

SNETTERTON PARISH COUNCIL

Minutes of a Meeting of Snetterton Parish Council held on Wednesday, 10 April 2019 at 6.30 p.m. in the Visitor Centre Meeting Room of World Horse Welfare, Hall Farm, Ada Cole Avenue, Snetterton, NR16 2LP.

**Present: Councillors: Helen Foley (Chairman), Amanda Skinner, Desmond Skinner.
Clerk: Julian Gibson**

- 1 Appointment of Clerk.** It was **agreed** to appoint Mr Julian Gibson as Clerk and Responsible Financial Officer to the Council with immediate effect.
- 2 Clerk's contract.** The Chairman was **authorised** to sign the contract with the Clerk, based on the Model produced and approved by the National Association of Local Councils and the Society of Local Council Clerks. The Clerk signed also. (Note: The Clerk will prepare Expenses, Sickness Absence and Health and Safety Policies for approval by the Council in due course.)
- 3 Clerk's other employment.** It was **noted**, in accordance with para. 10 of the above contract, that the new Clerk is employed as Clerk and Responsible Financial Officer to Roudham & Larling Parish Council, Stow Bedon & Breckles Parish Council, Whinburgh & Westfield Parish Council and Wretham Parish Council, and he was **authorised** to give the Council's written consent for this.
- 4 Audio Recording of meetings.** It was **noted** that the Clerk will be making an audio recording of all meetings, this recording to be used to assist him with drawing up the draft minutes (he having no shorthand), and that immediately after doing so the recording will be deleted.
- 5 Apologies for absence.** None.
- 6 Declarations of interest.** None
- 7 Dispensations.** None.
- 8 Public participation session.**
 - 8.1 Breckland Council.** District Councillor Phil Cowen said he was pleased to see the new Clerk *in situ*. He explained that he needed to be careful what he said as his Council was in the Purdah period leading up to the elections on 2 May. He said that the additional consultation required by the Planning Inspector on the Main Modifications to the Breckland Local Plan had had to be extended on Modifications MM18, MM119 and MM148, and that this extension would run until 5 p.m. on 15 May 2019. It was still hoped that the Plan might be adopted by his Council in August or September this year.
 - 8.2 Elections.** The Clerk explained that it had been announced that in the Parish Council elections, Helen Foley, Lesley Goldsmith, Jacqueline Romero, Amanda Skinner and Desmond Skinner had been elected unopposed, and would take up office on 7 May 2019.
 - 8.3 Field behind Council Houses.** A member of the public asked about cutting the grass on the field behind 1-4 Council Houses. The Chairman said that the field was not the responsibility of the Council, although it had on occasions arranged for it to be cut in the past. The Clerk was asked to establish whether it actually belonged to Breckland Council or Norfolk County Council, and then ask them to arrange for it to be cut.
 - 8.4 Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2018.** The Clerk reported to the Meeting that he had found that the AGAR 2017/18 had not been completed, subjected to Internal Audit, agreed by the Council and the Council had failed to certify itself as exempt from limited assurance review. Subsequently it had failed to send the AGAR to the External Auditor (PKF Littlejohn) for the Review. As a result the Auditor had issued firstly a Statutory recommendation



dated 9 January 2019, and then a Public Interest Report dated 7 March 2019. All these communications had been sent to a previous clerk because the Auditor had not been informed that she had left the post. The Clerk will now arrange for the Council to carry out the actions required by the Local Audit and Accountability Act 2014, Sch. 7. The Clerk pointed out that the Council will probably have to answer “No” to many of the statements in the 2017/18 and 2018/19 AGAR.

- 9 **Minutes.** The minutes of the meeting held on Thursday, 24 January 2019 were **confirmed** and **signed**.
- 10 **Matters arising.** [8, Minutes of Meeting on 17 September 2018] **Notice boards.** The Chairman said she had asked a contact to consider carrying out necessary repair and restoration of the two boards, but he had declined. Members considered that the Council should pay for this work to be done, as it was the only way of communicating with the residents. The Chairman said that she had another possible craftsman she would approach, and she would ensure that additional keys were available.
- 11 **Correspondence.** None.
- 12 **Planning.** None.
- 13 **Lloyds Bank Account.** The Chairman advised that it appears that the authorised signatories at Lloyds had not been maintained correctly, and that resignations and the death of the old Clerk had now left the Council with no signatories. However she has already been in touch with Lloyds and received confirmation that this was being actioned. The Council **agreed** that she should then open an account with Barclays Bank Plc which would have any two of three authorised signatories, not including the Clerk.
- 14 **Code of Conduct.** The Council **resolved** to adopt a new Code of Conduct based on the template provided by the National Association of Local Councils, to comply with the requirements under section 27 of the Localism Act 2012.
- 15 **Electronic summonses to Council Meetings.** It was **noted** that, since 30 January 2015 when *The Local Government (Electronic Communications) (England) Order 2015* came into force, it has been legal, where Councillors request it, for summonses to Council Meetings to be sent electronically. It was **agreed** that this item be carried forwards to the next meeting when the newly elected Members would also be invited to agree.
- 16 **Asset Register.** It was **noted** that the Clerk had been trying to create an Asset Register, as recommended in *Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements*. Members were able to provide some information about assets the Council might be responsible for, and it was hoped that more information would be forthcoming when further Council paperwork was obtained from the offices of a former clerk. The Clerk will update the Register and bring it to a future meeting for approval and a decision to be taken as to the appropriate insurance valuations.
- 17 **Membership of Norfolk Association of Local Councils.** It was **agreed** that the Clerk should contact the Norfolk Association of Local Councils with a view to the Council becoming a member.
- 18 **Meeting dates.** The Clerk presented a schedule of possible monthly meeting dates for the coming year, stressing that he felt it was easier to cancel a meeting already in the diary than to arrange one, and that the Council had a lot to get through in order to get its procedures into proper shape. However the Council wanted to stick with only the legal minimum of four meetings a year, and to fix the next meeting at the end of the current one. It was **agreed** that the meeting required regarding the Public Interest Report, the Annual Parish Meeting and the Annual Meeting of the Parish Council would all be held on 7 May 2019.

- 19 **Missing documents.** The Clerk has identified a number of documents that he would have expected the Council to have which appear to be missing. It was hoped that these would still be being held at the offices of a previous Clerk. **Post Meeting note:** The Clerk has now collected all this paperwork, which has filled a number of gaps. However, the earliest Council meeting, held probably on 14 September 1951 (the year was not specified), says it was held “to reform the Parish Council”, so clearly some earlier Minutes are lost.
- 20 **Finance. Monthly Financial Report.** The report for the month ending 31 March 2019 was received.
- 21 **Matters for consideration at next meeting.** Future Meeting dates.
- 22 **Next meeting.** The next Council meeting, the Annual Meeting of the Parish Council, is confirmed as **Tuesday, 7 May 2019, at 7.00 p.m.** in the Visitor Centre Meeting Room of World Horse Welfare. (**Note:** A Meeting concerning the Public Interest Report will be held at **6.30 p.m.**, followed by the Annual Parish Meeting at **6.45 p.m.**)

Confirmed:

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..... *Heidi Cole* (Chairman)

7 May 2019