

SNETTERTON PARISH COUNCIL

Minutes of a Meeting of Snetterton Parish Council held on Wednesday, 8 January 2020 at 6.30 p.m. at the Visitor Centre Meeting Room of World Horse Welfare, Hall Farm, Ada Cole Avenue, Snetterton, NR16 2LP.

Present: Councillors: Helen Foley (Chairman), Lesley Goldsmith, Jacqueline Romero, Amanda Skinner.
Clerk: Julian Gibson

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence given by Cllr. Desmond Skinner.
- 2 **Declarations of interest.** None
- 3 **Dispensations.** None.
- 4 **Public participation session.** County Councillor Stephen Askew said he was investigating a complaint about signs erected by two companies on the industrial estate which were creating a hazard on the road.
- 5 **Minutes.** The minutes of the meeting held on 4 September 2019 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [24, Minutes of 7 May 2019] **VAT refund claim for 2017/18 and 2018/19.** The Clerk has been holding the completed forms for some months, but needs evidence of the Council's new Barclays Bank Account to show where the payment should be made. As yet this was not available.
 - 6.2 [4] **Mill Lane.** Cllr. Foley reported that, despite NCC Highways having said that they had carried out the work requested to bring the end section of the "maintained" road up to the expected standards, there had actually been no change. Cllr. Askew agreed to take this up with the Highway Engineer.
 - 6.3 [4] **Cleaning road signs.** The Clerk reported that he had gone round the parish and then reported a total of eleven signs which were were twisted, listing, obscured by hedges or in need of cleaning to NCC Highways. Members said that it appeared that some at least of this work had been carried out.
 - 6.4 [12] **Notice Boards.** The North End board has been refurbishment and placed inside the bus shelter by Mr Alistair Romero, and the Chairman extended the Council's thanks. Regarding the new South End board, the Harry Stebbing Workshop was concerned that the existing posts were insufficiently high to properly support the new board, and having received confirmation from the Council Chairman, the Clerk has ordered two new posts from them. (See agenda item 15.7.) It was reported that the hedge behind this had been removed which should make installation easier.
 - 6.5 [15] **Banking arrangements.** The account with Lloyds Bank has now been closed (see agenda item 7.19). The Chairman said that a letter prepared by the Clerk to Barclays Bank Plc requesting actions agreed by the Council at the last meeting had been signed and sent but nothing seemed to have happened yet. She has now sent a further copy to a Barclays contact she has, in the hope that this would now be effective.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 Norfolk Association of Local Councils: *Community, Well-being, Environment and Parish & Town Councils.*
 - 7.2 *Clerks & Council Direct* - September 2019.
 - 7.3 Norfolk Constabulary: *All Saints & Wayland newsletter* - September 2019.
 - 7.4 Norfolk County Council: *Norfolk Minerals and Waste Local Plan Preferred Options*

Consultation.

- 7.5 Harry Stebbing Workshop: *Confirmation of order for Notice Board.*
- 7.6 East Anglian Air Ambulance: *Letter of thanks for grant.*
- 7.7 ACAS: *A guide for new employers.*
- 7.8 Information Commissioner's Office: *Certificate of Registration.*
- 7.9 Norfolk Association of Local Councils: *Annual General Meeting - 20 November 2019 - Invitation & Agenda.*
- 7.10 Lloyds Bank Plc: *Treasurers Account statement - Issue date: 30 September 2019.*
- 7.11 Norfolk Constabulary: *All Saints & Wayland newsletter - October 2019.*
- 7.12 Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns - September 2019.*
- 7.13 Breckland Council: *Parish Precept Requirement 2020-21.*
- 7.14 Breckland Council: *Guidance for setting parish/town precepts 2020/21.*
- 7.15 Norfolk Citizens Advice: *Appeal letter.*
- 7.16 Highways England: *All works - Red Lodge to Mildenhall.*
- 7.17 Norfolk County Council Fire and Rescue Service: *Your views on our draft integrated Risk Management Plan.*
- 7.18 *Clerks & Councils Direct - November 2019.*
- 7.19 Lloyds Bank Plc: *Treasurers Account closing statement.*
- 7.20 Breckland Council: *Breckland Town & Parish Forum - 12 February 2020.*
- 7.21 Norfolk County Council: *Mobile Library Poetry Competition.*
- 7.22 Norfolk Constabulary: *All Saints & Wayland newsletter - November 2019.*
- 7.23 Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns - October 2019.*
- 7.24 Breckland Council: *Adoption of the Breckland Local Plan 2011-2036.*
- 7.25 Norfolk Constabulary: *All Saints & Wayland newsletter - December 2019.*
- 7.26 Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns - November 2019.*
- 7.27 *Clerks & Councils Direct - January 2020.*

8 Planning.

- 8.1 **3PL/2019/1227/F: Dogs Trust, North End, Snetterton.** Erection of Wire Frame Steel Dog Sculpture. It was **noted** that the Clerk has responded "No objections" under his delegated power, after consultation with members, and Planning Permission dated 12 November 2019 was **received**.
- 8.2 **3PL/2019/1086/A: Starbucks, London Road/Heath Road, Snetterton.** One 11m Totem Pole sign. It was **noted** that the Clerk has responded "No objections" under his delegated power, after consultation with members, and notice of granting Advertising Consent dated 19 November 2019 was **received**.

9 Biomass Liaison Group Meeting. Cllr. Amanda Skinner reported on the meeting held on 6 November, saying that a number of issues were raised, including a promise to look into planning some screening trees. The next meeting is fixed for 4 March 2020.

10 Snetterton Liaison Group. The appointment of Cllr. Foley to be the Council's representative on this Group was **confirmed**. Cllr. Foley reported on the recent meeting.

11 System of Internal Control. The Council **reviewed** and **approved** its system of internal control.

12 Budget 2020/21. The Clerk presented a draft budget for 2020/21 which was **approved**. Members were concerned that the full cost of running the Council fell on the residents of what is a relatively small parish, and the Chairman said she would write to the larger businesses asking if there is any way they could offer support to the parish in which they operate.

13 Precept 2020/21. It was **agreed** to fix the Precept for 2020/21 at £3,500.

14 Meeting dates. Meeting dates on 18 March, 20 May, and 16 September 2020 were **agreed**.

15 Finance.

15.1 **Clerk's salary.** Cheques numbered 100008 & 100009 approved at the meeting on 4 September 2019 were signed.

15.2 **Clerk's salary.** It was **resolved** that cheques numbered 100010 & 100012 totalling £669.24 (salary for 1 October 2019 to 31 December 2019: £618.30; payment for use of home as office: £13.50; Mileage Allowance Payment for 26 August 2019 to 30 December 2019: £137.44)) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)

15.3 **Stationery.** It was **resolved** that cheque number 100020 for £113.36 (£94.47 + £18.89 VAT) to the Clerk be signed, in reimbursement for his having settled invoice no. 240569 from Viking for stationary received. (*Local Government Act 1972 s.111*)

15.4 **Stationery.** It was **resolved** that cheque number 100014 for £18.00 (£15.00 + £3.00 VAT) to the Clerk be signed, in reimbursement of his having settled invoice no. 20140474756 from Stamps4u for the purchase of a Trodat Printy stamp in the Council's name. (*Local Government Act 1972 s.111*)

15.5 **Hire of venue.** It was **resolved** that a cheque no. 100015 for £22.50 (£18.75 + £3.75 VAT) to World Horse Welfare be signed, in settlement of invoice no. 3971 for hire of facilities on 4 September 2019. (*Local Government Act 1972 s 133*)

15.6 **Audit & Elections.** It was **resolved** that cheque numbered 100016 for £75.00 to Breckland Council be signed, in settlement of invoice 934893, being the charge for the uncontested election held in May 2019. (*Local Government Act 1972 s. 111*)

15.7 **Other.** It was **resolved** that cheque number 100017 for £1,153.20 (£961.00 + £192.20 VAT) to Harry Stebbing Workshop be signed, in settlement of invoice no. 1260 for supply of a new notice board and posts. (*Local Government Act 1972 s. 111*)

15.8 **Subscriptions.** It was **noted** that on 7 October 2019 the Information Commissioner's Office collected £35.00 from the Council's account by direct debit, being the annual registration fee due under the *Data Protection (Charges and Information) Regulations 2018*.

15.9 **Credit.** Receipt of the following credit was **noted**: Breckland Council: £1,250.00 - Precept - 20 September 2019.

15.10 **Financial Report.** The report for the period ending 31 December 2019 was **received**.

16 Matters for consideration at next meeting.

16.1 Results of contacting businesses.

16.2 Use of website.

17 Next meeting. The next Council meeting was confirmed as **Wednesday, 18 March 2020, at 6.30 p.m.** in the Visitor Centre Meeting Room of World Horse Welfare.

Confirmed:

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Helen Foley (Chairman)

18 March 2020

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

Future Meeting dates:

Wednesday, 18 March 2020

Wednesday, 20 May 2020*

Wednesday, 16 September 2020

*Annual Parish Meeting & Annual Meeting of the Parish Council

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