

Great Snoring Parish Council

Clerk Joanna Otte, Little Manor, Thursford Road, Little Snoring, NR21 0JN

tel: 01328 822366 email: greatsnoringpc@googlemail.com

Present:

J Lockhart, S Pannell (Chairman), G Peabody, D Perowne, H Seekings (Vice-Chairman), V Thompson and two members of the public

Meeting of Great Snoring Parish Council
on Thursday 9 March 2017 at 7.00pm in the Social Club

MINUTES

Welcome

1. **Apologies** from M Strong - County Councillor, PCSO J Robotham - SNT Wells.
2. **Declarations of pecuniary interest** by the Councillors in any of the items listed below - none
3. **Minutes of the previous Meeting** - 12 January, were approved and signed as a true record.
4. **Matters arising:** Progress on items from previous meetings for information or reminders only.
Items not on this agenda requiring decisions will be placed on the agenda for the next meeting.
 - To note that the post box has been painted ahead of schedule - was due for April 2017.
 - To note that the Social Club will not be supporting a community newsletter/magazine, but it has a new website.
5. **The Meeting was temporarily closed** for Parishioners to express any concerns they have and for reports from the District and County Councillors and the PCSO.
 - **Police report:** nothing to report
 - **A member of the public** noted that the dog bins were full. These had been emptied this afternoon.

The Chairman re-opened the meeting.

6. Planning

- It was agreed to adopt the **Planning Procedure** for the Parish Council to assist with the deadlines set by the District Council and the new online planning consultation. (Wording had been supplied by legal team of NNDC to ensure compliance).
 - It was decided that membership of Planning Advisory Group would be all members of the Parish Council, to be reviewed in at the Annual Meeting in May.
 - Options to view planning applications at Parish Council meetings particular of controversial or large scale plans were discussed:
 1. pay for the documents to be printed - A3 paper required
 2. download the documents prior and project onto a screen (projector and screen required)
 3. view downloaded documents on a laptop brought to the meeting.
- It was noted that viewing planning documents on a screen such as a laptop or iPad was difficult due to the size. The Clerk was asked to feedback this concern to the District Council.
- To consider **proposals** from NNDC
 - Demolition of garage, erection of side and rear extensions and raising height of roof to create first floor accommodation at **Dream of Delight, Thursford Road** ref: PF/17/0268. It was agreed that there was concern regarding the height and whether it will have an effect on the light of adjacent properties.
 - Retention of installed damp proof course and replacement front door at **2 The Terrace, The Street**, ref LA/17/0254. No objection.
 - To note **decisions** made by NNDC
 - Conversion of barn to three dwellings and construction of block of three double garages at **Stone Pit Barn, Fakenham Road** ref: PF/16/1428. APPROVED.
 - Conversion of outbuilding/garage/store to annexe accommodation at **Snoring Barn, Walsingham Road, Hindringham** ref: PF/16/1583. APPROVED.

Signed: 

Chairman

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- To note **withdrawn applications**:
 - Conversion of barn to a dwelling and erection of detached garage with accommodation within the roof space at **Duck Town End Barn**, Thursford Road ref: PF/16/1348. Withdrawn.
- To note letter from NNDC regarding a **Community Housing Fund**.

7. Financial business

- It was agreed to apply to the **Transparency Code Fund** to cover the cost of setting up a new website as the previous one will soon not be available.
 - Clerk's extra hours setting up a new website - 20 hours
 - preparing documents for new website - 3 hours
 - rate including on-costs total £258.75
 - word press training 6 hours @ £65/hr: £390
 - **total application for £648.75.**
- Following communication from Norfolk ALC regarding a lost cheque for the annual membership for 2016-17 it was agreed to send another cheque for £82.22
- **To note receipts** since previous statement: allotment rents £15; £3330 for new clock dial
- **To note regular payments** since previous statement:

Salary and on costs - January and February	SOs	292.56
Scooper Dooper - dog waste collection x 2	Sos	15.84

- The balances were confirmed with the bank statements as at 1 March 2017:
Current account: £4,318.00; Savings account: £55.24
- **The following payments were approved:**

	Cheque no	
J Otte (expenses)	100256	87.51
Gt Snoring Social Club - annual hire charge	100257	£150.00
Rodent Service (East Anglia) Ltd - quarterly charge	100258	72.00
Norfolk Association of Local Councils - annual subs 2016-17	100259	82.22
total		£ 391.73

- **Employment:**
 - NALC & SLCC (agreed by NJC) salary scales 2016- 2018 increase from 1 April 2017 from £9.299 per hour to £9.392
 - Norfolk Pension fund increase for employer's contributions to 21.5%
 - The amendments to standing order instructions for Barclays for the changes above was approved and signed.
- **To note statement of accounts compared to budget (to date)**

8. Parish Clock

- To note that a new account has been opened at Barclays: **Great Snoring Parish Clock**.
 - receipts and current balance: £86.00. A vote of thanks to H Seekings for her hard work, patience and persistence in getting this sorted out.
- The PCC has offered to pay for the three slates and lead strips for the nave roof.
- Plaque to commemorate new dial (the PCC has indicated that a faculty would not be needed). It was agreed to use the words 'The clock dial was replaced by the parishioners of Great Snoring and a generous benefactor in November 2016'. One quote for a composite metal style engraved plaque 8" x 5" was £24. V Thompson would seek further quotes.

9. Environment

- **Knolls:**

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- It was confirmed that Adrian Hall would continue with the **grass cutting** for 2017 at the same cost as last year: £360.
- Raising **tree canopy** on Thursford Road knolls: application for works to trees submitted via the planning portal to NNDC on 24 January 2017 (ref: TW/17/0039): Response from NNDC: no objections (all consented works should conform to the British Standard) valid for 2 years until 24 January 2019.

1. David Gillett: £170
2. Steve Middleton: £350 - includes tree on knoll by Top Farm

It was agreed to ask D Gillett to carry out the work and to include the tree on the Top Farm knoll.

Proposed	HS	Seconded	DP	vote	all
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- To set a date for a **litter pick**: Sunday 23 April meet at 10 am at Mill House
- Church footpath: to be cleared when conditions improve
- Parking area: Loades Yard not available for parking area or recycling
- G Peabody has removed the bus stop flag signs.

10. Highways:

- Update: clearing drains at Duck End has been completed
- Grups have been dug out
- Drain covers: SP has cleared the ones on The Street & Barsham Rd, others to be checked and cleared: JL – Thursford Road and Dildash Lane; VT – Fakenham Road.
- Items to report
 - Drain iron higher than road surface means that standing water is affecting the property at Denman Cottage.
 - Damage to verges e.g. at junction by the lower knoll. D Perowne instructs the HGV drivers going to Stone Pit to turn at Top Farm rather than at the lower knoll but there is a problem if vehicles are parked on or opposite the knoll. Unfortunately there is not much more that can be done about the damage to verges which happens across the county.
- Road markings still pending at the bridge
- Wild flower areas: SP and DP to sort out.

11. Street furniture

- Interpretation board: it was agreed that this was a great idea and further work would be carried out on design, location e.g. by the post box (check if planning permission would be needed); cost (approx £150 from Steward Signs; £800 for more substantial frames); investigate grants c.g. DefRA Rural Economy tourism grants.

12. Recycling

- NCC pays recycling credits worth £55.23 for each tonne of household rubbish that are collected and recycled
- Cost of collection: e.g. Indigo Waste £10 (+VAT) per tonne of glass
- DP offered a site at the entrance to Top Farm, off Walsingham Road.

It was agreed to take up DP's offer and to make the necessary arrangements for a bottle bank.
Vote of thanks for the generous offer.


Proposed	JL	Seconded	VT	vote	all
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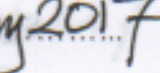
13. Allotments

- It was agreed to raise the allotment rent increase for 2017-18 from £15 to £18 for a full allotment.

Proposed	DP	Seconded	JL	vote	all
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- It was agreed to ask new tenants for a £30 deposit against the risk of the Parish Council having

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to clean up after the allotment is vacated. The deposit would be held in the Parish Council savings account.

- Avian Flu update: information from DP had been circulated to allotment holders. The idea now is to encourage farmers etc to dip and clean when leaving a site (previously when entering site). Foot dips on the allotments is not practicable so the permissive path across the allotments will remain closed.
- Water: (WE: give permission). It was agreed to continue to pursue the viable of having mains water on the allotments. VT would re-open the job number with Anglian Water and get specifications for DP. The cost for Anglian Water to provide the connection would be approximately £1,000. Funding: an application to Tesco bags scheme would probably not be successful particularly at the local vote level. A better option would be NNDC Big Society Fund.
- Advertising plots: not at the moment.
- Holders info sheet: good idea. SP to draw up a draft.
- Clearing: to continue when Avian Flu restrictions are lifted.

14. IT

- Development of new Parish Council website to be managed by the clerk and the Chair will have training for back up and uploading information. <http://greatsnoringparishcouncil.norfolkparishes.gov.uk/>
- It was decided that a website policy was required. The Clerk would also investigate if the Parish Council would be able to charge for holiday let owners etc for providing links to their sites.
- Broadband update: it would appear that the fibre cables are being laid.

15. Parish Council:

- Notification of vacancy had been published on the notice board but no electors requested and election. It is now for the Parish Council to co-opt to fill the vacancy. It was agreed to advertise the vacancy in the newsletter. Interested parties would then be invited to an informal interview as previously before formal co-optation at a Parish Council meeting.

16. Reports from parish councillors

- NRO Exploring Your Community Conference: SP and HS reported that this was an interesting event.

17. Communicating with the village / communication from members of the public

- **Annual Meeting:** date: Saturday 20 May in the afternoon; venue: Church/Club/ marquee to be decided; programme: similar to last year with reports from village groups etc. SP & HS to make the necessary arrangements.

18. Correspondence: mail circulated as usual

19. Any other business for report or placing on the agenda for the next Meeting.

- Election of Chairman and Vice-Chairman
- Approval of accounts and annual return
- 1918 WWI commemoration
- Community Emergency Plan
- To consider reviewing 2012 village plan / long term plan

20. To confirm the date of the next meeting at 7 pm on **Thurs 11 May 2017 (Annual Meeting)** in the Social Club

Meeting closed at 9.03 pm

Signed:

Suzanne Parnell
Chairman

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