

SNETTISHAM PARISH COUNCIL

Minutes of the meeting of Snettisham Parish Council held on Wednesday, 4th March, 2020 at 7.00 p.m. in the Memorial Hall

Present:

Cllr A Todd (AT) – Presiding

Cllr S Allsop (SA), Cllr J Bailey (JB), Cllr D Baxter (DBr); Cllr D Bocking (DBg), Cllr G Deverick (GD); Cllr R Garwood (RG) Cllr A Gascoigne (AG), Cllr J Kerr (JK), Cllr R Kerr (RK), Cllr R Pugh (RP), Cllr L Standeven (LS)

Also in attendance: Borough Cllr I Devereux (ID), County Cllr S Dark (SD), Andrew Fillmore and Claire Norris (Pigeon)

Approximately 20 members of the public

Minutes taken by Simon Bower (Clerk to the Council)

Prior to the meeting, there was a presentation by Pigeon Investment Management relating to the Planning Application in item 4 below. Claire summarised the Neighbourhood Plan, and how Pigeon had worked with the PC alongside the development of the Plan. She also commented on the public consultations that had taken place. Andrew outlined the number of dwellings, focusing on the higher proportion of affordable homes in relation to requirements, and the mix of types. He referred to the access roads, adoption by NCC, arrangements for foul and ground water disposal. He also mentioned mitigation measures regarding wildlife, and the large amount of CIL money which would be likely, along with the gifted green space – approx. one hectare.

It was explained by the Chairman that the Public would be able to ask questions on this in item 3, and Councillors in item 4.

Meeting started at 6.58pm

2020.03.04.01 – There were no **declarations** of interest.

2020.03.04.02 – An **apology** for absence was received from Cllr J Todd.

2020.03.04.03 – Public Participation: Pat Morton asked if the plans was different from the one seen on 5/12/18 – yes (details given); also if there would be conditions relating to construction traffic not parking off site – yes; Barry Suthern asked about problems with the Surgery – BCKLWN CIL money could be used to fund this, but main problem was recruitment of GPs locally; a question about the affordable housing – this would be a mix of: rented at reduced rate, shared ownership and discount to market; Gerry Byrne asked about the roads not adopted – likely this would be the responsibility of individual owners; Stuart Dark asked if local builders would be encouraged – this some time away, decision by the Summer, reserved matters and discharge of conditions implied a start in c.18-24 months; also on drainage, would there be assurance that previous NCC work on the drainage dyke would not be wasted – noted; Pat Morton asked if there would be any access to open land north of the site – no. On other matters Pat Morton commented that the PC was the only one in England where the Clerk had an assistant – not the case.

2020.03.04.04 – SA spoke at length about his concerns (greenfield site, CPRE, opposition to Neighbourhood Plan, possible changes at Reserved Matters stage, builder probably not being Pigeon). The increase in the number of affordable homes had swayed him to support.

Signe

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2 July 20

Date:

*Council supported **Planning Application 20/00226 (Outline)** – 69 new dwellings at the Poppyfields Site.*

Prop: GD; 2nd: RP; unanimous

[There was a short pause while many of the Public and the Pigeon representatives left.]

2020.03.04.05.a – The meeting was temporarily closed to allow Marian Abramovich to inform those present of the detailed plans for **VE75 events** at St Mary's. There would be a reception and concert on the Friday (8th May), a concert and tea party on the Saturday, and an ecumenical service on the Sunday. There would be displays of memorabilia and information on the war dead. Comments were supportive of the efforts, and there were questions on location (all in the Church), not neglecting VJ Day (being dealt with by other groups), other sources of income, funding shortfall etc.

She concluded with a request for help with funding for the events, with a note that exact figures were impossible given potential issues with public gatherings due to the coronavirus situation.

2020.03.04.05.b – There was a proposal to give £1,500 (SA/GD). There was discussion and further questions to Marian. The Clerk explained the possible funding arrangements (money allocated, budgets, s.137 and need to consider the VJ Day event). An amendment was proposed. *Council agreed to give £3,000 to the Church for the **VE75** events – see breakdown and notes below¹.*

Prop: DBr; 2nd: RP; unanimous

2020.03.04.06 – As **Chairman**, AT noted that, after an informal meeting with MHT representatives, they had asked for their previous request for funding to be deferred; Clerk had written to Charity Commission to establish whether SPC could take over completely the Field/Pavilion etc. – this relating to possible refurbishment; he noted Rachael Edwards' resignation as Administrative Assistant, asking that a formal letter of thanks be sent thanking her for her "excellent work", especially on the fetes; the fete will go ahead, and MHT have been asked to help – it was suggested that a small group act as liaison on this (DBr and RK agreed – one to be found); the winning entries in the school competition to design a dog waste poster were on display – hopefully an effective campaign.

2020.03.04.07 – *The **minutes** of the meeting on 3rd March, having been previously circulated, were taken as an accurate record and duly signed.*

Prop: DBr; 2nd: GD; 9-0 (3 abst)

2020.03.04.08 – There were no **matters arising** from the above minutes.

2020.03.04.09 – For **BCKLWN**, ID reported that the Borough had overseen a 25% carbon reduction in the last five years, after much work following national guidelines. There was still a difficulty with rubbish collection in this area – new contractor to be appointed – beginning for North Norfolk District Council in April this year, followed by BCKLWN in 2021; they were being encouraged to use electric vehicles etc. Much tree planting had occurred, though this was not without drawbacks. ID had commissioned a review of all environmental issues in the Borough (e.g. Air Quality).

[AT asked that Council's appreciation for the carbon reduction was recorded.]

¹ £250 from s.137 donation; remainder of £1,500 set aside for WWII commemorations to be used next (allowing for possible grants received), then the remainder from reserves. Also, should the event not cost as much, the remaining funds to be returned.

Signed:

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2 July 20

Date:

For **NCC**, SD reported a 3.99% increase in Council Tax (including the 2% Adult Social Care Levy). He noted the consultation on the A149 speed limits, explaining the background. Details would be sent to SPC of junction adjustments and a possible traffic island relocation to align with the footpath. He had been working on improving the bus provision as discussed in previous months. DBg asked about the charges at the recycling centre causing fly-tipping – SD would pursue this, and inconsistency in approach; AG suggested a “secret shopper” approach; Arthur Clarkson asked about buses returning to Poppyfields; Mark Denman wondered when the 50mph limit might begin – probably after holiday season – and if speed cameras were working – not stated but their presence was “having an effect”; RP noted the Poppyfields bus service ended due to lack of use – maybe a request stop on the by-pass might be a solution.

2020.03.04.10.a – DBr presented the **Budget Monitoring** and Financial Summary report, confirming he had gone through all payments/invoices with the Clerk. There were no questions.

2020.03.04.10.b – Council agreed all **expenditure** listed².

Prop: DBr; 2nd: RP; unanimous

[Clerk noted that he had been asked to return the money held for some time on behalf of the MHT – this cheque was also included, though not “expenditure”.]

2020.03.04.10.c – The Clerk reported on required changes to the **Asset Register**. The Memorial Hall and the Townlands land had been for several years erroneously included as full assets of Council – these should be separately listed as items held in Trust, but with a zero value. These amendments had been made, which required a restatement of figures in the forthcoming audit. He also requested that Councillors inform him of any errors or omissions – there were none.

2020.03.04.10.c.i – Council, by consensus, agreed the Asset Register as listed³.

2020.03.04.11.a.i – No report was given on **Planning** Applications agreed under the planning protocol⁴.

2020.03.04.11.a.ii – Council voted to support PA 20/00179 – retrospective retention of extension, 26 The Beach.

Prop: SA; 2nd: DBg; 11-1

2020.03.04.11.a.iii – SA thanked the Clerk for a draft letter to BCKLWN. This attempt to avoid encroachments on to **Common Land** at the Beach suggested that formal approval from the Planning Inspectorate be required prior to consideration by the Local Planning Authority. *It was agreed by consensus that the letter should be sent as drafted.*

2020.03.04.11.a.iv – There were no late arriving applications to be considered.

2020.03.04.11.b – No matters arising from the recent Amenities meeting remained for consideration – a written report was in the public pack.

2020.03.04.11.c – The Clerk reported that, following the proposed Standing Orders having been circulated at the previous meeting, several Councillors had taken up the offer of a chance to meet and consider these informally. Financial Regulations had also been presented at this time. A few minor amendments had been suggested, which had been incorporated into a final draft of each.

² See list at end.

³ To be available on the website.

⁴ Though Councillors had had a written report regarding the support for 20/00007 – 8 dwellings, Common Rd

Signed:

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2020.03.04.11.c.i – Council agreed to adopt the proposed **Standing Orders**.

Prop: DBr; 2nd: GD; unanimous

2020.03.04.11.c.ii – Council agreed to adopt the proposed **Financial Regulations**.

Prop: DBr; 2nd: GD; unanimous

2020.03.04.11.d – Council agreed to advertise for a replacement **Administrative Assistant**.

Prop: RP; 2nd: AG; unanimous

The Clerk explained that further consideration would be given in item 19 – this was in private session as personal details would inevitably arise. However, all substantive decisions would be minuted. DBg requested that advertising should ensure that local candidates should be aware of the position.

2020.03.04.11.e.i – Several adjustments were agreed to the **Councillor Plan**, involving changes of personnel, tasks completed and other updates⁵.

Prop: AG; 2nd: GD; unanimous

2020.03.04.12 – RK had attended the MHT meeting – there was a shortfall in funding for the Tennis Court, and there would be a request to SPC for a loan. The floodlights were now up and working.

2020.03.04.13.a – Council agreed a **donation** of £50 to the East Anglia's Children's Hospices.

Prop: DBg; 2nd: RP; unanimous

2020.03.04.13.b – Council agreed to support the proposed **50mph speed limits** on stretches of the A149 through the Parish and elsewhere.

Prop: AG; 2nd: JK; unanimous

2020.03.04.14 – There were no **agenda requests**, or **AOB**.

2020.03.04.15 – Public Participation: Bob Almey wondered whether an additional defibrillator might be made available – noted that it was not at the pitches, however, one being installed at the Church. Gerry Byrne stated: "I congratulate the present council on the attempt to adopt the running of the sports pavilion but I find it strange that the chair and many of the current councillors were totally against this when the previous council suggested it. I hope you can follow up to fruition."⁶

2020.03.04.16 – The next **meeting** was confirmed as Wednesday 1st April, at 7pm in the Memorial Hall.

[Meeting paused from 8.28-8.36 to allow public to leave.]

2020.03.04.17 – The meeting went into **private session**, as noted on the agenda under **Standing Orders**.

2020.03.04.18 – The Clerk gave a brief report on arrangements relating to public mourning, and likely small incidental expenses covered under admin budget.

2020.03.04.19 – There was brief discussion of the procedures surrounding a new staff appointment. It was agreed that:

- *The Personnel Group should lead on this, with the Clerk*
- *Advertising should be of a general nature with closing date of end of March*
- *The post would be called Administrative Assistant, with other possible responsibilities outlined in the advertising*

⁵ To be available on the website.

⁶ This verbatim inclusion added to draft minutes at Gerry Byrne's request, and approved at Full Council on 28/5/20.

Signed:

2 July 20

Date:

- Likely hours would be eight per week, with possible overtime
- Applications should be sifted, followed by interviews, with standard questions
- Ideally one candidate should be proposed to Council, probably in May
- Pay and conditions would be agreed at that point, depending on the candidate

Meeting ended at 8.50pm

Abbreviations:

BCKLWN – Borough Council; CIL – Community Infrastructure Levy; 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 - 4/3/20 MEETING

EXPENDITURE

Date	Ref	To	For	Amount	of which VAT	budget
7/2/20	106273	NWNSSA	Donation	£25.00	£0.00	s.137
12/2/20	106274	NCC	Rd Markings	£150.00	£0.00	reserves
Date	Ref	To	For	Amount	of which VAT	budget
1/3/20	DD	BT - approx	Phone etc	£300.84	£50.14	admin
1/3/20	DD	Eon	Utilities	£96.00	£4.57	admin
	106263-					
1/3/20	68	Salaries etc	Salary	£3,921.53	£0.00	personnel
4/3/20	106275	ABC	Common	£165.00	£0.00	amen1
4/3/20	106276	Westcotec	Street Lights	£55.50	£9.25	street lights
4/3/20	106277	Glasdon	Dog Bin	£129.08	£21.51	reserves
4/3/20	106278	Primary School	Competition	£25.00	£0.00	amen1
4/3/20	106279	BCKLWN	Dog Bins	£1,754.69	£292.45	amen1
4/3/20	106280	BCKLWN	Licence	£21.00	£0.00	fete
4/3/20	106281	Ash Murray	Dark Skies	£80.00	£0.00	reserves
4/3/20	106282	Viking	Stationery	£218.18	£36.36	admin
4/3/20	106283	SLCC	Membership	£202.00	£0.00	personnel
4/3/20	106284	David Baxter	Expenses	£18.90	£0.00	personnel
4/3/20	106285	Simon Bower	Expenses	£121.54	£11.67	ad/pers/amen1
4/3/20	106286	ABC	Maintenance	£730.18	£0.00	amen1
8/3/20	DD	GoCardless	Computer	£85.92	£14.32	admin
9/3/20	DD	BNP - Paribas	Printer	£420.00	£70.00	admin
11/3/20	DD	Eon - approx	Street Lights	£137.61	£6.55	street lights
also						
4/3/20	106287	Memorial Hall	Return Chq	£1,100.00	£0.00	protected
1/4/20		Salaries	tbc	in 20/21 budget		

Signed:

2 July 20

Date: