

Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Monday 11 December 2023 at the Memorial Hall, Snettisham,

Present: Cllr K Penty (in the chair)

Councillors: J Bailey, D Bocking, G Deverick, R Garwood, R MacKenzie, J Penty, J Smith, & H Whyman-Naveh

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

266 Apologies for Absence

It was resolved to accept apologies from Cllr L Standeven and M Harpley.

267 Declarations of Interest and dispensations

None received.

268 Public Participation

A Parishioner talked about a planning application for 2-4- & 6 Common Road. The Parishioner advised about making the current cottages into two properties and making a third in the rear of no 4. These would have solar energy and mains gas. No carrstone would be used but red brick which is in keeping. Drainage would be via replacing the original clay pipe.

269 Minutes of the Council meeting held on 13 November 2023

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

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

Pension

The Locum Clerk advised that currently there is an issue finding the old Clerk on the pension scheme records but she was working to get the situation sorted.

271 Norfolk County Council report

Cllr Dark was unable to be present this evening.

272 BCKLWN Council report.

Cllr Dark was unable to be present this evening.

273 Finance

Payments/Receipts –

Please see List Attached.

It was resolved for the following list of payment to paid. It was resolved for Cllr Penty to sign and send the new allotment agreement and then for the Locum Clerk to chase the invoice so that it can be paid and then for the Locum Clerk to invoice the Allotment Association.

Chairman.....

274 Bank balances

The Locum Clerk advised that she was unable to complete the end of November bank reconciliation as she had not received the last week's bank statement, she would complete for the next meeting.

275 Budget Setting for 23-24.

The Locum Clerk had made the changes to the budget as agreed and these had been sent round. Currently the Precept without any outturn is coming in at around £130,030.00. **This to be looked at for the January Meeting when the precept needs to be set.**

276 To note correspondence relating to Post Office collection

The Locum Clerk advised that she had not found any correspondence on this.

277 Planning ApplicationsApplications

23/01772/F Application for construction of new swelling in existing garden land at 2, 4, and 6 Common Road, Snettisham. **It was resolved to recommend approval on the above application.**

23/01965/LB Listed Building Application for proposed alterations to the internal layout of the dwelling to provide bedrooms with ensembles and the insertion of 2 new ground floor windows to allow natural light into the proposed ground floor ensuite and dressing room at The Coach House, Snettisham House, St Thomas Lane, Snettisham. **It was resolved to recommend approval on the above application.**

23/01819/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), 18 The Cedars Snettisham. **It was resolved to make no comment on the above application.**

23/02073/F Application for Removal of the existing outbuilding and minor alterations to the first floor of the dwelling to accommodate an external staircase for fire escape at 7 Hall Road, Snettisham. **It was resolved to recommend approval on the above application.**

Determinations

23/01313/F Application for Variation of Condition 2 planning application DG1656 – Erection of Prefabricated Bungalow at Gannets Rest, 36 The Beach, Shepherds Port, Snettisham – **Refused.**

Chairman.....

- 23/01334/F Retrospective Change of use to siting of 2 mobile homes at Shepherds Port Farmhouse, 44-46 Beach Road, Shepherds Port Snettisham – **Refused**.
- 22/01650/FM Application for Change of use of land to provide 20 touring caravan pitches with hard standing; change of use of land to create areas for camping and grass touring caravan pitches; change of use of existing buildings and new building to provide - visitor utility building, reception/retail area and storage area, creation of parking area (temporary parking/drop off) new landscaping and off-road path. Mount Pleasant Farm 25 Lamsey Lane, Heacham **Granted**
- 23/01638/F Application for Proposed Car Port Sutton Lea Manor 4 Bircham Road Snettisham **Granted**
- 23/01561/F Application for Variation of Condition 2, 11 and 12 of Planning Permission 21/02310/F: VARIATION OF CONDITION 2: 19/02079/F - Proposed new Dwelling at Woodland North West of 7 - 8 (Plot 2) Snettisham – **Granted**
- 23/01562/F Application for - Variation of Condition 2, 11 and 12 of Planning Permission 21/02479/F: Construction of a single bespoke dwelling and associated works (amended design) at Plot 1 Norton Hill Snettisham -**Granted**.

278 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 for the Locum Clerk to resend and for this item to be placed on the next agenda.**

279 Public Participation

No questions asked.

280 Dates of next Meeting

Next Council Meeting 15 January 2023 6pm Memorial Hall

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)

281 Recruitment of a New Clerk

After discussion it was resolved for the Locum Clerk to work with Cllr MacKenzie on the advert and for it to be placed on Indeed in the New Year.

With no further business the meeting was closed by the Chair at 6.50pm.

Chairman.....

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
Total								-2,270.19	-31.61	-2,301.80

Chairman.....