

SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Full Council held on Wednesday, 4th
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 7th 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; 2nd: 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 8th 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 approved¹.

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; 2nd: 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”²

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

Prop: Cllr J Kerr; 2nd: 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.

¹ Full list at end of minutes.

² 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, 2nd 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: