

Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Tuesday **12 November 2024** at the Memorial Hall, Snettisham.

Present: Cllr Julie Smith (Chair)

Councillors; J Bailey, D Bocking, L Standeven, Cllr H Whyman-Naveh, R Garwood, R MacKenzie, M Harpley, G Deverick,

Clerk: Roberta Mason

Also present: 4 members of the public.

At the start of the meeting Cllr Julie Smith read out a letter of resignation from Councillors Kevin & Jacqui Penty. All agreed Kevin and Jacqui have given invaluable time and support for the Parish Council over the years and a formal expression of thanks was given to them for their services.

The Chair also made a formal announcement of the sad death of Marian McCall our “village cleaner”, who had worked hard for the Council since 2006. Marian had emptied all the litter bins, inspected the play areas and generally kept the village free from litter. Condolences go out to her family and the details of her funeral are awaited.

93 Apologies and consideration of acceptance for absence

All were present

94 Members' declarations of interest

Cllr R MacKenzie declared a non-financial interest in item 8.1 on the agenda and agreed not to speak or vote.

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

Cllr S Dark was not present.

96 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 about the minutes no longer being published in the Lynn News. It was explained the reporter no longer attends, as the Lynn News will not pay her expenses. It was asked if the paper might publish minutes. The Clerk to enquire.

A member of the public congratulated the Council over the successful Remembrance Sunday event.

97 Minutes

The draft minutes 10 September 2024 were duly approved following an amendment to minute ref 83.4 to include the word “*debit card*”. The minutes were accepted as a true record and signed by the Chair Cllr Julie Smith.

98 Finance

98.1 To receive bank reconciliation for the end of October 2024 and note bank balances

Bank reconciliation statements from the accounts had been circulated and agreed numerically with the banking statements (also circulated)

The current account balance at 31 October 2024: £578.94

The premium account balance at 31 October 2024: £264,900.55

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

PAYMENTS LIST November 2024				
DIRECT DEBITS		Net	VAT	Gross
3 Mobile Phone (monthly)	DD	£ 6.00	£ 1.20	£ 7.20
ECS Computers (monthly)	DD	£ 96.65	£ 19.33	£ 115.98
Open Spaces Subscription	DD	£ 45.00	£ -	£ 45.00
Tomato Energy (Office Electric)	DD	£ 159.82	£ 7.99	£ 167.81
PAYMENTS (to be approved)	Payment Type			
Salaries, NI, PAYE & (Backdated Sept- October pension) Pension	bacs	£ 4,560.50	£ -	£ 4,560.50
EE Mobile phone SIM only contract	bacs	£ 7.00	£ 1.40	£ 8.40
Office Cleaner	bacs	£ 55.00	£ -	£ 68.75
Weedkiller & Equipment for work at The Common on 27.10.2024	bacs	£ 35.24	£ -	£ 35.24
Norfolk Alc Training (replaces Parkinson Partnership pay/T (October)	bacs	£ 70.00	£ 14.00	£ 84.00
PG&M Ltd (Gardening)	bacs	£ 180.00	£ 36.00	£ 216.00
Cozens uk Ltd Inv 8859 (Street light maintenance)- quarterly	bacs	£ 135.00	£ 27.00	£ 162.00
ABC Invoice 31.7.2024 (£360- £40 credit note)	bacs	£320.00	£ -	£ 320.00
Viking Invoice (stationary)	bacs	£51.89	£ 10.38	£ 62.27
Mileage and Parking x 2 visits to Kings Lynn(40 miles @ £0.45)	bacs	£20.60	£ -	£ 20.60
Wreath for Turkish Galipolli Eevent - Sept	bacs	£ 27.60	£ -	£ 27.60
£ -	£ -	£ 5,770.30	£ 117.30	£ 5,901.35
Income Recieved				
CIL Payment KLWNBC	bacs	£ 4,454.06	£ -	£ 4,454.06
Market Pitch fees	bacs	£ 100.00	0	100
Cruso & Wilkin	bacs	£ 0.66	0	0.66
UKPN- Wayleave	cheque	£ 78.94	0	78.94
Alford Storage	bacs	£ 34.00	0	34
Waste Bin invoice refund (due 20.11.2024)	bacs	£ 342.28	0	342.28
				£ 5,009.94

The payments list was circulated. The payments were agreed by all, and signed by the Chair Cllr Julie Smith

98.3 To consider quotes for work in the Market Place

Clerk reported that agreement had been reached with the owner of a property in the Market place, in respect of quotes to carry out work for improved drainage in the Market place. The Quote of ABC contractors was agreed and approved. Cllr Bocking proposed, Cllr Whyman-Naveh seconded

98.4 To consider quotes for fencing & gate fixing/ painting at the Church Road Play area

Discussed and agreed by all, that painting the fence should be deferred and reconsidered in the spring. The quotes for repair works to the fencing were discussed and the quote of Anvil Engineering was agreed and approved by all. Cllr D Bocking proposed and seconded by Cllr H Whyman- Naveh.

98.5 To consider quotes for paint, for Church Road Play area

Deferred - to reconsider in Spring

98.6 To consider quotes for bin re-positioning at Lodge Walk Play Area and at the Bus stops on Lynn Road.

The Clerk reported the bins were now to be removed not re-positioned, as the Borough Council have arranged with SERCO to supply and install new bins at the entrances to the play area, at Shelduck Drive and Bewick Close. The Clerk explained that SERCO the Borough Council's contractor, will only empty kerb-side bins.

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A Quote of £75 for removal of 3 bins was unanimously approved by all. Cllr H Whyman-Naveh proposed and Cllr D Bocking seconded.

The Clerk indicated the bus stop bins need further enquiries and so were not discussed.

98.7 To consider quote for replacement door and windows for the parish office

Quotes were considered by two contractors. Councillors agreed to defer any decision, pending a visit to the office by Cllr G Deverick who would like to look at the work required. Cllr Deverick proposed, Cllr R Garwood seconded. All agreed.

98.8 To consider request for a pledge to support the Christmas Lighting at St Mary's Church

It was noted the Council had traditionally supported the Christmas Lights at the Church and also in the Market Square. Cllr G Deverick proposed that £250 be donated to the Church and £250 be donated to the Market Place Christmas lights organised by Cllr J Bailey. Seconded by Cllr D Bocking and unanimously agreed by all.

98.9 To consider Budget for 2024/2025

The Clerk had circulated the first draft budget figures for possible expenditure for 2025/2026, showing last year's budget; actual spending for the first 6 months; and forecasted spending to the end of the financial year. Councillors agreed to consider the budget in detail at a working meeting on Monday 18 November 2024 and look at the budget again, for a formal discussion and decision at the next full Council meeting.

99. Staffing

99.1 To consider recruitment of Administrative Assistant

There was a discussion on recruitment of an admin assistant in the office, on 10 hours per week. After discussion it was agreed to offer a 6-month temporary contract to one of the volunteers who had been working at the office with the Clerk since July. It was agreed the issue would be reconsidered after the 6 months. Cllr Bocking proposer/ Cllr G Deverick seconded- All agreed.

99.2 To reconsider recruitment of Maintenance Worker

Discussion surrounding how difficult it has been to recruit anyone to this position. Some concerns noted about staff costs with new government changes. All agreed to leave the recruitment and use contractors for maintenance on a job-by-job basis.

100. Trees

100.1 To consider a proposal to proceed with tree work at Ladies Walk & Lodge Lane Play Area

Quotes having been previously agreed with TBH Tree Care, Councillors agreed to proceed with the work to remove the epicormic growth on the trees at Old Church Road, (Ladies walk) and the removal of the Ash Tree in Lodge Walk Play area, which is subject to "Ash die-back". Cllr H Whyman- Naveh proposer and Cllr J Smith seconded.

100.2 'Trees of Hope'- request

The Clerk read an email from a resident who was suggesting the Council might consider planting trees, to commemorate those that died during the floods. It was generally felt that although it was a very nice sentiment, that the Parish Council did not own enough land or open space to plant that many trees and that maintenance costs for the future, need also to be born in mind.

100.3 Trees at Shelduck Community Garden

The Clerk read an email from a resident regarding 3 Horse Chestnut trees he had planted in the Community Garden at Shelduck (which need to be removed due to size). There was a request they be replanted on Lodge Walk play area. There was a discussion, and all were against due to the size of Horse Chestnut trees. It was felt they would ultimately dominate the area. There was a discussion as to whether 1 could be replanted in the place of the Ash tree being removed. The Clerk suggested seeking guidance from the Tree Officer as removal of

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the Ash tree comes with conditions as to replanting of certain species. The Clerk to seek advice.

101. Watermill

To reconsider support for the Watermill owners, with their planning application to apply for a change of use

There was a discussion following the site visit to the Water Mill on 7 November 2024. Councillors queried whether the owner had given enough information about the Title deeds and boundaries. Some Councillors indicated objection to supporting the owners, on the basis the Watermill should never have been sold and should have remained a village asset. There was a formal vote on whether the Council would write a letter of support for the owners. The motion was rejected by a majority of 6 votes against.

102. Parish Partnership Bid

To consider Parish Partnership Scheme bid and Village Gateways

Councillors had met with Cllr Dark within the month to discuss village gateways and the parish partnership bid. The Clerk had circulated details of the schemes, that Norfolk County Council would support. Not all Councillors were in favour of the village gateways, but agreed they would proceed on the basis that Cllr Dark is able to confirm his members fund will finance the project. If that funding is not available, it was agreed no to apply for the Parish Partnership bid.

The Sam2 equipment was discussed again as this was a parish partnership scheme project. After discussion about the terms of the licence with Norfolk County Council and the lack of volunteers (2 being noted); and the logistics of moving the equipment so frequently, it was agreed not to proceed with the repairs to the equipment. The Clerk to approach Westcotec to see if they will recycle the equipment.

103. Clerk's report on other correspondence received

The Clerk read out an email from a Cllr Rawnsley on behalf of Heacham Parish Council. Heacham PC are seeking support for a possible petition (to be organised by several local parishes) to petition Norfolk County Council re the new arrangements at the recycling centre, There was unanimous support.

The Clerk read out an email from a resident about parking around Old Church Road area and a request for the Council to consider double yellow lines. The email was noted by Councillors.

The Clerk read out an email re whether the Council had a newsletter and also mentioned that a resident had called into the office to request that the Council considers bringing back a newsletter. It was felt at this time, the Council do not have the resources, or the volunteers needed for a newsletter. There was a brief discussion, and the Councillors noted the request.

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

All the tree applications were noted, and the Councillors had no comments to make.

24/01861/F

The application by Ken Hill to remove a condition on their existing planning approval, was discussed. It was agreed that there would be "no comment".

24/01748/F

The retrospective application at Park Road was discussed and a "no comment", was agreed.

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105. 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 asked for an update on the Church Road play area and asked what guarantees had been offered. The Clerk advised a 10-year guarantee. The member of the public suggested the guarantee needed to be underwritten. This was noted. The member of the public suggested the safety matting underneath the equipment was not correct safety matting. The Clerk said the Council would be guided by play equipment experts. The Clerk commented, having already checked with the ROSPA website, there are no specific technical requirements for matting and that the equipment will be inspected by ROSPA before being signed off.

106. Date of next meeting

Next Full Council – The next meeting is Tuesday 10 December 2024, 6pm

15. 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 a confidential item, relating to a personnel/ staffing issue.

There was no longer a requirement to move into private session due to the announcement at the start of the meeting that the employee had sadly passed away

Meeting closed at 7.58 pm