at the Rose and Crown. *Council agreed to raise no objection to these applications.*

*Prop: Cllr Allsop; 2<sup>nd</sup>: Cllr D Baxter; 1 abst*

**e – Late Applications**

20/01434. Disabled ramp and hardstanding, 33 Parkside. *Council noted its approval of this application.*

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

**f – New Government Planning rules**

There was no proposal to comment on the ongoing consultation.

**g – Street naming**

There was a dislike registered of the proposed name (“Stag Close”) for the development opposite Kenhill Close. It was agreed that Councillors should email the Clerk with suggestions by Monday 12<sup>th</sup> October.

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<sup>4</sup> See full figures at end of minutes.

## **2020.10.07.09 – Amenities and Services**

### **a – Report**

There was, as yet, no written report.

### **b – Market Square**

*Council agreed to commission Atelier to prepare a plan of the Square for consideration, based on 10-12 hours work at £75ph.*

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

### **c – Footpath Booklet**

*Council agreed to an additional 16 hours per month to be allocated to the Admin Assistant, to be spent exclusively on work on the footpath booklet. This to be funded from reserves, and cease upon completion.*

*Prop: Cllr D Baxter; 2<sup>nd</sup>: Cllr J Kerr; 1 abst*

### **d – Christmas Tree**

Cllr Baxter noted that the expense had been shared with SVEC last year and Cllr Bocking noted that SVEC currently had no funds<sup>5</sup>. *Council agreed to purchase a Christmas Tree, up to the value of £400, for the Village.*

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

### **e – Youth Club**

Cllr J Todd referred to further contact with the YMCA, and, in the light of current regulations continuing until at least March, proposed that the start should be delayed. A meeting was taking place on 5<sup>th</sup> January, after which the proposals would be readdressed, with a view to starting possibly in April.

## **2020.10.07.10 – Governance and Administration**

The Clerk noted that he continued to work on the accessibility of documents and the emergency plan.

### **2020.10.07.11 – Personnel**

There was no report

### **2020.10.07.12 – Other reports**

#### **a – Council Plan**

Amendments to the Council Plan 2019-23 were agreed.

#### **b – Signage**

*It was agreed that Cllrs Allsop, Cllr A Baxter, Cllr D Baxter and Cllr Bocking would form a group to consider signage at the Common. Cllr Bocking proposed Cllr Allsop as Lead.*

### **2020.10.07.13 – External Meetings**

There were no reports

### **2020.10.07.14 – Correspondence etc.**

#### **a – Section 31 notifications**

The Clerk explained the regulations allowing landowners to register areas to prevent footpath claims being made. Two new such registrations were reported in the Parish – on the west of the bypass.

#### **b – Beach Volunteers**

*It was agreed to "adopt" the Beach Clean volunteers as formal volunteers working for Council, and to allocate £100 initial funding for equipment.*

*Prop: Cllr D Baxter; 2<sup>nd</sup>: Cllr Standeven; 1 abst*

#### **c – Poppy Appeal**

*A donation of £25 to the Poppy Appeal was agreed.*

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<sup>5</sup> This sentence added in at the November meeting.

**2020.10.07.15 – A.O.B.**

Nothing was mentioned.

**2020.10.07.16 – Public Questions**

Bob Almey asked about registration of footpaths, especially off Southgate Lane – was assured they will all be picked up. Hazel Platt noted this was on the Council Plan. Gerry Byrne thanked Cllr J Todd for her work, and requested that the £10,000<sup>6</sup> could be ring-fenced for the Youth Club – Clerk to add as a “bracketed ring-fence”. He asked about the inclusion of parking in the Market Square plan – was assured that all things would be considered. Mark Denman made some suggestions for the road name in 8.g above – “Watchtower Way/Close” or including “Rewilding” – Cllr Bocking added “Prossor’s Close”. Hazel Platt asked about quotes for the Market Square – Clerk noted it was under the three quotes limit. Also, she asked about the Community Library – Clerk to pursue, though the same problems obtain.

**2020.10.07.17 – Next Meeting**

Council confirmed the next meeting to be held at 7pm on Wednesday 4<sup>th</sup> November, by Zoom.

Meeting ended at 7.52 pm.

*Councillors continued briefly, to plan a meeting of Townlands – provisionally 27<sup>th</sup> October tbc.*

*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*

*Borough Cllr Devereux’s report, which would have been delivered:*

*I followed up my action with the BC and contacted Officers and Members on the best way of arranging a PC/BC meeting on Planning matters of concern to the Parish Council. I have passed the positive response back to Simon for follow-up and to make arrangements.*

*I attended a BC briefing on the BC response to the new Planning White Paper and sent an outline back to Simon for wider dissemination.*

*Last week I participated in the National Environment Agency Coastal Network briefing on the outcome of The Shoreline Management Plan ‘refresh’ activity that took place last December. Shoreline Management Plan 4 covers the Wash and is the parent document of the Wash East Coast Management Strategy -WECMS on which I have worked since 2011. An important outcome will be a revised set of guidelines for Flood and Coastal Erosion standards and criteria for development planning which will supplement the White Paper on planning.*

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<sup>6</sup> The Government grant to Council arising from possession of the Parish Office

Signed:

(Chair)

Date:

## SNETTISHAM PARISH COUNCIL INCOME AND EXPENDITURE - FOR OCTOBER

### EXPENDITURE - ONLINE BANKING UNDERLINED

Date	Ref	To	For	Gross	VAT	budget
1/10/20	DD	Eon	Utilities	£109.00	£5.19	Admin
1/10/20	<u>Contract</u>	Salaries	Salaries	£3,860.34	£0.00	Personnel
1/10/20	<u>Previous</u>	Tim's Trees	Tree Work	£3,440.00	£0.00	Amen1/Reserves
1/10/20	<u>Contract</u>	Heronwood	Grass Cutting	£234.00	£0.00	Amenities 1
1/10/20	<u>Contract</u>	Westcotec	Street Lighting	£55.50	£9.25	Street Lights
1/10/20	<u>Contract</u>	Sam Pishorn	Grounds	£196.00	£0.00	Amenities 1
?	<u>DD</u>	Apogee	Printer	£144.00	£24.00	Admin
7/10/20	<u>Meeting</u>	Birketts	Legal Advice	£480.00	£80.00	Governance
7/10/20	<u>Meeting</u>	NALC	Training	£54.00	£9.00	Admin
7/10/20	<u>Meeting</u>	ABC	Sign etc	£295.00	£0.00	Amenities 1
7/10/20	<u>Meeting</u>	Kate Walker	Expenses	£20.99	£2.48	Contingency
7/10/20	<u>Meeting</u>	Simon Bower	Expenses	£291.61	£36.31	Admin/Reserves
7/10/20	<u>Meeting</u>	Marian McCall	Expenses	£5.57	£0.00	Admin
8/10/20	DD	GoCardless	Computer	£91.86	£15.31	Admin
11/10/20	DD	Eon- approx	Street Lighting	£137.61	£6.55	Street Lights
20/10/20	DD	BCKLWN	Bins	£127.47	£0.00	Admin

### RECENT INCOME

Date	From	For	Date	Amount	VAT	budget
11/6/20	Eon	Overpayment ret.	11/6/20	£10.19	£0.00	admin
10/7/20	106270	Uncashed Cheque	10/7/20	£20.00	£0.00	admin
7/8/20	BCKLWN	Covid funding	7/8/20	£10,000.00	£0.00	reserves
7/8/20	HMRC	VAT return	7/8/20	£451.54	£0.00	VAT
27/8/20	Allotments	Rent	11/9/20	£700.00	£0.00	misc
6/9/20	WI	Signs	11/9/20	£200.00	£0.00	reserves

Signed:

(Chair)

Date: