

SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Full Council held on Wednesday, 2nd
December 2020

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

Present:

Cllr A Todd– Presiding

Cllr D Baxter, Cllr D Bocking, Cllr G Deverick, Cllr A Gascoigne, Cllr 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 7.01pm

2020.12.02.01 – Declarations of interest

- a) Cllr Standeven declared a potential interest in item 14a.

2020.12.02.02 – Apologies for absence

- a) There were apologies from Cllr Allsop. Cllr A Baxter was intending to attend, but was having technology issues.

2020.12.02.03 – Co-option of Councillor

- a) John Bailey was invited to speak. He apologised for the mistake leading to his leaving Council previously. *Council agreed to co-opt John Bailey as a Councillor¹.*

Prop: Cllr J Todd; 2nd: Cllr Deverick; 9-0, 1 abst²

2020.12.02.04 – Public Questions

- a) Gerry Byrne hoped that all Cllrs had read the VAT letter, asking about the £600 set aside for this advice. He noted the £20K COVID grant the MHT had received, and suggested a more modest approach for the Pavilion. Cllr A Todd noted this was now a Memorial Hall matter, and the Clerk confirmed there was now no need for the agreed expenditure.

2020.12.02.05 – Minutes

- a) *The minutes of the meeting on November 4th, 2020, having been previously circulated were confirmed as a true record³.*
b) There were no matters arising from the above minutes.

2020.12.02.06 – Reports

- a) As Chairman, Cllr A Todd noted that this Christmas things would be different; he wished all a Merry Christmas and Happy New Year. He thanked Cllr Bailey for his hard work on the lights and decorations.

¹ Cllr Bailey took part in the meeting from this point. Clerk noted later that, due to the virtual meeting, declaration of acceptance etc. would need to be filled in when convenient.

² Cllr D Baxter's connection was lost at the time of the vote.

³ To be signed when practicable.

Signed:

(Chair)

Date:

- b) For the Borough, Cllr Devereux highlighted the latest round of COVID grants, encouraging those entitled to apply. His work with the Environment Agency was bearing fruit, with the Shoreline Management Plan, including the recharge of the Beach, and the Wash being considered as a single entity, not subdivided – this should become clearer next year. A study on the future of the Fens would have an impact on Snettisham, looking as it did at the impact of Climate Change and sea-level rise over the next century. A report of a fallen tree on the River Ingol had been passed to him and referred to the Internal Drainage Board and resolved; he was always happy to help where possible. Cllr Bocking asked about WECMS meetings – these had been delayed by COVID but should restart soon. The CIC and Mike McDonnell’s work were now being recognised as an exemplar in national strategy documents.
- c) The Clerk noted there were issues with the Parish Partnership which he would deal with later.

2020.12.02.07 – Finance

- a) The Clerk summarised balances and spending against budget. Available funds totalled c.£103K. He noted that Cllr D Baxter had seen the invoices and bank statements⁴.
- b) The Clerk went through expenditure items, noting the high cost of the Arnold-Baker book. *All expenditure was approved as listed, by consensus⁵.*
- c) The Clerk went through the 2021/22 budget draft, which Councillors had already received. The operating budget figures were comparable to last year, within 1-2%, and suggested additions to ring-fenced funds were in line with precedent - £3K for play areas, £1K for Office and £5K for TROD scheme. He commented on the current, ring-fenced funds, suggesting £10K of “Long-Term projects” be moved to the Market Square line. Cllr J Todd requested that £8K be ring-fenced for the Youth Club⁶. Both of these proposals were accepted as amendments to be made to the final draft. Clerk requested any further suggestions be made asap.

2020.12.02.08 – Planning

- a) There were no recommendations agreed under the protocol this month
- b) *Council agreed no objection to PA 20/01811 (new window, 14 Tapping Close).*
Prop: Cllr Bocking; 2nd: Cllr Deverick; unanimous
- c) There were no late arriving applications.

2020.12.02.09 – Amenities

- a) There had been an Amenities meeting, with Atelier present looking at the concept drawings, recommending the Market Square survey be undertaken
- b) *It was agreed to undertake a topographical survey of the Market Square at a cost of £610.*
Prop: Cllr Deverick; 2nd: Cllr Bocking; unanimous
- c) *It was agreed to spend £470 plus c.£100 installation for a new bench at the South-East corner of the Playing Field⁷.*
Prop: Cllr Deverick; 2nd: Cllr D Baxter; unanimous

⁴ Again, Cllr Baxter’s connection was intermittent

⁵ Listed at end of these minutes.

⁶ This to come from the COVID grant, hence revenue neutral for 21/22.

⁷ MHT permission had been received.

Signed:

(Chair)

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- d) The Clerk outlined issues he had been having with Highways – there was confusion over the TROD as to which sections were being done; he had provided NCC with full history to confirm Sections 1 & 2 were in the 19/20 budget, 4-7 in the 20/21 budget, and Councillors wished to complete Sections 8-10. The price was not yet available, but he suggested making £5,000⁸ available to pay SPC's half of the Scheme. He would make this a formal proposal pending NCC's answer. *Council agreed £5,000 towards the TROD pending clarification as above, for Sections 8-10.*

Prop: Cllr R Kerr; 2nd: Cllr Deverick; unanimous

2020.12.02.10 – Governance and Administration

- a) No report

2020.12.02.11 – Personnel

- a) No report

2020.12.02.12 – Other Reports

- a) There had been a meeting of the Office Improvement WG looking at security and layout, including heating and lighting. The Clerk was meeting security firm next week, and had arranged electrician to look at rear/shed outside lighting. A local company had also been requested to visit and look at options for improving the use of space.

2020.12.02.13 – External Meetings

- a) The Clerk had attended a networking session. Some recommendations had been passed to Cllrs.

2020.12.02.14 – Correspondence etc.

- a) The receipt of the letter regarding VAT and the Pavilion was noted⁹. The Clerk noted that he had received a donation request from the MHT for assistance with grass-cutting expenses, after the agenda had been produced – he had replied noting this would be considered next month.

2020.12.02.15 – AOB etc

- a) Cllr Bocking asked if the lighting of the War Memorial was being considered – this was now included in the Atelier plans. Cllr Bailey asked about the long-term street-light issue on Lynn Rd – Clerk showed email from NCC saying this would be complete on c.9/12/20.

2020.12.02.16 – Public Questions

- a) Gerry Byrne asked about the remaining TROD section - too expensive for this year – but add any improvement would be a "good thing". Bob Almey wished all a good Christmas, and thanked Cllrs for their effort, which must be at times a "thankless task". Cllr Bocking noted an increase in car parking near the Common, including on the road, possibly due to the Ken Hill rewilding, and charges elsewhere – it was agreed to refer to Amenities Group, possibly to write to Ken Hill asking about them improving parking.

2020.12.02.17 – Next Meeting

- a) The next meeting was confirmed as 7pm on Wednesday 13th January, 2021, to be held by Zoom.

⁸ This was more than the price received last year, but there would likely be some increase.

⁹ This had been included in e public pack for the meeting.

Signed:

(Chair)

Date:

The meeting finished at 7.45pm

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

EXPENDITURE - ONLINE BANKING UNDERLINED

Date	Ref	To	For	Amount	of which VAT	budget
1/12/20	DD	Eon	Utilities	£109.00	£5.19	admin
1/12/20	DD	BT	Comms	£228.88	£38.15	admin
1/12/20	<u>Contract</u>	Salaries etc	Salaries	£3,752.44	£0.00	personnel
1/12/20	<u>Contract</u>	Heronwood	Grass Cutting	£234.00	£0.00	amenities1
1/12/20	<u>Contract</u>	Westcotec	Street Lighting	£55.50	£9.25	street lights
2/12/20	<u>Meeting</u>	Ridgeons	Phone Box	£56.06	£9.34	amenities1
2/12/20	<u>Meeting</u>	Lexis Nexus	Book	£119.00	£0.00	admin
2/12/20	<u>Meeting</u>	NBB	Benches	£1,020.90	£170.15	amenities2
2/12/20	cheque	Kurtis Green	Christmas Tree	£260.00	£0.00	reserves
8/12/20	DD	GoCardless	Computer	£91.86	£15.31	admin
8/12/20	DD	BNP Paribas	Printer	£420.00	£70.00	admin
11/12/20	DD	Eon - approx	Street Lights	£137.61	£6.55	street lights
20/12/20	DD	BCKLWN	Bins	£127.47	£0.00	admin

Signed:

(Chair)

Date: