

Snettisham Parish Council

Minutes of Snettisham Annual Parish Council Meeting held at 6pm on Tuesday **9 July 2024**
at the Memorial Hall, Snettisham,

Present: Cllr J Smith (Chair)

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

Clerk: Roberta Mason

Also present: 6 members of the public.

48 Apologies and consideration of acceptance for absence

Cllr G Deverick sent apologies for medical reasons, which were accepted by all.

49 Members' declarations of interest

No declarations were made.

**50 Norfolk County Councillor Stuart Dark
BCKLWN District Councillor Stuart Dark**

Cllr Dark sent his apologies for the meeting.

51 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.

A member of the public asked if Southgate Lane could be looked at with the possible assistance of Stuart Dark, as to footpath needs maintenance in certain areas. There is said to be standing water sitting in patches. The Clerk agreed to liaise with the resident to identify the areas requiring attention.

52 Minutes

The minutes from the meeting held on 11 June 2024 were duly approved and accepted as a true record and signed by the Chair Cllr J Smith

53 Finance

53.1 To receive bank reconciliation for the end of June 2024 and note bank balances

Bank reconciliation reports for 30 June 2024 were circulated. All bank accounts reconciled with the accounts.

The current account balance as at 30.6. 2024: £500.

The premium account balance as at 30.6.2024: £318,403.75

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53.2 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, all payments were agreed by all, and the payments list was signed by the Chair Cllr J Smith.

PAYMENTS LIST 9 July 2024 (amended 10.7.2024)				
DIRECT DEBITS				
		Net	VAT	Gross
3 Mobile Phone (monthly)	DD	£ 7.76	£ 1.55	£ 9.31
ECS Computers (monthly)	DD	£ 85.00	£ 17.00	£ 102.00
British Gas-Market Place electric	DD	£ 12.30	£ 0.61	£ 12.91
BCKLWN (Trade waste) (10th of Annual Bill)	DD	£ 94.77	£ -	£ 94.77
PAYMENTS (to be approved)				
	Payment Type			
EE New Mobile phone sim only contract	bacs	£ 7.63	£ 1.54	£ 9.17
PG&M Ltd (Gardening)	bacs	£ 270.00	£ 54.00	£ 324.00
DH Digger Hire	bacs	£ 5,500.00	£ 1,100.00	£ 6,600.00
Rospa Play ground Inspections	bacs	£ 160.00	£ 32.00	£ 192.00
Viking Office supplies	bacs	£ 21.73	£ 4.35	£ 26.08
SSE Final Street Light Energy payments x (£1,538.87 + £170.89)	bacs	£ 1,624.28	£ 85.48	£ 1,709.76
Memorial Hall room hire	bacs	£ 64.00	£ -	£ 64.00
Heronwood (Gardening)	bacs	£ 123.78	£ -	£ 123.78
£	-	£ -	£ 7,971.25	£ 1,296.53
				£ 9,267.78

* In dispute with SSE and made a formal complaint, so bill may vary when resolved

NB Plus staff salaries agreed on annual payment list 14.5.2024 minute ref 21

53.3 To consider a proposal to allocate funds received from clothes bank to earmarked reserved funds for the Church Road play area project.

It was agreed by all to allocate all income received from the clothes bank outside the parish office (Alford Storage Ltd) to earmarked reserved funds allocated for the Church Road play area upgrade. Proposer Cllr Mackenzie/ Seconder Cllr K Penty.

53.3 To consider and approve quotes for tree maintenance at work at Lodge Walk and Old Church Road

Three quotes for the work at Lodge Walk have been obtained. Two of which were from specialist arboricultural contractors. The Clerk explained that these quotes also included ongoing maintenance at Lodge Walk and Old church road, to remove epicormic growth and raise tree canopies as and when required. All trees were subject to TPO's. The tree officer had previously indicated biennial maintenance was appropriate for the epicormic growth. There was also a quote for removal of an Ash Tree at Lodge Walk, which appeared to have Ash dieback. The quotes were compared, and everyone was in favour of accepting a quote from TBH Tree Care. It was agreed that the Lodge Walk work to raise canopies on 4 trees, should go ahead immediately and the other work could be done when appropriate, subject to tree officer approval. Proposer Cllr K Penty/ seconder Cllr Whyman-Naveh.

54 Clerk's report on progress on any matters arising from previous meetings and on any new correspondence

The Clerk reported that the Parish Council reporter would no longer attend council meetings, as Lynn News will no longer fund the reporting. Councillors agreed to ask the Clerk to extend their thanks and best wishes to the reporter.

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The Clerk reported that various litter bins around the village are in a poor state of repair, and some need immediate replacement. The clerk had obtained several quotes via websites and the best option was a cost of circa £175 each. The more bins purchased the price is reduced. There is an option to buy 4 bins

There was an update on the Sam 2 equipment which is presently with Westcotec for diagnostic repair. We hope to have the quotes for repair by the next meeting.

There was a brief update on the Village survey and the number already in. The survey is now at various venues around the village in paper format. Survey closes at end of August.

The Clerk reported that the tree felling in the autumn at Common Road West by Ken Hill is to be replaced by native hedges and the planting of new oak trees. Ken Hill will provide more information as the autumn approaches, as to how the felling of the trees will be managed.

The Clerk reported she is due to meet with Norfolk Wildlife Trust on 21 May to discuss work to maintain The Common and to hold initial discussions about the proposal for a Village Pond.

The new bench at Ladies Walk is to be fitted and the old bench is to be offered to the Community Garden at Shelduck, if feasible when removed.

The clerk reported that the email migration/ upgrade had now taken place to make the office email more fit for purpose.

The Clerk reported some delays moving to the new street light energy supplier, due to an ongoing dispute with the old provider (SSE Energy). Brokers had reported widespread disputes with SSE Energy, leading to delays in service transfers of over a year. The clerk therefore felt it would be more cost effective in the long run, if the council settled the bill, as the council should see significant costs savings with the new energy contract. All agreed to this suggestion and the Clerk was instructed to settle the outstanding invoices with SSE Energy (see payments list).

Clerk reported that RAF Lakenheath had declined to attend village Remembrance Day service in November.

Correspondence

Clerk read out a letter from the Snettisham Royal British Legion inviting Councillors to a service 14 September at 14:00 hrs at St Mary's church. Councillors asked for the invite to be sent to them individually and did not feel the need to send a formal joint response.

Clerk reported receipt of a letter from Kings Lynn and West Norfolk with proposals for the street names for the new Spires development. The names are to be Blackthorn Road, Alder Close, Spindle Drive and Osier Close. Councillors had no objections, having previously suggested 'Tree names' as a possible option.

55 Play Areas

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55.1 To consider ROSPA reports on both play areas and approve recommended maintenance and repairs

The ROSPA reports having been circulated it was noted that maintenance was required at both play areas. Most were minor issues, save for the larger swings at Church Road. It was noted that they were considered a high risk by ROSPA and should be dismantled and repaired with the manufacturer's guidance. In view of the planned upgrade of the play area it was agreed they should be taken out of action as a short-term measure. The Clerk and Cllrs J & K Penty to meet at the Church Road play area on 15.7.2024 to assess and take remedial action. It was also agreed the Clerk would obtain some child safe moss/ weed killer for the play areas.

55.2 To consider Lodge Walk play area (Cllr Julie Smith)

There was a general discussion as to whether the play area at Lodge Walk was being used. Members of the public commented that the area was used regularly. Cllr Bocking proposed leaving the playground as it is. The proposal was seconded by Cllr K Penty and agreed by all.

55.3 To consider playground inspections and additional personnel

It was agreed that Cllrs J Smith and H Whyman-Naveh would assist with the playground weekly inspections, until the current staffing issue is resolved.

55.4 Update on Church Road play area improvements (Cllr Jacqui Penty)

Cllr J Penty reported that the work had been completed to alter the fencing and provide a larger overall area for the playground. Further funding applications had been submitted, but currently we were a long way off the current costs estimated in recent updated quotes. The latest quotes were circa £100k. it was suggested that we obtain quotes from other local equipment providers, as continue to making funding applications. It was agreed Council would continue to consult with the school children as to their preferences for new equipment.

56 To consider street lighting for Spires development.

To consider what lighting if any we require, or do we wish to operate a "Dark skies" policy.

There was a discussion regarding the provision of lighting, and it was noted that Highways did not require any lighting. The Clerk also advised it was reported by Norfolk County Council that many parish councils are adopting "Dark skies" policies to combat light pollution. Cllr Bocking suggested the provision of 6 Street lights. Garwood suggested people often provide their own outside lighting with domestic outside lights. A majority agreed to adopt a dark skies policy and make no provision additional lighting

57 To consider signage for the village

It was agreed to obtain quotes for village signs for the centre of the village with a "slow yew down" message. The Clerk to seek permission to affix the signs to telegraph poles or consider other options.

There was also a discussion about Village Gateway signs. It was felt these would be an attractive feature when entering the village from various directions. The clerk is to seek quotes.

58 To consider correspondence from a resident re property damage at Lancaster Place.

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The issue was deferred. It was noted this issue was now with Cllr Stuart Dark and that hopefully a resolution could be found.

59 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 the following recommendations to planning were discussed and agreed. Clerk to notify planning

All the planning applications were supported save for the following:

24/00913/F- 5 Sedgeford Road

It was felt this was too high and out of proportion for the front boundary and out of character when compared with the remainder of the houses along this row.

In respect of the appeal, 23/02040/F, it was felt inappropriate to comment on this.

60 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.

No Further public comments

61 Dates of Next Meetings

Next Full Council – Tuesday 13 August 2024, 6pm, Memorial Hall was noted by all.

62 Exclusion of the Press and Public

To resolve to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 S.1 (2) to discuss 2 personnel issues relating to staff.

62.1

There was a discussion regarding the ill health of a member of staff that would have an impact on the provision of services within the village. At this stage it is too early to make any long-term assumptions or predictions about a return to work, but it was felt it could potentially involve a long-term absence. It was felt appropriate to recruit as a temporary measure. The Clerk has already put out an advertisement for a maintenance worker and it was felt this role could fill the current gap in staff (at least on a short-term basis). It was agreed by all that the Council would like to send get well wishes to the member of staff.

There was a discussion about two candidates for the role of a maintenance worker. There was a discussion over hours and rates of pay. It was agreed the clerk would invite one of the candidates for an interview. It was felt circa 20 hours per week seemed appropriate for the role. Cllr D Bocking proposed leaving the recruitment and requirements to the Clerk. Cllr K Penty Seconded and all were in favour.

62.2

The Clerk informed Councillors that her current hours were not sustainable over the long term and wished to commit to 20 hours per week. The Clerk felt an admin assistant was appropriate to support for additional hours, and more cost effective. 10 Hours was suggested for Admin support. All agreed to be guided by the Clerk.

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Councillors reviewed the Clerk's proposed contract of employment in view of the hours agreed and the contract (standard NALC model) was agreed. The clerk to sign and forward to the Chair.

Meeting closed at 7.55pm

Note to the Minutes

Item 53.2 The payments list was amended on 10.7.2024 to correct a typographical error, as the payment to Heronwood was actually £123.78, and not £320.35 as stated in the payments list circulated 9.7.2024.