

## SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Full Council held on Wednesday, 7<sup>th</sup> April 2021

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

Present:

Cllr A Todd – Presiding

Cllr J Bailey, Cllr A Baxter (p/t), Cllr D Baxter, Cllr D Bocking, Cllr G Deverick, Cllr R Garwood, Cllr A Gascoigne, 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)

Approximately two members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7.02pm

### **2021.04.07.01 – Declarations of interest**

There were declarations of interest from Cllr Standeven on items 9b/c.

### **2021.04.07.02 – Apologies for absence**

There were no apologies for absence.

### **2021.04.07.03 – Co-option**

Kevin Penty had presented himself for consideration for Co-option for the one vacant seat. A letter from hm had been circulated to all Cllrs, and he spoke briefly of his desire to give something back to the Village, including a “bit of manual help”. *Kevin Penty was co-opted to Council.*

*Prop: Cllr Standeven; 2<sup>nd</sup>: Cllr D Baxter; 9-0 (2 abst)*

[Cllr A Baxter joined the meeting at this point after technical issues.]

Cllr Penty read the Declaration of Acceptance; the Clerk noted that it would be deemed signed, and Cllr Penty was able to vote on all subsequent matters if he saw fit<sup>1</sup>.

### **2021.04.07.04 – Public Questions**

Bob Almey asked about the future of the TORC newsletter – Clerk replied that there would be a meeting of the committee to consider this in the light of the new Village magazine; he thought it likely that the TORC might not continue.

### **2021.04.07.05 – Minutes**

#### **a - Approval**

*The minutes of the meeting on 3<sup>rd</sup> March 2021, having been previously circulated, were accepted as a true record<sup>2</sup>.*

*Prop: Cllr Standeven; 2<sup>nd</sup>: Cllr Garwood; 11-0 (2 abst)*

#### **b – Matters Arising**

There were no matters arising raised from the minutes above.

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<sup>1</sup> All paperwork to be sent for signature etc.

<sup>2</sup> To be signed when practical.

Signed:

(Chair)

Date:

## **2021.04.07.06 – Reports**

### **a – Chairman**

Cllr Todd made no comments.

### **b – Borough Cllr**

Cllr Devereux noted that there were issues relating to the continuation of Zoom meetings beyond 7/5/21; HMG had not extended the permission for this. The Borough had written to the Minister noting their belief that this was “unacceptable”, and, in order to protect Officers, Members and Public, would be continuing with virtual meetings. There was an external legal challenge which was ongoing. [Clerk was asked to comment but referred to later agenda item.] Cllr Devereux continued, referring to a previous question from Cllr Bocking – the recycling at the Beach had been completed within the timescale in February. There was a potential weak point in the defences at Heacham Dam, and the level of the Beach was lower but still sufficient. Information relating to the RFCC Strategic Management Plan report had been circulated – good controls were in place. On the Future of the Fens, he had had considerable input; this dealt with river and coastal protection – local funding for this could be a challenge. Cllr Bocking asked after the drainage problem at the RBL Hall, and was referred to Cllr Dark, who had just “arrived” at the meeting:

### **c – County Cllr**

Cllr Dark replied that the work would be done by Autumn, and included reducing the number of chambers underground, and partly diverting the flow to the other side of the road; NCC were doing this despite questions of ownership. He noted that, due to upcoming NCC elections, purdah was now in operation, and commented that, regardless of the election outcome, he been pleased to serve the area.

## **2021.04.07.07 – Finance**

### **a – Budget Monitoring and Account Summary**

The Clerk noted that he had sent the end of year figures to the Internal Auditor [IA], and would be meeting virtually to answer questions next week. He also commented that he had put Cllr D Baxter (as Lead of Finance) in touch with the IA so they could address any issues as necessary independently of the Clerk. The figures presented to Council were prepared before the end of the year, but should be roughly correct – Barclays £41.7K, Saffron £75.1K, ring-fenced £62.7K rounded figures.

### **b – Expenditure**

Clerk requested consideration of one late item<sup>3</sup>, which had been circulated by email. *With this addition, all expenditure was approved.*

*Prop: Cllr D Baxter; 2<sup>nd</sup>: Cllr Garwood, unanimous*

## **2021.04.07.08 – Planning**

### **a – Responses under Protocol**

There had been no responses under the Planning Protocol.

### **b – Planning Application**

PA 21/00375 – 3 new dwellings, 24a Common Rd

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<sup>3</sup> £1549.26 + VAT to BCKLWN for dog bins. For full figures see below.

Signed:

(Chair)

Date:

Cllrs expressed concern over access and materials (under the Neighbourhood Plan). By consensus Council did not object to the principle of the development, but would object should changes not be made to the access and materials.

**c – Late arriving applications**

PA 21/00428 – outbuilding conversion, 13 Hall Rd

Cllrs expressed concerns over the lack of detail in the plans, it not being clear how the annex would be divided (potentially a separate dwelling), and the lack of any indication over parking allocation. It was agreed to note concern over the details, commenting on the nature of the annex, and parking.

*Prop: Cllr R Kerr; 2<sup>nd</sup>: Cllr Deverick; 10-1 (2 abst)*

**2021.04.07.09 – Amenities and Services**

**a – Meeting report**

Cllr J Kerr noted that there had been a meeting on 23/3/21, and notes had been circulated. Cllrs Standeven and Bailey had not received notice of the meeting or the notes – Clerk to address. The notes were brought on screen and skimmed through.

**b – Additional Street Light**

Council agreed expenditure of c.£1,800 on a solar powered streetlight to be placed close to the tennis court on the playing field.

*Prop: Cllr D Baxter; 2<sup>nd</sup>: Cllr Deverick; 12-0 (1 abst)*

**c – Youth Club**

Council agreed to approve the Service Level Agreement for the running of the Youth Club by YMCA.

*Prop: Cllr Deverick; 2<sup>nd</sup>: Cllr R Kerr; 12-0 (1 abst)*

**d – Market Square**

- i) Expenditure of £582 on the production of the consultation pack by Witley Press was approved. Delivery to be done by Cllrs, with other volunteers being sought.
- ii) Expenditure of £500 on a photo-montage for inclusion in the consultation was approved.

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

- iii) It was agreed to fill the potholes on a temporary basis. Cllr Penty volunteered to do the work, with various offers of assistance (and non-active supervision!). Clerk noted that materials could be paid for, but not work.

**2021.04.07.10 - Governance and Administration**

**b – Donations Policy**

Council agreed a revision of the Donations Policy<sup>4</sup>.

*Prop: Cllr D Baxter; 2<sup>nd</sup>: Cllr Deverick; 12-0 (1 abst)*

**c – Terms of Reference**

Council agreed Terms of Reference for the Amenities and Services Group.

*Prop: Cllr Gascoigne; 2<sup>nd</sup>: Cllr J Todd; 12-0 (1 abst)*

**d – Continuation of Virtual Meetings**

The Clerk explained that the issue referred to by Cllr Devereux above was causing great concern to all Clerks. Various proposals were being put forward on

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<sup>4</sup> Policy and ToR (next item) were in the public pack - they will be updated and available on the website.

Signed:

(Chair)

Date:

networking sites, and he had consulted with other local Clerks. He proposed that all powers possible be delegated to the Clerk, and that meetings should take place in the same way as normal, with decisions being replaced by recommendations. Cllrs agreed with this approach, and an exact form of words to be agreed at the next meeting.

**2021.04.07.11 – Personnel**

No matters reported.

**2021.04.07.12 – Other Reports**

There were no other reports.

**2021.04.07.13 – External Meetings**

Cllr A Baxter noted that she had attended an excellent first training session, and would have more to report after the second.

Cllr Standeven noted that the Memorial Hall would not be opening before June 21<sup>st</sup> – though the election on 6/5/21 would be taking place there.

**2021.04.07.14 – Donation Requests**

*It was agreed to donate £240 to the Royal British Legion Hall for the purchase of twelve chairs.*

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

**2021.04.07.15 – Public Questions**

There were no further questions.

**2021.04.07.16 – Next Meeting**

*The next meeting was confirmed as following the Annual Parish Meeting, which starts at 7pm on Wednesday, 5<sup>th</sup> May 2021, using Zoom.*

Meeting ended at 8.02pm

*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:

## Expenditure approved:

Date	Ref	To	For	Amount	of which VAT	budget
1/4/21	DD	Eon	Utilities	£96.00	£4.57	admin
1/4/21	<u>Contract</u>	Salaries	Salaries	£3,762.91	£0.00	personnel
1/4/21	<u>Contract</u>	Sam Pishorn	Grounds	£410.00	£0.00	amenities 1
1/4/21	<u>Previous</u>	BCH	Valuation	£840.00	£140.00	admin
4/4/21	DD	Apogee	Printer	£144.00	£24.00	admin
7/4/21	<u>Meeting</u>	Comm Action Norfolk	Membership	£150.00	£0.00	admin
7/4/21	<u>Meeting</u>	NALC	Sub	£479.47	£0.00	admin
7/4/21	<u>Meeting</u>	ABC	Grounds	£365.06	£0.00	amenities 1
7/4/21	<u>Meeting</u>	NCC	Par Part	£4,586.00	£0.00	reserves
7/4/21	<u>Meeting</u>	Viking	Supplies	£121.07	£20.18	admin
7/4/21	<u>Meeting</u>	BCKLWN	Dog Bins	£1,859.11	£0.00	amenities 1
8/4/21	DD	ECS - Go Cardless	Computer	£91.86	£15.31	admin
11/4/21	DD	Eon - approx	Street Lighting	£139.86	£6.66	street lights
20/4/21	DD	BCKLWN - approx	Bins	£127.47	£0.00	admin
28/4/21	DD	ICO	Annual	£35.00	£0.00	admin

Items underlined by internet banking; meeting/contract etc. show how approved.

Signed:

(Chair)

Date: