

SNETTERTON PARISH COUNCIL

23 June 2020

Members of the public are invited to attend a Meeting of Snetterton Parish Council to be held **via video link**, on Tuesday, 30 June 2020 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. 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 20 May 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.**
7. **To receive** Correspondence (all forwarded to members by email).
 - 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.
 - 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: 1st 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*.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 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. **To note** 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). **To note** that this application has been referred to the Breckland Planning Committee meeting on 22 June 2020.
9. **To receive** and **note** the report of the Internal Auditor and the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2019/20, and to **agree** a note relating to the Council's actions in response to the Internal Auditor's recommendations.
10. **To approve** the AGAR 2019/20 Part 2 Section 1 - Annual Governance Statement 2019/20.
11. **To approve** the AGAR 2019/20 Part 2 Section 2 - Accounting Statements 2019/20.
12. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2019/20 Part 2, to confirm 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 sending the completed AGAR to the external auditor for a limited assurance review.

13. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
14. **To note** that the Clerk, as Responsible Financial Officer (RFO) has set the commencement date for the exercise of public rights as 1 September 2020.
15. **To authorise** the RFO and the Chairman 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. **To approve** the Explanation of variances and Bank reconciliation.
17. **To appoint** the Internal Auditor for 2020-2021.
18. **To consider** asking the Clerk to arrange a Litter Pick in response to the resident's concern about litter spreading from the service station businesses, as soon as Covid regulations permit.
19. **Finance.**
 - 19.1. **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 12 June 2020: £22.75).
 - 19.2. **To approve** payment of £24.69 (Postage & telephones: £17.00; Stationery: £1.69; Other - HM Land Registry search: £6.00) to the Clerk as reimbursement for items paid on behalf of the Council for 11 March 2020 to 12 June 2020.
 - 19.3. **To approve** payment of £80.00 to Ms Carol Bailey in settlement of her invoice no. 2020/004, for the completion of the Internal Audit for the year ended 31 March 2019.
 - 19.4. **To approve** payment of £48.00 to Carl Langley in settlement of his invoice dated 29 May 2020, in respect of installing the new Notice Board in South End.
 - 19.5. **To receive** the Monthly Financial Report.
20. **To agree** requests made by Cllr. Goldsmith and Cllr. Romero to 'attend' a *Being an effective councillor* training course organised by Norfolk Association of Local Councils at the Council's expense and **to consider** the any training needs of other Members.
21. **To consider** the matter of future meeting dates.
22. **To consider** the information gained from the recent 'Virtual Public Exhibition' relating to a proposed application to be submitted by 2Agriculture Limited for an agricultural feed mill in Chalk Lane.
23. **To decide** on any matters for consideration at next meeting.
24. **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