

SNETTERTON PARISH COUNCIL

Minutes of a Meeting of Snetterton Parish Council held on Wednesday, 20 May 2020 at 6.30 p.m. This was a virtual on-line meeting.

In view of the Coronavirus pandemic, this meeting was held as an online video conference, as authorised by *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

The meeting scheduled for 18 March 2020 did not take place.

Present: Councillors: Helen Foley (Chairman), Lesley Goldsmith, Jacqueline Romero, Amanda Skinner.

Clerk: Julian Gibson

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence given by Cllr. Desmond Skinner.
- 2 **Declarations of interest.** Cllr Foley said that although no Disclosable Pecuniary Interest was involved, she would not participate in the discussion or vote on planning applications submitted by Snetterton Park Limited (agenda items 8.4, 8.5, 8.6, 8.7 and 8.9), as that company is the landlord to her business.
- 3 **Dispensations.** None.
- 4 **Public participation session.** District Cllr. Sarah Suggitt had made her apologies, and circulated a report to members. County Cllr. Steve Askew was present, and had also previously circulated a NCC Annual Report. He also agreed to raise the matter of inappropriately positioned signs by the road in the industrial estate on the south side of the A11.
- 5 **Minutes.** The minutes of the meeting held on Wednesday, 8 January 2020 were **confirmed** for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
- 6 **Matters arising.**
 - 6.1 [6.1] **VAT refund claim for 2017/18, 2018/19 and 2019/20.** In the continued absence of a bank statement of the Council's new Barclays Bank Account to provide the required evidence to enable HMRC to refund the VAT, the Clerk has still been unable to submit this claim. There is a risk that some of the older invoices will pass the date deadline and therefore it will not be possible to reclaim the VAT paid on those purchases.
 - 6.2 [6.4] **South End Notice Board.** The Clerk collected the new board from the Harry Stebbing Workshop and has delivered it to the Chairman who said that she would try to find somebody to install it. Cllr. Amanda Skinner said that she would also ask another contractor.
 - 6.3 [6.5] **Banking arrangements.** After some confusion regarding the authorisation letter provided by Barclays, which then said that it was insufficient for one of the items asked for (online access for the Clerk), a new form was sent for completion. This asked for the signatures of all three authorised signatories and the Clerk, although eventually it was confirmed that (obviously) only two out of three signatories had been needed. The Clerk has now been provided with on-line access to the account, but there has been no progress on the other requested items (opening savings account, providing monthly statements, and permitting the Clerk to make transfers between accounts). The Clerk has now written chasing this, and is awaiting a response. It was **noted** that the Chairman has also been provided with access to view the account on-line.

- 6.4 [16.1] **Contacting businesses asking for financial support.** The Chairman said that in the present environment she did not think this idea could be progressed.
- 6.5 [6.2] **Mill Lane.** Cllr. Askew had contacted the Highways Engineer, who had said that one of his inspectors would visit and then programme the necessary work. The Clerk chased the matter in anticipation of this meeting, and found that that planings had been put down on 24 April, but he had not been informed. The Chairman will inspect.

7 Correspondence. Receipt of the following correspondence was **acknowledged**.

- 7.1 Norfolk Constabulary: *All Saints & Wayland Newsletter* - January 2020.
- 7.2 The Pension Regulator: *You must act now: your automatic enrolment duties.*
- 7.3 The Pension Regulator: *The essential guide to automatic enrolment.*
- 7.4 Norfolk Constabulary: *All Saints & Wayland Newsletter* - February 2020.
- 7.5 Pricilla Bacon Hospice: *Appeal letter.*
- 7.6 The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of declaration of compliance.*
- 7.7 Elizabeth Truss MP: *Community Access to Cash Pilots.*
- 7.8 *Clerks & Councils Direct* - March 2020.
- 7.9 FPK Littlejohn: *2019/20 - instructions delayed pending clarity over coronavirus implications.*
- 7.10 Breckland Council: *2019 Annual Review.*
- 7.11 Cllr. Amanda Skinner: *Notes on Biomass Liaison Meeting - 4 March 2020.*
- 7.12 Breckland Council Planning: *Consultation [on planning applications] with Parish and Town Councils during Covid-19 period.*
- 7.13 Norfolk Association of Local Council: *Information note.*
- 7.14 The Local Government Boundary Commission for England: *Important update on Norfolk electoral review - Now expect "implementation date for Norfolk's new electoral arrangements will be 2025, not 2021."*
- 7.15 HM Land Registry: *Land on the west side of North End, Snetterton Norfolk* (including the playing field) - Register and Plan.
- 7.16 Barclays Bank Plc: *Print out of entries on Community Account* - 10 January - 31 March 2020.
- 7.17 Barclays Bank Plc: *Print out of entries on Community Account* - 1-30 April 2020.
- 7.18 A Resident: *Letter expressing interest in joining the Council should a vacancy arise.*

8 Planning.

- 8.1 **3PL/2019/1564/A: Euro Garages, London Road/Heath Road. Internally-Illuminated Greggs Monument Sign.** It was **noted** that, after consultation with four Councillors, the Clerk has responded saying the Council had no objection in principle, but was concerned about the volume of light pollution being created at this service station, and suggested consulting Environmental Health to seek their views on when the "enough is enough" stage is reached. Notice of Advertising Consent dated 3 February 2020 was **received**. **Note:** Within the Report recommending approval the Officer says, "The siting of the signage is within an existing commercial site and is well isolated from any residential development. On this basis, it is not considered that the proposal would give rise to any detrimental amenity impacts." The Clerk also expressed the Council's concerns about light pollution to Breckland Council, and Simon Wood, Director of Planning and Building Control has replied saying that as the site is within an employment area, a level of lighting is to be expected, and a condition was imposed in order to control the impact of the illumination. Environmental Health also responded saying that this is "very much a planning matter as the environmental health team are unable to control light unless it is causing a statutory nuisance in someone's home."

- 8.2 **3PL/2020/0096/F: Richard Johnston Ltd, Harling Road.** New two storey office and separate plant room. It was **noted** that after consultation with members the Clerk has responded “No objections” using delegated powers, and Planning Permission dated 26 March 2020 was **received**.
- 8.3 **3PL/2020/0173/F: Land at Snetterton Business Park.** Proposed Fuel Depot. It was **noted** that, after consultation with councillors, the Clerk has responded using delegated powers saying that the Council objected on many grounds including contrary to Local Plan, traffic, hours of operation, impact on A11, fire risk, pollution, and absence of reports regarding noise, lighting, security and screening. The Clerk pointed out that according to the Planning Portal, both the Highways Agency and the Environment Agency were objecting and asking for more information. He undertook to try to ascertain the current position.
- 8.4 **3PL/2020/0312/F: Snetterton Park, Battle Stations Activities, Harling Road.** Change of use from Combat Building (Sui Generis) to Office Space (B1). It was **noted** that after consultation with members the Clerk has responded “No objections” using delegated powers.
- 8.5 **3PL/2020/0315/F: Snetterton Park, S Tek Fabrications, Harling Road.** Extensions to existing S-Tek Building with associated hard landscaping to form yards and parking. It was **noted** that after consultation with members the Clerk has responded “No objections” using delegated powers.
- 8.6 **3PL/2020/0307/F: Snetterton Park Lodge, Harling Road.** Change of use from C3 residential to B1 office use. It was **noted** that after consultation with members the Clerk has responded “No objections” using delegated powers.
- 8.7 **3PL/2020/0309/O: Land south of Snetterton Speed Shop, Snetterton Business Park.** Outline application for erection of two dwellings (bungalows). It was **noted** that after consultation with members the Clerk has responded “No objections” using delegated powers.
- 8.8 **3PL/2020/0412/F: Land at Ada Cole Avenue, Snetterton Park.** Erection of a builder's merchants (Sui Generis Use) and associated works. It was **resolved** that the Council has no objection, on condition that the business traffic does not use the route through the village, and that lighting is strictly controlled, so that when added to the existing lighting sources it does not cause an issue.
- 8.9 **3PL/2020/0449/F: Land on the Southern Boundary of Snetterton Business Park.** Construction of new building to house combat activity centre and associated outside activity space (Sui Generis) that is being relocated from North of the site - as well as associated changes to hardscaping to create new parking and access road to the site.
- 9 Covid 19.** The Council considered how the pandemic was impacting on residents in the parish. There was some remaining concern that perhaps not everybody in the village had been contacted, despite the setting up of a new Community Facebook page by Cllr. Goldsmith, and it was agreed that Cllr Amanda Skinner would draft a notice to be delivered to all dwellings in the parish.
- 10 Location of future physical meetings.** An informal invitation had been received to use a facility in Snetterton Park to hold Council meetings, but it was **agreed** that for a number of reasons it would be best to continue to use the World Horse Welfare meeting room.
- 11 Increasing the involvement of residents in Parish Council Business.** It was **agreed** to defer this item to a future meeting.
- 12 Biomass Liaison Group Meeting.** Cllr. Amanda Skinner reported on the meeting held on 4 March, saying that it had been a good meeting and that the company was doing all that was

necessary. She hoped to have some good news about screening by the next meeting on 23 September. The report was **received**.

- 13 Meeting with the Director of Snetterton Business Park.** Cllrs. Foley and Goldsmith had attended this meeting with the Clerk, and were told of the plans to undertake a number of development changes to the site
- 14 Pension Automatic Enrolment.** It was **noted** that the Clerk has now completed all necessary duties regarding Automatic Enrolment, submitted the required Declaration of Compliance and that the Pensions Regulator has acknowledged receipt.
- 15 Clerk's Annual Appraisal.** The Chairman confirmed that she found the Clerk's performance in the past year to be fully satisfactory, and recommended that, in accordance with his contract, he is awarded an additional Spinal Column Point to take him to SCP 14. This takes his salary up to £11.67/hour or £2,520.72 p.a. This was **agreed**.
- 16 Risk Assessment.** As some Members had not raised questions relating to this document until just before the meeting it was not possible to agree in at this meeting, and so will also be held over. The Clerk said that the absence of a completed risk assessment had been criticised by the Internal Auditor
- 17 Receipts & Payments Account.** The Receipts and Payments Account for the year 2019-2020 was **approved** and the Clerk will arrange for it to be **signed** by the Chairman.
- 18 Audit changes.** It was **noted** that the Government has passed *The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020*, which amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published, from 30 September 2020 to 30 November 2020. Additionally, the previous requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July was changed. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before 1 September 2020. However, the External Auditors have set a submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (in the case of this Council) of Friday 31 July 2020. The Clerk reported that the Internal Auditor had completed her work and the Council agreed an additional meeting to be on 30 June so that the AGAR approval and its accompanying matters could be dealt with before the deadline.
- 19 Insurance.** In addition to the renewal quotation from the Council's existing insurers, BHIB, the Clerk had invited Came & Company to provide a quotation. They had provided quotes from three alternative companies, and it was **agreed** to accept their recommendation and transfer to a policy offered by Hiscox. It was additionally agreed to enter into a three-year Long Term Agreement. Accordingly it was **resolved** that cheque no, 100025 for £332.54 to Came & Company be signed in payment of the first premium. (*Local Government Act 1972 s 111(1) & 140(1)*)
- 20 Finance.**
- 20.1 **Clerk's salary.** The action of members signing cheques nos. 100021 & 100022 to the Clerk and HM Revenue & Customs totalling £673.79 (salary for 1 January 2020 to 31 March 2020: £618.30; payment for use of home as office: £13.50; Mileage Allowance Payment for 1 January 2019 to 9 March 2020: £41.99) was **confirmed**. These payments related to 2019/20 and had been planned for the March meeting, which was cancelled because of COVID 19. (*Local Government Act 1972 s. 112(2)*)
- 20.2 **Postage and Telephones.** The action of members signing cheque no. 100023 for £6.66 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

Council for 17 August 2019 to 10 March 2020 was **confirmed**. This payment related to 2019/20 and had been planned for the March meeting, which was cancelled because of COVID 19. (*Local Government Act 1972 s. 111*)

- 20.3 **Hire of venue.** The action of members signing cheque no. 100024 for £15.00 (£12.50 + £2.50 VAT) to World Horse Welfare in settlement of invoice no. 4074 for hire of facilities on 8 January 2020 was **confirmed**. This payment related to 2019/20 and had been planned for the March meeting, which was cancelled because of COVID 19. (*Local Government Act 1972 s. 133*)
- 20.4 **Subscriptions.** It was **resolved** that cheque number 100026 for £94.34 to the Norfolk Association of Local Councils be signed, in settlement of their invoice no. 3859 for the annual subscription for 2020/2021. (*Local Government Act 1972 s.143*)
- 20.5 **Subscriptions.** It was **resolved** that cheque number 100027 for £32.78 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2021. (*Local Government Act 1972 s.143*)
- 20.6 **Clerk's Salary.** As the Council has agreed to meet before the end of June after all, it was **agreed** to carry this item over until then.
- 20.7 **Credit.** Receipt of the following credit was **noted**: Breckland Council: £1,750.00 - Precept - 7 April 2020.
- 20.8 **Financial Report.** The report for the period ending 30 April 2020 was **received**.

21 Matters for consideration at next meeting.

- 21.1 AGAR and associated items.
- 21.2 Clerk's salary & expenses.

22 Next meeting. The next meeting of the Parish Council was **confirmed** as **Tuesday, 30 June 2020**, at 7.30 p.m. via **video link**.

Confirmed:

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Helen Foley (Chairman)

30 June 2020

Future Meeting dates:

Tuesday, 30 June 2020

Wednesday, 16 September 2020