

SNETTERTON PARISH COUNCIL

Minutes of a Meeting of Snetterton Parish Council held on Wednesday, 5 June 2019 at 6.30 p.m. at the Visitor Centre Meeting Room of World Horse Welfare, Hall Farm, Ada Cole Avenue, Snetterton, NR16 2LP.

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 offered by Councillor Desmond Skinner.
- 2 **Declarations of interest.** None
- 3 **Dispensations.** None.
- 4 **Public participation session.** The matter of Application No. 144/188 via the Camping and Caravanning Club (CCC) for a Certificated Site at Mill Common Farm was raised. The Clerk said that he had written to the Club pointing out that the access firstly through the village and secondly, especially via Mill Lane was totally unsuitable for caravans and motor homes, and had advised Norfolk County Council Highways of the concerns. The Chairman said she had also met with World Horse Welfare, which owns the un-adopted part of Mill Lane and the neighbouring land, which they rent out for agricultural use, and they had concerns from a Health and Safety angle. She then spoke to the CCC which is in discussion with the applicant.
- 5 **Minutes.** The minutes of the meeting held on 7 May 2019 were **confirmed** and **signed**.
- 6 **Matters arising. Field behind Council Houses.**
 - 6.1 [8.1] **Cutting verges.** In response to his enquiry about when verges were due to be cut in the parish, the NCC Highways Engineer has provided a detailed response. He also asked where in particular the Council is concerned about, and the Clerk will advise him that it is about 250m north of Hargham Road, west of the A11 slip road..
 - 6.2 [10] **Field behind Council Houses and Wayleave Payment.** Breckland has now cut the field. UK Power Networks has sent a copy of the Wayleave Consent dated 26 July 1990 signed by Councillor Desmond Skinner as the then Chairman of the Council. The accompanying plan shows that it relates to a few yards where the power cable travels underground from the pole on the edge of the field, before continuing down the road to the Treatment Works. The Clerk said he had checked on the Enclosure Map at the Norfolk Record Office, which did not show that this land was allotted as Poors Land or for the use of the Highway Surveyor, and so it would appear that the Council has no claim over it.
 - 6.3 [25] **Consolidated Stock.** Cheques totalling £18.39 have been received from HM Treasury, being the interest due and redemption payment in relation to the Council's holding of 2½% Consolidated Stock, which was redeemed by the Government on 5 July 2015. This shows that the interest was being paid net of income tax since April 1996 when the Chancellor ceased paying it gross. Parish Councils are exempt from paying Income and Corporation Tax (*Income and Corporation Taxes Act 1988*, s. 519), and therefore should have registered to continue to receive this gross. It is usually only possible to reclaim from HM Revenue & Customs for the current and six previous years, and given the small amount involved, the Council agreed that it was not worth the cost involved in trying to reclaim this.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 Norfolk Constabulary: *All Saints & Wayland* - May 2019.
 - 7.2 Norfolk Constabulary: *How to contact us - Attleborough Safer Neighbourhood Team*.

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

- 7.3 Norfolk Constabulary: *Our Priorities - Attleborough Safer Neighbourhood Team.*
- 7.4 BHIB Insurance Brokers: *Your Local Council's Insurance Renewal.*
- 7.5 Aviva: *Certificate of Employers' Liability Insurance.*
- 7.6 Norfolk County Council Highways: *The Highway Rangers are coming to Snetterton soon.*
- 7.7 Environment Agency: *Consultation - Draft National Flood and Coastal Erosion Risk Management Strategy for England.*
- 7.8 Lloyds Bank Plc: *We've changed the signatory access to your account.*
- 7.9 Lloyds Bank Plc: *Your account statement - 8 August 2018 - 5 April 2019.*
- 7.10 Breckland Council: *Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012 - Notification of re-consultation on all Main Modifications to the Breckland Local Plan - 30 May 2019 - 5 p.m. 12 July 2019.*
- 7.11 Information Commissioner's Office: *Paying the data protection fee.*
- 7.12 Breckland Council: *Introductory letter from Sam Chapman-Allen, new Leader of Breckland Council.*
- 8 Planning.** A note advising that Norfolk County Council is submitting a planning application for the installation of a reuse shop at Snetterton Recycling Centre was **received**. Although the working hours would also be extended (if approved) the times it was open to the Public would not change.
- 9 Lloyds Bank Account.** A note advising that the Chairman has been successful in updating the Council's mandate for the Council's accounts with Lloyds Bank Plc was **received**. The Chairman said she would now start the process of transferring the accounts to Barclays Bank Plc.
- 10 Internal Audit.** The Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2018/19 Part 3 was **received**.
- 11 Annual Governance Statement.** The AGAR 2018/19 Part 3 - Section 1 - Annual Governance Statement 2018/19 was **approved** by the Council and **signed** by the Chairman and the Clerk.
- 12 Accounting Statements.** The AGAR 2018/19 Part 3 - Section 2 - Accounting Statements 2018/19 signed by the Responsible Financial Officer (the Clerk) were **approved** by the Council and **signed** by the Chairman.
- 13 Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2019 were **approved**.
- 14 Standing Orders.** New Standing Orders for the Council based on the model set published by the National Association of Local Councils were **adopted**.
- 15 Snetterton Dole.** An email from the Charity Commission saying that a search of their records failed to locate a charity relating to Snetterton was **received**. The Commission says that, due to the very small amount, it is happy for the Parish Council to dispose of the money in a charitable fashion, for the benefit of local residents. The Clerk will put this on the next agenda for the Council to decide.
- 16 Minute Books.** It was **noted** that the Clerk has deposited the Minute Books of Parish Council Meetings and Parish Meetings from 14 September 1954? (as the first minutes do not have the full date this is uncertain) to 31 March 2019 with the Norfolk Record Office under Accession Number ACC 2019/30 for safe keeping.
- 17 Stationery.** It was **agreed** that the Clerk should open an account in the Council's name with Viking Direct for the purchase of stationery.

- 18 Bridge closure at Eccles Heath.** An email update from County Councillor Steven Askew was **received**, concerning the situation at Eccles Heath, showing that the work is still not planned until 2020/21.
- 19 Information Commissioner's Office.** It was **noted** that the Clerk has completed the registration of the Council with the Information Commissioner's Office which a predecessor Clerk had started, and a direct debit authority to meet the annual subscription was **approved** and **signed**.
- 20 Finance.**
- 20.1 **Hire of venue.** It was **resolved** that a cheque no. 000090 for £37.50 (£31.25 + £6.25 VAT) to World Horse Welfare be signed, in settlement of invoices no. 3856 and 3870 for hire of facilities on 10 April and 7 May 2019. (*Local Government Act 1972 s 132*)
- 20.2 **Credits.** Receipt of the following credit was **noted**: Breckland Council: £1,250.00 Precept.
- Note: Cheques to make the payments approved at the previous meeting were now able to be signed.*
- 20.3 **Monthly Financial Report.** The report for the month ending 31 May 2019 was **received**.
- 21 Matters for consideration at next meeting.**
- 21.1 Snetterton Dole account.
- 21.2 Replacement notice boards.
- 21.3 Survey of residents.
- 21.4 Biomass screening.
- 22 Next meeting.** The next Council meeting was confirmed as **Wednesday, 4 September 2019**, at **6.30 p.m.** in the Visitor Centre Meeting Room of World Horse Welfare.

Confirmed:

.....
Helen Foley (Chairman)

4 September 2019

Future Meeting dates:

Wednesday, 4 September 2019

Wednesday, 8 January 2020