

SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Full Council held on Wednesday, 3rd February 2021

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

Present:

Cllr A Todd – Presiding

Cllr S Allsop, Cllr J Bailey, Cllr A Baxter, Cllr D Baxter, Cllr D Bocking¹, 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

Approximately three members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7.08pm

2021.02.03.01 – Declarations of interest

There were declarations of interest from Cllr A Todd (item 9b), Cllr Bailey (item 13a) and Cllrs Kerr (item 7c).

2021.02.03.02 – Apologies for absence

There were apologies from Cllr Gascoigne. [Also see note re Cllr Bocking below.]

2021.02.03.03 – Public Questions

There were no questions raised.

2021.02.03.04 – Minutes

a – Approval of minutes

The minutes of the meeting on 13th January 2021, having been previously circulated, were accepted as a true record.

Prop: Cllr Deverick; 2nd Cllr D Baxter; 10-0 (1 abst)

b – Matters arising from minutes

No matters arising from the above minutes were raised.

2021.02.03.05 – Reports

a – Chairman's report

The Chair had no issues to report.

b – Borough and County Cllr reports

For BCKLWN, Cllr Devereux noted that he had been helping with the continued flooding near the British Legion Hall – he had written to Cllr Dark (NCC). He was involved in the National Coastal Group, advising the Environment Agency. He praised the efficiency of the team at the surgery dealing with COVID immunisations, and noted that the Corn Exchange was now on-stream as a mass vaccination centre.

¹ Cllr Bocking attempted to join the meeting, and reports he was present throughout. However, he did not appear for more than a few moments through video or audio, despite the best efforts of Cllr R Kerr to assist – this was the cause of the slight delay to the start of the meeting. All votes are counted without him.

Signed:

(Chair)

Date:

Cllr A Todd noted that should Cllr Dark arrive later, from his other meeting, he could add his comments for NCC at that point.

c – Clerk’s report

The Clerk did not add a report.

2021.02.03.06 – Finance

a – Budget Monitoring etc.

The Clerk presented the account summary and budget monitoring reports. Barclays balances c.£59K, total unrestricted funds c.£94K. Cllr D Baxter had seen the Barclays statements. All budget lines were on or below budget, except for contingency. There were no questions.

b – Expenditure

Clerk noted that CTS had had to provide a battery on their service call, and requested an additional £25 plus VAT be added to their invoice. *With the addition of £25 to the CTS figures presented in the documents, all expenditure was approved unanimously².*

c – CIL application

The Clerk noted that BCKLWN was providing additional funding from its CIL reserve. He suggested that an application be made, to assist with funding improvements to the Market Square. As the form may require current plans, this might best be done by using the TROD for the application, and moving funding to the Market Square. *Council agreed unanimously to apply for CIL funding on this basis.*

2021.02.03.07 – Planning³

b – 21/00051 – variation of condition 1; 4 dwellings Poppyfields

Council agreed to object to this application on the grounds of poor design and lack of architectural quality (ref SNP Policy 5).

Prop: Cllr Allsop; 2nd: Cllr Deverick; unanimous

c – 21/00041 – extension/alterations/garage; 9 The Avenue

Council agreed to raise no objection to this application.

Prop: Cllr Allsop; 2nd: Cllr J Todd; 9-0 (2 abst)

d – 20/01958 – new dwelling from subdivision; 3 Dawes Lane

Council agreed to support this application, on the basis that Borough Officers would make a decision based on their policies.

Cllr D Baxter requested a recorded vote. Cllrs Allsop, Bailey, Deverick, J Kerr, R Kerr, A Todd, J Todd voted for, and Cllrs Garwood, D Baxter and Standeven against⁴.

e – 20/02016 – rebuilding of fire-damaged property; Longview Close

Council agreed to raise no objection to this application.

Prop: Cllr Allsop; 2nd: Cllr Standeven; unanimous

Cllr Allsop requested that material planning considerations were included in all responses. There was an exchange with the Clerk dealing with the differences between supporting, not objecting and objecting to applications. The Chairman moved on with agenda.

² Full listing below.

³ During this item, the Clerk attempted to bring up information from the Planning Portal; this was not available. Clerk will write to BCKLWN.

⁴ Cllr A Baxter’s vote was not recorded.

Signed:

(Chair)

Date:

2021.02.03.08 – Amenities & Services

a – Report

Cllr J Kerr noted that there had been a meeting on 26th January. Cllrs were asked if they had any questions on the notes⁵ - there were none.

b – Additional work

She further noted that a meeting between her, Cllr A Todd and the Clerk had taken place with the grounds contractor. There had been discussion about works to be done before the season, and a suggestion that additional hours and planting should be arranged. *Council agreed to delegate to the Clerk, in association with the Chair and Lead of Amenities, a maximum of £1,000 for such works.*

Prop: Cllr D Baxter; 2nd: Cllr Deverick; unanimous

2021.02.03.09 – Governance etc.

b – Equal Opportunities Policy/Armed Forces Covenant

Cllr A Todd outlined the aims and scope of the Covenant in detail. Cllr Devereux, by invitation, spoke of the importance of this, and how he was aware of its relevance at the Borough; he felt support for the Covenant sent a positive message. No changes were proposed to the text of the previous Equal Opportunities Policy. *Council agreed to add reference to the Armed Forces Covenant⁶ at the end of the Equal Opportunities Policy.*

Prop: Cllr R Kerr; 2nd: Cllr D Baxter; 10-0 (1 abst)

2021.02.03.10 – Personnel

The Clerk noted that staff continued to work at home where possible.

2021.02.03.11 – Other reports

None

2021.02.03.12 – External meetings

Cllr A Todd noted that there had been a meeting of himself, Cllr D Baxter, the Clerk and Edward Stanton – as this related to Townlands, this would be reported elsewhere.

Clerk noted that Cllr A Baxter (1) and Cllr D Baxter (2) would be attending training soon, and he had a session booked next week.

Cllr Allsop asked about meetings with planners.

2021.02.03.13 – Correspondence and donations

a – Donation request

The Charity which the Christmas Lights in the Market Square supported was Campaign Care '94⁷. It was proposed to recognise the work on the Lights with a donation. *Council agreed to donate £100 to Campaign Care '94.*

Prop: Cllr D Baxter; 2nd: Cllr A Baxter; 10-0 (1 abst)

b – Dark Skies Festival

The Clerk noted that last year's proposed events had been postponed. Funding of £250 had been made available, and he suggested this be rolled over in the 2021 Festival, with possible additional events. *Council agreed to take part in the 2021 Festival, using funds already allocated.*

⁵ These had been circulated by email after the pack for this meeting had been prepared, hence they were not included.

⁶ Exact text below.

⁷ This Charity, based in Heacham, supports the Bob Champion Trust and the Norfolk Hospice.

Signed:

(Chair)

Date:

2021.02.03.14 – A.O.B.

Cllr Bailey asked about taking the Christmas Tree to the Common, as the recycling centres were closed – Clerk checked and confirmed the centres were in fact open.

2021.02.03.15 – Public Questions

Bob Almey asked about the footpath guide – Clerk not aware of the latest position; this to be referred to the next Amenities meeting

Mark Denman asked for the name of the group with which Cllr Devereux was involved, and the situation regarding “hold the line” – Cllr Devereux replied with a summary of the various groups, roles and their approaches and timescales; “hold the line” would be the likely position until at least 2030.

2021.02.03.16 – Next meeting

The date of the next meeting was confirmed as Wednesday, 3rd March 2021, at 7pm, to be held using Zoom.

2021.02.03.17 – Private session

a – Resolution

Council went into private session under S/O 35, as announced on the agenda.

b – Appointment of Consultant

Council agreed to engage the services of a consultant, Deborah McNeill⁸, to advise on matters relating to the functioning of Council. A maximum expenditure of £600 was approved in the first instance.

For: 5; Against: 4; abst: 2

After this Cllr Allsop verbally tendered his resignation⁹ and left the meeting.

Meeting ended at 8.34pm

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

Addition to the Equal Opportunities Policy:

"Notwithstanding the above, SPC commits to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our community and our country.

"To this end we will continue our support of military charities, organisations and events, including Remembrance. We will encourage our local community and business to do the same, particularly in the fields of employment and providing opportunity for young people. We believe that no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen, and special consideration should be given to the injured or bereaved."

⁸ Deborah had made a brief presentation at the start of this item.

⁹ Subsequently tendered in writing.

Signed:

(Chair)

Date:

Income and Expenditure:

| <u>Date</u> | <u>Ref</u> | <u>To</u> | <u>For</u> | <u>Amount</u> | <u>of which VAT</u> | <u>budget</u> |
|----------------------|-----------------|---------------|---------------|---------------|---------------------|---------------|
| 1/2/21 | DD | Eon | Utilities | £42.00 | £2.00 | admin |
| 1/2/21 | <u>Contract</u> | Westcotec | Street Lights | £55.50 | £9.25 | street lights |
| 1/2/21 | <u>Contract</u> | Salaries | Salaries | £3,752.44 | £0.00 | personnel |
| 3/2/21 | <u>Meeting</u> | Tim's Trees | Fallen tree | £240.00 | £0.00 | contingency |
| 3/2/21 | <u>Meeting</u> | Norfolk PTS | Training | £40.00 | £0.00 | admin |
| 3/2/21 | <u>Meeting</u> | CTS (amended) | Alarm Service | £144.00 | £24.00 | admin |
| 8/2/21 | DD | GoCardless | Computer | £91.86 | £15.31 | admin |
| 11/2/21 | DD | Eon - approx | Street Lights | £137.61 | £6.55 | street lights |
| <u>Income</u> | | | | | | |
| 20/1/21 | | HMRC | VAT return | £1,752.66 | £0.00 | VAT return |

Signed:

(Chair)

Date: