

SNETTISHAM PARISH COUNCIL

Minutes of the Annual Meeting of Snettisham Parish Council held on Wednesday, 2nd May, 2018 at 7.30 p.m. in the Memorial Hall

Present:

Cllr R Pugh (RP) – Presiding

Cllr M Billington (MB), Cllr G Byrne (GB), Cllr S Dark (SD) (p/t), Cllr G Deverick (GD),
Cllr D Lamplugh (DL), Cllr P Morton (PM), Cllr Cllr D Snelgrove (DS)

Also in attendance: Borough Cllr A Wright (AW) (p/t), Borough Cllr I Devereux (ID)
Approximately 18 members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7.31pm

2018.05.02.01 – Cllr Ros Pugh was elected to serve as **Chairman** for the year 2018/19, and duly signed the Acceptance of Office form.

Prop: PM; 2nd: MB; unanimous

2018.05.02.02 – Cllr Mel Billington was elected to serve as **Vice-Chair** for the year 2018/19, and duly signed the Acceptance of Office form.

Prop: PM; 2nd: GD; unanimous

2018.05.02.03 – There were **apologies** for absence from Cllrs Barker and Bateson, and for possible lateness from SD.

2018.05.02.04 – There were no **declarations** of interest.

2018.05.02.05 – **Public participation:** Les Bunyan, Sven Henrikssen and Wendy Wall all addressed Council, objecting to PA 18/00716 (36a Common Rd) outlining detailed reasons. *It was agreed to defer a decision on this (item 12b.iv) along with item 12b.ii to a Planning Group meeting on Friday 4th May* [this allowed those with in interest in those items to leave, which several did].

Prop: MB; 2nd: GB; unanimous

2018.05.02.06 – As **Chairman**, RP thanked those involved in the Neighbourhood Plan, noting that MB would comment further later. She also noted with approval that HRH Prince Harry and Meghan Markle had chosen Scotty's Little Soldiers as one of their charities, which Snett45 was also supporting. The Parish Meeting was coming up on May 16th at 7pm, and groups were encouraged to attend and present information.

2018.05.02.07 – *The minutes of the meeting on 4th April 2018, having been previously circulated, were taken as read and duly signed.*

2018.05.02.08 – **Arising** from those minutes the Clerk observed: he had written to BCKLWN about the delay in their reply to letters on 26/3 and 16/4 on planning matters; the printer would be arriving in 3-5 weeks; planners had rejected SPC's comments on the licensing application for the Rose and Crown; leaving Neighbourhood Plan to MB later; Inspectors Buckley and Button would be attending the next PC meeting, and would be pleased to answer questions at that.

2018.05.02.09 – For **BCKLWN**, AW commented on the Hanse events coming up, including concerts and boat races (including Snettisham Sailing Club), and "Knights and Pirates" for the youngsters. She had attended a meeting about the use of redundant buildings – this relating to the proposals for the Guildhall in

Signed:



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Lynn. Traffic problems at the new LiDL store were being monitored. Flooding on Lynn Rd had been reported to Clerk, being very bad¹. Regarding the delay in response from BCKLWN planners (see 8 above), she read a reply from Stuart Ashworth – more details would be forthcoming. The Sedgeford Chicken Farm application was being revised and further information would be sent to Clerk.

[SD arrived - 7.53pm]

MB commented, with passion, on the delay in the planning reply, noting this was not directed at AW – he agreed to contact planning to request an earlier response to allow discussion on this at the meeting on 4/5².

ID reported that the cost of uncontested elections would only be charged to parishes for casual vacancies, not at the “general” council election. Clerk commented this would seem to negate the savings the idea was intended to make. Clerk to write to BCKLWN leader.

For **NCC**, SD thanked Highways for the work on Southgate Lane. Contractors Keir, who were doing road resurfacing, had faced adverse weather; the usual seven-day period before NCC took back “possession” would therefore be delayed. The proposal to install average speed cameras on the A149 would be considered with NCC officers, Parish Chairs and Clerks, where junction issues would be stressed, rather than speed. At a meeting of the Health and Wellbeing Board, it had been suggested that the main hospitals might have changes made in their status; QEH might become a “unit”. Clinical outcomes were the priority. Clerk reported that he had visited the operating theatres at QEH, two of which were world class, and that the record of the hospital dealing with strokes was impressive [murmurs of assent].

2018.05.02.10 – There were no specific **Police** reports.

2018.05.02.11.a – The Clerk presented the **budget** report. There were no issues raised.

2018.05.02.11.b – *The **expenditure** listed was approved by consensus (with the caveat that the payment to NorfolkALC was dependent on a decision in g.i below).*

2018.05.02.11.c – Councillors’ written pack included notes from the Internal Auditor, whom RP confirmed she had met as he was auditing the accounts – he hoped to attend the next meeting. *The **accounts** figures for 2017/18 were approved.*

Prop: PM; 2nd: GD; unanimous

2018.05.02.11.d – The Annual Governance Statement on the Audit form was explained, and each item agreed in turn. *It was agreed that RP should sign the **Audit** form confirming budget figures and governance compliance.*

Prop: PM; 2nd: GD; unanimous

2018.05.02.11.e – *It was agreed by consensus to extend the term of Mike Ruston as **Internal Auditor**.*

2018.05.02.11.f – There being no proposal to change representatives on **external bodies**, these remained as at present³.

¹ This had been reported by Clerk to NCC previously on many occasions and a further report sent subsequently.

² Done on 3/5, but reply stated no detailed comments until following week.

³ Niru Burchett, Eric Langford, Margaret Ponder and Marcus Wight on the Hall’s Foundation and Alf Todd on the MHT.

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2018.05.02.11.g.i – It was agreed to have **membership** of both NorfolkALC and Norfolk Parish Training Support for the coming year.

Prop: PM; 2nd: MB; unanimous

2018.05.02.11.g.ii – Clerk reported there were no more renewals for **membership** of outside organisations currently due and these would be reviewed as they arose.

2018.05.02.11.h – There being no change in Chairman and Vice-Chair, no amendment to **signatories** was proposed⁴.

2018.05.02.11.i – It was agreed to accept the quotation from Came and Company for **insurance** for the next three years.

Prop: PM; 2nd: GD; unanimous

2018.05.02.11.j – It was agreed by consensus that the current **Direct Debits** should be continued.

2018.05.02.12.a – Membership of Council Groups: the following changes were agreed:

- All councillors should be members of all support groups, except Personnel, and the quorum would be one third of actual councillors (i.e. not of the 13 possible members) [Prop RP; 2nd: PM; unanimous]
- Dog and Street Lightings WGs should be ended and subsumed into Amenities SG.
- The Neighbourhood Plan WG would continue until the referendum had happened.
- The Working Group WG would become the Governance SG.
- A new SG – "Project Development SG" – would be formed to look at infrastructure and long term projects, bearing in mind the advent of a possibly "substantial" amount of CIL revenue. This to look at parking, Market Square, Memorial Hall, Post Office, among other issues. [Prop: MB; 2nd: GD; unanimous].

Re: the last group, it was important to get the Residents' views as soon as possible. A brief discussion of the Post Office ensued, and the question of how it might be run.

[AW left – 8.35pm]

2018.05.02.12.b.v – It was agreed that no further comment should be made on the Sedgeford **Chicken Farm** consultation by the Environment Agency.

Prop: DS accepted by consensus

2018.05.02.12.b – Following some confusion all remaining planning items were referred to the **Planning** Group meeting on 4/5, which would have power delegated to reply without referring back to Council.

Prop: DS; 2nd: PM; unanimous

2018.05.02.12.c.i – With the exception of one typo, the notes of the **Amenities** Meeting on 26/4/18 were accepted.

2018.05.02.12.c.ii – It was agreed to move the **dog bin** at the Common⁵ closer to the barrier.

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

⁴ Currently RB, MB, RP, DS.

⁵ This to act as a trial.

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2018.05.02.12.c.iii – It was agreed to remove the **notice-boards** at the Common.

Prop: SD; agreed by consensus

2018.05.02.12.c.iv – The **groundworks** quotation from CGM (£588) was accepted.

Prop: RP; 2nd: SD; unanimous

2018.05.02.12.c.v – As a response was awaited from Playdale, it was agreed to defer discussion of repair/replacement of part of the **roundabout** at the Memorial Field.

2018.05.02.12.d – It was agreed temporarily to suspend **Standing Order B**, to allow changes to be made without having to be tabled⁶.

Prop: PM; 2nd: RP; unanimous

2018.05.02.12.d.i – Council agreed the following amendments to **policies** etc. after review:

Financial Regs: 1a – remove "three"; 4d – remove "extreme"; 5e.ii – correct typo; 6e – amend to "utility supplies and other regular services may be..."; 11.h – add "below £250 one quote is sufficient in all cases". 13.e (new) – "Council should not commit its successors to financial commitments relating to maintenance of land or property owned by others for any period exceeding twenty years."

Standing Orders: 107 – Amend to "ward/division", and add "This does not include simple notifications of an administrative nature".

Email Protocol: this to be suspended until a replacement is approved.

Prop: PM; 2nd: GD; unanimous

2018.05.02.12.e – No **Personnel** issues.

2018.05.02.12.f – MB reported on the **Neighbourhood Plan**. BCKLWN has announced its consultation period – 8/5 to 22/6 – after which inspection and referendum occur. A copy is available for view in the Office.

Given that there will need to be public meetings for Council to promote voting in the referendum, and that response to the **Open Day** on 5/5/18 had been underwhelming, it was agreed to postpone this to a point (probably) in the Autumn to fit in with Neighbourhood Plan schedule. In addition, this would give the Project Support Group chance to meet and have proposals to put forward.

2018.05.02.13 – RP had **attended** Parish Council networking event. She encouraged others to take up such chances as future Chairs needed to be well-informed.

2018.05.02.14 – It was agreed that the next Councillor Surgery should be staffed by RP and ID (or GD), and that if there was no public attendance, this should be the last.

Prop: RP; 2nd: PM; unanimous

2018.05.02.15.a – It was agreed to defer consideration of a donation request from the Friends of the School.

Prop: SD; 2nd: PM; unanimous

2018.05.02.16 – **A.O.B.** – Clerk reported: English Heritage had been in touch regarding the listing of the War Memorial; a reminder of the GDPR meeting next week (RP and GD attending – any others? – no); Townlands meeting on

⁶ Changes had been outlined to cllrs informally following a previous meeting.

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Wednesday; any requests for Rangers; meeting with landowner to discuss TROD (GD/RP interested in attending).

2018.05.02.17 – Public participation: Arthur Clarkson asked about publicity for surgeries – mention in/at TORC, facebook, website and PC meetings probably sufficient; Bob Almey observed that Southgate Lane was the best it had ever been.

2018.05.02.18 – Next **meeting** confirmed as 7.30pm, 6th June, 2018 in the Memorial Hall.

Meeting ended at 9.17pm.

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)

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