

## Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Monday 15 January 2024 at the Memorial Hall, Snettisham,

Present: Cllr R Garwood (in the chair)

Councillors: J Bailey, D Bocking, G Deverick, R MacKenzie, J Smith, M Harpley & L Standeven

Also, present Sarah Bristow- Locum Clerk and 3 members of the public

### 282 Apologies for Absence

**It was resolved to accept apologies from Cllr H Wyman- Nave.**

### 283 Declarations of Interest and dispensations

Cllr Bailey gave a Personal Interest in Planning Application 23/02069/F.

### 284 Public Participation

No comments received.

### 285 Minutes of the Council meeting held on 11 December 2023

The minutes were signed by the Chair as a true and accurate record of the meeting.

### 286 Clerks report and progress on any matters arising from previous meetings.

#### Bank Signatories

The Locum Clerk advised that she needed the bank signatories to put on and release the payments as her permission to put the payments on had not come through. **It was resolved for Cllr Deverick and Cllr Smith to attend the Parish Office at 9.00am on Saturday.**

#### CIL Funding

Cllr J Penty had asked the Locum Clerk to put in the funding bid to the Borough Council. The Locum Clerk advised that she had tried to find details of the original but was unable to find. The Councillor said that it must be in the office **It was resolved for the Locum Clerk to check the office and computer again.**

#### Allotment Agreement

The Locum Clerk advised that there was no place for the Council to sign, **It was resolved for the Clerk to contact Ken Hill and ask for the agreement to be amended.**

### 287 Norfolk County Council report

Cllr Dark was unable to be present this evening.

### 288 BCKLWN Council report.

Cllr Dark was unable to be present this evening.

### 289 Finance

Payments/Receipts –

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Please see List Attached.

**It was resolved for the following list of payment to paid.**

**290 Bank balances**

The Locum Clerk advised that she was unable to complete and bank reconciliations as she had not got the statement. Cllr Garwood had removed from the Office. Cllr Garwood to leave in the office so that the Locum Clerk can pick up and complete the bank reconciliations for the next meeting.

**291 Budget Setting for 23-24.**

The Locum Clerk had made the changes to the budget as agreed and these had been sent round prior to the last meeting. Currently, the Precept without any outturn is coming in at around £130,030.00. No Councillors had looked at the budget.

**292 Budget/Precept Setting for 23-24**

As no one had looked at the budget, there will be a need to set the precept by the 31 January and get the answer to the Borough Council. **It was resolved to have a Precept Meeting on the 30<sup>th</sup> January 2024 at 6.00pm at the Memorial Hall.**

**293 Planning**

Applications

23/02191/LB Listed Building Application for proposed change of use of barn to residential dwelling at Hope House, 47 Lynn Road, Snettisham. Snettisham. **It was resolved to recommend approval on the above application.**

23/02190/F Application for proposed change of use of barn to residential dwelling at Hope House, 47 Lynn Road, Snettisham. **It was resolved to recommend approval on the above application.**

23/02069/F Application for Demolition of existing disused retail unit and construction of new dwelling 28 Common Road Snettisham. **It was resolved to defer this item as it is retrospective. The Locum Clerk to advise the Borough Council and everyone to look at the application and for it to be put on the agenda for the 30<sup>th</sup>.**

23/02310/F Application to erect 8 no. Solar PV panels to the south facing roof of car port. South Wing Snettisham House St Thomas Lane Snettisham. **It was resolved to recommend approval on the above application.**

23/01894/F Application for creation of a habitat bank including engineering works to create 2 No wildlife ponds and associated landscape planting and habitat enhancements at land at E566681 N336881 South Beach Road, Heacham. No Councillor had been able to

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look at this application. **It was resolved for this application to be deferred until the meeting on the 30<sup>th</sup>.**

#### Determinations

- 23/01861/F Application for PROPOSED CHANGE OF USE; Former Garden Centre (Class E) to Garden Land (Class C3). This change in use to garden land will create uniform gardens for all 4 plots and create a sustainable use for the land which would otherwise be inaccessible by the applicant and difficult to maintain at Land to The Rear of 1,2 And 3 Carrstone Crescent Snettisham – **Granted.**
- 23/01912/F Application for Front and side elevation extensions and alterations to dwelling at Sunnybank 44 Bank Road Shepherds Port Snettisham – **Granted**
- 23/02040/F Application for VARIATION OF CONDITION 2 OF PLANNING CONSENT 2/78/2864/F/BR ; 25 Holiday Chalets at the Cedars holiday site. (To amend occupancy restrictions) at 18 The Cedars Snettisham – **Refused**

#### **294 Biodiversity Policy**

The Locum Clerk advised that all Parish Councils are now required to have a Biodiversity Policy. The Locum Clerk had previously circulated along with an action plan. **It was resolved to adopt the policy and for the Locum Clerk to make it Snettisham's. It was also resolved for the Action Plan to go on a future agenda in the Spring/Summer.**

#### **295 Memorial Bench Policy**

**It was resolved to accept the Policy. The Locum Clerk to check on the Bench's listed and make sure they are made of recycling material.**

#### **296 Public participation – maximum 10 minutes to allow for questions.**

#### **297 Public Participation**

##### New Pavilion

A Parishioner asked if there was any update regarding the Pavilion. Cllr Smith advised that she would ask Edward Stanton for an update that she can bring to the next meeting.

##### Bamboo and Leaves

The Locum Clerk had received an email regarding Bamboo on the Poppyfields Estate. The Council advised that they are not responsible for this area.

#### **298 Dates of Next Meeting**

Next Council Meeting 30 January 2024 at 6pm Memorial Hall to set the precept.

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Next Full Council Meeting is set for Tuesday 13<sup>th</sup> February at 6.00pm at the Memorial Hall, followed by an amenities meeting at 7.30pm.

**Cllrs resolved to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 S1(2)**

**299 Recruitment of a New Clerk**

**After discussion it was resolved for the Locum Clerk to draft a new advert for the next meeting and if approved for it to be place on Indeed.**

With no further business the meeting was closed by the Chair at 7.25pm.

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**Snettisham Parish Council**  
**PAYMENTS & RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
22	11/12/2023		Current Account		Receipt - Wayleave	UKPN	X	36.60		36.60
139	11/12/2023		Current Account		Payment - streetlight	SSE Business Energy	L	-334.65	-16.73	-351.38
139	11/12/2023		Current Account		Payment - streetlight	SSE Business Energy	L	-252.21	-12.61	-264.82
142	11/12/2023		Current Account		Payment - mobile phone	3 Business Services	S	-8.33	-1.67	-10.00
137	11/12/2023		Current Account		Payment - Salary	Cleaner	X	-568.00		-568.00
138	11/12/2023		Current Account		Payment - PAYE	HMRC	X	-141.80		-141.80
143	11/12/2023		Current Account		Payment - Martket Place	British Gas	L	-12.00	-0.60	-12.60
140	11/12/2023		Current Account		Payment - Salary	Cleaner	X	-567.80		-567.80
141	11/12/2023		Current Account		Payment - PAYE	HMRC	X	-142.00		-142.00
144	11/12/2023		Current Account		Payment - Christmas Tree	Tropics Two	Z	-280.00		-280.00
<b>Total</b>								<b>-2,270.19</b>	<b>-31.61</b>	<b>-2,301.80</b>

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