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

Email: [littlesnoringpc@googlemail.com](mailto:littlesnoringpc@googlemail.com) website: <http://littlesnoringparishcouncil.norfolkparishes.gov.uk/>

Present: S Harvey, S Price, L Spanton, A Talbot (Vice-Chair),

Annual Meeting of the Parish Council

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

**MINUTES**

Welcome

1. The Vice-Chair asked for nominations for the **Election of Chair** for the year.

Margaret Kennedy was re-elected

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| Proposed by | AT | Seconded by | LS | Vote | all |

* 1. The new Chair will complete a declaration of office form.

1. The Vice-Chair asked for nominations the **Election of Vice-Chair**.

Andy Talbot was re-elected as Vice-Chair

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| Proposed by | SH | Seconded by | SP | Vote | all |

1. **Apologies** from J Buck, M Kennedy (Chair), C Redford and NCCllr S Aquarone were accepted.
2. **Declarations of pecuniary interest** by Councillors in any of the agenda items listed below.
   1. S Harvey declared an interest in planning item 12.i.b.
3. **Minutes of the previous Meetings** (8 March) were approved for signing at a later date.
4. **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.
5. **The meeting was temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors to report.** None present.

The Chair re-opened the meeting.

1. **Allocation of responsibilities** 
   1. Planning working group: all councillors
   2. Risk assessment of structures
      1. seats, notice board, village sign, bus shelter etc.: before each meeting: S Price
      2. playground equipment: weekly (condition of insurance cover): L Spanton
   3. Internal account checker: A Talbot
   4. Internal Auditor confirmed as Stafford Snell.
   5. Nominate Trustees to Little Snoring Charity: Catherine Redford and Jetta Buck were re-nominated, and Stephen Harvey was nominated to fill one vacancy (Keith Wills resigned in 2020).
2. The following **Policies were noted and reviewed (**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**: nothing to report
   1. Items to report: none
4. **SAM2:** 
   1. Report: currently on Holt Road (until after 17 May to capture traffic following easing of restrictions)
   2. The Clerk to write to owners of Field View to inform them that S Harvey will be cutting back the growth on the hedge which is obstructing the view from the SAM2 post. The Clerk would write to inform the owners.
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. No objection.
   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. The **annual accounts**, (checked by Andrew Talbot) were approved for signing.
   2. The **report from the Internal Auditor** Stafford Snell was noted: *‘I have carried out the Internal Audit of Little Snoring Parish Council Accounts for the Financial year 2020-21 as requested. Owing to the present situation it has been carried out online. This was only possible due to the excellent Parish Council Website set out by Joanna and her sending me various other documents as requested. As usual I have found no problems with the accounts. The audit trail is easy to follow and all other documentation is in order. Little Snoring Parish Council has a very impressive list of Policies.’*
   3. To approve and sign the Annual Governance and Accountability Return (AGAR):
      1. **Annual Governance Statement** was approved for signing.
      2. **Accounting Statements** for 2020-21 were approved for signing.
      3. **Exemption from Limited Assurance Review**.
         1. The Parish Council confirmed that it 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) and the Certificate was approved for signing.
         2. It was noted that the following documents would 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. **The following payments were approved**

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| to whom (details of payment) | cheque no. | Amount |
| M Kennedy (Easter Egg & card -thank you for litter picker) | 100833 | £11.00 |
| Diane Lines (cleaning Community Room and cleaning materials) | 100834 | £41.77 |
| Countrystyle Recycling Ltd (emptying bottle bank) | 100835 | £7.20 |
| Norfolk Association of Local Councils (annual subs incl hosting website) | 100836 | £183.38 |
| Joanna Otte (expenses) | 100837 | £43.31 |
| Came & Company (insurance premium) | 100838 | £651.18 |
| Stafford Snell (internal audit) | 100839 | £20.00 |

1. **Presentation of the village and reports**
   1. **Health and Safety**:
      1. Report (assets around the village): playground and benches in good order.
      2. Complaints had been received regarding the noise of aircraft circling the village and also using the airfield. The use of the airfield by Ospreys was a particular problem both as noise pollution and also the potential damage caused to neighbouring properties some of which are listed buildings. The noise of the Ospreys and the shooting of blanks particular in the evenings (sometimes as late as 10 pm) which has a detrimental effect on residents and business (B&B, caravan visitors). The Clerk was asked to notify the District Council Environmental Control.
      3. It was noted that the PCC is grateful for the flowers that have been planted in the beds outside the church porch. However, some after-care (watering etc) is often required. It was suggested that a rota could be set up so that it is not left to one person (or no-one).
      4. It was noted that NNDC had 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. **It was agreed to purchase** a free-standing basketball hoop (for the concrete pad) and a couple of springing rockers. Quotes requested from
            1. NGF Play: £3338.75 + VAT
            2. Online Playgrounds (FLP): £4045 + VAT
         2. It was agreed 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. NNDCllr T Fitzpatrick would be asked to be the Independent Referee.
      5. 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. It was agreed that Diane Lines would clean the Community Room once or twice a month as required.
   2. Margaret and Jetta are looking forward to re-starting Cuppa in the Community when it is safe to do so.
   3. 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

Meeting closed at 8.10 pm.

**Meeting of Little Snoring Playing Field Association**

Following the Parish Council meeting on 4 May 2021

1. **Minutes** of last meeting (8 March) were 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:** none.

Meeting close at 8:11 pm