

Snettisham Parish Council

Minutes of Snettisham Parish Council Annual Meeting Full held on Tuesday 10th May 2022 following the Annual Parish Meeting at the Memorial Hall, Snettisham,

Present: Cllr K Penty (chairman)

Councillors: J Bailey, E Bateson, D Bocking, G Deverick, R Garwood, S Gathercole, G Hall (from 7.25pm item 9.3), T Hall (from 7.25pm item 9.3), J Penty, L Standeven

BCKLWN: Cllr I Devereux

Clerk: C Smith

Public: 3

Press:1

2216 Election of Chairman and acceptance of office

Proposed by Cllr Bocking, seconded by Cllr Garwood. Cllr K Penty was elected chairman for the year 22/23. Acceptance of office was signed by Cllr Penty and witnessed by the clerk.

2217 Election of Vice Chairman

Proposed by Cllr Penty, seconded by Cllr Bocking. Cllr Garwood was elected vice chairman of the Parish Council for the year 22/23. Acceptance of office was signed and witnessed by the clerk.

2218 Declarations of Interest

Cllr Bocking declared a personal interest in item 8 point 1.

2219 Apologies for Absence

Cllr J Smith – family commitments
NCC and BCKLWN Cllr S Dark – Council duties

2220 Public Participation

An update regarding the defibrillator was requested. It was reported that the equipment had been received Cllr Standeven would arrange for it to be collected and handed to the football club for installation. The bleed kit would also be collected from the parish office.

2221 Minutes of the Full Council meeting held on 12th April 2022

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

2222 Progress on items from previous meetings

It was reported that the Market Place works were on-going. A small area in front of No.3 was left as a flower bed to help with drainage. It was noted that this area was not included in the original plans for surfacing.

Chairman.....

2223 Clerks report

- Complaint from resident regarding the handling of information – The clerk reported that a complaint originally made to BCKLWN had erroneously been referred to the parish council, the complaint was not in reference to the allotments. Unfortunately in the correspondence the personal details of the resident had been shared by BCKLWN and subsequently with the allotment landowners. The clerk had retrieved the correspondence and assured the resident that going forward any correspondence containing personal information would not be shared. The resident was also advised that any further complaint about any Councillor should be made to the Monitoring officer at BCKLWN. Cllrs agreed that the resident should receive a written apology for any distress or inconvenience caused by the misunderstanding and the sharing of information.
- Meeting dates for the coming year – Cllrs received and agreed the meeting dates for the coming year.
- Casual Vacancy – it was noted that the casual vacancy was being advertised by BCKLWN, the closing date was 10th May and co-option could be considered at the next meeting.

2224 Reports**NCC - Cllr Devereux reported on Cllr Darks behalf**

- Incinerator at Wisbech – in a cross party joint decision NCC voted against this development.
- Funding for Highways projects – there was still some funding available for eligible schemes

BCKLWN - Cllr Devereux reported on

- The Wash East Coast Management Strategy – a new flood officer was in post and gave a presentation of the information collected to monitor flooding. The slides would be shared when available.
- Event funding – applications for the Jubilee event £500 and Church lighting scheme £500 had been approved.

Police report – the clerk read an email from the community policing team confirming that the Police do not routinely attend parish council meetings. Councils were encouraged to attend the Safer Neighbourhood

2225 Finance

2225.1 Payments – Cllrs agreed the payments schedule.

Chairman.....

Payee Details		Net	VAT	Gross
PAYMENTS (to be approved)	Payment Type			
Scribe Annual subscription accounts package	bacs	£ 564.00	£ 112.80	£ 676.80
BHIB Insurance annual payment	bacs	£ 994.45	£ -	£ 994.45
Westcotec INV 13436 (monthly) streetlight maintenance	bacs	£ 46.25	£ 9.25	£ 55.50
Locum Clerk Services	bacs	£ 816.80		£ 816.80
Staff Salaries	bacs	£ 1,957.53	£ -	£ 1,957.53
HMRC	bacs	£ 410.57	£ -	£ 410.57
Norfolk Pension Fund (Apr and May)	bacs	£ 1,227.43		£ 1,227.43
ECS Computers (monthly)	DD	£ 68.60	£ 13.72	£ 82.32
npower Street lights electric Apr	DD	tba		
BCKLWN monthly waste collections	DD	£84.65	£ -	£ 84.65
3 Mobile Phone (monthly)	DD	£ 8.33	£ 1.67	£ 10.00
Eon Council Office electric	DD	£ 72.00		£ 72.00
PG and M gardneing services 3 x April	bacs	£ 216.00		£ 216.00
ICO yearly subscription	DD	£ 35.00		£ 35.00
Wave - water at the allotments	DD	£ 29.94		£ 29.94
total		£ 6,531.55	£ 137.44	£ 6,668.99

2225.2 Finance year end report21/22 – Cllrs received the year end summary and bank reconciliation. It was agreed that Cllr Gathercole would check the bank reconciliations against statements on a regular basis.

2225.3 Bank Account update – it was noted that contact had been made with Barclays who denied receiving a mandate form. This would be done again adding the clerk to the administration.

2225.4 Insurance 22-23 – it was noted that the insurance premium was due, the council were in year 2 of a three year agreement with BHIB. Payment was agreed on May payment list.

2225.5 Internal Audit – it was noted that the internal auditor would visit on 25th May.

2225.6 External Audit – It was noted that the external audit submission date is 1st July

2226 Planning

Applications

2226.1 22/00704/FM -Construction and operation of a solar farm comprising an array of ground mounted solar photovoltaic ("PV") panels and containerised batteries and associated infrastructure at Land at Sedgeford Hall Estate Fring Road **It was noted that this application was outside the parish**

2226.2 R22/00762/RMM Reserved Matters: Erection of up to 69 homes including 30 percent affordable dwellings, together with the creation of a new priority junction, provision of public open space and associated infrastructure at Land N of 26 To 30 Poppyfields Drive Snettisham Norfolk **It was agreed that the chairman would contact the developers and invite them to come and talk about the reserved matters application**

2226.3 22/00633/F Change of use from paddock land to dog exercising facility for the public to hire. To allow their dogs to be exercised off the lead enclosed environment and siting of a moveable timber field shelter. at Snettisham Park Bircham Road Snettisham Norfolk **It was agreed to support the application.**

Chairman.....

Decisions – Cllrs noted the decisions

2226.4 22/00232/F – 44-46 Beach Rd Snettisham, retrospective application for the construction of a two-storey rear extension **Cllrs noted that the application was permitted.**

2227 Norfolk County Council Highways – Cllrs noted the TRO orders on Common Rd and Station Rd 9th -11th May 2022

2228 Amenities and Services

2228.1 Update on Pavilion Group meeting- It was noted that a constructive meeting had been held with Cllrs and the pavilion steering group. The building was in need of updating and it was hoped that the project could move forward collaboratively. It was agreed that a representative from the parish council would attend the steering group meetings – Cllr G Hall was nominated. Cllr Hall confirmed that parish councillors would be welcome to attend future meetings.

2228.2 Jubilee event – the funding for the event was discussed and a contingency amount of £500 was agreed to be set aside in case of need. It was agreed that the poster printing could be done in the parish office.

Meeting Closed 8.08pm

Chairman.....

Chairman.....