Clerk Joanna Otte, Little Manor, Thursford Road, Little Snoring, NR21 0JN tel: 01328 822366

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To: J Buck, S Harvey, M Kennedy (Chair), S Price, C Redford, L Spanton, A Talbot (Vice-Chair),

Cc: S Aquarone (County Councillor), T FitzPatrick (District Councillor) SNT Fakenham

You are invited to the **Annual Parish Meeting** on

**Tuesday 4 May 2021** at 7:30 pm via Zoom: <https://us02web.zoom.us/j/88088866752>

**AGENDA**

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (13 May 2019 – meeting in 2020 was cancelled due to coronavirus restrictions) to be signed.
3. Public Participation: Limit to five minutes per person

Chair to close the Annual Parish Meeting

You are summoned to the Annual Meeting of the Parish Council

on TUESDAY 4 MAY 2021 at 7.30 pm via Zoom (following the Annual Parish Meeting)

(in accordance with the Coronavirus Act 2020)

**Join Zoom Meeting:** <https://us02web.zoom.us/j/88088866752>

Signed: *Joanna Otte* Date: 26 April 2021

**Agenda**

Welcome

1. The Chair will ask for proposers and seconders for the **Election of Chair** for the year.
   1. The new Chair will complete a declaration of office form.
2. The new Chair will ask for proposers and seconders for the **Election of Vice-Chair**.
3. To consider **apologies** and reasons for absence
4. **Declarations of pecuniary interest** by Councillors in any of the agenda items listed below.
   1. S Harvey declared a interest in planning item 12.i.b.
5. **Minutes of the previous Meetings** (8 March) to be approved for signing at a later date.
6. **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.
7. **The meeting will be temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors to report.**

The Chair will re-open the meeting

1. **Allocation of responsibilities** 
   1. Risk assessment of structures
      1. seats, notice board, village sign, bus shelter etc.: before each meeting
      2. playground equipment: weekly (condition of insurance cover)
   2. Internal account checker.
   3. To confirm Internal Auditor
   4. Nominate Trustees to Little Snoring Charity: two to re-confirm (Catherine Redford and Jetta Buck), one vacancy (Keith Wills resigned in 2020)
2. **Policies to note / review** available to view: <https://littlesnoringparishcouncil.norfolkparishes.gov.uk/parish-council/policies-and-guidance/>
   1. General Data Protection Regulation Policy (2018 last reviewed May 2019)
      1. To note that there have been incidents to report since the previous annual meeting.
   2. Planning Protocol
   3. Code of Conduct (adopted 2012)
   4. Transparency Code for Smaller Authorities (came into effect April 2015)
   5. Standing Orders (new model standing orders adopted May 2018)
   6. Financial Regulations (January 2014, last reviewed May 2019)
   7. Annual Risk Management Assessment (updated May 2021)
3. **Highways**:
   1. Items to report
4. **SAM2:** Report
5. **Planning**
   1. Applications received:
      1. RV/21/0569: Variation of condition 2 (approved plans) of planning permission PF/20/0279 (conversion of garage to habitable accommodation and associated works and enlargement of front dormer): to omit the garage conversion to habitable accommodation and include extension of kitchen and porch at **Janeves Thursford Road**. Link circulated.
      2. PU/21/1068: Change of use of agricultural building to 4 dwelling houses (Class C3) and building operations reasonably necessary for the conversion at **Barn At Jex Farm** Thursford Road. Link circulated. S Harvey declared an interest as it is adjacent to his property.
   2. Decisions made by NNDC:
      1. PF/21/0183: Two storey and single storey extensions to dwelling at **Elder House, Holt Road.** Link circulated. APPROVED.
      2. RV/21/0569: Variation of condition 2 (approved plans) of planning permission PF/20/0279 (conversion of garage to habitable accommodation and associated works and enlargement of front dormer): to omit the garage conversion to habitable accommodation and include extension of kitchen and porch at **Janeves Thursford Road.** APPROVED.
6. **Accounts and Annual Return**
   1. To **approve annual accounts**, (checked by Andrew Talbot).
   2. To note the **report from the Internal Auditor** Stafford Snell: *…..*
   3. To approve and sign the Annual Governance and Accountability Return (AGAR):
      1. **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations.
      2. **Accounting Statements** for 2020-21.
      3. **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.
7. **Financial Business**
   1. **Bank balances as at 31 March 2021:** Savings ac £8,779.55; Current ac £2,376,54
   2. **Receipts** since the previous statement: recycling credits glass £124.34; Pre-School for playground inspection £104.50; interest 26p; NCC verge cutting rebate £348.90.
   3. **Standing order / direct debit payments** since previous statement: Anglian Water £2.00; Salary & on-costs.
   4. **To approve the following payments**

|  |  |  |
| --- | --- | --- |
| to whom (details of payment) | cheque no. | Amount |
| M Kennedy (Easter Egg & card -thank you for litter picker) |  | £11.00 |
| Countrystyle Recycling Ltd (emptying bottle bank) |  | £7.20 |
| Norfolk Association of Local Councils (annual subs incl hosting website) |  | £183.38 |
| Joanna Otte (expenses) |  | £43.31 |

1. **Presentation of the village and reports**
   1. **Health and Safety**:
      1. Report (assets around the village)
      2. To note that NNDC have removed the **toddler springing rocker and the basketball hoop** from their land between the Playfield and The Croft. The basketball hoop did in fact belong to the village but there was a misunderstanding about the two items in the health and safety report (the second item was the post and rail fence). The District Council have offered to install a new basketball hoop if the Parish Council decides to replace it. They will also give a licence to use the land if required. Comments on a local Facebook page also show that parents are disappointed that the rocker has gone as this was one of the few pieces of equipment suitable for toddlers.
         1. **To consider purchasing** a free-standing basketball hoop (for the concrete pad) and a couple of springing rockers. Quotes requested from
            1. NGF Play
            2. Online Playgrounds (FLP)
         2. To apply to the District Council **Sustainable Communities Fund** towards the cost of basketball hoop and springing rockers. Deadline for next round is 10 May.
      3. Annual Inspection of playing field recommended repairs to be carried out by Play Maintain cost £1,420.45 plus VAT(work has been delayed as they have been waiting for delivery of the seat – work to be carried out soon)
         1. Tighten bolts on wooden bench and wooden climbing frame
         2. De-scale and repaint corroded metal on wooden climbing frame
         3. Repair worn surface under swing
         4. Replace damaged seat on swing
2. **Community Room**
   1. Cleaning
   2. Polling station: 6 May (District Council ‘fogging’ the interior on 27 April)
3. **Correspondence:** circulated as usual.
4. Next meeting: **Monday 12 July 2021** at 7.30 pm in the Community Room (unless the Government has extended the corona virus legislation to allow for online meetings)

Chair to close the Parish Council meeting.

**Meeting of Little Snoring Playing Field Association**

Following the Parish Council meeting on 4 May 2021

1. **Minutes** of last meeting (8 March) to be approved for signing
2. **Financial business**
   1. **Accounts for 2020-21:**

total receipts £180; total payments £580; balance to carry forward £1,816.64

1. **Any other business**