

Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Tuesday **10 September 2024** at the Memorial Hall, Snettisham.

Present: Cllr H Whyman-Naveh (Vice-Chair)

Councillors; J Bailey, D Bocking, G Deverick, R Garwood, M Harpley, R Mackenzie, L Standeven.

Clerk: Roberta Mason

Also present: 8 members of the public.

77 Apologies and consideration of acceptance for absence

Cllrs K& J Penty and J Smith sent apologies as a result of holiday commitments, which were accepted by all.

78 Members' declarations of interest

None

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

Cllr S Dark sent his apologies.

It was suggested altering the order of the agenda to deal with agenda item 9 at this point. All were in favour.

80 Owners of the watermill addressed Councillors

The owners confirmed they were seeking the Council's support for their application to apply to planning for removal of a restriction on the property, which permits to use of the property as a Holiday let only. The owners confirmed they are not able to look after the property as they live too far away, and that the Watermill should really be owned by someone local as their home. The owners were asked to submit what it is they want to achieve in writing, along with any planning and Title deeds, so the Council can consider it further. The owners confirmed they would.

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The draft minutes from the meeting held on **13 August 2024** were duly approved following an amendment to minute ref 68.6 to include "*Tree maintenance- £6000*". The minutes were accepted as a true record and signed by the Vice-Chair Cllr H Whyman- Naveh

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Bank reconciliation reports for 13 August 2024 were circulated. The savings bank accounts reconciled. The Current account did not reconcile. The current bank account showed slightly more income than the accounts (by £46.78) The Clerk explained some historical VAT work was being done at the moment, which may have thrown up an anomaly. However, all transactions through the accounts this month, all reconciled with the bank. The Clerk to keep working on the vat and to do a further bank reconciliation.

The current account balance as at 31 August.2024: **£569.60**

The premium account balance as at 31 August.2024: **£303,671.79**

83.2 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. The payments were agreed by all, and the payments list was signed by the Vice-Chair Cllr H Whyman-Naveh

PAYMENTS LIST 10 September 2024				
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Two quotes were discussed. The two quotes were not comparable because one had quoted for a more expensive, more attractive drain construction, and one quote was for a basic drain. The basic drain was favoured by Councillors, but the Clerk was instructed to ask DH Diggers to quote for the more attractive drain, and ask the owner if they wanted to pay the additional costs, over the basic drain. Proposer Cllr MacKenzie. Cllr Garwood seconded.

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83.5 To consider new litter bin contracts

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All agreed £450 for the Christmas Tree. A donation to the Children's Christmas party (organised by the Memorial Hall) and the Pensioner's Christmas party (organised by the Snettisham Events committee) was suggested in the sums of £500 each, as s137 spending. Cllr Mackenzie proposer and Cllr Harpley Seconded. All agreed.

84. Clerk's report on progress and correspondence received

External Auditor Report

The external auditor has now concluded their review and submitted an "except for" certificate. The Auditor's comments were read. The Auditor had confirmed that the reason for the "except for" certificate was due to the late filing of the accounts for the Townlands Trust. The accounts had not been filed on time due to the absence of a Clerk between October 2023-March 2024. The Auditors certificate was noted by Councillors.

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The Clerk reported a resident had noted the presence of this non-native invasive species along the river Ingol from the Newbridge on Lynn road to passed the water mill. The Clerk had reported the matter to the Brough Council several times, to the Rivers Trust and to Norfolk Non-native Species Initiative, but it would appear no one organisation appears to take responsibility for the issue and that it would appear community action being used elsewhere within Norfolk. Edward Stanton confirmed he had a contact at the Rivers Trust who may be of some assistance. Councillors felt we do not have the resources to take on the issue, other than do what has already been done. It was agreed to make the public aware. There was a vote in favour of posting some basic information on Facebook and our website. Proposer Cllr Garwood. Cllr H Whyman- Nevah seconded.

Member of the public emailed re traffic issues at Alma Road

The Clerk read out an email from a member of the former traffic working group regarding developments at Alma Road since the installation of white T bars. The Clerk confirmed the village survey results were heavily concerned about traffic issues and so Councillors agreed to consider traffic issues on the next agenda in November as the main topic for discussion.

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Revised design and quotes had been circulated amongst Councillors. Contract discussions were underway, and work was due to start 30 September 2024.

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The list of applications and decisions received from the Borough Council having been circulated.

Matter number: 24/01511/PACU3 - An email was read out on behalf of one applicant. This was supported by all Councillors. Proposed by Cllr Deverick and Cllr Mackenzie seconded.

Matter number: 24/00913/F - Councillors did not wish to add any further comment.

90. 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.

A member of the public commented about the closing of various shops and said that parking in the village, needs to be addressed.

Edward Stanton gave an update to the Council on the latest fund raising efforts for the Pavilion fund which now stands at £315,000. He confirmed tenders are now being sought.

91. Dates of Next Meetings

It was agreed that there would be no meeting in October 2024.

Next Full Council – Tuesday 12 November 2024, 6pm, Memorial Hall was noted by all.

92. 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 confidential items, i) relating to a personnel/ staffing issue and ii) the terms of a contract relating to item 10.

All in favour of moving into closed session on the grounds of confidentiality. The Clerk gave an update on the member of staff who remains in hospital. All Councillors agreed the Council must make plans, be it temporary or otherwise, to ensure the village litter bins are emptied to maintain service levels. There was a further discussion about the recruitment of a maintenance person, but the Clerk explained the recruitment had not been without difficulties and further discussion and work needs to be done on this.

The contractor for the play area was discussed and the results of the due diligence checks were discussed. The Clerk reported positive reports from two large public sector organisations that both confirmed successful contracts/ projects with the local contractor. The deposit and the scheduled payments were discussed along with the Contractor's usual contractual terms. There was a long discussion. Most Councillors were in favour of supporting the local contractor. Some Councillors had a more risk averse view.

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Cllr G Deverick and M Harpley had to leave the meeting at 9.15pm due to pressing matters.

Discussion continued and Councillors concluded it was not possible to reduce risk to zero and that on balance the due diligence had positive indicators. All Councillors were unanimous in their agreement to proceed with the contract and the Clerk was instructed accordingly to sign contracts and proceed.

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Snettisham Parish Council

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All agreed £450 for the Christmas Tree. A donation to the Children's Christmas party (organised by the Memorial Hall) and the Pensioner's Christmas party (organised by the Snettisham Events committee) was suggested in the sums of £500 each, as s137 spending. Cllr Mackenzie proposer and Cllr Harpley Seconded. All agreed.

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Member of the public emailed re traffic issues at Alma Road

The Clerk read out an email from a member of the former traffic working group regarding developments at Alma Road since the installation of white T bars. The Clerk confirmed the village survey results were heavily concerned about traffic issues and so Councillors agreed to consider traffic issues on the next agenda in November as the main topic for discussion.

Snettisham Parish Council

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Revised design and quotes had been circulated amongst Councillors. Contract discussions were underway, and work was due to start 30 September 2024.

86. To consider Parish Partnership Scheme Bid

This item was deferred due to the absence of Cllr Dark

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88. Consider Remembrance Day Events

Councillors confirmed that the Clerk was required to organise a road closure and wreaths only, and that others usually made all other arrangements.

89. 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.

Matter number: 24/01511/PACU3 - An email was read out on behalf of one applicant. This was supported by all Councillors. Proposed by Cllr Deverick and Cllr Mackenzie seconded.

Matter number: 24/00913/F - Councillors did not wish to add any further comment.

90. 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.

A member of the public commented about the closing of various shops and said that parking in the village, needs to be addressed.

Edward Stanton gave an update to the Council on the latest fund raising efforts for the Pavilion fund which now stands at £315,000. He confirmed tenders are now being sought.

91. Dates of Next Meetings

It was agreed that there would be no meeting in October 2024.

Next Full Council – Tuesday 12 November 2024, 6pm, Memorial Hall was noted by all.

92. 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 confidential items, i) relating to a personnel/ staffing issue and ii) the terms of a contract relating to item 10.

All in favour of moving into closed session on the grounds of confidentiality. The Clerk gave an update on the member of staff who remains in hospital. All Councillors agreed the Council must make plans, be it temporary or otherwise, to ensure the village litter bins are emptied to maintain service levels. There was a further discussion about the recruitment of a maintenance person, but the Clerk explained the recruitment had not been without difficulties and further discussion and work needs to be done on this.

The contractor for the play area was discussed and the results of the due diligence checks were discussed. The Clerk reported positive reports from two large public sector organisations that both confirmed successful contracts/ projects with the local contractor. The deposit and the scheduled payments were discussed along with the Contractor's usual contractual terms. There was a long discussion. Most Councillors were in favour of supporting the local contractor. Some Councillors had a more risk averse view.

Snettisham Parish Council

Cllr G Deverick and M Harpley had to leave the meeting at 9.15pm due to pressing matters.

Discussion continued and Councillors concluded it was not possible to reduce risk to zero and that on balance the due diligence had positive indicators. All Councillors were unanimous in their agreement to proceed with the contract and the Clerk was instructed accordingly to sign contracts and proceed.

Meeting closed at 9.30pm

Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Tuesday **10 September 2024** at the Memorial Hall, Snettisham.

Present: Cllr H Whyman-Naveh (Vice-Chair)

Councillors; J Bailey, D Bocking, G Deverick, R Garwood, M Harpley, R Mackenzie, L Standeven.

Clerk: Roberta Mason

Also present: 8 members of the public.

77 Apologies and consideration of acceptance for absence

Cllrs K& J Penty and J Smith sent apologies as a result of holiday commitments, which were accepted by all.

78 Members' declarations of interest

None

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

Cllr S Dark sent his apologies.

It was suggested altering the order of the agenda to deal with agenda item 9 at this point. All were in favour.

80 Owners of the watermill addressed Councillors

The owners confirmed they were seeking the Council's support for their application to apply to planning for removal of a restriction on the property, which permits to use of the property as a Holiday let only. The owners confirmed they are not able to look after the property as they live too far away, and that the Watermill should really be owned by someone local as their home. The owners were asked to submit what it is they want to achieve in writing, along with any planning and Title deeds, so the Council can consider it further. The owners confirmed they would.

81 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.

One member of the public raised concerns about the booking system that is being introduced at the Heacham recycling plant and felt it would not work. However, as Cllr Dark, was absent, it was left over to another meeting, as this is a Norfolk County Council matter.

A resident from Shelduck close raised concerns over the Lime trees at Lodge Walk and gave several examples of how the trees affect her garden and property. The Clerk explained the current work being planned for the trees (raise the canopies by 5 Meters), but explained we are waiting for the Tree Officer at the Borough Council to approve the work, as the trees have a tree preservation order on them. The Clerk explained that the sticky substance from the trees is caused by aphids and cannot be controlled by cutting the trees back. The Clerk invited the member of the public to make contact with her after the meeting to discuss it further.

82 Minutes

The draft minutes from the meeting held on **13 August 2024** were duly approved following an amendment to minute ref 68.6 to include "*Tree maintenance- £6000*". The minutes were accepted as a true record and signed by the Vice-Chair Cllr H Whyman- Naveh

83 Finance

Snettisham Parish Council

83.1 To receive bank reconciliation for the end of July 2024 and note bank balances

Bank reconciliation reports for 13 August 2024 were circulated. The savings bank accounts reconciled. The Current account did not reconcile. The current bank account showed slightly more income than the accounts (by £46.78) The Clerk explained some historical VAT work was being done at the moment, which may have thrown up an anomaly. However, all transactions through the accounts this month, all reconciled with the bank. The Clerk to keep working on the vat and to do a further bank reconciliation.

The current account balance as at 31 August.2024: **£569.60**

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

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Snettisham Parish Council

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The Clerk read out an email from a member of the former traffic working group regarding developments at Alma Road since the installation of white T bars. The Clerk confirmed the village survey results were heavily concerned about traffic issues and so Councillors agreed to consider traffic issues on the next agenda in November as the main topic for discussion.

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The list of applications and decisions received from the Borough Council having been circulated.

Matter number: 24/01511/PACU3 - An email was read out on behalf of one applicant. This was supported by all Councillors. Proposed by Cllr Deverick and Cllr Mackenzie seconded.

Matter number: 24/00913/F - Councillors did not wish to add any further comment.

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A member of the public commented about the closing of various shops and said that parking in the village, needs to be addressed.

Edward Stanton gave an update to the Council on the latest fund raising efforts for the Pavilion fund which now stands at £315,000. He confirmed tenders are now being sought.

91. Dates of Next Meetings

It was agreed that there would be no meeting in October 2024.

Next Full Council – Tuesday 12 November 2024, 6pm, Memorial Hall was noted by all.

92. 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 confidential items, i) relating to a personnel/ staffing issue and ii) the terms of a contract relating to item 10.

All in favour of moving into closed session on the grounds of confidentiality. The Clerk gave an update on the member of staff who remains in hospital. All Councillors agreed the Council must make plans, be it temporary or otherwise, to ensure the village litter bins are emptied to maintain service levels. There was a further discussion about the recruitment of a maintenance person, but the Clerk explained the recruitment had not been without difficulties and further discussion and work needs to be done on this.

The contractor for the play area was discussed and the results of the due diligence checks were discussed. The Clerk reported positive reports from two large public sector organisations that both confirmed successful contracts/ projects with the local contractor. The deposit and the scheduled payments were discussed along with the Contractor's usual contractual terms. There was a long discussion. Most Councillors were in favour of supporting the local contractor. Some Councillors had a more risk averse view.

Snettisham Parish Council

Cllr G Deverick and M Harpley had to leave the meeting at 9.15pm due to pressing matters.

Discussion continued and Councillors concluded it was not possible to reduce risk to zero and that on balance the due diligence had positive indicators. All Councillors were unanimous in their agreement to proceed with the contract and the Clerk was instructed accordingly to sign contracts and proceed.

Meeting closed at 9.30pm

Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Tuesday **10 September 2024** at the Memorial Hall, Snettisham.

Present: Cllr H Whyman-Naveh (Vice-Chair)

Councillors; J Bailey, D Bocking, G Deverick, R Garwood, M Harpley, R Mackenzie, L Standeven.

Clerk: Roberta Mason

Also present: 8 members of the public.

77 Apologies and consideration of acceptance for absence

Cllrs K& J Penty and J Smith sent apologies as a result of holiday commitments, which were accepted by all.

78 Members' declarations of interest

None

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

Cllr S Dark sent his apologies.

It was suggested altering the order of the agenda to deal with agenda item 9 at this point. All were in favour.

80 Owners of the watermill addressed Councillors

The owners confirmed they were seeking the Council's support for their application to apply to planning for removal of a restriction on the property, which permits to use of the property as a Holiday let only. The owners confirmed they are not able to look after the property as they live too far away, and that the Watermill should really be owned by someone local as their home. The owners were asked to submit what it is they want to achieve in writing, along with any planning and Title deeds, so the Council can consider it further. The owners confirmed they would.

**81 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.**

One member of the public raised concerns about the booking system that is being introduced at the Heacham recycling plant and felt it would not work. However, as Cllr Dark, was absent, it was left over to another meeting, as this is a Norfolk County Council matter.

A resident from Shelduck close raised concerns over the Lime trees at Lodge Walk and gave several examples of how the trees affect her garden and property. The Clerk explained the current work being planned for the trees (raise the canopies by 5 Meters), but explained we are waiting for the Tree Officer at the Borough Council to approve the work, as the trees have a tree preservation order on them. The Clerk explained that the sticky substance from the trees is caused by aphids and cannot be controlled by cutting the trees back. The Clerk invited the member of the public to make contact with her after the meeting to discuss it further.

82 Minutes

The draft minutes from the meeting held on **13 August 2024** were duly approved following an amendment to minute ref 68.6 to include "*Tree maintenance- £6000*". The minutes were accepted as a true record and signed by the Vice-Chair Cllr H Whyman- Naveh

83 Finance

Snettisham Parish Council

83.1 To receive bank reconciliation for the end of July 2024 and note bank balances

Bank reconciliation reports for 13 August 2024 were circulated. The savings bank accounts reconciled. The Current account did not reconcile. The current bank account showed slightly more income than the accounts (by £46.78) The Clerk explained some historical VAT work was being done at the moment, which may have thrown up an anomaly. However, all transactions through the accounts this month, all reconciled with the bank. The Clerk to keep working on the vat and to do a further bank reconciliation.

The current account balance as at 31 August.2024: **£569.60**

The premium account balance as at 31 August.2024: **£303,671.79**

83.2 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. The payments were agreed by all, and the payments list was signed by the Vice-Chair Cllr H Whyman-Naveh

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The list of applications and decisions received from the Borough Council having been circulated.

Matter number: 24/01511/PACU3 - An email was read out on behalf of one applicant. This was supported by all Councillors. Proposed by Cllr Deverick and Cllr Mackenzie seconded.

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Edward Stanton gave an update to the Council on the latest fund raising efforts for the Pavilion fund which now stands at £315,000. He confirmed tenders are now being sought.

91. Dates of Next Meetings

It was agreed that there would be no meeting in October 2024.

Next Full Council – Tuesday 12 November 2024, 6pm, Memorial Hall was noted by all.

92. 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 confidential items, i) relating to a personnel/ staffing issue and ii) the terms of a contract relating to item 10.

All in favour of moving into closed session on the grounds of confidentiality. The Clerk gave an update on the member of staff who remains in hospital. All Councillors agreed the Council must make plans, be it temporary or otherwise, to ensure the village litter bins are emptied to maintain service levels. There was a further discussion about the recruitment of a maintenance person, but the Clerk explained the recruitment had not been without difficulties and further discussion and work needs to be done on this.

The contractor for the play area was discussed and the results of the due diligence checks were discussed. The Clerk reported positive reports from two large public sector organisations that both confirmed successful contracts/ projects with the local contractor. The deposit and the scheduled payments were discussed along with the Contractor's usual contractual terms. There was a long discussion. Most Councillors were in favour of supporting the local contractor. Some Councillors had a more risk averse view.

Snettisham Parish Council

Cllr G Deverick and M Harpley had to leave the meeting at 9.15pm due to pressing matters.

Discussion continued and Councillors concluded it was not possible to reduce risk to zero and that on balance the due diligence had positive indicators. All Councillors were unanimous in their agreement to proceed with the contract and the Clerk was instructed accordingly to sign contracts and proceed.

Meeting closed at 9.30pm

Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Tuesday **10 September 2024** at the Memorial Hall, Snettisham.

Present: Cllr H Whyman-Naveh (Vice-Chair)

Councillors; J Bailey, D Bocking, G Deverick, R Garwood, M Harpley, R Mackenzie, L Standeven.

Clerk: Roberta Mason

Also present: 8 members of the public.

77 Apologies and consideration of acceptance for absence

Cllrs K& J Penty and J Smith sent apologies as a result of holiday commitments, which were accepted by all.

78 Members' declarations of interest

None

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

Cllr S Dark sent his apologies.

It was suggested altering the order of the agenda to deal with agenda item 9 at this point. All were in favour.

80 Owners of the watermill addressed Councillors

The owners confirmed they were seeking the Council's support for their application to apply to planning for removal of a restriction on the property, which permits to use of the property as a Holiday let only. The owners confirmed they are not able to look after the property as they live too far away, and that the Watermill should really be owned by someone local as their home. The owners were asked to submit what it is they want to achieve in writing, along with any planning and Title deeds, so the Council can consider it further. The owners confirmed they would.

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Maximum 3 minutes per speaker and 15 minutes in total for all speakers.**

One member of the public raised concerns about the booking system that is being introduced at the Heacham recycling plant and felt it would not work. However, as Cllr Dark, was absent, it was left over to another meeting, as this is a Norfolk County Council matter.

A resident from Shelduck close raised concerns over the Lime trees at Lodge Walk and gave several examples of how the trees affect her garden and property. The Clerk explained the current work being planned for the trees (raise the canopies by 5 Meters), but explained we are waiting for the Tree Officer at the Borough Council to approve the work, as the trees have a tree preservation order on them. The Clerk explained that the sticky substance from the trees is caused by aphids and cannot be controlled by cutting the trees back. The Clerk invited the member of the public to make contact with her after the meeting to discuss it further.

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The draft minutes from the meeting held on **13 August 2024** were duly approved following an amendment to minute ref 68.6 to include "*Tree maintenance- £6000*". The minutes were accepted as a true record and signed by the Vice-Chair Cllr H Whyman- Naveh

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Snettisham Parish Council

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Bank reconciliation reports for 13 August 2024 were circulated. The savings bank accounts reconciled. The Current account did not reconcile. The current bank account showed slightly more income than the accounts (by £46.78) The Clerk explained some historical VAT work was being done at the moment, which may have thrown up an anomaly. However, all transactions through the accounts this month, all reconciled with the bank. The Clerk to keep working on the vat and to do a further bank reconciliation.

The current account balance as at 31 August.2024: **£569.60**

The premium account balance as at 31 August.2024: **£303,671.79**

83.2 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. The payments were agreed by all, and the payments list was signed by the Vice-Chair Cllr H Whyman-Naveh

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Two quotes were discussed. The two quotes were not comparable because one had quoted for a more expensive, more attractive drain construction, and one quote was for a basic drain. The basic drain was favoured by Councillors, but the Clerk was instructed to ask DH Diggers to quote for the more attractive drain, and ask the owner if they wanted to pay the additional costs, over the basic drain. Proposer Cllr MacKenzie. Cllr Garwood seconded.

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The Clerk explained that her personal monies are being spent when ordering smaller items, such as the Gallipoli Gifts, Cleaning materials, etc. It was agreed that a credit/ debit card with a spending limit of £500 was an agreeable solution. Proposer Cllr Deverick. Cllr Bocking seconded.

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It was agreed that there would be no meeting in October 2024.

Next Full Council – Tuesday 12 November 2024, 6pm, Memorial Hall was noted by all.

92. 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 confidential items, i) relating to a personnel/ staffing issue and ii) the terms of a contract relating to item 10.

All in favour of moving into closed session on the grounds of confidentiality. The Clerk gave an update on the member of staff who remains in hospital. All Councillors agreed the Council must make plans, be it temporary or otherwise, to ensure the village litter bins are emptied to maintain service levels. There was a further discussion about the recruitment of a maintenance person, but the Clerk explained the recruitment had not been without difficulties and further discussion and work needs to be done on this.

The contractor for the play area was discussed and the results of the due diligence checks were discussed. The Clerk reported positive reports from two large public sector organisations that both confirmed successful contracts/ projects with the local contractor. The deposit and the scheduled payments were discussed along with the Contractor's usual contractual terms. There was a long discussion. Most Councillors were in favour of supporting the local contractor. Some Councillors had a more risk averse view.

Snettisham Parish Council

Cllr G Deverick and M Harpley had to leave the meeting at 9.15pm due to pressing matters.

Discussion continued and Councillors concluded it was not possible to reduce risk to zero and that on balance the due diligence had positive indicators. All Councillors were unanimous in their agreement to proceed with the contract and the Clerk was instructed accordingly to sign contracts and proceed.

Meeting closed at 9.30pm

Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Tuesday **10 September 2024** at the Memorial Hall, Snettisham.

Present: Cllr H Whyman-Naveh (Vice-Chair)

Councillors; J Bailey, D Bocking, G Deverick, R Garwood, M Harpley, R Mackenzie, L Standeven.

Clerk: Roberta Mason

Also present: 8 members of the public.

77 Apologies and consideration of acceptance for absence

Cllrs K& J Penty and J Smith sent apologies as a result of holiday commitments, which were accepted by all.

78 Members' declarations of interest

None

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

Cllr S Dark sent his apologies.

It was suggested altering the order of the agenda to deal with agenda item 9 at this point. All were in favour.

80 Owners of the watermill addressed Councillors

The owners confirmed they were seeking the Council's support for their application to apply to planning for removal of a restriction on the property, which permits to use of the property as a Holiday let only. The owners confirmed they are not able to look after the property as they live too far away, and that the Watermill should really be owned by someone local as their home. The owners were asked to submit what it is they want to achieve in writing, along with any planning and Title deeds, so the Council can consider it further. The owners confirmed they would.

**81 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.**

One member of the public raised concerns about the booking system that is being introduced at the Heacham recycling plant and felt it would not work. However, as Cllr Dark, was absent, it was left over to another meeting, as this is a Norfolk County Council matter.

A resident from Shelduck close raised concerns over the Lime trees at Lodge Walk and gave several examples of how the trees affect her garden and property. The Clerk explained the current work being planned for the trees (raise the canopies by 5 Meters), but explained we are waiting for the Tree Officer at the Borough Council to approve the work, as the trees have a tree preservation order on them. The Clerk explained that the sticky substance from the trees is caused by aphids and cannot be controlled by cutting the trees back. The Clerk invited the member of the public to make contact with her after the meeting to discuss it further.

82 Minutes

The draft minutes from the meeting held on **13 August 2024** were duly approved following an amendment to minute ref 68.6 to include "*Tree maintenance- £6000*". The minutes were accepted as a true record and signed by the Vice-Chair Cllr H Whyman- Naveh

83 Finance

Snettisham Parish Council

83.1 To receive bank reconciliation for the end of July 2024 and note bank balances

Bank reconciliation reports for 13 August 2024 were circulated. The savings bank accounts reconciled. The Current account did not reconcile. The current bank account showed slightly more income than the accounts (by £46.78) The Clerk explained some historical VAT work was being done at the moment, which may have thrown up an anomaly. However, all transactions through the accounts this month, all reconciled with the bank. The Clerk to keep working on the vat and to do a further bank reconciliation.

The current account balance as at 31 August.2024: **£569.60**

The premium account balance as at 31 August.2024: **£303,671.79**

83.2 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. The payments were agreed by all, and the payments list was signed by the Vice-Chair Cllr H Whyman-Naveh

PAYMENTS LIST 10 September 2024				
DIRECT DEBITS		Net	VAT	Gross
BT Office and Internet	DD	£ 16.62	£ 3.32	£ 19.94
3 Mobile Phone (monthly)	DD	£ 6.00	£ 1.20	£ 7.20
ECS Computers (monthly)	DD	£ 96.65	£ 19.33	£ 115.98
BCKLWN (Trade waste) (10th of Annual Bill)	DD	£ 94.77	£ -	£ 94.77
SSE Street Light Energy (unmetered)	DD	£ 261.48	£ 13.07	£ 274.55
British Gas (final / final inv for Market Place)	DD	£ 9.73	£ 0.48	£ 10.21
Parabis Leasing (Printer Quarterly Charges)	DD	£ 202.76	£ 40.55	£ 243.31
PAYMENTS (to be approved)		Payment Type		
Salaries, NI, PAYE & Pensions	bacs	£ 3,251.92	£ -	£ 3,251.92
EE New Mobile phone SIM only contract	bacs	£ 7.63	£ 1.53	£ 9.16
Office Cleaner Inv for August	bacs	£ 55.00	£ -	£ 55.00
PG&M Ltd (Gardening)	bacs	£ 225.00	£ 45.00	£ 270.00
SSE Street Light Energy (office)	bacs	£ 261.48	£ 13.07	£ 274.55
Heronwood (Gardening)	bacs	£ 247.56	£ -	£ 247.56
Memorial Hall - Hall Hire July/ Aug	bacs	£ 64.00	£ -	£ 64.00
8 x Lavender for Turkish Gallipoli remembrance gifts	bacs	£ 24.00	£ -	£ 24.00
Amazon- 5 Litre Pump Sprayer for weed Killer	bacs	£ 12.04	£ 2.41	£ 14.45
Amazon- Child friendly organic Weed killer 5 Ltrs	bacs	£ 19.95	£ -	£ 19.95
Amazon - Photo frames(Turkish Gallipoli remembrance) & Office Lanyard	bacs	£ 29.13	£ 5.83	£ 34.96
2 x Greetings Cards	bacs	£ 4.00	£ -	£ 4.00
Parish Print (Turkish Gallipoli Rembrance photos)	bacs	£ 16.67	£ 3.33	£ 20.00
External Auditors Invoice (Annual Audit) 9.9.2024	bacs	£ 420.00	£ 84.00	£ 504.00
NALC Invoice for 1 month Payroll	bacs	£ 8.00	£ 1.60	£ 9.60
Office supplies (Paint, Scourers, cleaning materials & planters	bacs	£ 20.75	£ -	£ 20.75
SSE Street Light Energy (unmetered supply)	bacs	£ 78.41	£ 3.92	£ 82.33
TBH Tree Care Urgent tree work (wind damage Lodge Walk)	bacs	£ 250.00	£ -	£ 250.00
Defibrillator replacement electrode pads	bacs	£ 49.95	£ 9.99	£ 59.94
£	-	£ 5,733.50	£ 248.63	£ 5,982.13

83.3 To consider quotes and proposals for Market Place

Two quotes were discussed. The two quotes were not comparable because one had quoted for a more expensive, more attractive drain construction, and one quote was for a basic drain. The basic drain was favoured by Councillors, but the Clerk was instructed to ask DH Diggers to quote for the more attractive drain, and ask the owner if they wanted to pay the additional costs, over the basic drain. Proposer Cllr MacKenzie. Cllr Garwood seconded.

83.4 To consider applying for Credit or Debit card with a spending cap

The Clerk explained that her personal monies are being spent when ordering smaller items, such as the Gallipoli Gifts, Cleaning materials, etc. It was agreed that a credit/ debit card with a spending limit of £500 was an agreeable solution. Proposer Cllr Deverick. Cllr Bocking seconded.

Snettisham Parish Council

83.5 To consider new litter bin contracts

Councillors discussed a short-term solution to the litter bin collection, whilst the Council have to manage sickness absence. The costs of the Borough collecting are £241.90 per annum per bin. Serco who are the Brough Council's contractor, will not collect from play areas. They will only collect kerbside. The Borough will also require larger wheelie style bins as bins are relocated. It was felt, 3 bins at each play area was not sustainable. The Clerk to negotiate with the Borough over a potential short-term contract until the end of January 2025 and to establish where new bins might be located. The Clerk was also instructed to look at the costs of the new larger bins required by the Borough. A maximum budget of £5000 was suggested, on the understanding that the Clerk looks for the most cost effective solution. All agreed. Proposer Cllr Standeven. Cllr Deverick seconded.

83.6 To consider Christmas Expenditure

All agreed £450 for the Christmas Tree. A donation to the Children's Christmas party (organised by the Memorial Hall) and the Pensioner's Christmas party (organised by the Snettisham Events committee) was suggested in the sums of £500 each, as s137 spending. Cllr Mackenzie proposer and Cllr Harpley Seconded. All agreed.

84. Clerk's report on progress and correspondence received

External Auditor Report

The external auditor has now concluded their review and submitted an "except for" certificate. The Auditor's comments were read. The Auditor had confirmed that the reason for the "except for" certificate was due to the late filing of the accounts for the Townlands Trust. The accounts had not been filed on time due to the absence of a Clerk between October 2023-March 2024. The Auditors certificate was noted by Councillors.

Update on village Survey

The Clerk confirmed there had been 520 surveys submitted and read out the results of the survey. All agreed that the survey should be published as soon as possible. Councillors to discuss the survey feedback and the next working meeting for consideration and points of action.

Member of the Public requesting assistance re rats and pest control in the village

The Clerk explained that a resident had reported a particularly bad rat infestation, which was reported to be caused by a neighbour feeding the birds. The resident was seeking support from the Council for a campaign to make the public aware of the consequences of feeding birds. Councillors discussed but felt the matter should be left to the Brough Council who are the statutory authority for dealing with such matters.

Report of Himalayan Balsam along the River Ingol

The Clerk reported a resident had noted the presence of this non-native invasive species along the river Ingol from the Newbridge on Lynn road to passed the water mill. The Clerk had reported the matter to the Brough Council several times, to the Rivers Trust and to Norfolk Non-native Species Initiative, but it would appear no one organisation appears to take responsibility for the issue and that it would appear community action being used elsewhere within Norfolk. Edward Stanton confirmed he had a contact at the Rivers Trust who may be of some assistance. Councillors felt we do not have the resources to take on the issue, other than do what has already been done. It was agreed to make the public aware. There was a vote in favour of posting some basic information on Facebook and our website. Proposer Cllr Garwood. Cllr H Whyman- Nevah seconded.

Member of the public emailed re traffic issues at Alma Road

The Clerk read out an email from a member of the former traffic working group regarding developments at Alma Road since the installation of white T bars. The Clerk confirmed the village survey results were heavily concerned about traffic issues and so Councillors agreed to consider traffic issues on the next agenda in November as the main topic for discussion.

Snettisham Parish Council

85. Update of Church road play area project

Revised design and quotes had been circulated amongst Councillors. Contract discussions were underway, and work was due to start 30 September 2024.

86. To consider Parish Partnership Scheme Bid

This item was deferred due to the absence of Cllr Dark

87. Update on Farmers market

Dates were agreed for 8 November and 6 December 2024. It was agreed to aim for an 8.00am start. Cllrs Bailey, Standeven and Garwood offered to deliver notices to nearby houses and business to notify them that parking would not be permitted on those Fridays until after 2pm. Cllr Whyman – Nevah confirmed 4 stall holders had committed so far but it was hoped it would grow with support.

88. Consider Remembrance Day Events

Councillors confirmed that the Clerk was required to organise a road closure and wreaths only, and that others usually made all other arrangements.

89. 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.

Matter number: 24/01511/PACU3 - An email was read out on behalf of one applicant. This was supported by all Councillors. Proposed by Cllr Deverick and Cllr Mackenzie seconded.

Matter number: 24/00913/F - Councillors did not wish to add any further comment.

90. 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.

A member of the public commented about the closing of various shops and said that parking in the village, needs to be addressed.

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Snettisham Parish Council

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