

SNETTISHAM PARISH COUNCIL

Minutes of the Annual Meeting of Snettisham Parish Council held on Wednesday,
15th May 2019 at 7.30 p.m. in the Memorial Hall

Present:

Cllr A Todd (AT) – Presiding (after item 1)

Cllr J Bailey (JBy), Cllr D Bocking (DB), Cllr G Deverick (GD), Cllr R Garwood (RG),
Cllr J Kerr (JK), Cllr R Kerr (RK), Cllr H Platt (HP), Cllr R Pugh (RP), Cllr L
Standeven (LS), Cllr L Todd (LT)

Also in attendance: Rachael Edwards

Approximately 20 members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Prior to the meeting, Councillors gathered to complete their Acceptance of Office,
Code of Conduct, Election Expenses and Register of Interests forms. They were
presented with a welcome pack containing policies, planning and finance
materials and other useful information.

Cllr Ros Pugh as outgoing Chairman welcomed those present, saying how good it
was to have a full Council.

Meeting started at 7.32pm

2019.05.15.01 – [RP in Chair] *Cllr Alf Todd was elected to serve as **Chairman** for
2019/20. He duly took his seat and signed and read the Declaration of Acceptance
of Office as Chairman.*

Prop: DB; 2nd: RG; 6-1 (4abst)

2019.05.15.02 – *Cllr Hazel Platt was elected to serve as **Vice-Chairman** for
2019/20. She signed and read the Declaration of Acceptance of Office as Vice-
Chairman.*

Prop: RK; 2nd: LS; 10-0 (1 abst)

2019.05.15.03 – As **outgoing Chairman**, and having resumed her seat with
other Councillors, RP thanked all those who had served on Council during her two
years of Office. She also commented on the number of reports at the recent
Parish Meeting.

2019.05.15.04 – There were **Apologies** for Absence from Cllr Billington, BCKLWN
Cllr Devereux, and NCC Cllr Dark.

2019.05.15.05 – GD declared an **interest** in item 16.

2019.05.15.06 – **Public participation:** Bob Almey questioned the GoCardless
entry on the expenditure list – this for computer contract, large due to two
computers, back-up, updates etc.; Andy Gee congratulated those elected but
expressed concern over references to living in (or coming from) the Village made
during the election, seeking assurances that all Villagers would be treated equally
– AT assured him this was the case, adding the same for all areas of the Village,
including the Beach [HP, GD and Clerk, for the Office, added to this].

2019.05.15.07 – As neither the new **Chairman** or the Clerk had any points to
raise Council moved on.

Sig

(Chair)

Date: 5/6/19

2019.05.15.08 – The **minutes** of the meeting on 17th April, having previously been circulated, were agreed as correct and duly signed¹.

Prop: HP; 2nd: RP; 6-0 (5 abst)

[RP requested permission to leave the meeting as she was feeling unwell, and did so.]

2019.05.15.09 – There were no **matters arising** raised from the above minutes.

2019.05.15.10 – For **NCC** Cllr Dark, Clerk passed on best wishes to the new Council; SD had asked that Council be informed that NCC was moving to a cabinet structure. He also referred to the A149 changes proposed, wishing to support the PC response. [Clerk noted a response had been sent.]

2019.05.15.11 – Clerk noted he had not had a response to his request for **Police** attendance at this meeting, following recent ASB and vandalism. They had visited the Office and were aware of the situation, which they were monitoring.

2019.05.15.12.a – There was a short discussion on potential clashes of dates which had been resolved. *The **meeting dates** suggested for 2019/20 were agreed².*

Prop: HP; 2nd: RK; unanimous

2019.05.15.12.a.i – *It was agreed that Council **meetings** should begin at 7pm in future.*

Prop: JBy; 2nd: RG; 6-4

2019.05.15.12.b.i – As the Clerk had received an additional application for consideration as a nominee to the **Hall's Foundation**, this item was deferred. He had written to the Secretary suggesting that a five person for four places vote would now be needed – hence all would need to re-apply.

2019.05.15.12.b.ii – *It was agreed by consensus that DB should represent Council on **WECMS**.* The Clerk also attended when able.

2019.05.15.12.b.iii – *It was agreed to continue **membership** of Community Action Norfolk at a cost of £150pa.*

Prop: AT; 2nd: HP; unanimous

2019.05.15.12.c – No volunteers came forward for nomination to the Executive of the Norfolk Association of Local Councils.

2019.05.15.12.d – As Councillors had only just received the full pack of policies etc., the Clerk suggested that the Annual **review** should occur next month, with suggestions of possible changes/priorities to be made at, or before, that meeting. Standing Orders and Financial Regulations did require some changes to reflect recent legislation.

2019.05.15.12.e – **Council groups:** *it was agreed that HP should lead **Amenities**, Clerk lead **Governance** and RK lead **Planning**. **Project Development** Lead should be decided later. AT and HP would be members of **Personnel**, with RP and Cllr Billington (subject to their consent) continuing. HP and AT to be on the **Common WG**, with Diane Westwood continuing to Lead. Membership of **Footpath WG** to be agreed later^{3,4}. GD should be on **MHT liaison WG**.*

¹ Only those present at that meeting – some as non-councillors – voted.

² First Wednesdays, except January, and with August tbc if needed.

³ Reference to the possible loss of unregistered footpaths in 2026 should be made in the next TORC.

⁴ Councillors to be sent map of current footpaths.

Clerk stressed the importance of having Disciplinary, Grievance and Appeals panels set up, and asked all Councillors to consider serving on one, to be agreed asap.

2019.05.15.12.f – Council noted the three-year **insurance** contract. Clerk stressed the importance of checking through this to ensure it met Council needs. *It was agreed to continue with the Policy on this basis.*

Prop: GD; 2nd: JT; unanimous

2019.05.15.13.a – The Clerk explained the **budget** documentation and how figures were presented. There were no questions. He offered all the chance to visit the Office for further explanation if necessary, and welcomed any suggestions for changes to the format.

2019.05.15.13.b – All **payments**⁵ listed were agreed by consensus.

2019.05.15.13.c – *It was agreed by consensus that the current **signatories**⁶ on Council should continue, and that AT and HP should be added to the mandate.*

2019.05.15.13.d – Clerk explained that mandate changes could take time, and requested Council allow those **signatories** no longer on Council⁷ to sign, if needed, until the mandate changes were confirmed. *Council agreed this temporary extension by consensus, with the provision that AT and/or HP should see the relevant cheques.*

2019.05.15.14.a.i – There were no **Planning Applications** considered outside of Council this month.

2019.05.15.14.a.ii – *Council agreed to support PA 19/00688 – extension and refurbishment at Beggars Roost, Manor Lane.*

2019.05.15.14.a.iii – *Council objected to PA 19/00380 – previously agreed garage becoming accommodation at 1 Railway Sidings Yard – due to concerns over it becoming a separate property.*

Prop: GD; 2nd: HP; 7-3

2019.05.15.14.a.iv – *Council agreed to support PA 19/00732 – side extension etc. at 43 Goose Green.*

2019.05.15.14.a.v – *Council agreed, with one objection, to support PA 19/00427 – revised garage plans – 4 new dwellings, Poppyfields.*

2019.05.15.14.a.vi – There were no late-arriving planning applications needing consideration before the next meeting.

2019.05.15.14.a.vii – A meeting had been arranged for **Pigeon Homes** to present their plans to Council on Monday 20th May at 11.30am. Councillors were invited to attend, and several confirmed their attendance.

2019.05.15.14.b.i – A meeting had been arranged with **CGM**⁸ on Wednesday 22nd May at 2pm. Councillors were invited to attend, and several confirmed their attendance.

2019.05.15.14.c – Clerk explained the importance of training. Councillors had a near-complete list of dates on their calendar, and were urged to request any they wished to attend. There was the option of arranging provision specifically for Council.

2019.05.15.14.d-f – There were no **reports** from Personnel, Project Development or Working Groups.

⁵ Listed at end

⁶ Cllrs Pugh and Billington

⁷ Messrs Barker and Snelgrove

⁸ Grounds Contractors

2019.05.15.15 – At the recent **Parish Meeting**, most questions had been answered there and then. A suggestion that Councillors' **photographs** should be publicly available had been made. Councillors expressed agreement to the Clerk producing a GDPR sheet allowing them to consent to this individually.

2019.05.15.16.a – *It was agreed to allow the **Christmas Light** switch on in the Market Square on November 29th⁹.*

Prop: JBy; 2nd: GD; unanimous

2019.05.15.16.b – *It was agreed that the Market Square could be used for the **Christmas Fair** on December 11th.*

Prop: HP; 2nd: GD; unanimous

Clerk noted that next year it may be convenient to agree these for the remainder of the Council term.

2019.15.15.16.c – Following a recent incident of vandalism at the Bus Shelter, the Scouts had cleaned up and made good. *A **donation** of £50 to the Scouts was agreed.*

Prop: DB; 2nd: LS; 9-0 – one recused

2019.15.15.16.d – AT read an email from the MHT to the Clerk requesting re-consideration of the Planning objection made to the proposed MUGA at a recent meeting. Clerk explained that the rules on rescission would require 9 written requests from Councillors to allow this, which would need to arrive before next agenda prepared.

2019.15.15.16.e – The email referred to above had requested a joint meeting. AT suggested it was important to "heal and move forward" with relations between SPC and MHT. *It was agreed that SPC should meet the MHT after the June Council meeting, in a third-party location, at 7pm. Clerk and Secretary to liaise.*

Prop: JT; 2nd: HP; unanimous

2019.15.15.16.f – Clerk noted a previously deferred request for public dissemination of meeting **notes**. He suggested this should be incorporated into review of standing orders.

2019.15.15.17 – A.O.B. and Agenda requests. DB asked if any of the "old Council" had visited a parishioner affected by the recent fire in Longview Close; he felt that this was something Townlands should be pursuing. Clerk observed that this was not a matter for a Council meeting.

HP noted the importance of electronic communication and internet access, requesting an agenda item on this at the next meeting.

Clerk noted that there would be a meeting in Westminster on Tuesday 21st May regarding dentist provision – attendance of a Councillor with some knowledge of this was requested as the outgoing and incoming Chairmen were unavailable.

2019.15.15.18 – Public participation: Arthur Clarkson asked about the results of Pigeon's consultation being made public – this to be discussed at the meeting on 20/5¹⁰. Gerry Byrne asked if the joint SPC/MHT meeting would be open to the public – no. He raised concerns about public money and requests for donations by MHT. [Clerk intervened during this, and the response from AT. He noted forcefully that this was an SPC meeting; questions should be addressed to MHT if relevant, and answered by Councillors as members of SPC, not MHT.] Gerry Byrne further

⁹ This date revised from that on agenda

¹⁰ Clerk noted that this was a consultation by a private company, not a public body. However, he expected that some results would be forthcoming.

requested that it should be minuted he had asked for a public meeting with all financial figures presented. HP noted that the joint meeting would feed into the Support Group, and once both organisations were happy, things should "go public". Janet Lane asked about groundworks at the Market Square – Clerk to visit.

2019.15.15.19 – *With the change in time to 7pm noted, the **next meeting** was confirmed as Wednesday 5th June, in the Memorial Hall.*

Meeting ended at 9.08pm

Abbreviations:

BCKLWN – Borough Council; HMG – Her Majesty's Government; MHT – Memorial Hall Trustees; NCC – County Council; (S)PC – (Snettisham) Parish Council; WECMS – Wash East Coast Management Strategy

EXPENDITURE

Date	To	For	Amount	of which VAT	budget
1/5/19	Eon	Utilities	£87.00	£4.14	Admin
1/5/19	Salaries	Salary	£3,752.81	£0.00	Personnel
8/5/19	GoCardless	Computer	£85.92	£14.32	Admin
15/5/19	Eon	Street Lights	£133.17	£6.34	Street Lights
15/5/19	ESPO	Stationery	£142.06	£23.68	Admin
15/5/19	Came & Company	Insurance	£939.79	£0.00	Admin
15/5/19	Secure-a-Field	Bridge	£7,070.40	£1,178.40	Reserves
15/5/19	Westcotec	Street Lights	£55.50	£9.25	Street Lights
15/5/19	CGM	Grounds	£442.50	£73.75	Amenities1
15/5/19	Heronwood	Grounds	£234.00	£0.00	Amenities1
20/5/19	BCKLWN	Bins	£124.58	£0.00	Admin
1/6/19	Salaries	Salary	£3,752.81	£0.00	Personnel

INCOME

Allotments	Water	£591.47	£0.00	Misc
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(Chair)

Date: 5/6/19