

SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Snettisham Parish Council held on Wednesday, 4th
September 2019 at 7.00 p.m. in the Memorial Hall

Present:

Cllr A Todd (AT) – Presiding

Cllr J Bailey (JBy), Cllr D Bocking (DB), Cllr R Garwood (RG), Cllr A Gascoigne (AG),
Cllr L Standeven (LS), Cllr J Todd (JT)

Also in attendance: Borough Cllr I Devereux (ID), County Cllr S Dark (SD)

Approximately 15 members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Meeting started at 7pm

2019.09.04.01 – AT noted **apologies** from Cllrs Bailey, Deverick, J Kerr, R Kerr
and Pugh.

2019.09.04.02 – There were no **declarations** of interest.

2019.09.04.03 – Council agreed to **Co-opt** Stuart Allsop as a member¹.

Prop: DB; 2nd: AG; 6-0

2019.09.04.04 – Cllr R Kerr was elected Vice-Chair for the remainder of the
2019/20 session².

Prop: DB; 2nd: AG; 6-0

2019.09.04.05 – Public Participation. Kim from Norfolk Accident Rescue Service (NARS) spoke relating to the donation request in item 15a. She gave a detailed description of their history since the 1980s, their role, work and equipment, the lack of central funding and reliance on donations, and their training programme – including for their own staff and in CPR for younger people. [JB arrived] Gerry Byrne referred to issues around the August meeting and councillor resignations; he read from emails, obtained under a FoI request, making allegations against former councillors, referred to the situation in 2011 and stated that the Council to which he had later been co-opted had always acted in good faith; he asked for an apology to former councillors, or specific allegations: AT stated that the situation was under investigation and he could therefore not apologise. Charlie McKenzie asked about the bins on Common Road, expressing concern at the time since he first asked about this – Clerk replied that the issue was whether they could be emptied and suggested ID may have more information later; the election had also intervened. Bob Almey referred to an email sent to the Clerk after the July meeting, expressing his concern over the wording of his question in the draft minutes; a reply indicated this would be forwarded to councillors; how many had replied? [none] He felt this would mean they were not accurate – Clerk noted they may be amended later. Richard Bird referred to the Planning Application at Teal Close, and the problems with the watercourse between there and Tapping Close, including confusion over ownership and maintenance; he suggested the need to resolve this before the PA was approved, the possibility of ensuring

¹ As Mr Allsop was not present he will sign his Acceptance of Office form when available.

² As Cllr Kerr was not present he will sign his Acceptance of Office form when available.

Signed: 

Date: 2/10/19

maintenance through a s.106 agreement and/or a clean-up order request to BCKLWN – Clerk brought forward comments he was to make later in 13.a.iii, saying he too had been in touch with NCC, that the ditch was unowned according to the Land Registry which made recovering costs or suing for reparations difficult, that there was a view this was not a planning issue, and that, though a clean-up order did not deal with the long-term issue, he would look into this. Alan Hutcheson referred to his objections to the PA at 78 Station Rd; this two-storey extension to a bungalow would be overbearing, included windows on the new first floor, would affect light to neighbours, and was very close to boundary fencing.

2019.09.04.06 – As **Chairman**, AT thanked the Clerk for his work on the unqualified audit. He noted that the mobile Post Office would be moving to the Market Square at a date yet to be confirmed.

2019.09.04.07 – *The **minutes** of the meeting on 3rd July, having previously been circulated, were approved and duly signed.*

Prop: DB; 2nd: JT; unanimous

2019.09.04.08 – *The **minutes** of the extraordinary meeting on 7th August, having previously been circulated, were approved and duly signed.*

Prop: DB; 2nd: RG; unanimous

2019.09.04.09 – No **matters arising** from either of the above minutes were raised.

2019.09.04.10 – For **BCKLWN**, ID apologised for the delay dealing with the bin issue in 5 above; he hoped the situation would be clarified soon. He observed this was in part due to the amount of work officers were doing on a major waste management scheme across several districts. In July, the Great Ouse Regional Flood Committee had visited, looking at work done and on funding of flood defences; 3-5 years funding was in place through the Community Interest Company; work now proceeding through WECMS on a 75 year plan dealing with climate change. He had received an email asking if the Borough might support attempts to deal with frisbees etc. and their impact on wildlife. He referred to the Dark Skies fortnight organised by the AONB. [Clerk noted he was in discussions with AONB to encourage them to add Snettisham to the programme if repeated.] Arthur Clarkson asked about recycling charges being posted at Heacham tip – this was passed on to SD for **NCC**; he confirmed he would look into it. SD continued on drainage – the ditch in Common Rd needed the same works as that on the bypass recently and would soon be happening. There was a delay in reducing the speed limits, but the new cameras were in place, on the A149. Brexit was proving a challenge to NCC in terms of clarity over central funding.

There was extensive discussion over the nature and location of the cameras, including apparent gaps, signage, and whether they were in fact operational. SD to follow up. Avril Almey asked how best to contact SD – he to discuss with her.

2019.09.04.11.a – Clerk outlined **budget** positions, drawing attention to possible overspend in Personnel (to be addressed later) and Admin (large items early in year), and Amenities (additional) being exhausted. [Barclays balances c.£67,000].

2019.09.04.11.b – *All expenditure as listed below was agreed by consensus.*

2019.09.04.11.c – *AG and RK were approved by consensus as additional signatories for all accounts controlled by SPC.* This means that current signatories are Cllrs Gascoigne, R Kerr, Pugh and A Todd.

Signed:)

Date: 2/10/19

2019.09.04.11.d – Car parking by School on Memorial Field – this contract between School and SPC. A draft contract had been received and Clerk seeking advice on what amendments to suggest. *It was agreed that any money should be invoiced by (and received by SPC) but passed directly to the MHT, that the term should be limited to the length of Council (i.e. 2023), and that the previous contract would be revoked.*

There was extensive discussion of the amount to be charged, given the cost would be to the School budget. *It was agreed that that the MHT should be involved in further discussions.*

2019.09.04.12.a – AT explained that Councillors had informally been developing a **Plan** to focus on what Council wished to achieve. This would run throughout the term of Council and would be a “live” document, showing progress. Individual Councillors would have areas for which they would take responsibility. *It was agreed that this Plan should be a public document.*

Prop: AG; 2nd: JT; unanimous

2019.09.04.12.a.i – The **Plan** above should be available through the TORC and the website, with link provided via facebook.

Prop: RG; 2nd: DB; unanimous

2019.09.04.13.a.i – A written report on the recent **Planning** meeting was received.

2019.09.04.13.a.ii – A proposal to support PA 19/01432 (extension, 78 Station Rd) was not seconded. *It was agreed to object to this application on grounds of loss of light and the overbearing nature of the development.*

Prop: AG; 2nd: JT; 6-1

2019.09.04.13.a.iii – PA 19/00577 (Reserved Matters on development adjacent to Teal Close) was considered. *It was agreed to continue to object to this, as not all properties contained local materials, and the drainage issue was unresolved. Clerk should write in detail dealing with the concerns on the latter to attempt to ensure development delayed until clarity on the ditch was achieved (vide item 5).*

2019.09.04.13.a.iv – An additional, late, application had been received. It was agreed to support PA 19/01525 (continuing permission for caravan and shed on 51A The Beach).

Prop: JT; 2nd: LS; unanimous

2019.09.04.13.a.v – *It was agreed to support PA 19/00384/S257 (revision to re-routing of public footpath on the Memorial Field).*

Prop: DB; 2nd: RG; unanimous

2019.09.04.13.b.i – A written report on the recent Amenities meeting was received. [ID/SD left]

2019.09.04.13.b.ii – *It was agreed that AG should become Lead of the Amenities Group.*

Prop: LS; 2nd: JT; 6-0; 1 abst

2019.09.04.13.b.iii – Clerk summarised a meeting with Highway Engineer on **Beach Rd**. £12,000 (half SPC and half NCC) remained to be spent on the next phase of the TROD in this financial year. This would include some sections of more formal pavement (with fencing, kerbs etc.), and SPC awaited the exact cost and amount/nature of work possible. Residents had requested consideration be given to means to reduce speed through the area of housing – this might be achieved through road markings, fencing etc. *It was agreed that the Clerk should pursue a Parish Partnership scheme application for the final section of TROD, and*

Signed:

r)

Date: 2/10/19

"gates" and other traffic calming measures, on Beach Rd., with costs to be added later.

Prop: DB; 2nd: JB; unanimous

2019.09.04.13.b.iv – As RG and JB offered to clear the "Alms Houses" **flower bed**, Council agreed to allow this kind offer, rather than ask a contractor³.

2019.09.04.13.b.v – It was agreed that the Clerk should seek to find an additional contractor for "odd jobs".

Prop: RG; 2nd: DB; unanimous

2019.09.04.13.b.vi – Clerk reported that a request had been received from a parishioner relating to overgrowth from adjacent open land at Poppyfields. He had pointed them to the owners, but as they continued to seek help from Councillors, he had written to the developer for them.

2019.09.04.13.c.i – Approval of a draft **CIL protocol** was deferred to allow further time for consideration.

2019.09.04.13.c.ii – It was agreed to disband the **Project Development Groups**.

Prop: JT; 2nd AG; 6-0; 1 abst.

2019.09.04.13.c.iii – Amendments to Council **Groups** were considered: AG to serve on Personnel.

2019.09.04.13.d – AT reported that Lone Working and Stress Management Policies were in preparation – these to go to the **Personnel** Group and then Full Council.

2019.09.04.13.e – This Group disbanded.

2019.09.04.13.f – AT suggested that the **Working Group** reports would in future include progress on the Council Four-Year Plan.

2019.09.04.14 – There were no **reports** from external meetings attended.

2019.09.04.15.a – On request the Clerk noted the suggested limits on donations from SPC protocol, and previous donations. *It was agreed to give a £250 donation to NARS.*

Prop: RG; 2nd: DB; unanimous

2019.09.04.15.b – It was agreed to give a **donation** of £50 to Norfolk AgeUK.

Prop: AG; 2nd: RG; unanimous

2019.09.04.15.c – DB (as Chair of Snettisham Village Events Committee – SVEC) noted that he was not aware of any correspondence relating to the **Christmas Events**. Clerk noted that the Public had been informed⁴ SVEC were taking no part in the Christmas Events, the MHT were not prepared to take on, and that the School were running them. When the School withdrew, they notified the Office. Further communication (using SVEC email address), led to Clerk attempting, with a member of SVEC, to come up with a plan to ensure the events happened (including insurance, road closures etc. being done from the Office, but this would require it to be an SPC event). It was this proposal he was putting to Council for consideration. Following repeated exchanges, it became clear that the disagreement could not be settled without this being returned to SVEC for them to pursue.

³ JB suggested that this cost saving could be transferred to the Christmas Tree in item 15d. Clerk observed this was a separate item, and such linkage would be improper.

⁴ Report at Annual Parish meeting, and a PC meeting around the same time.

2019.09.04.15.d – Given the lack of clarity on Christmas Events above, it was agreed to defer any decision on funding the **Christmas Tree** until properly received.

2019.09.04.15.e – There were no suggestions of points to raise in a response to **consultation** on Clinical Commissioning Group mergers.

2019.09.04.15.f – *It was agreed, by consensus, to allow UKPN to temporarily route the ditch on Common Rd through a pipe to permit work on the power lines on the **Common**.*

2019.09.04.15.g – A request for SPC to take over the **lighting** project for the tennis court was deferred to allow time for BCKLWN, MHT and SPC to meet further.

2019.09.04.16.a – Clerk reported that he had set up the Village Forum meeting for 23rd October. He had also met the new Vicar, and, with her, had set a date for a meeting relating to Remembrance Day planning. Correspondence on these to come.

2019.09.04.16.b – Clerk reminded Councillors of training on Wednesday 11th September.

2019.09.04.16 – Other **AOB** – Clerk informed Councillors he had received notice of hazardous trees which needed trimming etc. on the Common. He was giving them the chance to raise this formally next meeting; otherwise he would proceed under H&S procedures. No one wished to delay this.

2019.09.04.17 – Public Participation: Avril Almey commented on the lack of equipment to display the planning items. She also observed that at one time SPC had agreed not to comment on Planning Applications at the Beach [there was general consensus that this was in the distant past]. Jean Savage asked about the BOAT at the Beach – it was confirmed that this was open to all traffic, and that past requests for it to be improved had been ignored by relevant owners/authorities. Arthur Clarkson asked after the plaque from the old bench on Strickland Avenue – Clerk had it, and it would be replaced on new bench. Gerry Byrne commented on a lack of logic of suggestions to keep the same contribution for more parking spaces in 11.d, suggesting that this should have been left to the MHT – this was what had been decided.

2019.09.04.18 – The next ordinary **meeting**, on Wednesday, 2nd October at 7pm in the Memorial Hall, was confirmed.

2019.09.04.19 – Under standing orders, with notice being given on the agenda, the public left⁵, allowing the meeting to continue in **private** session.

2019.09.04.20 – *It was agreed that the Personnel **budget** needed to be increased to allow for additional staff overtime and training needs. An additional £2,000 would be allocated, to be taken if needed from reserves. Any expenditure beyond this to be specifically agreed by Council in advance.*

2019.09.04.21 – *It was agreed that the Clerk should contact the Planning Inspectorate to raise concerns over the question of **fencing** on the Common at the Beach.*

Meeting ended at c.9.10pm

⁵ At around 8.50 pm

Signed:

air)

Date: 2/10/19

Abbreviations:

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

SNETTISHAM PARISH COUNCIL INCOME AND EXPENDITURE - 4/9/19 MEETING

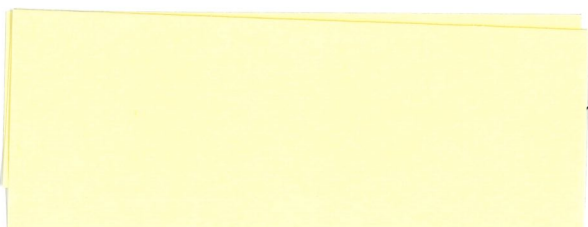
EXPENDITURE

Date	To	For	Amount	of which VAT	budget
1/9/19	Eon	Utilities	£96.00	£4.57	Admin
1/9/19	Salaries	Salary	£3,862.35	£0.00	Personnel
1/9/19	BT	Phone etc	£306.16	£51.03	Admin
4/9/19	ABC	Gate	£500.00	£0.00	Misc
4/9/19	Heronwood	Grass Cutting	£308.00	£0.00	Amen1
4/9/19	Westcotec	Street Lights	£55.50	£9.25	Street Lights
4/9/19	CGM	Grounds	£442.50	£73.75	Amen1
4/9/19	Cricket Club	Fete	£50.00	£0.00	Fete
4/9/19	Ken Hill	Allotments	£700.00	£0.00	Misc
8/9/19	GoCardless	Computers	£85.92	£14.32	Admin
9/9/19	BNP Paribas	Printer	£420.00	£70.00	Admin
11/9/19	Eon - approx	Street Lights	£137.31	£6.55	Street Lights
20/9/19	BCKLWN	Bins	£124.58	£0.00	Admin
1/10/19	Salaries	Salary	£3,862.35	£0.00	Personnel

INCOME

30/8/19	Allotments	Rent	£700.00	£700.00	Misc
---------	------------	------	---------	---------	------

Signed:



Date: 2/10/19