

Great Snoring Parish Council

Clerk: Joanna Otte, Little Manor, Thursford Road, Little Snoring, NR21 0JN
tel: 01328 822366 email: greatsnoringpc@googlemail.com
website: <http://greatsnoringparishcouncil.norfolkparishes.gov.uk/>

Present:

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

Annual Meeting of Great Snoring Parish Council

on **Thursday 11 May 2017** following the Annual Parish Meeting at 7.00pm in the Social Club

MINUTES

Welcome m

1. The Chairman asked for nominations for the **Election of Chairman** for the year.

- Sue Pannell was re-elected as Chairman

Proposed	G Peabody	Seconded	D Perowne	vote	all
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- The Chairman completed a declaration of office form.

2. The Chairman asked for nominations for the **Election of Vice-Chairman**.

- Vanessa Thompson was elected as Vice-Chairman.

Proposed	J Lockhart	Seconded	D Perowne	vote	all
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3. **To co-opt a new member to fill the casual vacancy:** no one had responded to the advertisement in the newsletter.

4. **The following policies were noted and it was agreed that no updates were required**

- Standing Orders - last reviewed March 2016
- Code of Conduct - adopted 2012
- Financial Regulations -January 2014, last reviewed May 2016
- Annual Financial Risk Assessment -updated May 2017

5. **Allocation of responsibilities**

- Planning Advisory Group: all members
- Pest control co-ordinator: D Perowne
- Working group to revise tenancy agreement and draw up an agreement for livestock, to overview the allotments with delegate authority to the Clerk: D Perowne, S Pannell, V Thompson
- Structures: seats, notice board, village sign, kiosk, etc.: V Thompson
- Environment: Gurney's Ground, footpaths, dog bins etc: H Seekings & J Lockhart
- Parish Clock: Jon Taylor with J Lockhart as 'apprentice'
- IT: G Peabody
- Newsletter: S Pannell
- Internal account checker: H Seekings
- Internal Auditor: Stafford Snell

6. **Apologies** from police - nothing to report

7. **Declarations of pecuniary interest** by the Councillors in any of the items listed below. None.

8. **Minutes of the previous Meeting** – 9 March, were approved and signed as a true record.

9. **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.

- **Litter pick:** thank to you to the four people who did the litter pick
- **Transparency Code Grant received.** The Clerk and Chairman would arrange the necessary training with the Norfolk ALC.

10. **The Meeting was temporarily closed** for Parishioners to express any concerns they have and for reports from the District and County Councillors.

- A member of the public reported that a couple of the vermin traps had not been checked.

Signed: 

Chairman

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Date...  2017

Great Snoring Parish Council

- The Chairman congratulated M Strong on her re-election to the County Council.
- NCCllr M Strong reported that the large pothole / trench outside the Social Club, which had been made by BT installing broadband, had been repaired and bank re-seeded. The road to Walsingham would be closed at the end of May for further work. She would send information about scams to SP for inclusion in the newsletter.

The Chairman re-opened the meeting.

11. Planning

- **Proposals** received from NNDC since the last meeting
 - Conversion and change of use of barn to one dwelling and erection of detached garage with accommodation within roof space at Duck Town End, Barn, Thursford Road ref: PF/17/0476. Link circulated. No objection but concerns were raised about access.
- **Decisions** made by NNDC
 - Retention of installed damp proof course and replacement front door at 2 The Terrace, The Street, ref LA/17/0254. APPROVED
- **Withdrawn** applications:
 - 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.
- **Update** on retrospective planning applications:
 - Studio at Dildash House: no update.
 - Fence at Manor House: work in progress

12. Accounts and Annual Return

- The **accounts**, which had been checked by H Seekings, were approved and signed.
- The Annual Return for external audit:
 - The **Annual Governance Statement** – (how the Parish Council meets its obligations) was approved and signed.
 - **Accounting Statement** for 2016-17 was approved and signed
 - The Internal Auditor, Stafford Snell stated that ‘... The accounts are as usual very well kept with a very easy to follow audit trail. There are no points I wish to bring to the attention of the Parish Council.’

13. Quotes for **insurance premium** were considered as below. It was agreed to take up the LTA Insurance of three years with Inspire.

- Inspire: £282.80 (or £280 for a 3-year binding agreement)
- Hiscox: £302.88
- Ecclesiastical: £318.03

14. The following **annual subscriptions** were considered:

- Norfolk Association of Local Councils (support, legal advice, training, website for parish council): £85.76: AGREED
- Norfolk PTS (support, legal advice, training): £34.00: NO
- Community Action Norfolk (support for mostly charitable organisations): £20.00: NO

15. Financial business

- **Receipts** since previous statement were noted as follows:
 - allotment rent & deposit £37.50; surveyor's allotment rent £1.50; Transparency Code Grant £648.75; donation from PCC £50; Precept & LCTSG £1798;

- **Regular payments** since previous statement were noted as follows:

Salary and on costs (March and April)	SOs	292.56
Scooper Dooper (dog waste collection x 2)	SOs	15.84

- The balances on bank statements were confirmed and signed as at 2 May 2017:
Current account: £6194.29; Savings account (allotment deposits): £30.00
- The statement of accounts compared to budget was reviewed.
- The following payments were approved:

Signed: 

Chairman

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Date: 

13 July 2017

Great Snoring Parish Council

	Cheque no	
J Otte (expenses)	100260	35.64
Rodent Service (East Anglia) Ltd	100261	72.00
Little Snoring Parish Council (2x clean up after your dog signs)	100262	12.62
David Gillett (tree work on the knolls)	100263	200.00
Stafford Snell (internal audit)	100264	20.00
Came and Company (insurance premium: Inspire with LTA)	100265	280.00
Norfolk ALC (annual subscription)	100266	85.76
total		£ 706.02

- It was agreed to set up telephone banking authority for H Seekings and D Perowne. The relevant form for Barclays was completed and signed.

16. Parish Clock

- The PCC has donated £50 for the replacement of three slates and lead strips on the nave roof. A note of thanks had been sent to the Secretary.
- Plaque to commemorate new dial (the PCC has indicated that a faculty would not be needed).
 - Fakenham heel bar: 6x4 brass £40; plastic £25
 - Online brass £29.95
 - It was agreed to have the brass online with the words in verdana: 'The clock dial was replaced by the parishioners of Great Snoring and a generous benefactor in November 2016'. V Thompson to order.

17. Environment

- **Knolls:**
 - Tree canopies on Thursford Road knolls have been raised and trimmed by David Gillett. He recommended that further work would be required in two years at which time he would recommend that some of the trees to be removed and replaced with smaller trees such as birches.
- It was reported that there was a dead tree overhanging Fakenham Road opposite School Farm.
- **Dog waste collection**
 - Cancellation of contract with Scooper Dooper at the end of April due to poor service was confirmed. A letter to Barclays cancelling the standing order was signed.
 - A new contract via the District Council: cost £166 per annum for collection every two weeks (£3.20 per bin per empty) was confirmed.
- It was noted that G Peabody was dealing with the weeds on the pavement by the Church wall.

18. Highways

- Items to report
 - Root on Little Snoring Road. The Highways Engineer has previously said that highways would not do anything about roots raising a bump across the road.
- Road markings at the bridge have been re-ordered by the Highways Engineer.
- Wild flower areas: three areas have been identified at Dildash Lane, Back Lane and Fakenham Road. Highways informed. Signs have been put up at two of the three locations.


19. Street furniture

- It was noted that the mile post on Little Snoring Road had been reinstated by Milestone Society.
- It was noted that the seat by the post box had been cleaned.
- It was agreed that the gates and seat did not need to be retreated at the moment.
- In response to a request from M Edmunds it was agreed that the Parish Council would pay for the cost of the paint to repaint the K6 Library approx £40.

20. Recycling

- It was noted that the new glass bank at Top Farm, Walsingham Road entrance had been provided by Indigo Waste (£10 + VAT per tonne of glass). NCC pays recycling credits worth £56.89 for each tonne of household rubbish that are collected and recycled.

21. Allotments

Signed: 
 Chairman

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Date:  15 July 2017

Great Snoring Parish Council

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