

## SNETTERTON PARISH COUNCIL

Minutes of a Meeting of Snetterton Parish Council held on Tuesday, 30 June 2020 at 6.30 p.m.  
This was a virtual on-line meeting.

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

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence given by Cllr. Desmond Skinner.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public participation session.** A number of members of the public raised various concerns about the proposed application for a Feed Mill on Chalk Lane. These centred around the size of the development, working hours, traffic, noise, odour, light pollution, dust, and an analysis of what would be emerging from the on-site chimney. In the course of the discussion, mention was made of background noise from the Biomass plant, and the residents were urged to always report this to the site Control Room so they can investigate. Cllr. Skinner reminded the meeting that the plant operators were legally obliged to report any and all complaints to the Environment Agency. She also said she would contact the Agency to obtain a record of the number of complaints about noise currently, to establish a base-line showing the extent of the nuisance suffered by residents currently.

*It was **agreed** to bring Agenda Item 22 forward to this point in the meeting.*

- 22 **Proposal for an Agricultural Feed Mill in Chalk Lane.** The Council discussed the various concerns which had been raised by the residents present, and it was **agreed** that the Clerk should send a list of these, plus questions, to the developers asking for a response. Cllr. Skinner mentioned the current investigation into the A11 junction, which had been declared to be unfit for the present purpose. The Clerk was able to say that he had spoken with District Councillor Phil Cowen, who had offered to find out how the Planners were regarding the proposal at the moment, and he would ask what he had found out. Finally, it was **agreed** that at this early stage, based on the very limited information that they had before them, the members were inclined to object, but that when the formal application with all the supporting information was received, then this view might well change.
- 5 **Minutes.** The minutes of the meeting held on 20 May 2020 were **confirmed** for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
- 6 **Matters arising. [6.3] Banking arrangements** The Clerk has now managed to get Barclays to open the requested Business Savings Account, and statements have been promised on a monthly basis, which when one arrives will allow him to send off the VAT refund claim for 2017/18, 2018/19 and 2019/20. In order to get Barclays to empower the Clerk to make transfers between the two accounts, they will require a Mandate Change form to be completed, which the Clerk has obtained and will circulate for completion. In the course of this, he discovered that Barclays only had Cllr. Foley and Cllr. Goldsmith down as authorised signatories, despite the forms previously completed, so this form will also correct this by adding Cllr. Amanda Skinner as an authorised signatory. Cllr. Foley also advised that she has arranged for her access to view the Council's accounts on-line to be withdrawn.
- 7 **Correspondence.** Receipt of the following correspondence was **acknowledged**.
  - 7.1 Community Action Norfolk: *Norfolk VCSE Sector COVID19 Update* - 22 May 2020.
  - 7.2 Breckland Council: *Briefing Leader Breckland Council* - 23 May 2020.
  - 7.3 National Association of Local Councils: *Chief Executive's bulletin* - 23 May 2020.

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- 7.4 Breckland Council: *Coronavirus: Parish Briefing - 23 May 2020.*
- 7.5 Norfolk ALC Wellbeing: *Exercise at Home Documents for vulnerable adults.*
- 7.6 Came & Company: *Snetterton Parish Council Insurance - Effective dates: 1 June 2020 for 12 months.*
- 7.7 Hiscox: *Schedule.*
- 7.8 Hiscox: *Certificate of Employers' Liability Insurance.*
- 7.9 Came & Company: *To whom it may concern.*
- 7.10 Came & Company: *Invoice.*
- 7.11 Hiscox: *Local Councils and not-for-profit insurance portfolio - Policy wording.*
- 7.12 Norfolk Association of Local Councils: *Bulletin - 2 June 2020.*
- 7.13 Breckland Council: *Newly published decision: Option to Purchase Land Site: Reference: D35/20.*
- 7.14 Norfolk Association of Local Councils: *Training Bulletin - 29 May 2020.*
- 7.15 Rural Services Network: *The Rural Bulletin - 1 June 2020.*
- 7.16 Breckland Council: *Briefing Leader Breckland Council.*
- 7.17 National Association of Local Councils: *Coronavirus - Information for Parish and Town Councils.*
- 7.18 Norfolk Constabulary: *Rural Crime Monthly Newsletter.*
- 7.19 Community Action Norfolk: *CAN's Training Newsletter.*
- 7.20 Norfolk Constabulary: *Safer Schools Newsletter - Secondary School 8 June Edition.*
- 7.21 Norfolk Association of Local Councils: *Norfolk ALC Bulletin - 9 June 2020.*
- 7.22 Norfolk Association of Local Councils Wellbeing: *June Wk 1 Tip on reaching Net Zero.*
- 7.23 National Association of Local Councils: *NALC launches new publication on website accessibility.*
- 7.24 National Association of Local Councils: *NALC publishes new edition of points of light.*
- 7.25 Rural Services Network: *The Rural Bulletin - 9 June 2020.*
- 7.26 National Association of Local Councils: *NALC and BHIB release new risk assessment guide.*
- 7.27 Norfolk Constabulary: *June 2020 Breckland Police Parish Newsletter and Crime Stats and Latest Covid 19 Community Message from T/ACC.*
- 7.28 National Association of Local Councils: *New model code of conduct consultation.*
- 7.29 Norfolk Constabulary: *Reinstating SNAP Meetings.*
- 7.30 National Association of Local Councils: *NALC Newsletter.*
- 7.31 Community Action Norfolk: *Norfolk VCSE Sector's COVID-19 Update.*
- 7.32 Norfolk ALC Wellbeing: *May & June update & announcement.*
- 7.33 Barclays Bank Plc: *Welcome to saving with Barclays Business.*

## 8 Planning.

- 8.1 **3PL/2020/0441/F: Pearn Wyatt and Son, Chalk Lane, Snetterton.** Agricultural building for the storage of agricultural machinery and storage and drying of straw. It was **noted** that after consultation with four Members, the Clerk has responded objecting, on the grounds of excess size, light pollution, potential fire hazard, noise and access.
- 8.2 **3PL/2020/0309/O: Land south of Snetterton Speed Shop, Snetterton Business Park.** Outline application for erection of two dwellings (bungalows). It was **noted** that this application has been referred to the Breckland Planning Committee meeting on 22 June 2020, and Planning Permission dated 23 June 2020 was **received**.
- 8.3 **3PL/2020/0307/F: Snetterton Park Lodge, Harling Road.** Change of use from C3 residential to B1 office use. Planning Permission dated 23 June 2020 was **received**.
- 8.4 **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

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associated changes to hardscaping to create new parking and access road to the site. Planning Permission dated 23 June 2020 was **received**.

- 9 **Internal Audit.** The report of the Internal Auditor and completed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2019/20 was **received** and **noted**. A note relating to the Council's actions in response to the Internal Auditor's recommendations was **agreed**.
- 10 **Annual Governance Statement.** The AGAR 2019/20 Part 2 Section 1 - Annual Governance Statement 2019/20 was **approved** by the Council.
- 11 **Accounting Statements.** The AGAR 2019/20 Part 2 Section 2 - Accounting Statements 2019/20, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.
- 12 **Certificate of Exemption.** The Certificate of Exemption on Page 3 of the AGAR 2019/20 Part 2, confirming that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from a limited assurance review, was **approved** by the Council.
- 13 **Signing of Annual Governance Statement and Accounting Statements.** The Chairman and the Clerk were **authorised** to sign the Annual Governance Statement, and the Chairman was **authorised** to sign the Accounting Statements.
- 14 **Electors' rights.** It was **noted** that the Clerk, as Responsible Financial Officer (RFO) has set the commencement date for the exercise of public rights as 1 September 2020.
- 15 **Signing of Certificate of Exemption.** The RFO and the Chairman were **authorised** to sign the Certificate of Exemption. The Clerk will then send this to the External Auditor, and publish all the required documents on the website and notice boards.
- 16 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2020 were **approved**.
- 17 **Internal Auditor.** It was **resolved** that Ms. Carol Bailey be reappointed as Internal Auditor for the year 2020-2021.
- 18 **Litter Pick.** The Clerk advised the meeting that in normal times it was possible to borrow a bag containing the necessary equipment for carry out a litter pick from Breckland Council, and suggested that as concerns had been expressed about litter by residents, the Council consider organising a Pick when the time was right. It was suggested that MacDonald's and other businesses at the service area should be asked if they wanted to become involved, and also asked to display some signage to encourage their customers to take their litter home with them, rather than disposing of it as they drove through the parish. It was **agreed** that the Clerk should contact Breckland to find out what the situation was regarding litter picks at the present time.
- 19 **Finance.**
  - 19.1 **Clerk's salary.** It was **resolved** that cheques numbered 100028 & 100029 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 12 June 2020: £22.75) be signed. (*Local Government Act 1972 s. 112(2)*)
  - 19.2 **Postage and Telephones.** It was **resolved** that cheque no. 100030 for £24.69 (Postage & telephones: £17.00; Stationery: £1.69; Other - HM Land Registry search: £6.00) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 11 March 2020 to 12 June 2020. (*Local Government Act 1972 s. 111*)

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19.3 **Audit.** It was **resolved** that cheque number 100031 for £80.00 to Ms Carol Bailey be signed, in settlement of her invoice no. 2020/004, for carrying out the Internal Audit for the financial year ended 31 March 2020. (*Local Government Act 1972 s. 111*)

19.4 **Other.** It was **resolved** that cheque number 100032 for £48.00 to Carl Langley be signed, in settlement of his invoice dated 29 May 2020, in respect of installing the new Notice Board in South End. Cllr. Romero took this opportunity to say that she wanted to get some sort of a header for the North End board which her family had refurbished and re-installed in the bus shelter. (*Local Government Act 1972 s. 111*)

19.5 **Financial Report.** The report for the period ending 31 May 2020 was **received**.

**20 Councillor Training.** The Council **agreed** to pay for Cllr Goldsmith and Cllr. Cllr. Romero to 'attend' a *Being an effective councillor* training organised by Norfolk Association of Local Councils at the Council's expense. The Clerk pointed out that, due to the delay in getting agreement to this, the July course they had been hoping to attend was now full, and asked the Councillors to let him know if they wished to attend the next scheduled one on 22 & 23 September, 7 - 9:30 p.m. No other Members expressed any training needs.

**21 Future meetings.** Cllr. Romero and Cllr. Goldsmith again questioned trying to manage all the Council's business plus the other things it would like to do for the residents with only four meetings a year, but the Chairman said that, should it be necessary the Clerk would have to arrange additional unscheduled meetings. By the Chairman's casting vote it was **agreed** to remain as is.

**22** See below item 4.

**23 Matters for consideration at next meeting.**

23.1 Community Engagement.

23.2 Risk Assessment.

**24 Next meeting.** The next meeting of the Parish Council was **confirmed** as **Wednesday, 16 September 2020**, at 6.30 p.m. via **video link**.

**Confirmed:**

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**Helen Foley (Chairman)**

16 September 2020

**Future Meeting dates:**

Wednesday, 16 September 2020