

SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Snettisham Parish Council held on Wednesday, 6th
December, 2017 at 7.30 p.m. in the Memorial Hall

Present:

Cllr R Pugh (RP) – Presiding

Cllr R Barker (RB), Cllr J Bateson (JBn), Cllr M Billington (MB), Cllr S Dark (SD), Cllr D
Lamplugh (DL), Cllr P Morton (PM)

Also in attendance: Borough Cllr A Wright (AW)

Approximately five members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7.30pm

The Chairman, dressed festively, as were other councillors, greeted seasonally those present.

2017.12.06.01 – Apologies were received and accepted from Cllrs Bailey, Deverick and Snelgrove, and also from BCKLWN Cllr Devereux.

2017.12.06.02 – SD declared a non-pecuniary **interest** in item 12.b.ii.

2017.12.06.03 – Council unanimously declared a **vacancy**, due to non-attendance for six months by Cllr Pipe.

2017.12.06.04 – Gerry Byrne gave a brief description of his personal history, and his reasons for wishing to apply for **co-option** to Council. *Council agreed to co-opt Gerry, who read and signed his Acceptance of Office form and took his place at the table.*

Prop: PM; 2nd: RP; unanimous

2017.12.06.05 – Public participation; Bob Almey asked about the surfacing of Southgate Lane – Clerk to put this on next Council agenda. There was a brief discussion about the lack of clarity over ownership of the Lane.

2017.12.06.06 – RP as **Chairman** reported that: the new TROD gave us nearly one km. of additional footway and enhanced safety; there had been a good attendance at Remembrance Sunday; she thanked the Events Committee for the Carol Service, Cllr J Bailey for the fantastic lights, Poppyfields Garden Centre for the tree and the Co-op for refreshments; the Christmas Market (taking place at the same time as the meeting) had also been well-attended. She also commented that the councillor surgeries were gaining momentum – though many issues were not SPC ones, Council tried to help; she thanked the Clerk for improvements to the website. She concluded by thanking Diane Westwood for her time as councillor, and wished her and Steve well – RP expressed her pleasure that Diane was prepared to continue her work on the Common, also thanking volunteers for their contribution.

2017.12.06.07 – The **minutes** of the meeting on November 1st, 2017, having been previously circulated were taken as read, and duly signed.

2017.12.06.08 – Arising from the above minutes the Clerk reported that he had heard the potholes in the Market Square would be repaired in March.

Signed:



(Chair)

Date: 10/1/18

2017.12.06.09 – BCKLWN Cllr AW thanked SD for his work sorting out issues at Sheepbridge. She had received information from Bob Almey about the Minor Ailment Scheme and was investigating this with relevant cabinet member. Concern continued around the parking issue at the School and Co-op. [Suggestion was made to contact the objectors to the double yellow lines, and SD to contact Co-op directly.]

NCC Cllr SD reported that the Willows site in Lynn was likely to be leased (to control future use) to the Power Station for carbon capture initiatives. Lynx now running the school buses which seems to be working well. He returned thanks to AW over Sheepbridge and Anchor Park issues – the latter was more complicated. He had used some of his Cllr budget to help with bollards protecting house at entrance to Southfield Court; signage was also being improved. As acting Chairman of Children's Services, he was pleased to announce that OFSTED would soon be reporting an improvement in that area.

2017.12.06.10 – Clerk had had no issues reported to him from the **Police**.

2017.12.06.10.a – It was agreed that Council should not take a collective view on the precept setting consultation from the PCC, but encourage people to respond individually. There was a consensus that if precept was to increase we should expect better services, and that the existence of the PCC implied greater democratic accountability and rights to express a view. Clerk reported that he had written to PCC re: closure of access to Hunstanton Police Station and the future of the liaison role of the PCSO.


2017.12.06.11.a – The Clerk outlined latest **budget** position. Admin expenditure still affected by large Apogee error, though repayment imminent. Likely that Admin budget for year might be exceeded. Others all below and an underspend forecast on the totals.

2017.12.06.11.b – Council agreed by consensus to all **expenditure** listed, plus one additional late payment¹.

2017.12.06.11.c – The Clerk presented a **draft budget** based on previous decisions, estimates and regular commitments. There was a brief discussion of each budget area, and the overall implications, with a reminder that the precept and budget were distinct items – reserves and underspend meant that the precept would not need to match any budget agreed. Councillors were urged to think further on items listed and consider changes prior to the January meeting. Details of current ring-fenced reserves, and previous years' balances were requested – see at end of these minutes.

2017.12.06.12.a.i – As no rescission request had been made, Council's comments on the Planning Application for 36 The Beach remain *in situ* for the ongoing appeal.

2017.12.06.12.a.ii – Council agreed by consensus to call in Application 17/02116 to BCKLWN **Planning** Committee due to long term concerns about applications at 13a Beach Rd. The correspondence should insist on regular independent monitoring of outflow from the waste plant.



¹ £48 to Mark Parnell

2017.12.06.12.b.i – Council agreed to the recommendations of the **Amenities Group** on groundwork contract hours for 18/19². Checks should be made with BKCLWN to ensure an agreed timetable for areas to be maintained jointly.

Prop: SD; 2nd:PM; 7-1

2017.12.06.12.b.ii – Council agreed by consensus to the provision of three new signs showing the numbering of Southgate Lane. Signs to be 307 by 907mm, and to be installed by contractor.

2017.12.06.12.b.iii – Council agreed by consensus to send an application for **Parish Partnership** funding for a new TROD – SPC contribution £6,000.

2017.12.06.12.b.iv – Council agreed, with one abstention, that ABC should clear the sandpit at the Common as in previous years.

2017.12.06.12.c – Governance: The Clerk outlined the new policies etc which would complete the requirements for application for Foundation Level in the Local Council Award Scheme. Council agreed by consensus: adoption of draft Grievance and Training Policies, Risk Management and Council Action Plan documents³; to declare that it feels that it meets the relevant criteria for the Scheme, and to apply for such status, with relevant expenditure.

2017.12.06.12.d&e – no reports

2017.12.06.13 – Reports: RP described the recent **SNAP** meeting (parking issues raised and a car theft in Docking), NALC **Employment** Seminar (mainly geared to larger councils, but still useful especially in respect of current staff appointment) and the **CPRE** conference (mainly concerned with planning). Clerk reported on concerns over **Data Protection** course attended: worries over how much extra work involved for no real gain – had written to Sir Henry Bellingham and awaiting reply from DCLG.

2017.12.06.14 – RP and MB to staff next councillor **surgery** (31/1/18).

2017.12.06.15.a&b – Council agreed to use social media etc. to gauge public feeling on relocation of post boxes. Decision to be taken on that basis.

2017.12.06.15.c – Council agreed that the Clerk should respond to consultation on qualification criteria for councillors noting: sexual offences (of which found guilty anywhere) should disqualify an individual from standing for or continuing in office; criminal anti-social behaviour, but not civil orders, should do the same.

2017.12.06.15.d – Council agreed a donation of £100 to the Heacham and District Car Scheme.

Prop: RP; 2nd: RB; unanimous

2017.12.06.16 – **AOB** etc.: JBn asked if a reply had been received from Ken Hill – no. PM asked re: progress on Neighbourhood Plan – Small Fish looking at the wording; MB and Clerk meeting no 8/12/17.

2017.12.06.17 – **Public participation**: Bob Almey asked about evacuation plans for 13A Beach Rd & legal liability with potholes (RP suggested painting marks; PM referred to possible contractor). He added that the new TROD was brilliant.

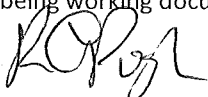
2017.12.06.18 – It was agreed that the next meeting (Wednesday 10th January, 2018) should begin at 7pm to allow a belated liquid festive celebration.

2017.12.06.19 – The statement of closure of the meeting being on the agenda, no vote was taken. Members of the Public left at c.9.35.

² 10 hours per week, with 70 additional hours available; grass-cutting as now.

³ The last two being working documents to be maintained up to date.

Signed:



(Chair)

Date: 10/1/18

2017.12.06.20 – Council agreed to appoint Rachael Edwards as the new **Administrative Assistant**, with the contract and job description as presented.
Prop: MB; 2nd; SD; unanimous

The Clerk left the meeting.

2017.12.06.21 – An extended discussion followed, during which *it was agreed that sick pay be added to Clerk’s contract (three months full pay, and three months half pay). Additionally, the Clerk to be paid NJC Scale point 36 from 1.1.18 (annual increments in January to point 38).* [PM left during this discussion]

Meeting ended at c.10.10pm

Abbreviations:

BCKLWN – Borough Council; NCC – County Council; (S)PC – (Snettisham) Parish Council

The following figures were requested at the meeting; for convenience, they are appended here:

Ring-fenced sums in reserves:

Market Square - £10,000

Office improvements - £10,000

Extract from Mazars forms showing levels of reserves, expenditure etc

year:	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Precept	£40,000	£45,000	£47,000	£47,000	£40,000	£76,000	£74,030	£81,060	£76,460
Rcpts	£37,588	£59,472	£53,959	£124,751	£42,693	£54,932	£28,265	£19,617	£15,181
Staff	£29,469	£36,653	£35,705	£29,524	£35,822	£47,205	£31,805	£29,224	£31,476
Loan repay	£3,005	£3,385	£3,258	£3,137	£3,015	£2,894	£2,773	£2,651	£1,280
Other costs	£44,625	£65,662	£47,008	£49,013	£52,740	£50,899	£75,363	£75,351	£41,975
Cd Fwd	£1,855	£814	£15,802	£91,106	£89,502	£119,436	£111,790	£105,241	£122,151

Current reserves £115,644 (7/12/2017) with three months of year to run.

Signed:



(Chair)

Date: 10/1/18