

Great Snoring Parish Council

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

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website: <http://greatsnoringparishcouncil.norfolkparishes.gov.uk/>

You are invited to the **Annual Parish Meeting** on
Thursday 12 May 2022 at 7:00 pm in the Social Club

AGENDA

1. Apologies for absence
 2. Minutes of previous Annual Parish Meeting (13 May 2021) to be approved and signed.
 3. Public Participation: Limit to five minutes per person
- Chair to close the Annual Parish Meeting

To: A Cooper, J Lockhart (Vice-Chair), T Norman, D Spiteri, V Thompson (Chair), J Tibbitts
Cc: T FitzPatrick (District Councillor), M Dalby (County Councillor), SNT Wells

**You are summoned to the Annual Meeting of Great Snoring Parish Council
on Thursday 12 May 2022 at 7:00 pm in the Social Club**

Signed _____

Date.....

AGENDA

Welcome

- 1) The Chair will ask for proposers and seconders for the **Election of a Chair** for the year.
 - a) The new Chair will complete a declaration of office form.
- 2) The new Chair will ask for proposers and seconders for the **Election of a Vice-Chair**.
- 3) **Policies**
 - a) **To note / review:** <https://greatsnoringparishcouncil.norfolkparishes.gov.uk/great-snoring-parish-council/policies-and-guidelines/>
 - i) General Data Protection Regulation Policy (adopted May 2018, reviewed May 2021).
 - (1) To note that there have been no breaches or requests in the previous year
 - ii) Code of Conduct (adopted 2012)
 - iii) Planning Protocol
 - iv) Financial Regulations (January 2014, last reviewed May 2021)
 - v) Standing Orders (new model adopted May 2018, reviewed May 2021)
 - vi) Complaints Policy (adopted May 2018, reviewed May 2021)
 - vii) Grievance Policy (adopted May 2018, reviewed May 2021)
 - viii) Disciplinary policy (adopted May 2018, reviewed 2021)
 - ix) Annual Risk Management Assessment (updated May 2021)
- 4) **Allocation of responsibilities**
 - a) Planning Advisory Group: all councillors
 - b) Pest control co-ordinator: Jan Lockhart
 - c) Allotments over-viewer:
 - d) Structures: seats, notice board, kissing gate, village sign, kiosk, etc.
 - e) Environment: Gurney's Ground, knolls, footpaths, dog bins etc:
 - f) Parish Clock: Jon Taylor, Jan Lockhart
 - g) Internal account checker: Jan Lockhart
 - h) To confirm Internal Auditor: Stafford Snell
- 5) **Apologies** and reasons for absence.
- 6) **Declarations of pecuniary interest** by the Councillors in any of the items listed below.
- 7) **Minutes of the previous Meeting** – 10 March to be approved for signing.

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- 8) **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.
- 9) To consider **co-opting** to fill the vacancy.
- 10) **The Meeting will be temporarily closed** for Parishioners to express any concerns they have and for reports from the District and County Councillors.
The Chair will re-open the meeting.
- 11) **Planning**
- a) **Proposals** received from NNDC since the last meeting: None
 - b) **Decisions** made by NNDC
 - i) PF/21/3286 & LA/21/3287: External alterations to Rose, Vine and Cherry Tree Cottage; construction of pergola and associated landscaping works at **Cleveny Cottages** (Cherry Tree Cottage, Vine Cottage, Rose Cottage) The Street. APPROVED.
 - c) **Other planning matters**
 - i) **Empty home on Fakenham Road**
- 12) **Highways:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
- a) **Items to report**
- 13) **Street furniture / Environment**
- a) To note that the request to add the **Kissing Gate** to the Definitive Map is still going through the legal process at County Hall.
 - b) **Kiosk – book exchange:** repainting and repairs
- 14) **Defibrillator**
- 15) **Accounts and Annual Return**
- a) To **approve annual accounts**, which have been checked by Jan Lockhart.
 - b) To note the **report from the Internal Auditor** Stafford Snell: *'I have carried out the Internal Audit of Great Snoring Parish Council Accounts for the Financial Year 2021 -2022 as requested. Once again this has been carried out online. As usual I have found no problems. The audit trail was easy to follow and all other documentation was in order. Joanna is a very good Clerk.'*
 - c) To approve and sign the Annual Governance and Accountability Return (AGAR):
 - i) **The Annual Governance Statement** – see explanation of how obligations are met.
 - ii) **Accounting Statements** for 2021-22.
 - iii) **Exemption from Limited Assurance Review.**
 - (1) To confirm that the Parish Council has met the relevant criteria for Exemption and to complete the Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP).
 - (2) To note that the following documents will be published on the website as required: Certificate of Exemption, Annual Internal Audit Report, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements), analysis of variances, bank reconciliation, notice of the period for the exercise of public rights. The latter will also be placed on the notice board.
- 16) **Financial business**
- a) **Receipts** 1 Feb – 31 March: 3p interest; £500 donation from AB Texel for repainting Kiosk.
 - b) **Regular payments** 1 Feb – 31 March: salary & on costs
 - c) **Balances as at 31 March 2022:** Current ac: £3,719.88; Savings acc (allotment deposits): £332.40; Defib savings £109.63 & chq ac 3p; Clock savings £805.93 & chq ac £3.
 - d) **To approve the standing order payment** of £121.80 per month April – October to FT Grounds Maintenance for grass cutting of Gurney's Ground, allotment track and two knolls.

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e) To approve the following payments:

Payee	Cheque no	Amount	Date
FT Grounds Maintenance	100436	£120.00	13/03/22
Countrystyle Recycling Ltd	100437	£7.20	08/04/22
Joanna Otte (expenses and photocopying)	100438	£29.47	
Joanna Otte (Rodent Service EA Ltd)	100439	£76.80	
Vanessa Thompson (paint, primer and thinner for kiosk)	100440	£99.96	
Norfolk ALC (annual subs incl. website fees)	100441	£129.01	
Stafford Snell (internal audit)	100442	£20.00	
Great Snoring Social Club			
Gallagher (insurance)			

17) Allotments and Gurney's Ground

- a) Progress report on project playground equipment.
 - i) The application for funding from the North Norfolk Sustainable Communities Fund was successful. An award of £9,000 has been granted.
 - ii) The application to the Arts Council England Let's Create Jubilee fund was not successful.

18) Platinum Jubilee Celebrations

- a) The application for a grant from Arts Council England Let's Create Jubilee was not successful.
- b) Outline plans for Jubilee Weekend: Archive Exhibition in the Church.
 - i) The Church is happy to allow the porta-loos to be located opposite the porch near the wall at the new church yard.
 - ii) Advertising
 - iii) Archive displays
 - iv) Car parking
 - v) Refreshments to be provided by the Social Club

19) Litter Pick

20) Newsletter

21) Correspondence: mail circulated as usual via email

22) Items for report or placing on the agenda for the next Meeting.

23) Date of the next meeting of the Parish Council to be confirmed:

(The Chair is unable to attend on 12 July and the Clerk is unable to attend on 14 July 2022)

Monday 4 July, Tuesday 5 July, Wednesday 6 July or Thursday 7 July at 7 pm in the Church