

SNETTERTON PARISH COUNCIL

28 August 2019

Members of the public are invited to attend a 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 Wednesday, 4 September 2019 at 6.30 p.m. for the purpose of transacting the following business.



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 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.
5. **To confirm** and **sign** the minutes of the meeting held on 5 June 2019.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [4] **Certificated Site at Mill Common Farm.** The Camping and Caravanning Club has confirmed that they have concluded not to proceed with this Certificated Site application.
7. **To receive** Correspondence (available at the meeting).
 - 7.1. Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils.*
 - 7.2. PKF Littlejohn LLP: *Receipt of Documents - AGAR Part 3, 2019.*
 - 7.3. Age UK Norfolk: *Appeal letter.*
 - 7.4. Norfolk Constabulary: *All Saints & Wayland Newsletter - June 2019.*
 - 7.5. Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns -*

May 2019.

- 7.6. *Clerks & Councils Direct* - July 2019.
 - 7.7. Norfolk County Council: *Parish Roadside Tree Inspections*.
 - 7.8. Graham Construction/Highways England: *Notification of start of works - A11 - A134 to B1111*.
 - 7.9. Lloyds Bank Plc: *Snetterton Dole account* - Closing statement.
 - 7.10. Norfolk Constabulary: *All Saints & Wayland newsletter* - July 2019.
 - 7.11. Lloyds Bank Plc: *Treasurers Account statement* - 20 May - 8 July 2019.
 - 7.12. Norfolk County Council: *Proposed Prohibition of Waiting Order* - C823/34 Snetterton Interchange A11 Southbound.
 - 7.13. Norfolk Constabulary: *All Saints & Wayland Newsletter* - August 2019.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2019/0881/VAR: Snetterton Renewable Energy Plant, Chalk Lane, Snetterton.** Variation of Condition 2 to 3PL/2018/0012/F. **To note** that, in view of the minor nature of the variation to the existing permission, members agreed not to comment, and **to receive** planning permission dated 23 August 2019.
 - 8.2. **FUL/2019/0007: Snetterton Recycling Centre, Harling Road, Snetterton Heath.** Change of use to a mixed development to allow the installation of a resale shop for onsite sale of waste items suitable for reuse: ancillary small-scale sale of non-recycled items (Christmas trees, logs, compost bins and green waste sacks); Proposed change to existing site operation hours (Monday to Sunday from 07:00 to 18:00 hours, all year round. **To receive** notice that this application has been Permitted/Approved.
9. **To receive** and email from Mr Carl Foster resigning from the post of Internal Auditor to the Council as he is moving, and **to consider** appointing a new Internal Auditor.
10. **To agree** the contents of the Draft Minutes of the Annual Parish Meeting held on Tuesday, 7 May 2019, to be confirmed and signed at the next Parish Meeting.
11. **To approve** and where appropriate **adopt** the following documents required as a result of the General Data Protection Regulations:
- 11.1. Inventory of Data Captured, Stored and Processed by the Council;
 - 11.2. Privacy Notice;
 - 11.3. Privacy notice for Councillors and employees.
 - 11.4. Information & Data Protection Policy;
 - 11.5. Publication Scheme;
 - 11.6. Retention and Disposal Policy;
 - 11.7. Appendix A: List of Documents for Retention or Disposal;
 - 11.8. Subject Access Request Form;
 - 11.9. Social Media and Electronic Communication Policy;
 - 11.10. Removable Media Policy;
- and **to agree** that appropriate items be posted on the Council's website.
12. **To consider** a proposal that both existing notice boards be replaced, with the new one for North End being positioned inside the bus shelter instead of on the outside.
13. **To approve** a Policy for dealing with Planning Applications.

14. **To receive** notice from the Council's External Auditors, PKF Littlejohn, which confirms that they have completed their Limited Assurance Review of the Council's Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2019.
 - 14.1. During the course of this review they contacted the Clerk asking for further information for the reasons that various boxes in the AGAR Section 1 had been answered 'No', which the Clerk provided.
 - 14.2. They also advised that they intended to raise an 'except for' matter (qualification) on the AGAR Section 3, saying that the AGAR was not accurately completed before submission for review because the responses given in Section 1, Box 9 and Section 2, Box 11 were not consistent. These responses relate to the Council's responsibilities for the management of Trust Funds, namely the balance in the Snetterton Dole account. The Clerk explained the situation fully, and this item does not appear in the final AGAR Section 3.
 - 14.3. The AGAR Section 3 - External Auditor Report and Certificate 2018/19 confirms that the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
 - 14.4. However, under 'Other matters not affecting our opinion which we draw to the attention of the authority' the Auditor mentions that as no AGAR for 2017/18 was submitted for review (resulting in the issue of a public interest report) they have not reviewed any evidence to support the prior year comparatives on the AGAR. They also commented on the negative responses in Section 1, saying that, as explained in the Internal Auditor's detailed report, the council has acknowledged that there were significant governance and financial management issues during the year under review. They added that they have been made aware that the Council is working through these and that progress has been made since the year end.
 - 14.5. The Council is now required to complete a "Notice of conclusion of audit" detailing the rights of inspection, and publish this along with the certified AGAR (Sections 1, 2 & 3) before 30 September, on Notice Boards and the Council's website. It must also keep copies of the AGAR available for purchase by any person on payment of a reasonable sum, and ensure that Sections 1, 2 and 3 of the AGAR remain available for public access for a period of not less than 5 years.
15. **To receive** an update from Councillor Foley regarding moving the Council's accounts from Lloyds to Barclays, and **to authorise** signing of any cheque or letter necessary to effect this. **To consider** opening a Barclays Business Premium Account, and giving the Clerk authority to effect transfers between the Council's accounts using on-line banking.
16. **To agree** to transfer what was the balance of the Snetterton Dole account (£108.04), of which the Council was the sole Trustee, to a suitable charity as recommended by the Charity Commission, and **to authorise** signing of the appropriate cheque.
17. **To consider** any action necessary regarding the promised screening of the Biomass plant, which does not appear to have taken place. (Note: The Clerk has been in touch with Carl Palmer, Plant Manager, asking about this matter and the proposed date of the next Liaison Meeting, but received no response other than to say it would be "around September time".)
18. **To consider** carrying out a survey of residents in order to ascertain views on any projects the Council should consider and any other matters.
19. **Finance.**
 - 19.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,317.90 (salary for 10 April 2018 to 30 September 2019: £1,174.77; payment for use of home as

office: £26.65; Mileage Allowance Payment for 27 March 2019 to 25 August 2019: £116.48).

- 19.2. **To approve** payment of £24.48 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 8 April 2019 to 26 April 2019.
- 19.3. **To approve** payment of £59.40 to Norfolk Society of Local Council Clerks, being the cost of Councillor Goldsmith and this Council's share of the cost of the Clerk attending the Norfolk Local Councils 2019 Conference on 12 July 2019.
- 19.4. **To approve** payment of £24.00 to Andrew Haine in settlement of his invoice dated 29 January 2019 for hosting the Council website.
- 19.5. **To approve** payment of £15.00 to Andrew Haine in settlement of his invoice no. 0009 dated 27 August 2019 for the annual renewal of the www.snettertonparishcouncil.com domain name.
- 19.6. **To approve** payment of £19.20 (£16.00 + £3.20 VAT) to SLCC Enterprises Limited, being this Council's share of the cost of the Clerk attending the SLCC Regional Training Seminar on 4 September 2019.
- 19.7. **To approve** payment of £240.00 (£200.00 + £40.00 VAT) to PKF Littlejohn, in settlement of their invoice no SB20190657, for the Limited assurance review.
- 19.8. **To receive** the Monthly Financial Report.
20. **To decide** on any matters for consideration at next meeting.
21. **To confirm** the date of the next Meeting as Wednesday 8 January 2020 at 6.30 p.m. in the Visitor Centre Meeting Room, of World Horse Welfare, Hall Farm, Snetterton, and **to agree** future meeting dates.

Future Meeting dates:

Wednesday, 8 January 2020