

Snettisham Parish Council

Minutes of Snettisham Parish Council Full Council Meeting held on Wednesday 8th June 2022 following at the Memorial Hall, Snettisham,

Present: Cllr R Garwood (chairman)

Councillors: J Bailey, E Bateson, D Bocking, G Deverick, G Hall, T Hall, J Smith, L Standeven, H Whyman-Naveh (co-opted at the beginning of the meeting.)

BCKLWN: Cllr I Devereux

Clerk: C Smith

Public: 3

Press:1

2234 Co-option to fill casual vacancy, new Cllr introductions

Hannah Whyman-Naveh introduced herself to the Council and confirmed that she would like to be considered for co-option to the Parish Council. Proposed by Cllr Bocking, seconded by Cllr Smith Hannah Whyman-Naveh was co-opted to serve as parish councillor. The acceptance of office form was signed and witnessed. Cllrs T Hall, G Hall and E Bateson also gave an introduction about themselves and their experience, local knowledge and motivation for joining the council.

2235 Declarations of Interest

None

2236 Apologies for Absence

Cllr J Penty – away

Cllr K Penty – away

Cllr Gathercole - unwell

2237 Public Participation

Defibrillator – it was confirmed that this had been received and would be installed, the blood kit had also been received. A member of the public also confirmed that the defibrillator at the church was in working order.

2238 Minutes of the Full Council meeting held on 10th May and Extraordinary meeting held on 17th May 2022

The minutes were accepted and signed as an accurate record of the meeting.

2239 Clerks Report/Progress on items from previous meetings

Market Place – these works were complete; following a complaint from a resident regarding stones outside Jasmine cottage being a trip hazard, they had been removed.

Printer – it had previously been agreed to terminate the printing contract. The clerk had sought a quote for early termination, the cost of this would be £1719 against costs of £1760 to remain in contract for the remaining year. It was agreed to continue to the end of the contract, and to offer the copier as a service when the clerk was in the office. Costs for printing would be agreed at the next meeting.

Chairman.....

2240 Reports

BCKLWN - Cllr Devereux reported

- Jubilee – Cllr Devereux congratulated all involved with the celebrations.
- Litter on the Bypass – following a fatal accident in Norfolk of an operative working on the highway, risk assessment and regulations were changing and until these measures were in place litter picking had not taken place on roads with speed limits greater than 40mph. It was hoped that these would be implemented soon along with a programme to tackle littering. Borough Council now have the ability to apply fixed penalties to anyone littering. Protocols on how to enforce this were being formulated.
- The Wash East Coast management strategy minutes – these would be shared with Cllr Bocking
- Borough Council Audit Committee – Cllr Devereux had been appointed chair.

2241 Finance

2241.1 Payments – Cllrs agreed the payments schedule.

PAYMENTS 8th June 2022					
	Payee Details		Net	VAT	Gross
28	npower Street lights electric Apr	DD	£ 124.15	£ 6.21	£ 130.36
29	wave office water bill Feb-May	dd	£ 667.47		£ 667.47
30	3 Mobile Phone (monthly)	DD	£ 8.33	£ 1.67	£ 10.00
31	ECS Computers (monthly)	DD	£ 69.75	£ 13.95	£ 83.70
32	Eon Council Office electric	DD	£ 72.00		£ 72.00
33	BNP Paribas Printer costs Q2	dd	£ 390.00	£ 78.00	£ 468.00
34	BCKLWN monthly waste collections	DD	£ 84.65	£ -	£ 84.65
35	BT phone and broadband Q2	dd	£ 186.64	£ 37.33	£ 223.97
	PAYMENTS (to be approved)	Payment Type			
36	Staff Salaries	bacs	£ 2,062.25	£ -	£ 2,062.25
37	HMRC	bacs	£ 437.25	£ -	£ 437.25
38	Norfolk Pension Fund	bacs	£ 613.96		£ 1,227.43
39	Westcotec streetlight maintenance monthly	bacs	£ 46.25	£ 9.25	£ 55.50
40	Heronwood grass cutting April 5, 19	bacs	£ 227.50		£ 227.50
41	Calladines Market place surfacing	bacs	£ 35,500.00	£ 7,100.00	£ 42,600.00
42	S Hunt internal audit	bacs	£ 221.00		£ 221.00
43	A Baxter reimburse materials for refurb phone box	bacs			£ 78.00
44	PG&M Ltd garden maintenance 2/5, 16/5, 30/5	bacs			£ 324.00
	INCOME				
	Cil development west of Kenhill Cl		£ 7,030.95		£ 48,973.08

2241.2 Bank Reconciliation 30th April 2022 – Cllrs received and noted the Bank reconciliation.

2241.3 VAT Deregistration – it was noted that vat deregistration was complete from 13th May 2022. A final VAT return had been submitted, going forward VAT would be reclaimed using form 126.

2241.4 Internal Auditors report – Cllrs received the internal auditors report and noted that there were some tasks to complete but no major problems reported.

Chairman.....

2241.5 Internal Audit Certificate– Cllrs received the internal auditor’s certificate.

2241.5 Asset register – Cllrs received and noted the Asset register.

2241.6 Period for the exercise of Public Rights – It was agreed that the period for the exercise of public rights would be Monday 13th June to Friday 22nd July 2022.

2241.7 Annual Governance Statements – Each statement was read out in turn and agreed.

2241.8 Annual Accounting Statements – Cllrs agreed the annual accounting statements

2241.9 Appointment of internal auditor 2022/23 – S Hunt was appointed internal auditor for 2022/3.

2241.10 Grant for NARS - it was agreed to grant £250.

2242 Planning

Applications

2242.1 22/00683/LDP -Replacement of static caravan – it was agreed that the clerk would find more information and this would be reconsidered at the Amenities meeting

2242.2 22/00670/F to convert the coach house into an annex to the main house, Carrington House **It was agreed to make comments there were concerns regarding the noise from parties at the house as it is let, this created a nuisance and detracted from the amenity of neighbouring homes. Concerns were also raised that parking was not adequate.**

2242 Date of Next Meeting

Amenity Committee – **Tuesday** 28th June 2022
Full Council – **Tuesday** 12th July 2022

Meeting Closed 8.01pm

Chairman.....

Chairman.....