

Snettisham Parish Council

Minutes of Snettisham Annual Parish Council Meeting held at 6pm on Tuesday **11 June 2024** at the Memorial Hall, Snettisham,

Present: J Smith (Chair)

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

Clerk: Roberta Mason

Also present: County & Borough Councillor Stuart Dark and 3 members of the public.

37 Apologies and consideration of acceptance for absence

Cllr L Standeven sent apologies for personal family reasons, which were accepted by all.

38 Members' declarations of interest

No declarations were made.

39 Norfolk County Councillor Stuart Dark BCKLWN District Councillor Stuart Dark

Cllr Dark advised that there is currently a period of purdah due to the Elections.

Cllr Dark talked about the County Council accepting a deal for devolution of powers and an additional £20m funding for the county. He informed that this would bind the next Government.

He explained his dialogue with Highways about the issues of road conditions up at the quarry and around the village. He informed that the quarry was making improvements, and that the village should see improvements by circa 14 June 2024.

Cllr Dark spoke about volunteers' week, He thanked the Councillors for "volunteering" as Councillors, on behalf of the County Council.

He also spoke of his recent visit to the Royal British Legion Hall in Snettisham and how *"it was a pleasure to be there."*

40 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.

41 Minutes

The minutes of the meeting held on 14 May 2024 were duly approved and signed by the Chair Cllr J Smith.

42 Finance

Snettisham Parish Council

42.1 To formally appoint the RFO

Councillors noted the internal auditor's comments and indicated they thought the clerk had already been appointed as RFO. However, for the avoidance of doubt, there was a formal vote and there was agreement by all to formally appoint the clerk as the RFO - Cllr D Bocking Proposer / Cllr K Penty Seconder

42.2 To note the Internal Auditor's Report

The auditor's report having been circulated, all noted the internal auditor's report.

42.3 To note and sign the AGAR Form

The AGAR form having been circulated, the AGAR form was agreed by all and duly signed by the Chair Cllr J Smith and the Clerk/ RFO.

42.4 To agree dates for the required Public Rights Notice - 13 June – 24 July 2024

The Clerk explained the Public Rights Notice. All agreed, the dates proposed.

The clerk confirmed that she would be absent week commencing 17 June 2024 and that arrangements would need to be put in place to give public access in her absence.

42.5 To note and sign the CIL form

The CIL form having been circulated and discussed the previous meeting, the CIL form was agreed by all and duly signed by the Chair and the Clerk

42.6 To receive bank reconciliation for the end of May 2024 and note bank balances.

Bank reconciliations reports for 31 May 2024 were produced. All transactions have been reconciled since the start of the new financial year to 31 May 2024. However, the clerk pointed out a slight anomaly with a payment in the accounts which had been entered in February 2024 (in the last financial year) and before the current clerk started. The payment of £86.19 appears to be an entry error, which has never been invoiced or cleared the bank account. The Clerk will try and resolve with Scribe, the Council's accounts software provider.

The current account balance as at 31.5.2024: £500.

The premium account balance as at 31.5.2024: £325,053.

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

The payments list having been circulated, there was a discussion about the invoice for Jotform, which is a platform for the village survey. It was noted that the subscription to the Jotform platform would give us 1 year membership and that we could use it for as many other forms and surveys as we liked. On that basis Cllr R MacKenzie proposed we agree the invoice, Cllr Whyman-Naveh seconder. All other payments were agreed by all, and the payments list was signed by the Chair Cllr J Smith.

42.8 To consider and approve a subscription to Community Action Norfolk

Snettisham Parish Council

The Clerk explained to Councillors the internal auditor's recommendations, (both this and last), that the Council consider seeking advice from Community Action Norfolk (CAN). This year the auditor recommended the Council seek advice on certain issues concerning the Council and its role as Trustee of the Townlands Trust. Last year the auditor had recommended seeking advice from CAN, in relation to the Council's relationship with the "Pavilion charity." The auditor had noted this year that her recommendation for last year had not been followed.

The Clerk explained she had contacted CAN and obtained quotes for advice and membership costs, and there are three types of membership.

Cllr Rod Mackenzie proposed silver membership at a cost of £50. This was seconded by Cllr H Whyman- Naveh.

There was a long discussion, led by Cllr K Penty, who opposed the need to seek advice on the issue of ownership of land known as "The Chalk Pit." Cllr K Penty relied on a document from the Commons Registration Act decision of 29.6.1977, which found that the land known as "The Chalk Pit," was owned by the Parish Council.

The Clerk explained that the Charity Commission document dated 21.9.1981, created a Charity Commission approved scheme, indicating that 'the Chalk Pit,' formed part of the land vested in Townlands Trust Charity land, under part 1 of the schedule. The Clerk felt both documents led to uncertainty and that clarity and certainty was required for legal and finance purposes.

The Clerk explained that CAN does not offer legal advice but can help with Charity law in general. There was a discussion about whether legal advice should be taken. Stuart Dark suggested a visit to the Norfolk records office might provide further information.

Cllr K Penty mentioned that we also have NALC for legal advice. The Clerk advised that NALC offer Parish Council advice and not Charitable law advice.

Cllr K Penty proposed rejection of the proposal to join and seek advice from CAN. J Penty, R Garwood, D Bocking, J Bailey, G Deverick, and M Harpley were all against, so the proposal was rejected.

43 To Consider and approve policies and documents

43.1 To consider and approve any amendments required to Standing Orders

The suggested amendments to the standing orders as suggested by national NALC were approved and agreed

43.2 To consider and review Financial Regulations

This issue was deferred. The clerk advised that a new set of national NALC Financial regulations had been circulated and were significantly different to the existing Financial Regulations. Therefore, it was agreed more time was needed to consider the NALC Financial Regulations. The Clerk to review and circulate for discussion.

43.3 To consider and adopt the draft Biodiversity Policy

The draft policy having been circulated and there being no further questions, it was agreed by all that the biodiversity policy be adopted by Council.

Snettisham Parish Council

44 Clerks report on progress on any matters arising from previous meetings and on any new correspondence

Street lighting

The Clerk reported that a new energy supplier for street lighting had been obtained after approaching a new broker. The supplier is Tomato Energy, and the broker suggests a 50% saving could be obtained. Forecast and comparison figures had been circulated. The supplier was offering a 1, 2 or a 3-year contract. It was proposed we accept the 1 Year contract and agreed by all. Cllr H Whyman- Naveh proposer / Cllr J Penty Seconded.

Trees

Clerk reported meeting with the Tree Officer from the Borough and that he was in favour of raising the canopy of the trees on Lodge Walk. All agreed to seek quotes for works on the trees.

Highways

Clerk reported on various outcomes from Highways visit on 21 May 2024.

Highways did not wish to take any action re the Hall Road issue of drivers parking outside The Old Store and driving the wrong way up Hall Road.

Highways do not wish to take any action re the St Marys/ Bircham Road crossroads despite recent accidents. Highways feel it is just bad driving at the junction.

Clerk reported that Westcotec had been approached regarding the Sam2 Traffic equipment. The diagnostic assessment is £45, plus vat, plus parts if any. All agreed the equipment needs to be assessed. The equipment needs to be taken to Dereham for assessment. Cllr Whyman- Naveh agreed to take it to Dereham.

The clerk reported Highways are doing an audit of all salt bins in the village. There was a discussion re the salt bins. It was agreed that the council should seek a quote for removal of the salt bins, on the basis the bins are not used and full of solid unused salt and several of the bins are in a poor condition.

Parking

There was an email from a resident in relation to parking issues within the village. There was a discussion about the current difficulties with parking and the lack of suitable land available close to the centre of the village. The MUGA was debated, but as the Council do not own the land it is not a decision within the power of the council. It was felt the Memorial Hall Trust who own the MUGA would never agree to this being used as a car park. Council agreed to continue to make enquiries and consider all available options. It was agreed the Clerk would have some initial discussions with the Ken Hill Estates as to land.

Market Place resurfacing issue

A resident had emailed the Clerk to indicate a potential problem with their property due to water ingress as a result of the resurfacing of the marketplace. All agreed we would address the issue and Cllr K Penty to make some enquiries contractors to see if the issue can be resolved.

Correspondence

The Clerk had circulated correspondence from the Rural Services Network, and after discussion, it was agreed by all that the council do not wish to obtain membership of the organisation.

Snettisham Parish Council

45 Planning - To receive and consider planning applications and decisions received from the planning authority - Borough Council of Kings Lynn & west Norfolk.

The list of applications and decisions received from the Borough Council having been circulated. Cllr G Deverick said he had considered the applications and was happy to take the lead on informing and recommending on planning matters to Council, if everyone agreed. Cllr G Deverick felt the current planning applications under consideration, were worthy of the Council's support. All councillors agreed to Cllr Deverick's suggestion that he take the lead on informing and recommending at council meetings, on planning applications.

46 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.

Member of the public asked about any progress with the Farmer's market. There was a discussion about the current obstacles, but it was agreed that this was still a worthy project that the council would continue to work on it.

47 Dates of Next Meetings

Next Full Council – Tuesday 9th July 2024, 6pm, Memorial Hall was noted by all.

Meeting closed at 7.55pm