

SNETTERTON PARISH COUNCIL

25 April 2019

Members of the public are invited to attend the Annual Meeting of Snetterton Parish Council to be held in the Visitor Centre Meeting Room, of World Horse Welfare, Hall Farm, Ada Cole Avenue, Snetterton, NR16 2LP, on Tuesday, 7 May 2019 at 6.45 p.m. for the purpose of transacting the following business. (The Annual Parish Meeting will commence at 6.30 p.m.)



Julian Gibson

Clerk to the Council

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

Agenda

1. **To elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To appoint** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **To consider** the **Public Interest Report** made by PKF Littlejohn, External Auditor to Snetterton Parish Council on 7 March 2019, relating to **Failure to submit an Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2018**, to **decide** whether the report requires the Council to take any action, and **to decide** what, if any, action to take in response to the report.
8. **Public participation session.** The Council invites members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda or about matters of Parish interest. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
9. **To confirm** and **sign** the minutes of the meeting held on 24 January 2019.

10. **To report** matters arising from the minutes not on the agenda: **for information only**.
 - 10.1. **Field behind Council Houses.** The Clerk has found evidence that the northern half of the field (nearest the access road) was designated as part of the Breckland Council 2014 Open Space Audit. It has now been confirmed that this field is owned by Breckland Council, and so the parish council has neither duty nor right to maintain it. Breckland has pointed out that it may not maintain it to the same standard as the parish, but given that the last time the parish paid for it to be mowed was in 2016 this seems unlikely when compared to the standard of maintenance provided to other Breckland open space (in Wretham, for instance). The Clerk has asked Breckland to add the field to its regular schedule of maintenance of open spaces and to keep him informed.
11. **To receive** Correspondence (available at the meeting).
 - 11.1. Norfolk Association of Local Councils: *List of services provided*.
 - 11.2. Norfolk Constabulary: *All Saints & Wayland Newsletter* - April 2019.
 - 11.3. Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns* – March 2019.
 - 11.4. Clerks & Councils Direct: *List of Services offered*.
 - 11.5. BHIB Insurance Brokers: *Your Local Councils Insurance Renewal*.
 - 11.6. BHIB Insurance Brokers: *Important Information*.
 - 11.7. BHIB Insurance Brokers: *Statement of Fact*.
 - 11.8. BHIB Insurance Brokers: *Policy Schedule*.
 - 11.9. BHIB Insurance Brokers: *Statement of Demands and Needs*.
 - 11.10. BHIB Insurance Brokers: *Special Events and Activities Guidelines*.
 - 11.11. BHIB Insurance Brokers: *Summary of Cover*.
 - 11.12. BHIB Insurance Brokers: *Terms of Business Agreement*.
12. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
13. **To receive** an update from the Chairman regarding a new mandate for the Council's accounts with Lloyds Bank Plc, and **to authorise** three Councillors to be future signatories on the account, with any two of the three to sign.
14. **To appoint** Mr Carl Foster as the Internal Auditor for the Council for 2017/18, 2018/19 and 2019/20.
15. **To receive** the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2017/18.
16. **To approve** and **sign** the AGAR 2017/18 Part 2, Section 1 - Annual Governance Statement 2017/18.
17. **To approve** and **sign** the AGAR 2017/19 Part 2, Section 2 - Accounting Statements 2017/18.
18. **To approve** the Analysis of variances and Bank reconciliation.
19. **To receive** a letter headed **Certification of the completion of our responsibilities as auditor for the year ended 31 March 2018** from PKF Littlejohn (the Council's External Auditor), and **to note** that as a result of the Public Information Report made against the Council it will not be possible for the Council to certify itself exempt from limited assurance review in 2018/19, and must therefore submit an AGAR Part 3 by the deadline of Monday 1 July 2019.
20. **To approve** and **sign** the Receipts and Payments Account for the year 2018-2019.

21. **To receive** a recommendation from Councillor Foley that Members sign up to the Police Connect system (<https://member.everbridge.net/index/892807736722380#/login>) in order to receive alerts and other news on policing matters.
22. **To consider** completing the necessary consents for Councillors to have summonses issued electronically as permitted by *The Local Government (Electronic Communications) (England) Order 2015*.
23. **To adopt** Financial Regulations, based on the Model Financial Regulations published by the National Association of Local Councils.
24. **To note** that the Clerk has started registering the Council with HM Revenue & Customs as an employer, under Application case number 26414198. However HMRC is busy and it may take 'longer than usual' for completion of the registration. When complete he will be able to send off the VAT claim for 2017/18 and 2018/19, which has been prepared.
25. **To receive** a note from Computershare regarding British Government Stocks, advising that, as the Clerk had deduced, the Council had a holding of £13.35 2½% Consolidated Stock, which was redeemed at par on 5 July 2015 and on which the redemption proceeds are still outstanding, together with interest payments totalling £5.04 since 5 April 1996, and to sign a Letter of Authority confirming that the outstanding amount should be paid to the Council by cheque and sent to the Clerk.
26. **Finance.**
 - 26.1. **To approve** payment of £384.28 to BHIB Limited, in settlement of their invoice dated 9 April 2019, being the renewal premium of the Council's insurance policy for 1 June 2019 - 31 May 2020.
 - 26.2. **To approve** payment of £94.85 to Norfolk Association of Local Councils, in settlement of their invoice no. 2917, being the membership subscription for 2019-20.
 - 26.3. **To approve** payment of £15.00 (£12.50 + £2.50 VAT) to World Horse Welfare in settlement of invoice no. 3756 for hire of facilities on 24 January 2019.
 - 26.4. **To approve** payment of £43.00 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2020.
 - 26.5. **To approve** payment of £576.00 (£480.00 + £96.00 VAT) to PKF Littlejohn in settlement of their invoice SB201805116 being the additional charges incurred by virtue of failing to submit the required information for a Limited Assurance Review of the AGAR for the year ended 31 March 2018.
 - 26.6. **To receive** the Monthly Financial Report.
27. **To decide** on any matters for consideration at next meeting.
28. **To agree** the date of the next meeting.