

# Great Snoring Parish Council

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Present: Stephen Hall, Tom Norman, Dawn Spiteri, Joyce Tibbitts,  
Vanessa Thompson (out-going Chair who left after the election of a new Chair)  
and Tom FitzPatrick (District Councillor)

## Annual Meeting of Great Snoring Parish Council on Thursday 11 May 2023 following the Annual Parish Meeting at 7:00 pm in the Social Club

### MINUTES

All Councillors completed a declaration of office

1) The out-going Chair asked for proposers and seconders for the **Election of a Chair** for the year.

a) Tom Norman was elected as Chair:

Proposed by	D Spiteri	Seconded by	J Tibbitts	vote	all
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b) The new Chair completed a declaration of office form.

2) The new Chair asked for proposers and seconders for the **Election of a Vice-Chair**.

a) Dawn Spiteri was elected as Vice-Chair:

Proposed by	S Hall	Seconded by	J Tibbitts	vote	all
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3) To consider **co-opting** to fill the three vacancies.

a) Averil Cooper was co-opted to fill one of the vacancies

Proposed by	T Norman	Seconded by	D Spiteri	vote	all
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#### 4) Policies

a) **The following policies were noted / reviewed:**

<https://greatsnoringparishcouncil.norfolkparishes.gov.uk/great-snoring-parish-council/policies-and-guidelines/>

i) Data Protection Policy (reviewed May 2022).

(1) It was noted 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 2022)

v) Standing Orders (new model adopted May 2018, reviewed May 2022)

vi) Complaints Policy (adopted May 2018, reviewed May 2022)

vii) Grievance Policy (adopted May 2018, reviewed May 2022)

viii) Disciplinary policy (adopted May 2018, reviewed 2022)

ix) Annual Risk Management Assessment (updated May 2023)

#### 5) Allocation of responsibilities

a) Planning Advisory Group: all councillors

b) Weekly check of playground: Tom Norman

c) Newsletter Distribution: Dawn Spiteri

d) Allotments over-viewer: Steven Hall

e) Structures: seats, notice board, kissing gate, village sign, kiosk, etc. Joyce Tibbitts

f) Environment: Gurney's Ground, knolls, footpaths, dog bins etc: Tom Norman

g) Parish Clock: Jon Taylor, Jan Lockhart

h) Cleaning the Clock Room: Joyce Tibbitts

i) Internal account checker: Joyce Tibbitts

j) To appoint an Internal Auditor: to be arranged.

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- 6) **Apologies** (Averil Cooper)
- 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.
- 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.
- 10) **The Meeting was temporarily closed** for Parishioners to express any concerns they have and for reports from the District and County Councillors.
- NNDCllr T FitzPatrick: District Council elections had recently taken place so there was little to report. The Local Plan was currently with the planning inspectorate. Once it has been returned and the feedback addressed the Plan would be sent out for public consultation prior to adoption. Following a question from the parish council, he reported that the turn out for Great Snoring area had been just under 37% and that the requirement for photo ID had been a problem. The Chair re-opened the meeting.
- 11) **Planning**
- a) **Proposals** received from NNDC since the last meeting: None.
  - b) **Decisions** made by NNDC: None.
- 12) **Highways:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
- a) It was noted that the lines had been repainted at the junctions.
  - b) **Items to report**
    - i) **Potholes:** Back Lane / Fakenham Road.
    - ii) **Fallen tree:** Green Way
- 13) **Street furniture / Environment**
- a) **Kissing Gate.** Notice of Decision dated 13 April 2023 from NCC Director of Legal Services: ‘After assessing all of the available evidence, Norfolk County Council hereby give Notice of their **Decision to make an Order** under section 53 of the Wildlife and Countryside Act 1981.... The Order, if confirmed, will modify the Definitive Map and Statement by adding a gate at the east end of Footpath No 1 which runs from Lower Farm Road (U14135) at grid reference TF 9450 3449 in an east direction for approximately 114 meters to meet The Street (C317) at grid reference TF 94469 3450.... If no objections are received the Council will confirm the Order. If any objection is duly made and not withdrawn, the Council will submit the Order to the Secretary of State for Environment, Food and Rural Affairs for confirmation.’
    - i) It was agreed to put a note in the newsletter informing residents that if they would like to fundraise to cover the cost of supply, installation and on-going maintenance for a new kissing gate, the Parish Council be willing to take responsibility for the gate so that it would be covered by the Council’s Public Liability insurance.
  - b) **Notice board** has been re-erected. Thank you to all who helped. It was agreed to put a notice in the board stating that it is not to be used for personal messages.
  - c) **Book Kiosk:** Thank you to Vanessa Thompson for the extensive searches online regarding leaking kiosks and talking to a number of people who have similar kiosks. Thank you also to Keith for sealing the windows with silicone (thank you to Keith). Thank you to Mr Harper for standing in the kiosk during a downpour and for discovering leaking from around the signs. He has offered to seal these and then it is hoped that the kiosk will be ready for books again. Thank you to the volunteers for managing the storage of the books. It was noted that the kiosk is now repaired and the books are in again ready for borrowing.

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### d) Fly Survey

- i) Parish Councillors reported that the flies were already here. It was agreed to send out another fly survey to collect information again to forward to the Environmental Health Officer at the District Council. The survey can be returned to the Clerk or to a collection post box in the Flower Hut outside 24 Thursford Road.

### e) Litter Pick

- i) It was noted that no one turned up on the date fixed but people had been doing litter picks at other times. Thank you to those who keep the village clean and tidy.
- ii) Item for newsletter: reminder dog walkers to use poo bags and dispose of in the dog bins provided or to take home.

### 14) Allotments

- a) Steven's offer to top out the vacant allotments was accepted with appreciation. (He will be reimbursed for fuel that is used).

### 15) Gurney's Ground

- a) It was noted that the Walsingham Estate would provide a rustic seat.

### 16) Accounts and Annual Return

- a) The **annual accounts**, which had been checked by Jan Lockhart were approved.
- b) The **report from the Internal Auditor** Stafford Snell was noted: *'I have carried out the Internal Audit for Little Snoring Parish Council as requested. Due to the excellent work carried out by Joanna your clerk, I have found no problems with the Accounts.'*
- c) Annual Governance and Accountability Return (AGAR):
  - i) **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations – was approved and signed.
  - ii) **Accounting Statements** for 2022-23 were approved and signed.
  - iii) **Exemption from Limited Assurance Review.**
    - (1) The Parish Council confirmed that it had met the relevant criteria for Exemption and the Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP) was approved and signed.

It was noted 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.

### 17) Financial business

- a) **Receipts** 1 Feb – 31 Mar: interest £1.73.
- b) **Regular payments** 1 Feb – 31 Mar: ICO annual fee £35; salary & on costs
- c) **Balances as at 31 March:** Current ac: £4,572,05; Savings acc (allotment deposits): £303.13; Defib savings £38.53 & chq ac £30.33; Clock savings £587.23 & chq ac £3.
- d) **The following payments were approved:**

Payee	Cheque no	Amount
Joanna Otte (expenses)	100479	£50.23
Walsingham Parish Council (newsletter April)	100480	£5.76
J Otte (Rodent Services quarterly charge - pest control)	100481	£76.80
Arthur J Gallagher Insurance Brokers Ltd (annual premium)	100482	£853.50
Norfolk ALC (annual subs and website fee)	100483	£174.35
Stafford Snell (internal audit)	100484	£20.00
Gt Snoring Social Club (hire of hall for meeting)	100485	£12.50
J Otte (cash for portaloos for Coronation Picnic)	100486	£40.00

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e) It was decided to add Steven Hall as a signatory to the bank accounts.

**18) Celebrating the Coronation** review.

a) It was a good day and people enjoyed the celebratory picnic on Gurney's Ground.

**19) Correspondence:** mail circulated as usual via email

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

a) Co-option

b) Litter pick

**21) Date of the next meeting will be on the Thursday 13 July 2023 at 7 pm** in the Social Club.