

## SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Full Council held on Wednesday, 4<sup>th</sup>  
November, 2020

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

Present:

Cllr A Todd– Presiding

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

Also in attendance: Borough Cllr I Devereux

Approximately two members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7.05pm – this followed a few technical difficulties. Cllr Bocking  
was unable to access the meeting, and would be deemed as having apologised  
for absence.

### **2020.11.04.01 – Declarations of interest**

Cllr Standeven declared an interest in item 13b.

### **2020.11.04.02 – Apologies for absence**

There were apologies from Cllrs Bocking and Gascoigne.

### **2020.11.04.03 – Public Questions**

Gerry Byrne asked why money was being spent on the VAT issue in item 13b. He  
quoted from two documents which he claimed showed the PC could not reclaim  
VAT, and asked about the relationship between the MHT and the PC, with a view  
to the PC taking over the Pavilion. The Chair noted this was being dealt with later.

### **2020.11.04.04 – Minutes**

#### **a - Approval of minutes**

The minutes of the meeting on 7<sup>th</sup> October were considered. A request to amend  
item 9d had been received. *Council agreed that the remarks by Cllrs D Baxter and  
Bocking should be included: "Cllr Baxter noted that the expense had been shared  
with SVEC last year and Cllr Bocking noted that SVEC currently had no funds."*

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

#### **b - Matters arising**

No matters arising from the above minutes were raised.

### **2020.11.04.05 – Reports**

#### **a - Chairman**

Cllr Todd congratulated Cllr Stuart Dark on his recent M.B.E. award, and asked  
that the Clerk should write a formal letter of congratulations [agreement]. He  
noted that Office would be closed during the new lockdown. Regarding COVID  
and the Act of Remembrance, there would be no formal event; this would now  
take place by the separate laying of wreaths by different organisations, with SPC  
and RBL starting this at 11am on Sunday 8<sup>th</sup> November.

Signed:

(Chair)

Date:

**b - Borough Council**

Cllr Devereux added his congratulations to Cllr Dark. He noted that his previous cabinet environmental role had been divided between Cllr Dark (services) and Cllr Paul Kunes (climate change). As ever he was happy to receive inquiries.

**c - Clerk**

The Clerk noted that a new tranche of CIL money would be arriving soon – c.£2.5K.

**2020.11.04.06 – Finance**

**a – Budget Monitoring etc.**

The Clerk outlined the financial summary – funds available c.£109.4K. Only the contingency budget was above expectations at this point.

**b – Expenditure**

*All expenditure as listed was approved<sup>1</sup>.*

**c – Budget-setting**

The Clerk noted that he would be preparing a draft budget based on previous years, and needed Cllr input for additional items in time for the next meeting.

**2020.11.04.07 – Planning**

Cllr Allsop outlined the four applications which had come in (two on the agenda and two as late items). It was agreed to vote on these *en bloc*. *Council agreed no objections to all four applications:*

- 20/01588 – garden room extension, 16A Bewick
- 20/01078 – detached timber summer house, Manor Barn
- 20/01674 – conservatory to sunroom, 5 Church Rd
- 20/01386 – new dwelling, 82 Station Rd

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

**2020.11.04.08 – Amenities and Services**

**a – Report**

A written report on the previous meeting was received.

**b – “Book Box”<sup>2</sup>**

*A formal vote of thanks to Sally Phillips for her work on the “Book Box” in Ingolside was agreed.*

*Prop: Cllr J Kerr; 2<sup>nd</sup>: Cllr Standeven*

*i – It was agreed that the Book Box should not be closed during the lockdown, but that the comments book should be removed. The Office to supply future sanitiser.*

**2020.11.04.09 & 10 – Governance and Personnel**

No reports were presented

**2020.11.04.11 – Other Groups**

**a – Reports**

There were no reports from Working Groups

**b – Office**

*It was agreed to set up a Working Group to look into improvements (including security) to the Parish Office. This group to consist of Cllrs Deverick, Gascoigne, and A Todd, plus the Clerk and Admin Assistant.*

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<sup>1</sup> Full list at end of minutes.

<sup>2</sup> The former telephone box in Ingolside.

Signed:

(Chair)

Date:

### **2020.11.04.12 – External Meetings**

The Clerk noted that the Admin Assistant had completed her recent training. He had attended the virtual SLCC conference – he reported concerns from Clerks present regarding the lack of enforcement provision with the Code of Conduct review, and the high figure (30% pa) for turnover of Clerks. A Freedom of Information course had raised the issue of FoI applying to all internal emails, including those between Cllrs.

### **2020.11.04.13 – Correspondence and donation requests**

#### **a – Brown Sign**

*It was agreed that the Clerk should write a letter of support to St Mary's Church in their efforts to have a brown tourist sign installed on the bypass.*

#### **b – Pavilion and VAT**

*It was agreed to instruct the Clerk to write a letter to a VAT specialist seeking advice on potential VAT reclaim on the Pavilion project, which should include a timeline. This to include expenditure of up to £600 if not available through NALC.*

Cllr D Baxter requested a recorded vote:

*For: Cllrs Allsop, A Baxter, Garwood, J Kerr, R Kerr, A Todd, J Todd,*

*Against: Cllrs D Baxter, Deverick*

*Abst. (under item 1): Cllr Standeven*

There was discussion of circulation of the letter – it was agreed that it should go to all Cllrs prior to sending, but the Clerk noted that it was “his” letter.

#### **c – Christmas lights**

*It was agreed to support John Bailey in his annual delivery of Christmas lights on the Market Square.*

### **2020.11.04.14 – A.O.B.**

Cllr D Baxter noted that he had met Ian Gosling and had a tour of the Common with him. Some vandalism of a log pile for animal habitat had occurred. Due to COVID, little volunteer work would be happening over the winter. The Clerk noted that Ian had done some work on his own, for which he thanked him.

Cllr Standeven noted that the Play Area grass-cutting had not been done – Clerk to raise with contractor. She also asked about the streetlight outside the Rose and Crown – Clerk to copy email exchanges and chase up. On a question relating to the PRoW round the tennis court, the Clerk suggested they liaise out of the meeting.

### **2020.11.04.15 – Public Questions**

Gerry Byrne asked why information about the new Pavilion project had not been publicised and what exactly it involved. Cllr A Todd replied that getting the VAT advice should happen first. Gerry continued, suggesting that it would be the Village funding it, and asking how much it would cost, and who was to pay. Cllr A Todd replied that it would be funded by grants and donations, and this should be in the VAT letter. Cllr D Baxter stated his belief that there was no public demonstration of support via a public meeting, and added that it was the Clerk's job to offer Council advice. Gerry concluded by saying it should be presented to the Village for residents to decide, and by stating that he was in favour of a better sports facility. Cllr A Todd confirmed that the advice letter would be discussed at a PC meeting.

Signed:

(Chair)

Date:

**2020.11.04.16 – Next meeting**

*Council confirmed that next meeting would take place on Wednesday, 2<sup>nd</sup> December 2020, at 7pm held by Zoom.*

The meeting concluded at 7.54pm.

**INCOME AND EXPENDITURE - NOVEMBER MEETING**

Date	Ref	To	For	Amount	incl VAT	budget
1/11/20	DD	Eon	Utilities	£109.00	£5.19	admin
1/11/20	<u>Contract</u>	Salaries etc	Salaries	£3,752.44	£0.00	personnel
1/11/20	<u>Contract</u>	PKF Littlejohn	Audit	£480.00	£80.00	admin
1/11/20	<u>Contract</u>	Westcotec	Street Lights	£510.30	£85.05	street lights
1/11/20	<u>Contract</u>	Heronwood	Grass Cutting	£234.00	£0.00	amenities 1
1/11/20	<u>Contract</u>	Sam Pishorn	Grounds	£198.00	£0.00	amenities 1
1/11/20	<u>Contract</u>	Playdale	H&S Play Areas	£666.24	£111.04	contingency
1/11/20	<u>Contract</u>	RBL	Donation	£25.00	£0.00	s.137
1/11/20	<u>Contract</u>	Shaws	Stationery	£135.00	£22.50	contingency
4/11/20	<u>Meeting</u>	NALC	Training	£144.00	£24.00	admin
4/11/20	<u>Meeting</u>	Comm. Heartbeat Trust	Defibrillator	£87.60	£14.60	admin
4/11/20	<u>Meeting</u>	CPRE	Membership	£36.00	£0.00	admin
4/11/20	<u>Meeting</u>	Viking	Supplies	£223.10	£37.18	admin/contingency
4/11/20	<u>Meeting</u>	Parish Online	Mapping	£108.00	£18.00	admin
4/11/20	<u>Meeting</u>	Ian Gosling	Expenses	£157.97	£9.61	reserves (r/f)
8/11/20	DD	GoCardless	Computer	£91.86	£15.31	admin
11/11/20	DD	Eon - approx	Street Lighting	£133.17	£6.34	street lights
20/11/20	DD	BCKLWN	Bins	£127.47	£0.00	admin

**ONLINE BANKING UNDERLINED**

*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: