

SNETTERTON PARISH COUNCIL

Minutes of a Meeting of Snetterton Parish Council held on Wednesday, 4 September 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, Desmond Skinner.
Clerk: Julian Gibson

- 1 Apologies for absence.** None.
- 2 Declarations of interest.** None
- 3 Dispensations.** None.
- 4 Public participation session.** A member of the public reported a damaged speed limit sign and that many signs in the parish were in need of a clean. The Clerk said he would report the first to Norfolk County Council Highways for action, and ask for sign cleaning to be added to the list of jobs on the next visit of the Highway Rangers. He will also repeat the report about the end section of Mill Lane and ask why Highways did not correct this last time. A member of the public also raised concerns about the impact of the new service station on the A11, especially with regard to litter. The Chairman assured him that the Council would be monitoring this and would take action if necessary.
- 5 Minutes.** The minutes of the meeting held on 5 June 2019 were **confirmed** and **signed**.
- 6 Matters arising.**
 - 6.1 [4] **Certificated Site at Mill Common Farm.** The Camping and Caravanning Club has confirmed that they have concluded not to proceed with this Certificated Site application.
- 7 Correspondence.** The following correspondence was **received**.
 - 7.1 Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils.*
 - 7.2 PKF Littlejohn LLP: *Receipt of Documents - AGAR Part 3, 2019.*
 - 7.3 Age UK Norfolk: *Appeal letter.*
 - 7.4 Norfolk Constabulary: *All Saints & Wayland Newsletter - June 2019.*
 - 7.5 Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns - May 2019.*
 - 7.6 *Clerks & Councils Direct - July 2019.*
 - 7.7 Norfolk County Council: *Parish Roadside Tree Inspections.*
 - 7.8 Graham Construction/Highways England: *Notification of start of works - A11 - A134 to B1111.*
 - 7.9 Lloyds Bank Plc: *Snetterton Dole account - Closing statement.*
 - 7.10 Norfolk Constabulary: *All Saints & Wayland newsletter - July 2019.*
 - 7.11 Lloyds Bank Plc: *Treasurers Account statement - 20 May - 8 July 2019.*
 - 7.12 Norfolk County Council: *Proposed Prohibition of Waiting Order - C823/34 Snetterton Interchange A11 Southbound.*
 - 7.13 Norfolk Constabulary: *All Saints & Wayland Newsletter - August 2019.*
 - 7.14 Highways England: *A11 Works - Thetford to Larling.*
- 8 Planning.**
 - 8.1 **3PL/2019/0881/VAR: Snetterton Renewable Energy Plant, Chalk Lane, Snetterton.** Variation of Condition 2 to 3PL/2018/0012/F. It was **noted** that, in view of the minor nature of the variation to the existing permission, members agreed not to comment, and Planning Permission dated 23 August 2019 was **received**.

8.2 **FUL/2019/0007:** Snetterton Recycling Centre, Harling Road, Snetterton Heath. Change of use to a mixed development to allow the installation of a reuse shop for onsite sale of waste items suitable for reuse: ancillary small-scale sale of non-recycled items (Christmas trees, logs, compost bins and green waste sacks); proposed change to existing site operation hours (Monday to Sunday from 07:00 to 18:00 hours, all year round. Notice that this application has been Permitted/Approved was **received**.

9 **Internal Auditor.** An email from Mr Carl Foster resigning from the post of Internal Auditor to the Council as he has moved was **received** with regret. It was **agreed** that Carol Bailey, who is CiLCA qualified, previously clerk to a Suffolk town council, currently works as a locum clerk, and is a councillor in her own village, be appointed as Internal Auditor for the year 2019/20.

10 **Annual Parish Meeting.** The contents of the draft Minutes of the Annual Parish Meeting held on Tuesday, 7 May 2019, to be confirmed and signed at the next Parish Meeting, were **agreed**.

11 **General Data Protection Regulations.** The following documents prepared by the Clerk were **approved**, and **adopted** as required by the General Data Protection Regulations:

11.1 Inventory of Data Captured, Stored and Processed by the Council;

11.2 Privacy Notice;

11.3 Privacy notice for Councillors and employees.

11.4 Information & Data Protection Policy;

11.5 Publication Scheme;

11.6 Retention and Disposal Policy;

11.7 Appendix A: List of Documents for Retention or Disposal;

11.8 Subject Access Request Form;

11.9 Social Media and Electronic Communication Policy;

11.10 Removable Media Policy.

It was **agreed** that items 11.2, 11.4, 11.5, 11.6, 11.7, 11.9 and 11.10 should be posted on the Council's Website.

12 **Notice Boards.** It was **agreed** that the board in North End should be moved to inside the Council's bus shelter, where it would be easier to get to, and be preserved better. Councillor Romero volunteered to find somebody to carry this out. The South End board was considered to be beyond repair, and as the loose glass is causing a risk, the Chairman said she would get this removed. It was **agreed** that a new board should be purchased from Harry Stebbing Workshop, and the Clerk was asked to arrange for this.

13 **Planning Application Policy.** The Council **approved** a Policy for dealing with Planning Applications, which would under certain circumstances authorise the Clerk to respond on behalf of the Council after consultation with Members. This will be displayed on the Council's website.

14 **External Audit.** Notice from the Council's External Auditors, PKF Littlejohn, which confirms that they have completed their Limited Assurance Review of the Council's Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2019 was **received**.

14.1 During the course of this review they contacted the Clerk asking for further information for the reasons that various boxes in the AGAR Section 1 had been answered 'No', which the Clerk provided.

- 14.2 They also advised that they intended to raise an 'except for' matter (qualification) on the AGAR Section 3, saying that the AGAR was not accurately completed before submission for review because the responses given in Section 1, Box 9 and Section 2, Box 11 were not consistent. These responses relate to the Council's responsibilities for the management of Trust Funds, namely the balance in the Snetterton Dole account. The Clerk explained the situation, pointing out that in these particular circumstances the responses are completely accurate. This was accepted, and this item does not appear in the final AGAR Section 3.
- 14.3 The AGAR Section 3 - External Auditor Report and Certificate 2018/19 confirms that the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
- 14.4 However, under 'Other matters not affecting our opinion which we draw to the attention of the authority' the Auditor mentions that as no AGAR for 2017/18 was submitted for review (resulting in the issue of a Public Interest Report) they have not reviewed any evidence to support the prior year comparatives on the AGAR. They also commented on the negative responses in Section 1, saying that, as explained in the Internal Auditor's detailed report, the council has acknowledged that there were significant governance and financial management issues during the year under review. They added that they have been made aware that the Council is working through these and that progress has been made since the year end.
- 14.5 The Council is now required to complete a "Notice of conclusion of audit" detailing the rights of inspection, and publish this along with the certified AGAR (Sections 1, 2 & 3) before 30 September, on Notice Boards and the Council's website. It must also keep copies of the AGAR available for purchase by any person on payment of a reasonable sum, and ensure that Sections 1, 2 and 3 of the AGAR remain available for public access for a period of not less than 5 years. Councillors will deal with the notice boards and the Clerk was asked to carry out the other actions.
- 15 **Banking arrangements.** The Chairman confirmed that the account with Barclays Bank was now fully operational, and so a cheque for £5,969.25 drawn on the Lloyds Account was signed to transfer the balance from that account to Barclays. The Clerk will prepare a letter addressed to Lloyds instructing them to close the account when the balance is brought to nil. It was **agreed** that the Council should open a Barclays Business Premium Account, and arrange for the Clerk to have power to use on-line banking to view the Council's accounts and to make transfers between them as necessary, but not to pay money away to a third party, just as he has with the other Councils for which he works. The Clerk will prepare the necessary letter for signature by the authorised signatories.
- 16 **Snetterton Dole.** Having contacted the Charity Commission concerning this dormant charity account, it was **agreed** to follow its recommendation and pay the balance of the fund to a suitable charity. Therefore, in accordance with its powers under section 137 of the Local Government Act 1972, the Council **resolved** that cheque number 100001 for £108.04 to East Anglian Air Ambulance be signed as a grant towards its work. In the opinion of the Council this in the interests of the area and its inhabitants, and will benefit them in a manner commensurate with the expenditure. (*Local Government Act 1972 s. 137*)
- 17 **Biomass Liaison Meeting.** The Clerk reported that he had been in touch with Carl Palmer, Plant Manager, asking about the proposed date of the next liaison meeting but had still not been informed when this would take place. The Chairman said that she too has been asking with no response. The Clerk said that Mr Palmer had expressed concern that this Council believed that all its members were invited to attend, and so it was **agreed** that Councillors Amanda Skinner, Lesley Goldsmith and Jacqueline Romero be appointed as the Council's

Representatives on this body. The Clerk will once again ask Mr Palmer to fix the date of the meeting, and copy this to the Clerks of Harling, Quidenham, and Roudham & Larling Parish Councils so they can inform their representatives.

- 18 Survey of residents.** It was **agreed** that given availability the 'Contact' form on the website, the improved notice boards being kept up to date, and the possibility of reports in the *Shropham Grove*, this matter would be taken no further. Councillor Romero agreed to draft something for the *Grove*.

19 Finance.

- 19.1 **Clerk's salary.** It was **resolved** that cheques numbered 100008 & 100009 totalling £1,317.90 (salary for 10 April 2018 to 30 September 2019: £1,174.77; payment for use of home as office: £26.65; Mileage Allowance Payment for 27 March 2019 to 25 August 2019: £116.48) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 19.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100002 for £24.48 (Postage & Telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 8 April 2019 to 26 April 2019. (*Local Government Act 1972 s.111*)
- 19.3 **Training.** It was **resolved** that cheque number 100003 for £59.40 to Norfolk Society of Local Council Clerks be signed, being the cost of Councillor Goldsmith and this Council's share of the cost of the Clerk attending the Norfolk Local Councils 2019 Conference on 12 July 2019. (*Local Government Act 1972 s. 111*)
- 19.4 & 19.5 **Website.** It was **resolved** that cheque number 100004 for £59.00 to Andrew Haine be signed, in settlement of his invoices 00008 for hosting the Council website and 00009 for the annual renewal of the www.snettertonparishcouncil.com domain name. (*Local Government Act 1972 s. 111*)
- 19.6 **Training.** It was **resolved** that cheque number 100005 for £19.20 (£16.00 + £3.20 VAT) to SLCC Enterprises Limited be signed, being this Council's share of the cost of the Clerk attending the SLCC Regional Training Seminar on 4 September 2019. (*Local Government Act 1972 s. 111*)
- 19.7 **Audit.** It was **resolved** that cheque number 100006 for £240.00 (£200.00 + £40.00 VAT) to PKF Littlejohn be signed, in settlement of their invoice no SB20190657, for the Limited assurance review for 2018/19. (*Local Government Act 1972 s. 111*)
- 19.8 **Financial Report.** The report for the period ending 8 July 2019 was **received**.

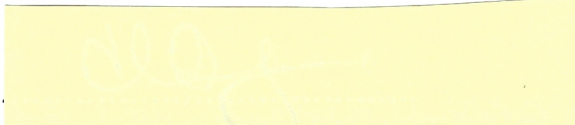
20 Matters for consideration at next meeting.

- 20.1 Annual Review of the effectiveness of the Council's System of Internal Control.
- 20.2 Agree a Budget for 2020/21.
- 20.3 Agree the Precept for 2020/21.
- 20.4 Agreeing schedule of meeting dates for next year.



21 Next meeting. The next Council meeting was confirmed as **Wednesday, 8 January 2020**, at **6.30 p.m.** in the Visitor Centre Meeting Room of World Horse Welfare.

Confirmed:

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Helen Foley (Chairman)

8 January 2020

Future Meeting dates:

Wednesday, 8 January 2020