

Snettisham Parish Council

Minutes of Snettisham Annual Parish Council Meeting held at 6pm on Tuesday **14 May 2024** at the Memorial Hall, Snettisham,

Present:

Councillors: K Penty, R Garwood, J Bailey, D Bocking, G Deverick, R MacKenzie, M Harpley, J Penty, J Smith, L Standeven, H Whyman-Naveh

Clerk: Roberta Mason

Also present County & Borough Councillor Stuart Dark and 6 members of the public.

1 To elect a chair for the year

Cllr Penty spoke briefly to say he wished to resign as Chair.

Cllr Standeven proposed Cllr Julie Smith as the new chair, Cllr Bocking seconded. There were no other nominations. It was agreed by all Cllr Julie Smith would be the new chair for the year.

2 To elect a vice-chair for the year

Cllr Garwood spoke briefly to indicate he would step down as vice chair. Cllr J Smith proposed Cllr Hannah Whyman-Naveh as vice chair, Cllr Standeven seconded, there were no other nominations. It was agreed by all, Cllr Whyman-Naveh would be the new vice-chair.

Cllrs Penty and Garwood moved seats and Cllrs Smith and Whyman-Naveh took the chair and vice chair positions at the table. Cllr Smith said a few words to thank Cllr Penty for his time as chair.

3 To record the signing of the Chair and Vice-Chair's declaration of acceptance of office.

The Declarations of acceptance were duly signed and dated by Cllr Smith and Cllr Whyman-Naveh and passed to the clerk.

4 Members' declarations of interest

None were declared

5 Apologies and consideration of acceptance for absence

None Received

6 Public Participation

A member of the public asked what plans the council had to light the village beacon. It was agreed the council would reconsider their plans. A member of the public thanked the council for arranging more road signs on the road near Park Farm. He mentioned that Harris fencing was causing issues in the road. The clerk said she would raise this with the Highways Officer on his visit.

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7 Minutes

The minutes of the meeting held on 9th April 2024 were approved and duly signed as a true record. Proposer Cllr Bocking, Seconded by Cllr Mackenzie.

8 Clerks report on progress on any matters arising from previous meetings

The clerk reported on various ongoing highways issues and that the Highways Officer was due to visit the village on 21 May 2024.

The Clerk reported that Highways have confirmed that the parish council has no ongoing maintenance obligations in relation to the TROD.

Further work was being done to try and get the SAM 2 traffic signs working again. However initial indications are, that the equipment needs either a repair or a new battery. The clerk will contact the manufacturer to see if they can give a quote for a diagnostic repair/ review of the equipment.

The clerk reported various contracts for utilities and street lighting are ending and under review. Quotes are being obtained

There was a discussion around the chickens at common road. The clerk had sought advice from various sources and NALC's view was that the matter was not a parish council matter. Clerk advised of the potential offer of help from Fresh Start for Hens a chicken rescue charity. They had offered to come and speak to the village or the councillors. Some councillors felt we had a duty to manage the situation in some way. It was agreed we would invite the village to discuss the issue at the annual assembly and ask Fresh Start For Hens to speak to the meeting.

9 Reports

Norfolk County Councillor
BCKLWN District Councillor

Cllr Stuart Dark spoke about his election as Leader of Norfolk County Council as of 7th May 2024 and said he had resigned his political affiliation. He spoke about his chosen annual theme of celebrating and promoting volunteers.

He thanked Cllr K Penty for his work as chair.

He spoke about all the work being done in Norfolk and gave many statistics to evidence this. He said he would email the clerk a copy of his notes to save minuting everything.

In relation to his Borough Council work, Cllr Dark spoke of the various successful village applications for CIL (Community Infrastructure Levy) funding.

He spoke about potholes and the need for everyone to report them promptly. Poppyfields and Parkside potholes were raised with Cllr Dark.

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Finance

10 To note the Internal Auditor's Report

This was deferred as the Auditor's Report had not yet been completed.

11 To note and sign the AGAR Form

This was deferred for the same reason as above.

12 To note and sign the CIL form and to consider CIL spending

The CIL form and spending were discussed, and it was felt more detail from the accounts were needed to assess accurately what CIL spending there had been in the previous year. Clerk to revisit. It was noted, a quote had been received for one of the CIL projects. The quote was for ground works for the play area. The quote of £4000 had been circulated. Work if agreed, was to start 17.6.2024. The quote was approved by all. Cllr Bocking proposer, Cllr Standeven seconded.

13 To confirm bank signatories for the current term of office

It was agreed that all would remain the same, although Cllr H Whyman- Naveh should be added as she is now vice-chair. Proposed by Cllr K Penty and seconded by Cllr Deverick.

14 To receive the Annual Accounts to 31 March 2024

The accounts had been circulated. There were no further questions, and the accounts were approved by all and signed.

15 To receive bank reconciliation for the end of April and note bank balances

Balances were given as follows as at 13.5.2024:-

Current Account: £500.00

Premium Account: £330,548.23

Ongoing bank reconciliation problems were still noted, due to banking access problems, although work with the bank was ongoing to address this.

16 To consider and approve the circulated payments and receipts list, plus any additional payments circulated by the clerk prior to the meeting

All payments were agreed and approved for payment and the payments list signed by the chair.

17 To consider and approve subscriptions to organisations, currently NALC & SLCC(Society of local council Clerks))

Membership rates having been circulated, both subscriptions were approved. It was felt we should reassess whether to maintain our membership with NALC next year.

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18 To consider a quote for email software & back up upgrade- ECS Quote

All agreed the upgrade was required due to outdated systems. A quote of £360 as a one-off payment, and a slight increase in our monthly direct debit of £11.65 was received from ECS, who are our existing IT support providers. The upgrade was agreed, and the payment was approved. Proposed by Cllr Smith and seconded by Cllr Harpley.

19 To consider quotes for Office Alarm Dialler system – CTS

All agreed this was not required and we would not proceed with the quote, or seek others.

20 To consider and approve a new Internet, mobile and phone contract with BT

A new contract with BT for £29.95+vat per month + vat for the broadband, and a sim only contract £7+vat per month was approved by all.

21 To consider and approve an annual payments list for the 2 staff salaries

As the staff salaries are a regular payment each month and salaries have been previously agreed, it was proposed to approve these as an annual payments list. All agreed. Proposer Cllr K Penty seconded by Cllr Deverick.

To consider and approve policies and documents

22 To consider and approve any amendments required to Standing Orders

This Item was deferred

23 To consider and approve any amendments required to Financial Regulations

This Item was deferred

24 To consider and approve an updated Publication Scheme

This item was deferred to allow the clerk more time to review existing policy documents

25 To consider and approve a Biodiversity Policy

This item was deferred to allow the clerk more time to review existing policy documents

26 To consider Personnel Committee and nominations of members.

It was agreed that the existing members of the personnel committee (Cllrs Smith, Standeven, Bocking, Deverick) would remain, but that Cllr Whyman- Naveh would also join the committee. All agreed.

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

Mick Harpley indicated he would like to represent the Council at the Memorial Hall Meetings.

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It was agreed that there was no requirement for us to have representatives on either the Pavilion or the Allotment Groups.

28 To consider wreath options for Remembrance Day celebrations and approve the costs

All agreed we would ask the Royal British Legion to order the same wreaths as last year. It was agreed 3 wreaths would be purchased. Cllr K Penty Proposed, seconded by Cllr Standeven.

Planning - To receive and consider planning applications and decisions received from the planning authority at Kings Lynn & West Norfolk Borough Council:

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

There was some confusion as to why this item had raised itself again. The clerk explained the nature of the correspondence received from the Planning Inspectorate setting out a legal timetable for statements of case to be submitted. All agreed the Council had not objected before and did not wish to take any further part. The clerk to clarify matters with the Planning Inspectorate.

30 Applications to consider

A list of applications had been circulated prior to the meeting. However, during the meeting access to the internet could not be obtained on the Hall's TV to access the planning website. The councillors were therefore unable to comment on the planning applications circulated.

31 Decisions to Note

A list of decisions had been circulated prior to the meeting and were noted.

32 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.

33 Dates of Next Meetings

The following dates were agreed for Full Council Meetings for the rest of this year:-

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

Meeting closed at 8.15pm

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34 It was agreed 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.

35 To consider a resident's complaint about the trees on Lodge walk.

This item was discussed in closed session to protect the resident's identity and privacy. It was noted the resident had mentioned taking legal action if the matter could not be resolved. The issue concerned over hanging tree branches from the trees at Lodge Walk. The clerk was currently working with the resident to try and resolve. It was agreed that the Clerk would contact the Tree Officer to see what works could be done if any, and report back.

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

This item was discussed in closed session to protect the employee's privacy. The clerk reported that statutory wage levels had changed on 1 April 2024 and that the payroll agency had not accounted for the increase. Everyone agreed the employee must be paid the correct wage and any back pay due. The Clerk has now taken back the payroll function and will ensure correct payments are made.