

## SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Full Council held on Wednesday, 13<sup>th</sup> January  
2021

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

Present:

Cllr A Todd– Presiding

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

Also in attendance: Borough Cllr I Devereux, County Cllr S Dark (p/t)

No members of the public were apparently present

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7.05pm, after some technical glitches<sup>2</sup>

### **2021.01.13.01 – Declarations of interest**

There were no declarations of interest

### **2021.01.13.02 – Apologies for absence**

There were apologies from Cllr Gascoigne. Cllr Bocking is to be regarded as  
having apologised due to internet issues.

### **2021.01.13.03 – Public Questions**

There were none

### **2021.01.13.04 – Minutes**

#### **a – Approval of Minutes**

*The minutes of the meeting on 2<sup>nd</sup> December, having been previously circulated,  
were accepted as a true record<sup>3</sup>.*

*Prop: Cllr Garwood; 2<sup>nd</sup>: Cllr J Todd; 9-0, 1 abst*

#### **b – Matters arising**

No matters arising were raised

### **2021.01.13.05 – Reports**

#### **a - Chairman**

Cllr Todd thanked the Common volunteers for their work in 2020. He also thanked  
the Friends of St Mary's for the lighting of the Church over Christmas – this had  
been greatly appreciated. After a "difficult" 2020, he wished everyone a Happy  
and Prosperous New Year.

#### **b – Borough Cllr**

Cllr Devereux noted that the Borough was preparing a new Local Plan. Input was  
encouraged, and officers were happy to have Zoom meetings with Cllrs to discuss  
this. He referred to his involvement with the Environment Agency and its work on

---

<sup>1</sup> Cllr Bailey was present for the meeting. However, he did not appear on video and was not heard; he  
was attempting to contribute but this was not apparent. Hence all votes exclude him.

<sup>2</sup> Cllr Bocking was attempting to connect, but could not. It should also be noted that the Clerk's  
connection was unstable at times during the meeting.

<sup>3</sup> To be signed when possible.

Signed:

(Chair)

Date:

plans for the Wash and the Fens over the coming century. Paul Burrows had given a report to BCKLWN Environment and Community Panel in December – he referred to a YouTube video, of which he had sent the link<sup>4</sup>.

**c – Clerk**

No report.

**2021.01.13.06 – Finance**

**a – Budget Monitoring etc.**

The Clerk noted the Barclays balances totalling c.£63K, adding that he had submitted a VAT claim which would add c.£1,750 to these. All budget lines were within expectations, except for Contingency – marginally over.

**b – Expenditure**

It was noted that the invoice for the Market Square survey had arrived after the pack had been prepared, but this expenditure had been previously approved (£610 + VAT). *This and other expenditure items as listed<sup>5</sup> were approved.*

**c – Budget for 2021/22**

Clerk went through figures, previously presented and in the public domain. *The budget for next year, including ring-fenced capital items, was approved<sup>6</sup>, totalling £97,577.80.*

*Prop: Cllr Baxter; 2<sup>nd</sup>: Cllr Deverick; unanimous*

**d – Precept for 2021/22**

The precept to cover this expenditure would be £96,821.80. Various examples were shown, giving details of the effect on Council Taxpayers and likely shortfall or surplus. Leaving Band D the same would produce £97,907.06, around £1,085 surplus. *The precept<sup>7</sup> for 2021/22 was set at £98K.*

*Prop: Cllr Deverick; 2<sup>nd</sup>: Cllr Baxter; unanimous*

**2021.01.13.07 – Planning**

**a – Report on protocol responses**

From written report in pack: "Councillors were sent details of PA 20/01871 at the Beach. A reply was sent under the protocol drawing attention to the property being on the Common, and providing the legal advice which Council had received in the Autumn."

**b – PA 20/02000 (extension, 111/112 The Beach).**

Lengthy discussion. *It was agreed that Council should not object to the design of this but to refer to legal advice relating to development on Commons.*

*Prop: Cllr R Kerr; 2<sup>nd</sup>: Cllr Deverick; 7-2, 1 abst*

**c – PA 20/02098 (additional containers, Coaly Lane).**

Lengthy discussion including over whether the proposal included stacked containers. *Council did not object to this, on the basis that the containers were not stacked, but wished to express concerns over additional traffic movements.*

**2021.01.13.05 – Reports (continued)**

**b – County Cllr**

[Cllr Dark having arrived during the previous item]. Cllr Dark gave a lengthy run down of the COVID situation, including: information being forwarded via Clerk,

<sup>4</sup> The link: [https://www.youtube.com/watch?v=z\\_7X\\_MIsVc](https://www.youtube.com/watch?v=z_7X_MIsVc) (includes underscores, not spaces).

<sup>5</sup> Details at end of these minutes.

<sup>6</sup> Detailed breakdown at end of these minutes.

<sup>7</sup> Included in the Budget figures at the end. The figure was rounded up, an increase of 8p p.a. per Band D property; this is less than one tenth of one percent.

Signed:

(Chair)

Date:

Snettisham surgery coming onstream for vaccinations, situation being as serious as news reports suggested, 5,000+ vaccinations at QEH with the pace accelerating as new locations open, availability of business grants, possibility of “mass vaccination” centres, and the importance of following Government guidance. Cllr Standeven asked about what happens after vaccination. Cllr Dark replied that the gap between the two doses was likely being increased up to three months; it took a while to take effect and the protection was for the person injected, not contacts – hence those vaccinated could still not go out. Cllr J Kerr asked when the surgery would start – by the weekend, two phone calls would come – the second (automated) would give the appointment time.

Cllr Dark then went through the background to the A149 design/speed limit issues. He showed plans to change marking and signage at the two Beach Rd and the Common Rd junctions, and a proposed additional refuge at the northern footpath crossing. Cllrs indicated that these plans were acceptable. Regarding speed limits being reduced to 50mph, there was no objection<sup>8</sup>.

The Clerk asked Cllr Dark if he could confirm whether Council was able to apply for COVID grants in this latest lockdown.

### **2021.01.13.08 – Amenities and Services**

#### **a – Report on meeting**

A written report of the meeting on 5/1/21 was in the Public and Cllr packs.

#### **b – Common car parking area**

Following discussion over resurfacing the car parking area at the Common, the Group had changed its mind on this. As there was now no proposal to do so, no vote was required. *It was agreed to place signs stating there would be no resurfacing, and that Council bore no responsibility for damage to vehicles.*

### **2021.01.13.09 – Governance & Administration**

No report

### **2021.01.13.10 – Personnel**

No report

### **2021.01.13.11 – Other reports**

Cllr Garwood referred to beets being stored on the chalk-pit Common. There was discussion of the background to this, and reference to conversations with an individual Cllr. Clerk to write to the individual responsible.

### **2021.01.13.12 – External meetings**

Clerk noted he had attended a SLCC event in December; no specific matters to report.

### **2021.01.13.13 – Correspondence etc.**

#### **a – Donation request**

*It was agreed to donate £500 to the Church (Friends?) to assist with the cost of the Christmas lights, and to indicate that Council would be prepared to do so again next Christmas. In the event that such lighting might be considered for another occasion, Council should be asked separately.*

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

---

<sup>8</sup> Clerk noted that not all Cllrs were present, and Cllr R Kerr agreed to sound out those missing. These responses were indicative not formal resolutions.

Signed:

(Chair)

Date:

**2021.01.13.14 – A.O.B.**

**a – Agenda request**

Cllr Garwood asked about a donation for the Christmas lights. Clerk responded that donations to an individual or company were questionable, and it might be better if a donation were made to the relevant Charity. This to be added to next agenda.

Cllr A Baxter noted an email from Cllr D Baxter referring to setting aside funds to mark the end of the COVID lockdowns etc. This had been omitted in the budget setting, and it was agreed to ring-fence £2,500 for this from reserves.

**2021.01.13.15 – Public Questions**

There were none.

**2021.01.13.16 – Next meeting**

*This was confirmed as Wednesday 3<sup>rd</sup> February, at 7pm by Zoom*

**2021.01.13.17 – Private session**

**a – Resolution (under Standing Orders)**

Council went into private session as per the agenda. As no members of the public were present, things continued as they were, with Cllrs Devereux and Dark invited to remain.

**b – Staffing matters**

Clerk outlined how work was being done by all three staff during the lockdown; the Office was only being used when there was no alternative, and the cleaner was continuing to work outside. Any changes required or other issues would be reported.

Meeting ended at 8.21pm

*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 AGREED**

Date	Ref	To	For	Amount	of which VAT	budget
1/1/21	DD	Eon	Utilities	£42.00	£2.00	admin
1/1/21	<u>Contract</u>	Westcotec	Street Lights	£55.50	£9.25	street lights
1/1/21	<u>Contract</u>	Salaries	Salaries	£3,752.44	£0.00	personnel
5/1/21	DD	Apogee	Printer	£144.00	£24.00	admin
8/1/20	DD	GoCardless	Computer	£91.86	£15.31	admin
13/1/21	<u>Meeting</u>	NBB	Bench	£564.00	£94.00	amenities2
13/1/21	<u>Previous</u>	Rigour	Survey	£610.00	£122.00	reserves
16/1/21	DD	Eon	Street Lights	£137.61	£6.55	street lights

Online banking underlined

Signed:

(Chair)

Date:

## 2021/22 BUDGET - FINAL SET 13/1/21

**Expenditure**

Budget Area		<u>19/20 budget</u>	<u>20/21 budget</u>	21/22 BUDGET
s.137	<i>1.5% of operating budget</i>	£1,176.00	£1,237.99	£1,259.40
Admin		£13,750.00	£13,500.00	£16,195.00
Governance		£1,000.00	£1,000.00	£1,000.00
Personnel		£44,250.00	£48,000.00	£48,000.00
Street Lighting		£3,750.00	£3,750.00	£3,115.00
Amenities 1		£14,500.00	£11,982.60	£11,550.00
Amenities 2		£1,150.00	£3,350.00	£4,100.00
WW Commem		£0.00	£950.00	£0.00
Community Centre FS		£2,500.00	£0.00	£0.00
Contingency	<i>4% of operating budget</i>	£1,960.00	£3,301.30	£3,358.40
<b>"Operating budget"</b>		<b>£84,036.00</b>	<b>£87,071.89</b>	<b>£88,577.80</b>

NB - fete and miscellaneous budget lines intended to be revenue neutral

NB - Youth Club provision is £8,000 in ring fenced funds below; any expense beyond that from reserves

**Additional items requiring funding:**

<i>into ring-fence</i>	Play area - yearly set side	£3,000.00	£3,000.00	£3,000.00
<i>into ring-fence</i>	Office	£0.00	£1,000.00	£1,000.00
<i>into ring-fence</i>	Parish Partnership Project	£4,500.00	£5,000.00	£5,000.00
<i>into ring-fence</i>	Long Term projects	£10,000.00		
	<i>total</i>	<b>£17,500.00</b>	<b>£9,000.00</b>	<b>£9,000.00</b>
<b>Total Budget - op. budget plus add. items</b>		<b>£101,536.00</b>	<b>£96,071.89</b>	<b>£97,577.80</b>

**Income & Precept**

	19/20	20/21	2021/22
CTSG ends 2021/22	£765.00	£796.00	£756.00
Precept	<b>£91,500.00</b>	<b>£95,500.00</b>	<b>£96,821.80</b>
Comparison for Band D property:			
Tax base	1115.6	1122.8	1151.1
£/a	£82.02	£85.06	£84.11

*Keeping Band D the same as 20/21 gives*

£97,907.06

*Rounded to*

**£98,000.00** set for 21/22

*Rise Band D per annum*

£0.08

0.09%

**Ring fenced funds in reserves:**

	as at Nov 20	approved Dec 20	in place 21/22
Current			
Market Square total	£10,000.00	£20,000.00	£20,000.00
Office	£11,000.00	£11,000.00	£12,000.00
Play Area	£9,000.00	£9,000.00	£12,000.00
Memorial Lighting	£750.00	£750.00	£750.00
Long term projects	£10,000.00	£0.00	£0.00
Grant to Common	£51.64	£51.64	£51.64
PP - TROD			£5,000.00
Youth Club		£8,000.00	£8,000.00
CIL	£2,390.55	£2,390.55	£2,390.55
end of COVID			£2,500.00
<b>total</b>	<b>£43,192.19</b>	<b>£51,192.19</b>	<b>£62,692.19</b>

**ALL FIGURES EXCLUDE VAT**

There are no other sources of guaranteed income, except a small amount of interest.

Signed:

(Chair)

Date: