

SNETTERTON PARISH COUNCIL

Minutes of the Annual Meeting of Snetterton Parish Council held on Tuesday, 7 May 2019 at 6.45 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), Lesley Goldsmith, Jacqueline Romero, Amanda Skinner, Desmond Skinner.
Clerk: Julian Gibson

It was decided to merge the meeting regarding the Public Information Report at the end of the last set of minutes with this meeting.

As the previous Annual Parish Meeting overran slightly, the start of this meeting was delayed.

Before the start of meeting, the newly elected Councillors signed their Declaration of Acceptance of Office forms, and the Clerk distributed Disclosable Pecuniary Interests & Other Registrable Interests forms for completion and return to him in time for him to take copies and send them to Breckland Council within the 28 days deadline.

- 1 **Election of Chairman.** Councillor Foley was elected Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Foley signed the declaration, which was received.
- 3 **Appointment of Vice-Chairman.** Councillor Amanda Skinner was appointed Vice Chairman.
- 4 **Apologies for absence.** None.
- 5 **Declarations of interest.** None
- 6 **Dispensations.** None.
- 7 **Public Interest Report.** As required by the *Local Audit and Accountability Act 2014, Sch. 7, para. 5* the Council **considered** the Public Interest Report issued by PKF Littlejohn LLP, External Auditors for the Council, dated 7 March 2019, headed 'Snetterton Parish Council - Public Interest Report: Failure to submit an Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2018', and **decided** that the report did not require the Council to take any action beyond that which had been done by providing the required publicity for the Report, providing the required publicity for this meeting, and considering the Report. The Chairman said that this situation had arisen because of the several changes of Clerks and their lack of experience, and would not happen again. The Clerk said that the ongoing impact was that the Council would not be able to certify itself exempt from the requirement to have a limited assurance review for the year ended 31 March 2019, and would therefore have to submit an AGAR to the external auditor for that year, which would involve a £200 fee.
- 8 **Public participation session.**
 - 8.1 The matter of cutting the verges was raised, and there was concern about the impact on the plants, insects and wildlife if this was done at the wrong time. The Clerk agreed to find out when and where this was due to happen.
 - 8.2 Concerns were raised about the end of Mill Lane, where part of the adopted road has not been resurfaced and is basically one large pot hole. The Clerk said he would report this to NCC Highways.
- 9 **Minutes.** The minutes of the meeting held on Wednesday, 10 April 2019 were **confirmed** and **signed**.

- 10 Matters arising. Field behind Council Houses.** The Clerk has found evidence that the northern half of the field (nearest the access road) was designated as part of the Breckland Council 2014 Open Space Audit. It has now been confirmed that this field is owned by Breckland Council, and so the parish council has neither duty nor right to maintain it. Breckland has pointed out that it may not maintain it to the same standard as the parish, but given that the last time the parish paid for it to be mowed was in 2016 this seems unlikely when compared to the standard of maintenance provided to other Breckland open space (in Wretham, for instance). Breckland has now arranged for its contractor to bring the field up to 'contract standard' and will mow it twice a year in future. The Clerk also reported that he had found that the Council was receiving a Wayleave payment from UK Power Networks, and had contacted them to ask for a copy of the Agreement as there was nothing in the Council's records. It seems likely that this relates to the electricity supply to the treatment works for the Council houses, and that this supply passes through this field.
- 11 Correspondence.** The Clerk said he would bring a circulation folder to each meeting, and it was **agreed** that this would be circulated round Members and returned at the subsequent meeting.
- 11.1 Norfolk Association of Local Councils: *List of services provided.*
 - 11.2 Norfolk Constabulary: *All Saints & Wayland Newsletter* - April 2019.
 - 11.3 Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns* - March 2019.
 - 11.4 Clerks & Councils Direct: *List of Services offered.*
 - 11.5 BHIB Insurance Brokers: *Your Local Councils Insurance Renewal.*
 - 11.6 BHIB Insurance Brokers: *Important Information.*
 - 11.7 BHIB Insurance Brokers: *Statement of Fact.*
 - 11.8 BHIB Insurance Brokers: *Policy Schedule.*
 - 11.9 BHIB Insurance Brokers: *Statement of Demands and Needs.*
 - 11.10 BHIB Insurance Brokers: *Special Events and Activities Guidelines.*
 - 11.11 BHIB Insurance Brokers: *Summary of Cover.*
 - 11.12 BHIB Insurance Brokers: *Terms of Business Agreement.*
 - 11.13 Breckland Council: *Members Briefing note - Local Plan Main Modifications consultation - rural housing policies Hou4 ad HOU5.*
 - 11.14 Norfolk County Council: *Snetterton, Heath Road - Proposed Waiting Restriction At Any Time.* After consultation the Clerk will respond saying the Council has no objections to the proposal.
 - 11.15 *Clerks & Councils Direct* - May 2019. The Clerk drew Members attention to the article by Paul Clayden on Page 10 - *Danger zones for councillors.*
 - 11.16 UK Power Networks: *Re: Wayleave.*
- 12 Planning.** None.
- 13 Lloyds Bank Account.** The Chairman reported that she had returned a completed mandate, but that for some reason they had sent another mandate form addressed to the deceased previous Clerk. She will go to the branch to get this sorted out. The Clerk advised that it was essential that she asked for copy statements from August 2018 to date, as without these it was not possible to complete the 2018/19 Annual Governance and Accountability Return. He also advised against getting Lloyds to accept the Chairman as the sole signatory on the accounts, but the Council accepted that this would be a short term measure, and that she would be transferring the balance to a new account with Barclays. It was **agreed** that Councillors Foley, Goldsmith and Amanda Skinner should be authorised signatories on the new account, with any two to sign.
- 14 Internal Auditor.** It was **resolved** that Mr Carl Foster be appointed as Internal Auditor for the years 2017/18, 2018/19 and 2019/20.

- 15 **Internal Audit.** The Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2017/18 was **received**.
- 16 **Annual Governance Statement.** The AGAR 2017/18 Part 2 Section 1 - Annual Governance Statement 2017/18 was **approved** and **signed** by the Chairman and the Clerk.
- 17 **Accounting Statements.** The AGAR 2017/18 Part 2 Section 2- Accounting Statements 2017/18 signed by the Responsible Financial Officer (the Clerk) were **approved** and **signed** by the Chairman.
- 18 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2018 were **approved**.
- 19 **External Audit.** A letter headed **Certification of the completion of our responsibilities as auditor for the year ended 31 March 2018** from PKF Littlejohn (the Council's External Auditor) was **received**, and the Council **noted** that as a result of the Public Information Report made against the Council it will not be possible for the Council to certify itself exempt from limited assurance review in 2018/19, and must therefore submit an AGAR Part 3 by the deadline of Monday 1 July 2019.
- 20 **Receipts & Payments Account.** The Receipts and Payments Account for the year 2018-2019 was **approved** and **signed** by the Chairman.
- 21 **Police Connect.** The Chairman recommended that Members sign up to the Police Connect system (<https://member.everbridge.net/index/892807736722380#/login>) in order to receive alerts and other news on policing matters. District Councillor Sarah Suggitt said she would look into also getting the Council sent Trading Standards warnings.
- 22 **Electronic summonses to Council Meetings.** All members signed the necessary authority for summonses to Council Meetings to be sent electronically, as permitted in *The Local Government (Electronic Communications) (England) Order 2015*.
- 23 **Financial Regulations.** A draft set of Financial Regulations, based on the Model Financial Regulations published by the National Association of Local Councils, was **adopted**.
- 24 **HM Revenue & Customs.** It was **noted** that the Clerk has started registering the Council with HM Revenue & Customs as an employer, under Application case number 26414198. However HMRC is busy and it may take 'longer than usual' for completion of the registration. When complete he will also be able to send off the VAT claim for 2017/18 and 2018/19.
- 25 **Consolidated Stock.** A letter from Computershare was **received**. This confirmed that, as the Clerk had deduced, the Council had a holding of £13.35 2½% Consolidated Stock, which was redeemed at par on 5 July 2015 and on which the redemption proceeds were still outstanding, together with interest payments totalling £5.04 since 5 April 1996. A Letter of Authority confirming that the outstanding amount should be paid to the Council by cheque and sent to the Clerk was **signed**.
- 26 **Finance.**
 - 26.1 **Insurance.** It was **resolved** that a cheque for £384.28 to BHIB Limited be signed, in settlement of their invoice dated 9 April 2019, being the renewal premium of the Council's insurance policy for 1 June 2019 - 31 May 2020. (*Local Government Act 1972 s 111(1) & 140(1)*)
 - 26.2 **Subscriptions.** It was **resolved** that a cheque for £94.85 to Norfolk Association of Local Councils be signed, in settlement of their invoice no. 2917, being the membership subscription for 2019-20. (*Local Government Act 1972 s 143*)

- 26.3 **Hire of venue.** It was **resolved** that a cheque for £15.00 (£12.50 + £2.50 VAT) to World Horse Welfare be signed, in settlement of invoice no. 3756 for hire of facilities on 24 January 2019. (*Local Government Act 1972 s 132*)
- 26.4 **Subscriptions.** It was **resolved** that a cheque for £43.00 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 2020. (*Local Government Act 1972 s 143*)
- 26.5 **Audit.** It was **resolved** that a cheque for £576.00 (£480.00 + £96.00 VAT) to PKF Littlejohn be signed, in settlement of their invoice SB201805116, being the additional charges incurred by virtue of failing to submit the required information for a Limited Assurance Review of the AGAR for the year ended 31 March 2018.. (*Local Government Act 1972 s. 111*)

Note: Although approved, cheques cannot be signed until the matter of the authorised signatories is resolved.

- 26.6 **Monthly Financial Report.** The report for the month ending 30 April 2019 was received.

27 **Matters for consideration at next meeting.** Future Meeting dates.

28 **Next meeting.** The next Council meeting was confirmed as **Wednesday, 5 June 2019**, at **6.30 p.m.** in the Visitor Centre Meeting Room of World Horse Welfare.

Confirmed:


Helen Foley (Chairman)

5 June 2019

Future Meeting dates:

Wednesday, 5 June 2019

Wednesday, 4 September 2019