

Little Snoring Parish Council

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Present: J Buck (co-opted), S Harvey, M Kennedy (new Chair), A Talbot (new Vice-Chairman),
R Verrall (Chairman - resigned), S Wills (resigned) and one member of the public

Annual Meeting of the Parish Council on Monday 8 May 2017

following the Annual Parish Meeting, which started at 7.30 pm,
in the Community Room on the Playing Field

MINUTES

Welcome

1. The Chairman asked for nominations for the **Election of Chairman** for the year. Margaret Kennedy was elected as the new Chair.

Proposed by	RV	Seconded by	SW	Vote	all
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- i. The new Chair completed a declaration of office form.

2. The new Chair asked for nominations for the **Election of Vice-Chairman**. Andrew Talbot was elected as the new Vice-Chairman.

Proposed by	RV	Seconded	MK	Vote	all
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3. It was agreed to **co-opt** Jetta Buck and Liz Spanton to fill the two vacancies following the resignations of P Hall and L Wash.

Jetta Buck was co-opted and completed a declaration of office

Proposed by	MK	Seconded by	SH	Vote	all
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Liz Spanton was co-opted and will complete the declaration of office

Proposed by	SH	Seconded by	MK	Vote	all
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- i. Ray Verrall and Susan Wills resigned from the Parish Council. Before he left the meeting, Ray Verrall was thanked for all that he had done for the village over the years and as Chairman of the Parish Council. Susan Wills was thanked for her contribution to the Parish Council and then she joined the public.
4. **Apologies** from A Green (District Councillor) and PCSO J Robotham (SNT Fakenham).
5. **Declarations of pecuniary interest** by Councillors in any of the agenda items listed below.
None
6. **Minutes of the previous Meetings** (13 March) were approved and signed as a true record.
7. **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. None.
8. **Allocation of responsibilities**
 - i. Planning Advisory Group: all parish councillors
 - ii. Risk assessment of structures
 - a. seats, notice board, village sign, bus shelter etc.: before each meeting: S Harvey
 - b. play ground equipment: weekly (condition of insurance cover): I Riches
 - iii. Internal account checker: A Talbot
 - iv. Internal Auditor: S Snell
 - v. Jetta Buck & Keith Wills were nominated as Trustees for Little Snoring Charity.

Signed: _____

Chair

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9. The following **Policies** were noted and it as agreed that no changes were required.
- i. Code of Conduct (adopted 2012)
 - ii. Transparency Code for Smaller Authorities (came into effect April 2015)
 - iii. Standing Orders (reviewed Jan 2014)
 - iv. Financial Regulations (reviewed Jan 2014)
 - v. Annual Risk Management Assessment (May 2017).
10. To consider renewal of annual subscriptions
- i. **Norfolk Association of Local Councils** (support, legal advice, training, website for parish council): £140.60. Agreed.
 - ii. **Norfolk PTS** (support, legal advice, training): £83.00. Agreed
 - iii. **Community Action Norfolk** (support for mostly charitable organisations in Norfolk): £20.00: decided not to renew.
11. **The meeting was temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors to report.**
- Ian Riches wished to thank Ray on behalf of the wider community for all the work he has done over the years for the village. This vote of thanks was supported by all those present.
- Ian Riches reported that the surface of the playing field was rough. He had heard one of the visiting FC managers saying that it was one of the worst pitches at the moment.
 - Susan Wills also mentioned that the mole runs had made the surface so uneven that it posed a risk for all users and she no longer felt safe running with her dog on the field.
- The Chair re-opened the meeting
12. **Highways**
- i. Items to report: none.
13. **SAM2:** no report
14. **Planning**
- i. **To consider applications received**
 - a. PF/17/0388: single storey rear extension at **Cherwell House**, Kettlestone Rd. Plans circulated. No objection.
 - ii. **To note decisions made by NNDC**
 - a. PF/17/0388: single storey rear extension at **Cherwell House**. APPROVED.

15. **Financial Business**

- i. **The balances on bank statements were confirmed as at 31 March 2017:**

Business Saver Account	£6,947.36
Community Account	£1,249.20
- ii. **Receipts** since the previous statement: none
- iii. **Standing orders / direct debit payments** since previous meeting:
 - a. Scooper Dooper: £81.25; Anglian Water £13.00; Salary and on-costs
- iv. **The following payments were approved:**

to whom (details of payment)	cheque no.	Amount
Joanna Otte (expenses)	100693	55.41
Came and Company (annual insurance premium)	100694	551.49
Stafford Snell (internal audit)	100695	20.00
Norfolk ALC (annual subs)	100696	140.60
Norfolk PTS (annual subs)	100697	83.00
Cheques made between meetings		
H Cleverly (repairs to playground)	100692	135.00

Signed:  _____
Chair

Date 10/7/17

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- v. It was noted that a new electricity contract had been made with Opus Energy to come into effect on 1 September 2017. The direct debit form was signed according to the bank mandate. Notice of termination of the existing contract had been sent to nPower.

16. Accounts and Audit

- i. The accounts, which had been checked by S Wills were approved and signed.
- ii. The Annual Return for external audit was approved and signed:
 - a. The **Annual Governance statements** were confirmed and signed (explanation of how the Parish Council meets its obligations had been circulated).
 - b. **Accounting Statements** for 2016-17 were approved and signed.
- iii. To note that the Internal Auditor, Stafford Snell states that 'I have carried out the Internal Audit for Little Snoring Parish Council as required under the Accounts and Audit (England) regulations 2011 (SI 2011 / 8 17). 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.'

17. Presentation of the village and Reports

- i. **Health and Safety:** S Harvey: the broken tiles are to be replaced on the bus shelter. Notice board on Thursford Road has broken Perspex window. The Clerk was asked to get quotes / advice for repairing or replacing.
 - a. **Annual Playground Inspection Report:**
 1. The litter bin has been moved to the other side of the rail and filled it with ballast so that it was unlikely to fall over.
 2. It was reported that the footballers often leave the plastic tape from their socks lying on the grass. It was decided that they should be reminded to use the rubbish bins provided when they renew the hire agreement for the next season.
Outstanding issues:
 3. Repairs to matting gyro spiral: a quote has been requested from NGF Play Ltd
 4. Order another sign for entrance at The Croft.
 - b. **Mole Control** ClearView Pest Control asked to trap moles on playing field @£20 per visit (plus cost of any traps stolen). Mole hills levelled (21 March); seventeen traps set (23 March); 3 moles caught (27 March); 1 mole caught (30 March); traps left for a further week; six traps stolen (7 April) – reported to the police. Had to abandon before task completed properly. Total cost £154 (five visits and six traps @ £9 each).
 - c. **To consider what action to take to minimise the risk to public** created by the mole hills and runs and protect the Parish Council from litigation e.g. signs with pictograms warning people of the hazards. Advice sought from *Fields in Trust* and the parish council insurers.
 1. The insurance brokers (Came and Company) confirmed that the playing field was covered by the insurance policy and suggested that the public should be made aware of the problems via the newsletter and signage. The Clerk was asked find out if there were any insurance implications in hiring the pitch out to a football club.
 2. It was agreed to erect signs (with pictogram) warning of the uneven surface.
 3. It was agreed to explore the options available for improving the surface of the football pitch e.g. solid tine and repair with top soil or completely resurface.

18. **Little Snoring Good Neighbours:** to consider the way forward. No response had been received from the request for volunteers in the newsletter. It was agreed that it would be a shame to let the group fold because there was no apparent need at present. The Clerk and J Buck offered to take on the responsibility of holding the mobile phone.

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19. To consider supporting the **Church Flower Festival** (14, 15, 16 July). (Scarecrow Festival over is taking place over the same weekend). It was agreed to make a donation of £30 for prizes for a children's drawing / colouring competition.
20. **Community Room**
 - i. Grant of £2,500 received from Dudgeon Community Fund for improvements to facilities. **Windows and doors** have been made by ICS Systems. Waiting for Sean Allern to install them. The Clerk was asked to follow this up.
21. **Correspondence:** circulated as usual.
 - i. Letter from residents asking if the Parish Council can do anything about the leylandii branches left at the bottom of Manor Close. It was decided that the Clerk should raise the matter with the Environmental Health department at the District Council.
22. Any other business for placing on the **agenda for the next Meeting.**
 - i. **To consider having a Welcome Pack for new residents MK.**
23. To confirm date and time of next **Meeting on Monday 10 July 2017** at 7.30 pm

Chair closed the Parish Council meeting at 9 pm

Meeting of Little Snoring Playing Field Association

Following the Parish Council meeting on 8 May 2017

1. **Minutes** from the previous meeting 13 March 2017 were approved and signed.
2. **Financial business**
 - i. **Balance** in account for Lt Snoring Playing Field at 28 April 2017: £2,495.64
 - ii. **Receipts:** Little Snoring Pre-School rent (2 months): £30.
 - iii. **Payments to approve:** £154 to ClearView Pest Control (mole trapping – five visits and six traps stolen)
 - iv. **Accounts for 2016-17:** total receipts £433.09 (no payments).
3. Other business: none.

Meeting closed at 9.03 pm