

Snetterton Parish Council

Minutes of the ordinary Parish Council meeting held on Monday 17th June 2024 commencing at 6.30pm in Hospitality Suite, Snetterton Racetrack

Present: Cllr Gen Ellis, Cllr Sam Hemsall, Cllr Henry Mason, Cllr Amanda Skinner (Chair), Cllr Trevor Watkins

Parish Clerk - Sharon Sweet

District Councillor – Sarah Suggitt

One member of the public was in attendance

1. To receive apologies for absence

None.

2. To receive Declaration of Interests and any requests for dispensation

None.

3. To appoint Responsible Financial Officer (LGA 1972 Section 151)

It was **AGREED** to appoint Sharon Sweet as the Responsible Financial Officer

4. To agree the minutes of the last meeting on 20th May 2024

The minutes of the Annual Parish Council Meeting on 20th May 2024, having been circulated to all prior to the meeting, were **AGREED** as correct, with two amendments under item 29/24 the date should read 11th March and Agri-Mill in 33/24 should read Biomass. The Chairman signed the minutes.

5. Public forum for members of the public to comment on agenda items, and updates from District and County Councillors

District Cllr Suggitt gave a verbal report.

6. Administrative Matters

- a. It was **AGREED** to change the banking address to the Clerk & RFO's home address
- b. It was **AGREED** to add the Clerk & RFO to the banking mandate (online view only and authority to deal with the bank on behalf of the Council)
- c. Members noted the previous Clerk had not been receiving the bank statements for the Business Savings account.
- d. Members noted a claim for VAT £46.83 had been submitted to HMRC
- e. Members noted the Clerk had achieved access to the Parish Council Government Gateway account, security and business address had been updated
- f. The Clerk reported, the Government Gateway account showed outstanding PAYE arrears, including late payment interest, of £94.56 for 2023/24. It was **AGREED** to authorise payment.
- g. Members considered the various parish council specific accounting software options.
- h. It was **AGREED** to try a 3 month free trial of Easy PC accounting software, followed by annual subscription £60 pa if the accounts package met the council's needs.
- i. To note the following regarding the council laptop:
 - i. Members noted the laptop included a free 12-month subscription to Office365, expiring on 8th January 2025. Afterward, the council will need to pay for a monthly subscription or purchase a standalone copy of Office
 - ii. Members noted the Council files have been transferred to Office365 cloud storage for secure backup
 - iii. Members noted the laptop was secure, hard drive encrypted with BitLocker and PIN protected
 - iv. Members noted the laptop ran Windows 11 in S mode, applications are restricted to those in the Microsoft store

Chair signature..... Date.....

v. Members noted due to the restrictions of S mode, HMRC Basic Tools, for in-house payroll, cannot be downloaded to the laptop. All actions regarding the new laptop are now complete.

7. Finance

Year-end accounts 2023-24

- a. It was **AGREED** to appoint C Bailey as the Internal Auditor 2023-24
- b. Members considered the Internal Auditor report for year ending 31 March 2024
- c. The amended cashbook of payments and receipts 2022-23 was **AGREED**
- d. The cashbook of payments and receipts 2023-24 was **AGREED**
- e. The asset register 2023-24 was **AGREED**. The Clerk reported that the bus shelter was insured for its build cost in 2006, and that the current rebuild cost for insurance purposes should be reviewed. Cllr Mason offered to provide an insurance rebuild figure.
- f. The amended statement of accounts for year ending 31 March 2023, based on the amended cashbook, was **AGREED**
- g. The statement of accounts for year ending 31 March 2024 was **AGREED**
- h. Members considered whether to exempt from an external audit. It was **AGREED** to exempt the council from external audit and the council authorised the Clerk and Chairman to sign the form
- i. Members considered the assertions on, and completed, the Annual Governance Statement 2023/24. The council **AGREED** to the Clerk and Chairman signing the statement
- j. Members considered and **AGREED** the Accounting Statement 2023/24 and authorised the Chairman to sign on their behalf.
- k. The explanations of variances were considered and **AGREED**
- l. It was **AGREED** to set the dates for the Notice of Electors Rights as 20 June 2024 to 31 July 2024

Finance 2024-25

- a. It was **AGREED** to approve the following payments:

Description	Type	Payee	Amount
Norfolk ALC - website	chq	Norfolk ALC	£ 93.33
Internal Audit	chq	C Bailey	£110.00
WFH allowance	chq	S Sweet	£ 13.00
PAYE arrears interest 2023-24	chq	HMRC	£ 9.13
Clerk Salary May (incl hol pay)			
& June, incl PAYE	chq	T Holden	
	chq	S Sweet	
	chq	HMRC	£800.27
		TOTAL	£1,025.73

- b. Due to the delay in receiving forwarded bank statements, a reconciled cashbook was not available for the meeting.
- c. Members received and reviewed the budget monitoring document, no concerns were raised.

8. To note public consultation on the Breckland Local Draft Plan from 3rd June 2024 to 15th July 2024 and agree council comments

There was a discussion on the draft Local Plan and developing a standardised response on areas of concern for all future planning consultations (Item 9).

With regard to the council's comments on the public consultation for the draft Local Plan, Cllr Skinner will forward a draft council comments letter already prepared by the council to the Clerk. The Clerk will seek advice from the National Planning Advisor at the SLCC (Society of Local Council Clerks) to ensure the council's comments target the areas of concern.

Chair signature..... Date.....

It was **AGREED** to delegate authority to the Clerk to submit the council's comments. Revised draft comments will first be circulated via email to Members for approval and, once approved, will be submitted to Breckland District Council by the Clerk before the closing date of 15th July.

9. To consider developing a planning application response policy

Cllr Skinner will forward to the Clerk details of the areas of concern regarding planning (such as lighting). The Clerk will liaise with the SLCC to assist the council in developing a framework for responses to future planning consultations.

10. To receive items for inclusion on the next agenda

- Update on Amenity Land

11. To confirm date of next meeting, Tuesday 23rd July 6.30pm, at Snetterton Racetrack Hospitality Suite

The council **AGREED** to consider alternative meeting venues. The date and venue of the next meeting will be confirmed at a later date.

*It was **AGREED** to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 12. on the grounds that it could involve the likely disclosure of private and confidential information*

District Cllr Suggitt and the member of the public left the meeting.

12. Staffing – agree contract, review June timesheet

It was **AGREED** to appoint Sharon Sweet on a pay scale within the LC2 below substantive range. It was **AGREED** to pay overtime for additional hours worked in June. Further overtime for upcoming work was **AGREED**. The clerk will forward timesheets to council at regular intervals, at least monthly.

Meeting closed: 7.50 pm