

# SNETTERTON PARISH COUNCIL

31 December 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, 8 January 2020 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, ask 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 4 September 2020.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 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, and as yet this has not been forthcoming.
  - 6.2. [4] **Mill Lane.** To receive a report from Cllr. Foley concerning whether NCC Highways has carried out the necessary work.
  - 6.3. [4] **Cleaning road signs.** The Clerk went round the parish and then reported a total of eleven signs where were twisted, listing, obscured by hedges or in need of cleaning to NCC Highways.

- 6.4. [12] **Notice Boards.** The North End board has been removed for refurbishment and will be replaced inside the bus shelter. 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.)
- 6.5. [15] **Banking arrangements.** The account with Lloyds Bank has now been closed (see agenda item 7.19). The Clerk prepared a letter to Barclays Bank Plc instructing them to open a Barclays Business Premium Account, and to arrange for the Clerk to have power to use on-line banking to view the Council's accounts and to make transfers between them as necessary, but not to pay money away to a third party (just as he has with the other Councils for which he works), sending this to the Chairman to obtain the necessary signatures. Unfortunately it seems that this letter has not been sent, and so the actions agreed by the Council at the last meeting have yet to be carried out.
7. **To receive** Correspondence (available at the meeting).
- 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.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2019/1227/F: Dogs Trust, North End, Snetterton.** Erection of Wire Frame Steel Dog Sculpture. **To note** that the Clerk has responded "No objections" under his

delegated power, after consultation with members, and **to receive** Planning Permission dated 12 November 2019.

- 8.2. **3PL/2019/1086/A: Starbucks, London Road/Heath Road, Snetterton.** One 11m Totem Pole sign. **To note** that the Clerk has responded “No objections” under his delegated power, after consultation with members, and **to receive** notice of granting Advertising Consent dated 19 November 2019.
9. **To receive** a report from Cllr. Amanda Skinner on the Biomass Liaison Group Meeting on 6 November 2019.
10. **To confirm** the appointment of Councillor Foley as the Council’s representative on the Snetterton Liaison Group.
11. **To carry out** the Annual Review of the system of internal control.
12. **To agree** the Budget for 2020/21.
13. **To agree** the Precept for 2020/21.
14. **To agree** a schedule of meeting dates for 2020/21.
15. **Finance.**
  - 15.1. **To sign** cheques numbered 100008 & 100009 payable to the Clerk and HM Revenue & Customs totalling £1,317.90 which were approved at the meeting on 4 September 2019, nor shortly afterwards. (See Minutes of that meeting for details.)
  - 15.2. **To approve** payment to the Clerk and HM Revenue & Customs 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).
  - 15.3. **To approve** payment of £113.36 (£94.47 + £18.89 VAT) to the Clerk, in reimbursement for his having settled invoice no. 240569 from Viking for stationary received.
  - 15.4. **To approve** payment of £18.00 (£15.00 + £3.00 VAT) to the Clerk, in reimbursement of his having settled invoice no. 20140474756 from Stamps4u for the purchase of a Trodat Printy stamp in the Council’s name.
  - 15.5. **To approve** payment of £22.50 (£18.75 + £3.75 VAT) to World Horse Welfare in settlement of invoice no. 3971 for hire of facilities on 4 September 2019
  - 15.6. **To approve** payment of £75.00 to Breckland Council in settlement of invoice 934893 being the charge for the uncontested election held in May 2019.
  - 15.7. **To approve** payment of £1,153.20 (£961.00 + £192.20 VAT) to Harry Stebbing Workshop in settlement of invoice no. 1260 for supply of a new notice board and posts.
  - 15.8. **To note** 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 under the Data Protection Act. (**Note:** as a statement on the Barclays account has not been available, it is assumed that this payment has gone through.)
  - 15.9. **To note** receipt of the following credit: Breckland Council: £1,500.00 - Precept - 20 September 2019.
  - 15.10. **To receive** the Monthly Financial Report.
16. **To decide** on any matters for consideration at next meeting.
17. **To confirm** the date of the next Meeting at 6.30 p.m. in the Visitor Centre Meeting Room, of World Horse Welfare, Hall Farm, Snetterton.

**Future Meeting dates:**  
TBA