

SNETTISHAM PARISH COUNCIL

Minutes of the Annual Meeting of Council held on Wednesday, 5th May
2021

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

Present:

Cllr A Todd – Presiding

Cllr A Baxter, Cllr D Baxter, Cllr D Bocking, Cllr G Deverick, Cllr R Garwood, Cllr A Gascoigne, Cllr J Kerr, Cllr R Kerr, Cllr K Penty, Cllr L Standeven

Also in attendance: Borough Cllr I Devereux

No members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7.04pm

2021.05.05.01 – Election of Chairman

Cllr Alf Todd was elected as Chairman for the Council Year 2021/22.

Prop: Cllr A Todd; 2nd: Cllr Deverick; unanimous

Cllr Todd read the Acceptance of Office, which was deemed signed¹.

2021.05.05.02 – Election of Vice-Chairman

Cllr David Baxter was elected Vice-Chairman for the Council Year 2021/22.

Prop: Cllr D Baxter; 2nd: Cllr R Kerr; unanimous

Cllr Baxter read the Acceptance of Office, which was deemed signed.

2021.05.05.03 – Declarations of interest

There were no declarations of interest.

2021.05.05.04 – Apologies for absence

There were apologies from Cllrs Bailey and J Todd.

2021.05.05.05 – Public Questions

There being no Members of the Public present, Council moved on.

2021.05.05.06 – Minutes

The minutes of the meeting on April 7th, 2021 were accepted as a true record.

Prop: Cllr R Kerr; 2nd: Cllr Deverick; unanimous

2021.05.05.07 – Reports

a&b – Chairman's Report

Cllr A Todd thanked Cllr Penty for the pothole repair on the Market Square. He also noted that it was intended to re-open the Office on 1/7/21.

c – Borough Councillor's Report

Cllr Devereux noted that he had had his second jab, and was impressed by the organisation at the Surgery. He added that the Environment Agency were resuming their studies on the Southern North Sea, dealing with transfer and accumulation of sediment. The phase one report on the Future of the Fens was expected in the next week. In response to Cllr Bocking he suggested that the next

¹ This, and that of the Vice-Chair, to be signed when practical, along with the April minutes, and the AGAR forms.

Signed:

(Chair)

Date:

WECMS meeting, long-delayed due to lockdown, would be arranged in the next couple of months – there had been little movement other than on the shoreline management plan.

d – Clerk’s Report

The Clerk noted he had received the COVID signs for the Market Square.

2021.05.05.08 – Finance & Legal

a – Budget Monitoring etc.

The Clerk presented the finance figures: funds available totalled c.£150K, and CIL money was expected soon. The Admin and s.137 budgets were overspent due to large items early in the year.

b – Insurance

Two quotes had been received for the annual insurance. The current provider had increased their prices by over 50%, and BHIB were much cheaper for the same provision, along with free membership of Parish Online. *It was agreed by consensus to insure with BHIB on a three-year basis at an annual cost of £898.76.*

c – Expenditure

All expenditure listed² was agreed by consensus³.

d – Additional Signatory

It was agreed by consensus that Cllr D Baxter should be added as a signatory to the Parish Accounts.

e – Financial Year Report and Audit 2020/21

The Clerk outlined the audit process, which had been signed off by the Internal Auditor, Michael Ruston. Cllr D Baxter confirmed that he had “met” with Mr Ruston, who had stated he had been impressed with the “good order” of the accounts. The Clerk then went through the statements on the Governance section of the AGAR form, with Cllrs having the opportunity to ask questions. There were none. *It was agreed that all statements should be ticked as “yes”.*

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

The Clerk then presented the figures for the year on the AGAR form, noting the increased reserves, mainly due to unbudgeted money received from grants and CIL. *Council agreed the figures should be approved as accurate.*

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

f – Report on Asset List and s.137 expenditure

The Asset list had been approved recently, and s.137 expenditure for 20/21 was in the public pack presented; these were noted.

g – External representation

The Clerk noted the Halls Foundation representatives had been appointed for the duration of the Council term. It was agreed that Cllr Deverick should be the SPC representative on the Memorial Hall Trustees, with Cllr R Kerr as his substitute if required⁴.

2021.05.05.09 – Planning

a – Planning decisions under the protocol

Two decisions had been made under the planning protocol, and were listed in the public pack:

² See end of these minutes.

³ Cllr Penty abstaining based on his relationship to the company providing materials in one item.

⁴ It was noted that Cllr Deverick had had difficulty attending meetings upstairs; this to be raised with the MHT.

Signed:

(Chair)

Date:

21/00207 – Pavilion – second floor – approve.

21/00601 - Ken Hill Estate, Fring Rd – wood burner – support.

b – Planning Application 21/00577

It was agreed to raise no objection to this application – extensions and alterations, 17 Goosander.

c – Late arriving applications

Council considered PA 21/00658/LB – 13 Hall Rd – addition of home office/studio. It was noted that the LB (listed building) plans were more detailed than the previous application. *Council agreed actively to support this application as it improved the visual appearance of the area.*

2021.05.05.10 – Amenities and Services

The Clerk brought up on screen the notes of the recent Amenities meeting, and ran through actions etc. He noted the TROD damage near the Common was scheduled for repair by NCC, and that he was arranging a meeting with the Highways Engineer to discuss what work could be done in the 22/22 budget, as well as seeking an up-to-date quote for the completion of the TROD. Two dog bins had been ordered (an additional site where a new bin might be required was raised – Cllrs were asked to review and prioritise between the three sites). ABC were adding third legs to benches which were sagging. Cllr Bocking noted from Ken Hill that toilets at the Beach car park would be re-opening soon. The parking at the T-junction was also being addressed; Clerk was arranging a meeting with Ken Hill. [Clerk also noted that he had been in touch with Planning regarding building works near to the junction, where planning permission had apparently not been received.] Cllr Gascoigne and Cllr J Kerr had met with Sam Pishorn to look at the plants he proposed to use, and were happy with these; some had already been planted at the Market Square.

2021.05.05.11 – Governance and Administration

a/b – Report and Policy Review

The Clerk outlined his detailed review of policies, including reformatting to meet accessibility requirements. There were a few changes required, which had been included on the web for inspection or in the public pack, as well as a revised/extended Planning Policy, and a Virtual Meetings Policy to meet current requirements and allow for the use of Zoom where legal and convenient. He hoped that this review would mean a less detailed review could take place next year, but he urged Cllrs to look at policies and suggest changes if needed.

By consensus the following were agreed:

- i. Adoption of a new Planning Policy.*
- ii. Adoption of a new Virtual Meetings Policy.*
- iii. Wording changes to the Complaints Policy.*
- iv. Wording changes to the Freedom of Information Policy.*

2021.05.05.12 – Personnel

a/b – Report and Council Groups

Several changes were agreed to Council Groups: Cllr R Kerr to lead Planning; Cllr D Baxter to be added to Personnel Group (with Cllr J Kerr available as a female presence if required); Cllrs D Baxter, A Todd and Clerk to be the "signs" Working Group; add Cllr Garwood to the Footpaths Group. The Clerk noted that due to Cllr changes the membership of Grievance, Disciplinary and Appeal Groups were not

Signed:

(Chair)

Date:

complete, and asked those not already on these groups to suggest which they may like to join.

2021.05.05.13 – Other Reports

It was agreed to defer any revisions of the Council Plan to the next Amenities meeting; Clerk to send current list.

2021.05.05.14 - External Meetings

Cllr Bocking noted that there would be an Allotments meeting next week. Cllr D Baxter noted he had attended Planning training session and information had been forwarded. Cllr A Baxter was attending the second session of Cllr Induction training soon, and commented on how useful this was proving.

2021.05.05.15 – Correspondence and Donation Requests

a – Request from parish council

It was agreed to support Northwold and Whittington PC in their efforts to have improved communication from BCKLWN regarding Temporary Event Notices.

b – Donation Request

It was agreed to donate £150 to Norfolk Accident Rescue Service (NARS).

Prop: Cllr R Kerr; 2nd Cllr Deverick; unanimous

2021.05.05.16 – AOB

A memorial bench had been proposed by a resident. Cllrs to consider further at the next Amenities meeting. Cllr Penty offered to contact stonemasons (no reply had been received to enquiries by Chair and Clerk).

2021.05.05.17 – Public Questions

As above, no public present.

2021.05.05.18 – Meeting dates

a – Next meeting

It was agreed that an advisory meeting of Cllrs would take place on 2nd June 2021, at 7pm, using Zoom. This would be under the provisions of the Policy approved earlier, and would be public and announced in the same fashion as for ordinary meetings.

b – Meeting Dates 2021/22

A full list of dates for the year was agreed, as included in the public pack⁵.

Amenities meetings will be diarised on that basis.

Meeting ended at 8.13pm

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

⁵ This will be posted on the notice board, and online.

Signed:

(Chair)

Date:

Expenditure approved – May 2021

| Date | Ref | To | For | Amount | of which VAT | budget |
|---------|-----------------|-------------------------------|-----------------|-----------|--------------|---------------|
| 1/5/21 | DD | Eon | Utilities | £42.00 | £2.00 | admin |
| 1/5/21 | <u>Contract</u> | Salaries | Salaries | £3,860.89 | £0.00 | personnel |
| 1/5/21 | <u>Contract</u> | Sam Pishorn | Grounds | £124.00 | £0.00 | amenities 1 |
| 1/5/21 | <u>Previous</u> | RBL | Donation | £240.00 | £0.00 | s.137 |
| 1/5/21 | <u>Contract</u> | Westcotec | Street Lighting | £111.00 | £18.50 | street lights |
| 1/5/21 | <u>Contract</u> | Heronwood | Grass-cutting | £117.00 | £0.00 | amenities 1 |
| 5/5/21 | <u>Meeting</u> | NALC | Training | £36.00 | £0.00 | admin |
| 5/5/21 | <u>Meeting</u> | NPTS | Training | £48.00 | £0.00 | admin |
| 5/5/21 | <u>Meeting</u> | Penty Contractors - materials | Potholes | £72.00 | £12.00 | amenities 1 |
| 5/5/21 | <u>Meeting</u> | BHIB | Insurance | £898.76 | £0.00 | admin |
| 5/5/21 | <u>Meeting</u> | NARS | Donation | £150.00 | £0.00 | s.137 |
| 8/5/21 | DD | ECS - Go Cardless | Computer | £91.86 | £15.31 | admin |
| 11/5/21 | DD | Eon - approx | Street Lighting | £142.53 | £6.79 | street lights |
| 20/5/21 | DD | BCKLWN - approx | Bins | £133.47 | £0.00 | admin |

Underlined paid by online banking.

Signed:

(Chair)

Date: