

SNETTERTON PARISH COUNCIL

13 May 2020

Members of the public are invited to attend a Meeting of Snetterton Parish Council to be held **via video link**, on Wednesday, 20 May at 6.30 p.m. for the purpose of transacting the following business. It is possible to attend this virtual meeting by computer, notepad, smart phone or similar device, and even (in audio only) using a landline. Please contact the Clerk, preferably by email at snettertonparishcouncil@gmail.com (or failing that on 01953 499980). You will then be sent instructions and password to join the meeting.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

Agenda

1. **To consider accepting** the reasons for any apologies for absence.
2. **Declarations of interest** in items on the agenda. Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. Members are reminded that they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
3. **To consider** any applications made by Members for a dispensation to allow them to participate and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
4. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. In view of the additional complexity of holding this meeting "virtually", the Chairman will be particularly strict in keeping this section of business as short as possible.
5. **To confirm** the minutes of the meeting held on 8 January 2020 for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [6.1] **VAT refund claim for 2017/18, 2018/19 and 2019/20.** In the continued absence of a bank statement of the Council's new Barclays Bank Account to provide the required evidence to enable HMRC to refund the VAT, the Clerk has still been unable to submit this claim. There is a risk that the Internal Auditor will feel unable to tick the "Yes" box in the Annual Governance and Accountability Return 2019/20 which states that "VAT was appropriately accounted for", and it may be that some of the older invoices will pass the deadline and therefore it will not be possible to reclaim the VAT paid.

- 6.2. [6.4] **South End Notice Board.** The Clerk collected the new board from the Harry Stebbing Workshop and has delivered it to the Chairman who is arranging for it to be installed.
 - 6.3. [6.5] **Banking arrangements.** After some confusion regarding the authorisation letter provided by Barclays, which then said that it was insufficient for one of the items asked for (online access for the Clerk), a new form was sent for completion. This asked for the signatures of all three authorised signatories and the Clerk, although eventually it was confirmed that (obviously) only two out of three signatories had been needed. The Clerk has now been provided with on-line access to the account, but there has been no progress on the other requested items (opening savings account, providing monthly statements, and permitting the Clerk to make transfers between accounts). The Chairman has also been provided with on-line access to the account, although the Council had not asked for this.
 - 6.4. [16.1] **Contacting businesses asking for financial support.** The Chairman has not progressed this.
 - 6.5. [6.2] **Mill Lane.** Cllr. Askew has now contacted the Highways Engineer, who has said that one of his inspectors will visit and then programme the necessary work.
7. **To receive** Correspondence.
- 7.1. Norfolk Constabulary: *All Saints & Wayland Newsletter* - January 2020.
 - 7.2. The Pension Regulator: *You must act now: your automatic enrolment duties.*
 - 7.3. The Pension Regulator: *The essential guide to automatic enrolment.*
 - 7.4. Norfolk Constabulary: *All Saints & Wayland Newsletter* - February 2020.
 - 7.5. Pricilla Bacon Hospice: *Appeal letter.*
 - 7.6. The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of declaration of compliance.*
 - 7.7. Elizabeth Truss MP: *Community Access to Cash Pilots.*
 - 7.8. *Clerks & Councils Direct* - March 2020.
 - 7.9. FPK Littlejohn: *2019/20 - instructions delayed pending clarity over coronavirus implications.*
 - 7.10. Breckland Council: *2019 Annual Review.*
 - 7.11. Cllr. Amanda Skinner: *Notes on Biomass Liaison Meeting - 4 March 2020.*
 - 7.12. Breckland Council Planning: *Consultation [on planning applications] with Parish and Town Councils during Covid-19 period.*
 - 7.13. Norfolk Association of Local Council: *Information note.*
 - 7.14. The Local Government Boundary Commission for England: *Important update on Norfolk electoral review - Now expect "implementation date for Norfolk's new electoral arrangements will be 2025, not 2021."*
 - 7.15. HM Land Registry: *Land on the west side of North End, Snetterton Norfolk* (including the playing field) - Register and Plan.
 - 7.16. Barclays Bank Plc: *Print out of entries on Community Account* - 10 January - 31 March 2020.
 - 7.17. Barclays Bank Plc: *Print out of entries on Community Account* - 1-30 April 2020.
 - 7.18. A Resident: *Letter expressing interest in joining the Council should a vacancy arise.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2019/1564/A: Euro Garages, London Road/Heath Road. Internally-Illuminated Greggs Monument Sign.** To note that, after consultation with four Councillors, the Clerk has responded saying the Council had no objection in principle, but was concerned about the volume of light pollution being created at this service station, and suggested consulting Environmental Health to seek their views on when the

"enough is enough" stage is reached. Also **to receive** notice of Advertising Consent dated 3 February 2020. **Note:** Within the Report recommending approval the Officer says, "The siting of the signage is within an existing commercial site and is well isolated from any residential development. On this basis, it is not considered that the proposal would give rise to any detrimental amenity impacts." The Clerk also expressed the Council's concerns about light pollution to Breckland Council, and Simon Wood, Director of Planning and Building Control has replied saying that as the site is within an employment area, a level of lighting is to be expected, and a condition was imposed in order to control the impact of the illumination. Environmental Health also responded saying that this is "very much a planning matter as the environmental health team are unable to control light unless it is causing a statutory nuisance in someone's home."

- 8.2. **3PL/2020/0096/F: Richard Johnston Ltd, Harling Road.** New two storey office and separate plant room. **To note** that after consultation with members the Clerk has responded "No objections" using delegated powers, and **to receive** Planning Permission dated 26 March 2020.
- 8.3. **3PL/2020/0173/F: Land at Snetterton Business Park.** Proposed Fuel Depot. **To note** that, after consultation with councillors, the Clerk has responded using delegated powers saying that the Council objected on many grounds including contrary to Local Plan, traffic, hours of operation, impact on A11, fire risk, pollution, and absence of reports regarding noise, lighting, security and screening.
- 8.4. **3PL/2020/0312/F: Snetterton Park, Battle Stations Activities, Harling Road.** Change of use from Combat Building (Sui Generis) to Office Space (B1). **To note** that after consultation with members the Clerk has responded "No objections" using delegated powers.
- 8.5. **3PL/2020/0315/F: Snetterton Park, S Tek Fabrications, Harling Road.** Extensions to existing S-Tek Building with associated hard landscaping to form yards and parking. **To note** that after consultation with members the Clerk has responded "No objections" using delegated powers.
- 8.6. **3PL/2020/0307/F: Snetterton Park Lodge, Harling Road.** Change of use from C3 residential to B1 office use. **To note** that after consultation with members the Clerk has responded "No objections" using delegated powers.
- 8.7. **3PL/2020/0309/O: Land south of Snetterton Speed Shop, Snetterton Business Park.** Outline application for erection of two dwellings (bungalows). **To note** that after consultation with members the Clerk has responded "No objections" using delegated powers.
- 8.8. **3PL/2020/0412/F: Land at Ada Cole Avenue, Snetterton Park.** Erection of a builder's merchants (Sui Generis Use) and associated works. (Extension of response date to 30 May agreed by Breckland Council.)
- 8.9. **3PL/2020/0449/F: Land on the Southern Boundary of Snetterton Business Park.** Construction of new building to house combat activity centre and associated outside activity space (Sui Generis) that is being relocated from North of the site - as well as associated changes to hardscaping to create new parking and access road to the site.
9. **To consider** the situation with regard to Covid-19 in the parish, and **to determine** any action which the Council should take.
10. **To consider** the offer made for physical meetings (when and if resumed) to take place in the premises of a local business.
11. **To consider** ways of increasing the involvement of the residents in Parish Council business and fostering a North & South Snetterton community.

12. **To receive** a report on the Biomass Liaison Group Meeting on 4 March 2020.
13. **To receive** a report on a meeting with Paul Downing, Director, Snetterton Business Park.
14. **To note** that the Clerk has completed all the necessary duties regarding automatic enrolment with the Pensions Regulator and submitted the required Declaration of Compliance.
15. **To receive** confirmation from the Chairman that she has carried out an Annual Appraisal of the Clerk's performance, assessing it as being fully satisfactory, and **to agree** her recommendation that, in accordance with his contract, he is awarded an additional Spinal Column Point to take him to SCP 14. This takes his salary up to £11.67/hour or £2,520.72 p.a. This is within the planned budget.
16. **To approve** the Risk Assessment.
17. **To approve** and **to authorise** the chairman to sign the Receipts and Payments Account for the year 2019-2020.
18. **To note** that the Government has passed *The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020*, which amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published, from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before 1 September 2020.. The Clerk has prepared and despatched the pack of documents to the Internal Auditor. However, the External Auditors have set a submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (in the case of this Council) of Friday 31 July 2020. The Auditor has said "it will only be possible to extend submission deadlines by a maximum of 4 weeks at a time *providing sufficient justification explaining the need for the extension is given*, and "no submission deadlines will be granted beyond 13 November." Therefore it may be necessary for the Council to meet before its present scheduled next meeting.
19. **To consider** accepting the renewal quotation for the Council's insurance policy from BHIB (policy provided by Aviva, quoting at £388.31) or changing to a policy with Came & Company (policy provided by Hiscox, quoting at £347.41 or £332.54 if the Council were to enter into a three year Long Term Agreement) and to issue an appropriate cheque.
20. **Finance.**
 - 20.1. **To confirm** the payment to the Clerk and HM Revenue & Customs totalling £673.79 (salary for 1 January 2020 to 31 March 2020: £618.30; payment for use of home as office: £13.50; Mileage Allowance Payment for 1 January 2019 to 9 March 2020: £41.99) already made by cheques nos. 100021 & 100022 as this was planned for the March meeting, which was cancelled because of COVID 19.
 - 20.2. **To confirm** the payment of £6.66 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 17 August 2019 to 10 March 2020 already made by cheque no. 100023 as this was planned for the March meeting, which was cancelled because of COVID 19.
 - 20.3. **To confirm** the payment of £15.00 (£12.50 + £2.50 VAT) to World Horse Welfare in settlement of invoice no. 4074 for hire of facilities on 8 January 2020 already made by cheque no. 100024 as this was planned for the March meeting, which was cancelled because of COVID 19.

- 20.4. **To approve** payment of £94.34 to Norfolk Association of Local Councils, in settlement of their invoice no. 3859, being the membership subscription for 2020-21.
- 20.5. **To approve** payment of £32.78 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2021.
- 20.6. **To approve** payment to the Clerk and HM Revenue & Customs totalling £666.43 (salary for 1 April 2020 to 30 June 2020: £630.18; payment for use of home as office: £13.50; Mileage Allowance Payment for 10 March 2020 to 13 May 2020: £22.75).
- 20.7. **To note** receipt of the following credit: Breckland Council Precept: £1,750.00 - 7 April 2020.
- 20.8. **To receive** the Monthly Financial Report.
21. **To decide** on any matters for consideration at next meeting.
22. **To confirm** the date of the next Meeting of the Parish Council as Wednesday, 16 September 2020 at 6.30 p.m., via video link.

Future Meeting dates:

Wednesday, 16 September 2020