

Snettisham Parish Council

Full Council Agenda

Councillors are summoned and members of the press and public are invited to a meeting of Snettisham Parish Council to be held on **Tuesday 14 May 2024 at 6.00pm**. The meeting will be held in the Memorial Hall, 13 Old Church Road, Snettisham, PE31 7LX.

Parish Clerk
Roberta Mason

Summons issued 8th May 2024

- 1 To elect a Chair for the year**
- 2 To elect a Vice-Chair for the year**
- 3 To record the signing of the Chair and Vice-Chair's declaration of acceptance of office.**
- 4 Members' declarations of interest**
Members are invited to declare any financial or other interest, relating to any item on the agenda, that may be a conflict of interest, and to ask for a dispensation to vote on such matters.
- 5 Apologies and consideration of acceptance for absence**
- 6 Public Participation** - Any member of the public attending the meeting may speak and address the Council, on any item of parish business not already on the agenda. Maximum 3 minutes per speaker and 15 minutes in total for all speakers.
- 7 Minutes**
To receive, approve and sign, the minutes from the meeting held on 9th April 2024.
- 8 Clerks report on progress on any matters arising from previous meetings**
- 9 Reports**
 - 9.1 Norfolk County Councillor
 - 9.2 BCKLWN District Councillor
- 10 Finance**
 - 10.1 To note the Internal Auditor's Report
 - 10.2 To note and sign the AGAR Form
 - 10.3 To note and sign the CIL form and to consider CIL spending
 - 10.4 To confirm bank signatories for the current term of office (current signatories are Cllrs J Penty, Bocking, Smith, Deverick and the clerk)
 - 10.5 To receive the Annual Accounts to 31 March 2024
 - 10.6 To receive bank reconciliation for the end of April and note bank balances
 - 10.7 To consider and approve the circulated payments and receipts list, plus any additional payments circulated by the clerk prior to the meeting

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- 10.8 To consider and approve subscriptions to organisations, currently NALC & SLCC (Society of local council Clerks))
- 10.9 To Consider quote for email software & back up upgrade- ECS Quote
- 10.10 To Consider quotes for Office Alarm Dialler system – CTS
- 10.11 To consider and approve a new Internet, mobile and phone contract with BT
- 10.12 To consider and approve an annual payments list for the 2 staff salaries

11 To Consider and approve policies and documents

- 11.1 To consider and approve any amendments required to Standing Orders
- 11.2 To Consider and approve any amendments required to Financial Regulations
- 11.3 To consider and approve an updated Publication Scheme
- 11.4 To consider and approve a Biodiversity Policy

12 To consider Personnel Committee and nominations of members.

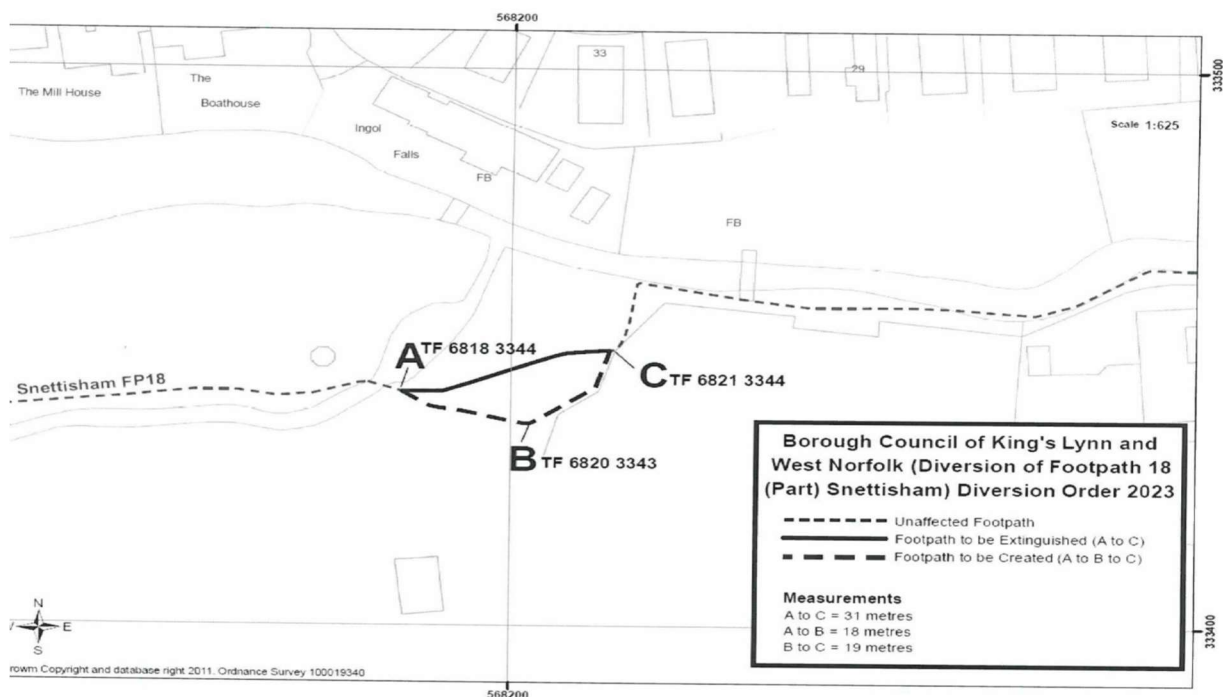
13 To consider nominations for Cllrs to represent the Council on local bodies and organisations:

Memorial Hall Trust
Pavilion Steering Group
Allotment Association

14 To consider Wreath Options for Remembrance celebrations and approve the costs

15 Planning - To receive and consider Planning Applications and decisions received from the Planning Authority at Kings Lynn Borough Council:

To consider correspondence received from the Planning Inspectorate relating to an Order to divert a footpath within the village- see map for reference



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Applications to consider

See separate list of applications

Decisions to Note

See separate list of decisions

- 16 Public participation - To allow for questions from members of the Public, on items discussed on the agenda at this meeting – maximum 10 minutes in total.**

17 Dates of Next Meetings

17.1 Next Full Council – Tuesday 11th June 2024, 6pm, Memorial Hall.

17.2 To Agree dates of Full Council Meetings for the Year.

Possible Dates:

- 9 July 2024
- 13 August 2024
- 10 September 2024
- 8 October 2024
- 12 November 2024
- 10 December 2024
- 14 January 2025
- 11 February 2025
- 11 March 2025

- 18 To resolve to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 S.1 (2) On the basis the discussion requires confidentiality to protect individuals' identity, privacy and data.**

19 To consider a Resident's complaint about the Trees on Lodge walk

20 To review and agree the village cleaner's rate of pay for 2024- 2025