

Snettisham Parish Council

Dear Councillor

You are summoned to the Annual Meeting of Snettisham Parish Council to be held on Wednesday 4th May, 2016 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, April 28th, 2016

AGENDA

1. Council to elect **Chair** for 2016/17
 - a) Incoming Chair to sign Declaration of Acceptance of Office
2. Council to elect **Vice-Chair** for 2016/17
 - a) Incoming Vice-Chair to sign Declaration of Acceptance of Office
3. Receive and consider **apologies** for absence
4. Accept **Declarations of interest** on agenda items.
5. Agree meeting be adjourned for **Public Questions** on planning matters primarily (*10 minutes maximum*)
6. **Chair's Comments** – *for information only*
7. To confirm as a correct record the **Minutes** of the Meeting of the Council held on 6th April, 2016, previously circulated
8. **Matters Arising** from the above minutes (*for information only*)
9. Borough and County **Councillors'** Reports (*for information only and 10 mins max.*)
10. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
11. **Finance/Legal:**
 - a) Budget monitoring report
 - b) Council to consider payments of accounts.
 - c) Council to agree signatories for 2016/17 onwards
 - d) Council to consider appointment of internal auditor for 2016/17
12. **Support Groups:** Lead Councillors' Reports (if any):
 - a) **Planning** – Cllr Snelgrove
 - i) To consider Planning Application 16/00710 (*mobile home 40B Common Rd*)
 - ii) To consider attendance at BCKLWN Planning Committee on 9th May
 - iii) Clerk to Report on silica sand extraction proposals
 - b) **Amenities and Services** – Cllr M Fountain
 - i) To consider two further dog bins – *Beach Rd and Mallard/Goosander area*
 - c) **Open Spaces** – Cllr Lamplugh
 - i) Consider trees at Common following meeting with NWT
 - d) **Governance** –
 - i) To consider opening of Mill to the public
 - e) **Personnel** –



- i) *To consider terms and conditions for office assistant*
- f) **Working Groups:**
 - i) **Market Square & Village Parking**
 - ii) **Street Lighting**
 - iii) **Drainage**
 - iv) **Dogs**
 - v) **Neighbourhood Plan**
 - (1) *Council to consider confirming Julie Godfrey, Janet Lane and Lesley Marriage as members of the Working Party.*
 - (2) *(If information available) Council to consider financial arrangements for Neighbourhood Plan Team*
 - vi) **Lodge Walk**
- 13. Discussion on Open Meetings and responses
- 14. *Council to consider or confirm its representatives for external bodies:*
 - a) *Halls Foundation – for info: four year term*
 - b) *Memorial Hall Trustees*
 - c) *SNAP*
 - d) *WECMS*
 - e) *Others*
- 15. *Council to consider membership of Council groups.*
- 16. *Council to review policies and procedures, etc:*
 - a) *Council to establish priorities for amendments to, and additions to, current policies*
 - b) *Council to confirm current insurance provision*
- 17. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
- 18. **Correspondence & report from Clerk**
- 19. **AOB:** *for information only*
- 20. Councillors' concerns and agenda items for next meeting – information only.
- 21. Agree meeting be adjourned for **Public Questions** (*maximum of 10 minutes*)
- 22. *Consider dates of Full Council meetings for the year 16/17, including **next ordinary meeting** – 1st June, 2016; 7.30pm Memorial Hall.*
- 23. Announce date of Annual Parish Meeting – 18th May 2016

Note: in the event of absence of the Chairman and Vice-Chair, councillors will need to agree for one of their number to act as Chair solely for item 1.



Snettisham Parish Council

Dear Councillor

You are summoned to an extraordinary meeting of Snettisham Parish Council to be held on Wednesday May 18th, 2016 in the Memorial Hall, following the Annual Parish Meeting, to consider the matters below.

The meeting is open to the public.

Simon Bower, Clerk to the Council, 11/5/2016

Please note this meeting is solely for the purpose of considering matters raised at the Annual Parish Meeting relating to the proposal for a silica sand extraction site in the Village. As discussion was open to the public at that meeting, there will be no additional public comment/question provision.

AGENDA

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items.
3. To consider actions required by Council relating to the NCC Silica Sand consultation.
4. To consider approving expenditure required to meet any actions in item 3 above.





Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 1st June, 2016 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 25th May, 2016

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. Agree meeting be adjourned for **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 4th May, 2016*
6. **Matters Arising** from the above minutes (*for information only*)
7. *To confirm as a correct record the **Minutes** of the Extraordinary Meeting of the Council held on 18th May, 2016*
8. **Matters Arising** from the above minutes (*for information only*)
9. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
10. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
11. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) *To consider spending up front for car-boot sale*
 - c) *To consider membership of NorfolkALC – previously deferred*
 - d) *To consider membership of Fields in Trust*
 - e) Agree **cheques** to be signed and payments made
12. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) *Council to consider its response to latest silica sand **consultation***
 - ii) *To consider **Planning Application** 16/00818/LB – changes at Coach Ho., St Thomas.*
 - iii) *To consider Planning Application 16/00889 – extension 7 Beach Rd*
 - iv) *To consider Planning Application 16/00890 – extension Lancaster Lodge*
 - v) *To consider names for Old Station Yard as suggestions to developers.*
 - b) **Amenities and Services** – Cllr M Fountain
 - c) **Open Spaces** – Cllr Lamplugh



- d) **Governance** – Clerk
 - e) **Personnel** – Cllr Barker
 - f) **Working Groups:**
 - i) **Street Lighting WG**
 - ii) **Drainage WG**
 - iii) **Dogs WG**
 - iv) **Working Group WG**
13. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
 14. Report from Primary School on events for 10th June.
 15. *To consider a request from the Heritage Group for support with brown tourist signs.*
 16. **Correspondence and donation requests:**
 - a) *Consider request from CPRE for donation for County Survey*
 - b) *To consider recent BCKLWN general correspondence regarding recycling.*
 17. **AOB/Clerk report:** *for information only*
 18. Councillors' concerns and agenda items for next meeting – information only.
 19. Agree meeting be adjourned for **Public Questions** (*maximum of 10 minutes*)
 20. Consider date of **next ordinary meeting** – Wednesday 6th July, 2016; 7.30pm Memorial Hall.



Snettisham Parish Council

Dear Councillor

You are summoned to an extraordinary meeting of Snettisham Parish Council to be held on Wednesday June 29th, 2016 at 7.30pm in the Royal British Legion Hall, for the purpose of transacting the following business.

The meeting is open to the public.

Simon Bower, Clerk to the Council, 23rd June 2016

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. **Annual Accounts** 2015/16:
 - a) *To receive and consider approving accounts for 2015/16*
 - b) *To consider and sign, as appropriate, the Annual Accounting Statement*
4. Confirm date of **next ordinary meeting** – Wednesday 6th July, 2016; 7.30pm Memorial Hall.





Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 6th July, 2016 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 1st July 2016

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. Agree meeting be adjourned for **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 1st June, 2016*
6. **Matters Arising** from the above minutes (*for information only*)
7. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 29th June, 2016*
8. **Matters Arising** from the above minutes (*for information only*)
9. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
10. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
11. *To consider response to Police and Crime Commissioner consultation.*
12. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) *To consider approving expenditure of £362.27 on electronic media etc regarding the silica sand extraction campaign – contingency budget.*
 - c) *To consider purchases required for fete*
 - d) *Agree **cheques** to be signed and payments made*
13. **Support and Working Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) *To consider Pigeon Homes' approaches to Council given the Neighbourhood Plan process.*
 - ii) *To consider Planning Application 16/01009 – demolition and rebuild at Village School.*
 - iii) *To consider Planning Application 16/01111 – external storage at new Co-op*
 - iv) *To consider Planning Application 16/00998 – drainage etc at 13A Beach Rd*
 - v) *To consider Planning Application 16/01140 – 94A Station Rd annexe.*



- b) **Amenities and Services** – Cllr M Fountain
 - i) *To consider purchasing a dog-bin for the Memorial Hall*
- c) **Neighbourhood Plan WG** – Cllr Billington
 - i) *To consider the allocation of £100 for a prize draw for the survey*
- d) Reports from other **Groups** as appropriate
- 14. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
- 15. Report on Village Fete.
- 16. **Correspondence and donation requests:**
 - a) *To consider supporting a petition for speed restrictions on Strickland Avenue.*
- 17. **AOB:** *for information only*
- 18. Councillors' concerns and agenda items for next meeting – information only.
- 19. Agree meeting be adjourned for **Public Questions** (*maximum of 10 minutes*)
- 20. Consider date of **next ordinary meeting** – 3rd August, 2016; 7.30pm Memorial Hall.
- 21. *Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 s1 extended by LGA s100 to exclude the Press and the Public from the remainder of this meeting of Snettisham Parish Council. (Reference Standing Order 65) "That in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded from PC discussions"*
- 22. *Appointment of Office Assistant:*
 - a) *To consider the appointment as recommended by the Employment Group.*
 - b) *To approve the contract as recommended by the Employment Group*
 - c) *To consider the financial consequences, including any budgetary adjustments*



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 7th September, 2016 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 2nd September 2016

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. Agree meeting be adjourned for **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 6th July, 2016*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Agree **cheques** to be signed and payments made
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) To consider **planning applications**
 - (1) 16/01309 – change of use/internal changes – Pet Emporium
 - (2) 16/01409 & 01411 – change of use - Watermill
 - (3) 16/01387 – upgrade to transmitter at the Quarry
 - (4) 16/01518 – advertisements on new Co-op
 - (5) 16/01158 – licensing at new Co-op
 - (6) To consider a response to the Environment Agency consultation on Whin Farm
 - b) **Amenities and Services** – Cllr M Fountain
 - i) *To consider footpath clearance*
 - ii) *To consider additional locations for SAM2 sign*
 - c) **Open Spaces** – Cllr Lamplugh
 - i) *To consider a response to the Common fencing Planning Inspectorate consultation comments*



- d) **Governance** – Clerk
 - i) *To consider receiving proposed new standing orders for future consideration*
- e) **Personnel** – Cllr Barker
- f) **Working Groups:** reports from any or all of: **Street Lighting WG; Drainage WG; Dogs WG; Working Group WG; Neighbourhood Plan WG**
- 11. Receive report on Village Fete
 - a) *To consider continuing to run the fete for the foreseeable future*
 - b) *(If relevant) To consider a date for 2017*
 - c) *(If relevant) To consider other arrangements – staffing, finance etc*
- 12. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
- 13. **Correspondence and donation requests:**
 - a) *Telephone Box in Ingolside*
 - b) *To consider a donation to the Royal British Legion*
- 14. **AOB:** *for information only*
- 15. Councillors' concerns and agenda items for next meeting – information only.
- 16. Agree meeting be adjourned for **Public Questions** (*maximum of 10 minutes*)
- 17. Consider date of **next ordinary meeting** – 5th October, 2016; 7.30pm Memorial Hall.
- 18. Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 s1 extended by LGA s100 to exclude the Press and the Public from the remainder of this meeting of Snettisham Parish Council. (Reference Standing Order 65) *"That in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded from PC discussions"*
- 19. *To consider a legal matter*
- 20. *To consider a contractual matter*



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 5th October, 2016 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 23rd September 2016

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. Agree meeting be adjourned for **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 7th September, 2016*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors'** Reports (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Agree **cheques** to be signed and payments made
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) *To consider any recent planning applications*
 - ii) *To consider purchase of projector and screen (c.£80/£30)*
 - b) **Amenities and Services** – Cllr M Fountain
 - c) **Open Spaces** – Cllr Lamplugh
 - d) **Governance** – Clerk
 - i) *To consider amendments proposed by Working Group WG to proposed standing orders*
 - ii) *To consider adoption of those standing orders.*
 - iii) *To consider possible amalgamation(s) of Support Groups.*
 - e) **Personnel** – Cllr Barker
 - f) **Reports from Working Groups**
11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
12. **Correspondence and donation requests:**



- a) *To consider responding to CPRE request for support on housing numbers.*
 - b) *To consider a donation request from Norfolk Citizens' Advice.*
 - c) *Village cinema – to consider report and request from Heritage Group (Marian Abramovitch).*
 - d) *To consider request from Cllr Bailey to allow cutting of wood from the Common.*
13. **AOB:** *for information only*
14. Councillors' concerns and agenda items for next meeting – information only.
15. Agree meeting be adjourned for **Public Questions** (*maximum of 10 minutes*)
16. Consider date of **next ordinary meeting** – *2nd November, 2016; 7.30pm Memorial Hall.*



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 2nd November, 2016 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 28/10/2016

AGENDA

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. To confirm as a correct record the **Minutes** of the Meeting of the Council held on 5th October, 2016
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Agree **cheques** to be signed and payments made
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) Consider Planning Application 16/01481 (123 Lynn Rd – conservatory)
 - ii) Consider Planning Application 16/01769 (65 Station Rd – extension)
 - iii) Consider Planning Application 16/01838 (phone boxes – removal)
 - iv) Consider draft letter to Planning Inspectorate re: the Common
 - b) **Amenities/Open Spaces** – Cllr M Fountain. Recommendations from last meeting:
 - i) Consider merging Amenities and Open Spaces Groups
 - (1) To agree membership of such a combined Group
 - (2) To agree a Lead Councillor for the Group
 - ii) Consider expenditure on clearance of pit at Common
 - iii) Consider allowing a memorial bench on the Common
 - iv) Consider expenditure on a plaque for iv. above
 - v) Consider adopting phone boxes, subject to a.iii. above
 - vi) Consider removing old notice board on Market Square
 - vii) Consider cleaning of War Memorial
 - viii) Consider purchase of a new flag



- ix) Consider purchase of road closure equipment
- x) Consider an application for extension to current TRODs
- xi) Other items:
 - (1) Consider expenditure on new gate for Office
 - (2) Consider expenditure on tree guard
 - (3) Consider expenditure on replacing bus shelter seat
 - (4) Consider arrangements for cutting trees on Common heather-bed
- c) **Governance** – Clerk
 - i) Consider adopting draft procedure on vexatious correspondence
 - (1) If agreed, to set up the relevant group
- d) **Personnel** – Cllr Barker
 - i) To consider £25 expenditure on training course for Grants and Funding workshop
- e) **Working Groups:**
 - i) Consider installation of street light in Station Rd as per quote
- 11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
- 12. **Correspondence and donation requests:**
 - a) To consider permission for Christmas Lights and Tree in Market Square
 - b) To consider allowing use of the Market Square for the Christmas Market and Carols Event
 - c) To consider supporting Classical Music Rocks
 - d) To consider allowing use of Office address for correspondence
 - e) To consider approving a letter of support relating to permissive footpaths and bridleways.
 - f) To consider donation to the British Red Cross.
- 13. **AOB:** for information only
- 14. Councillors' concerns and agenda items for next meeting – information only.
- 15. **Public Questions** (maximum of 10 minutes)
- 16. Consider date of **next ordinary meeting** – 7th December, 2016; 7.30pm Memorial Hall.
- 17. Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 s1 extended by LGA s100 to exclude the Press and the Public from the remainder of this meeting of Snettisham Parish Council. (Reference Standing Order 65) "That in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded from PC discussions"
- 18. Consider matter relating to correspondence

Note – meetings are no longer suspended for public questions though they may be at other times.



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday December 7th, 2016 at 7.00pm in the Memorial Hall, for the purpose of transacting the following business. **PLEASE NOTE REVISED TIME.**

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 2nd December, 2016

AGENDA

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 2nd November, 2016*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) *To consider preliminary budget, following recommendations from relevant support groups.*
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - b) **Amenities and Services** – Cllr S Dark
 - i) *Consider quote for removing epicormic growth on lime trees*
 - ii) *Consider quote for crown raising of one oak in Shelduck Avenue*
 - iii) *Consider quote for new tree report*
 - iv) *Consider quotes for work on Market Square Bus Shelter*
 - v) *Consider quote for moving of plants to Market Square*
 - vi) *Consider statement of adoption of works currently done by BKCLWN and NCC, including Southgate Lane*
 - vii) *To consider copies of footpath map*
 - c) **Governance** – Clerk
 - i) *Consider amendment to general contract for services provided*
 - d) **Personnel** – Cllr Barker
 - e) **Working Groups**
 - i) *Consider Lodge Walk and Play Area expenditure*
 - ii) *Receive report on Neighbourhood Plan*
11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
12. **Correspondence and donation requests:**



- a) Consider request for donation of £100 for Snettisham Pensioners' Annual Meal
 - b) Consider request for donation to Heacham & District Community Car Scheme
13. **AOB and agenda requests:** for information only.
14. **Public Questions** (maximum of 10 minutes)
15. Consider date of **next ordinary meeting** – 11th January, 2017; 7.30pm Memorial Hall.

Note: the meetings are no longer closed for the public question agenda items; they still may be for individual contributions at other times.



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 11th January, 2017 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 6/1/2017

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on December 7th, 2016*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Consider the budget for 2017/18
 - d) Consider the precept for 2017/18
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) *Consider the proposal to move the Village Post Office*
 - ii) *Consider Planning Application 16/02103 – extension, Southgate Barn*
 - iii) *Consider Planning Application 16/02132 – extension, 36B Common Rd*
 - iv) *Consider Planning Application 16/02116 – extension etc, 41 Strickland Ave*
 - v) *Consider Planning Application 16/02157 – extension, 13 Parkside*
 - vi) *Consider Planning Application 16/02174 – garage conversion, 44 Station Rd*
 - b) **Amenities and Services** – Cllr Dark
 - c) **Governance** – Clerk
 - d) **Personnel** – Cllr Barker
 - e) **Working Group reports**
 - i) **Neighbourhood Plan** (Cllr Billington) – Consider expenditure on final stages of the Plan (Hall Hire, Publicity, Consultant etc)
11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
12. **AOB and agenda requests:** *for information only.*



13. **Public Questions** (*maximum of 10 minutes*)

14. Consider date of **next ordinary meeting** – Wednesday, 1st February, 2017; 7.30pm
Memorial Hall.

*After the meeting there will be a courtesy presentation to Councillors only of the
Neighbourhood Plan, prior to public meetings on 20th/21st January.*

*Note: the meetings are no longer closed for the public question agenda items; they still may
be for individual contributions at other times.*



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 1st February, 2017 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 27/1/2017

AGENDA

1. *Receive and consider **apologies** for absence*
2. Accept **Declarations of interest** on agenda items.
3. **Public Questions** on planning matters primarily (*10 minutes maximum*)
4. **Chairman's Report** – *for information only*
5. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 11th January, 2017*
6. **Matters Arising** from the above minutes (*for information only*)
7. Borough and County **Councillors' Reports** (*for information only and 10 mins max.*)
8. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
9. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) *To consider possible future use of Section 137 budget to fund sea defences*
 - d) *To consider continued membership of CPRE - £36pa*
10. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) *To consider adopting draft Neighbourhood Plan policies as guide to planning representations until Plan officially adopted*
 - ii) *To consider Planning Application 16/02173 – new bungalow, 7 Park Lane*
 - iii) *To consider Planning Application 16/02237 – change to layout of solar farm*
 - iv) *To consider Planning Application 16/02144 – new hide at RSPB site*
 - v) *To consider a response to Planning Enforcement Appeal – adj. 36 Beach Rd*
 - vi) *To consider renumbering of Bank Road, Shepherd's Port*
 - b) **Amenities and Services** – Cllr S Dark
 - i) *Consider actions on Common fencing*
 - c) **Governance** – Clerk
 - i) *To consider amending donations policy to increase Section 137 budget from 1% to 1.5% of total operating budget*
 - d) **Personnel** – Cllr Barker
 - e) **Working Group reports**
11. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.



12. **Correspondence and donation requests:**

- a) *Consider a donation of £25 to the W.I.*
- b) *To consider involvement in the Battle's Over tribute (11/11/2018)*

13. **AOB and agenda requests:** *for information only.*

14. **Public Questions** *(maximum of 10 minutes)*

15. *Consider date of **next ordinary meeting** – 1st March, 2017; 7.30pm Memorial Hall.*

Note: the meetings are no longer closed for the public question agenda items; they still may be for individual contributions at other times.



Snettisham Parish Council

Dear Councillor

You are summoned to the Annual Meeting of Snettisham Parish Council to be held on Wednesday 3rd May, 2017 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 27/4/2017

AGENDA

1. *To elect a Chair for the coming Council year*
2. *To elect a Vice-Chair for the coming Council year*
3. *Receive and consider **apologies** for absence*
4. **Accept Declarations of interest** on agenda items.
5. **Public Questions** on planning matters primarily (*10 minutes maximum*)
6. **Chairman's Report**– *for information only*
7. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 5th April, 2017*
8. **Matters Arising** from the above minutes (*for information only*)
9. Borough and County **Councillors'** Reports (*for information only and 10 mins max.*)
10. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
11. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Consider approving accounts for 2016/17
 - d) Consider membership of organisations:
 - i) *Community Action Norfolk*
 - ii) *Norfolk Association of Local Councils/Norfolk Parish Training Support*
 - iii) *Other groups*
 - e) Consider Council membership/representation on external bodies
 - f) Consider current insurance provision
12. **Support Groups** and Lead Councillors' Reports:
 - a) *To consider current groups within Council*
 - b) *To consider group membership for the coming year, and any delegated powers*
 - c) **Planning** – Cllr Snelgrove
 - i) *To consider any further response to PA 16/01409 (The Mill) relating to the Appeal against BCKLWN decision.*
 - ii) *To consider PA 17/00250 (Station Yard) amendments.*
 - d) **Amenities and Services** – Cllr S Dark
 - i) *Consider recommendation from Group to remove fencing from the Common*
 - ii) *Consider arrangements for disposal of fencing etc*



- iii) *Consider groundwork arrangements*
- iv) *Review Asset List*
- e) **Governance** – Clerk
 - i) *Review Standing Orders*
 - ii) *Review Complaints Procedure*
 - iii) *Consider amendments to Financial Regulations*
 - iv) *Consider adopting a draft Press Policy*
 - v) *Consider adopting a draft Freedom of Information Policy*
- f) **Personnel** – Cllr Barker
- g) **Working Group reports**
- 13. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
 - a) *Consider attendance at meeting on Wash Defence Funding – 22/5/17, 3pm.*
- 14. **Correspondence and donation requests:**
 - a) *Consider request for assistance from Memorial Hall Trustees*
 - b) *Consider request from East Anglian Air Ambulance for space for a recycling bin*
 - c) *Consider attendance at conference on "How should Norfolk grow?" – 29/6/17*
- 15. **AOB and agenda requests:** *for information only.*
 - a) Report on Open Meetings
 - b) *To consider Councillor "surgeries"*
- 16. **Public Questions** *(maximum of 10 minutes)*
- 17. *Consider date of meetings for 2017/2018*

Note: the meetings are no longer closed for the public question agenda items; they still may be for individual contributions at other times.



Snettisham Parish Council

Dear Councillor

You are summoned to a meeting of Snettisham Parish Council to be held on Wednesday 5th April, 2017 at 7.30pm in the Memorial Hall, for the purpose of transacting the following business.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this.

Simon Bower, Clerk to the Council, 31st March 2017

AGENDA

1. Receive and consider **apologies** for absence
2. Accept **Declarations of interest** on agenda items
3. Consider **Co-option** of new Councillor to fill vacancy
4. **Public Questions** on planning matters primarily (*10 minutes maximum*)
5. **Chairman's Report** – *for information only*
6. *To confirm as a correct record the **Minutes** of the Meeting of the Council held on 1st March, 2017*
7. **Matters Arising** from the above minutes (*for information only*)
8. Borough and County **Councillors'** Reports (*for information only and 10 mins max.*)
9. Norfolk **Constabulary Report** (*for information only and 5 mins max.*)
10. **Finance/Legal:**
 - a) Receive **budget monitoring** report from the Clerk
 - b) Consider **cheques** to be signed and payments made
 - c) Report from Internal Auditor
 - d) Consider extending term of internal auditor for one year
11. **Support Groups** and Lead Councillors' Reports:
 - a) **Planning** – Cllr Snelgrove
 - i) Consider Planning Application 16/00250 – Coal Yard - revision
 - ii) Consider Planning Application 16/00261 – Coach House, St Thomas Ln - revision
 - iii) Consider Planning Application 17/00281 – 2 Lancaster Place – Garage/verandah
 - iv) Consider Planning Application 17/00612 – 1 Southgate Ln – holiday home
 - v) Consider Planning Application 17/00471 – 54 Goose Green - extension
 - b) **Amenities and Services** – Cllr S Dark
 - i) Consider **works** required for coming month
 - ii) Consider date for Amenities Meeting – 26th April @ 6.30?
 - c) **Governance** – Clerk
 - d) **Personnel** – Cllr Barker
 - e) **Working Group reports**
 - i) Consider new street light in the Avenue
 - ii) Consider action at the Common re: fallen trees etc.
 - iii) Lodge Walk – consider actions required in coming months



- iv) Neighbourhood Plan – report on grant receipt and consider expenditure*
- f) Consider **changes or additions** to Support/Working Groups*
- 12. Receive **reports** from meetings attended: Training, WECMS, Memorial Hall Trustees, SNAP, Allotment Association etc.
- 13. **Correspondence and donation requests:**
 - a) Letter from Open Spaces*
- 14. **AOB and agenda requests:** *for information only.*
 - a) Event in memory of Cllr Ann Lamplugh
 - b) Planning for Open Meetings
 - c) Report on Post Office
- 15. **Public Questions** *(maximum of 10 minutes)*
- 16. Consider date of **Annual Parish Council meeting** – 3^d May, 2017; 7.30pm Memorial Hall.
- 17. Consider date of Annual Parish Meeting.
- 18. Close meeting for brief report on Townlands meeting of last week

Note: the meetings are no longer closed for the public question agenda items; they still may be for individual contributions at other times.

