

Little Snoring Parish Council

Clerk Joanna Otte, Little Manor, Thursford Road, Little Snoring, NR21 0JN tel: 01328 822366
Email: littlesnoringpc@googlemail.com website: <http://littlesnoringparishcouncil.norfolkparishes.gov.uk/>

To: S Harvey, 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
Monday 22 May 2023 at 7:30 pm in the Community Room

AGENDA

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (9 May 2022) 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 Monday 22 May 2023 following the APM at **7.30 pm** in the Community Room

Signed:

Date:

AGENDA

Welcome

1. The Chair will ask for proposers and seconders for the **Election of Chair** for the year.
 - i. 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 **co-opting** to fill the two vacancies.
4. To consider **apologies** and reasons for absence.
5. **Declarations of pecuniary interest** by Councillors in any of the agenda items listed below.
6. **Minutes of the previous Meetings** (27 March) to be approved for signing.
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.
8. **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
9. **Policies to note / review** available to view:
<https://littlesnoringparishcouncil.norfolkparishes.gov.uk/parish-council/policies-and-guidance/>
 - i. General Data Protection Regulation Policy (2018 last reviewed May 2022)
 - a. To note that there have been incidents to report since the previous annual meeting.
 - ii. Planning Protocol
 - iii. Code of Conduct (adopted 2012)
 - iv. Transparency Code for Smaller Authorities (came into effect April 2015)
 - v. Standing Orders (new model standing orders adopted May 2018, last reviewed May 2022)
 - vi. Financial Regulations (January 2014, last reviewed May 2022)
 - vii. Annual Risk Management Assessment (updated May 2022).

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10. Allocation of responsibilities

- i. Risk assessment of structures (seats, notice boards, village sign, bus shelter) before each meeting.
- ii. Regular check of Community Room (structure and facilities)
- iii. Weekly check of playground equipment (condition of insurance cover)
- iv. Newsletter editor: Linda Talbot
- v. Newsletter distribution: Clerk and volunteers
- vi. Internal account checker
- vii. To confirm Internal Auditor
- viii. Nominate a Trustee to Little Snoring Charity: Emma Margetson.

11. Exception Housing Scheme

- i. No update received from Broadland Housing regarding the surveys.
- ii. **To consider planning gain for the community** e.g. new equipment at the playground and fencing around play area.

12. Planning

- i. **Applications received:** none
- ii. **Decisions made by NNDC**
 - a. PF/22/2569: Porch extension to front of dwelling at **23 The Croft**. APPROVED.

13. Highways:

- i. To note that the verge at outside 12 Woods Place has been added to the Highway rebate scheme for grass cutting.
- ii. To note that there is a new bus service on Thursdays from Great Snoring via Little Snoring and Kettlestone to Fakenham. Outward journey The Street / The Hill 10:54 am, Kettlestone Road / Stevens Road 10:56 am. Return journey Morrisons 12:45 pm, Oak Street 12:50 pm.
- iii. Items to report: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

14. SAM2: Report

15. Accounts and Annual Return

- i. To **approve annual accounts**.
- ii. To note the **report from the Internal Auditor** Stafford Snell: *'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.'*
- iii. To approve and sign the Annual Governance and Accountability Return (AGAR):
 - a. **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations.
 - b. **Accounting Statements** for 2022-23.
 - c. **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.

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16. Financial Business

- i. Bank balances as at 28 April: Savings ac £17,507.28; Current ac £1,859.46.
- ii. Receipts since 1 March: interest £15.79; NNDC Precept £6875.00; NCC recycling credits £32.98.
- iii. Regular payments since 1 March: Anglian Water £34; Opus Energy £19.07; Salary & on-costs.
- iv. To approve the following payments

to whom (details of payment)	Date	cheque no.	Amount
FT Grounds Maintenance (grass cutting)	03/04/23	100908	£350.00
Fakenham Prepress Solutions (newsletter)	10/04/23	100909	£108.00
Neil Brodie (EIRC, PAT testing and elec repairs)	24/04/23	100910	£357.82
Joanna Otte (expenses)		100911	£67.15
Countrystyle Recycling Ltd (bottle bank)		100912	£9.00
Norfolk Assoc of Local Councils (annual subs and website fee £70)		100913	£252.39
AJ Gallagher (insurance premium)		100914	£740.78
Stafford Snell (internal audit)		100915	£20.00

17. Presentation of the village and reports

- i. **Health and Safety:**
 - a. Report (assets around the village)
 1. Bus shelter tiles and internal board of roof damaged. Waiting for quote from Osier Developments.
- ii. **Playground.**
 - a. **Repairs** order placed with from OLP for repairs to Hip hop, multi-unit (wooden climbing structure), nut cap for basketball net £5.40, minor tightening of fixings and sanding.
Total: £4788.66 + VAT
 - b. **Public consultation:** To replace trim trail items (balance combo, log steps): £2930 or to get a new piece of equipment and at the same time replace the bench: £1290
- iii. **Grass cutting** around the village:
 - a. New contract set up with FT Grounds Maintenance. Strip of grass between hedge and pavement outside Two Oaks, Kettlestone Road has been added (arrangement with Highways when the grass verge was to become a pavement as part of the development at Woods Place). The Parish Council receives a small rebate from Highways.

18. Action Plan for the Parish Council

- i. *‘Parish council is a local authority that makes decisions on behalf of the people in the parish and has an overall responsibility for the well-being of its local community. It is the level government closest to the community, with the district authority above it in the hierarchy. As it is the authority closest to the people, parish councils are invariably the first place people will go with concerns or ideas. For this reason they are a vital part of any community:*
 - *representing the local community*
 - *delivering services to meet local needs*
 - *striving to improve quality of life in the parish*
- ii. How do we the councillors see that role being fulfilled? What do we plan to do, be that events or things like the SAM? How do we involve the community and get their feedback and ideas, so we are representative of them? If anyone immediately has ideas which might require expenditure next year, then we should discuss as it may need inclusion in the budget.
- iii. Aim to have agreement as part of an action plan for the year 2023-4.

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19. Community Room

- i. PAT testing, Electrical Installation Inspection and repairs to outside lights completed.
- ii. Changes to internal lighting recommended. Awaiting a quote.
- iii. It was discovered that the external downpipes were blocked which meant that water was collecting on the roof and seeping into the toilet. The downpipes have now been cleaned out thanks to Stephen Harvey.

20. Community events / celebrations.

- i. To note that the Primary School raised £130 from the bottle tombola at their Coronation Celebrations.

21. Newsletter

22. Correspondence: circulated as usual.

23. Next meeting of the Parish Council: **Monday 10 July 2023** at 7.30 pm in the Community Room.

Chair to close the Parish Council meeting.

Meeting of Little Snoring Playing Field Association

Following the Parish Council meeting on 22 May 2023

1. Minutes of last meeting (27 March) to be approved and signed.

2. Financial business: balance as at 28 April: £1600.45

3. Annual Accounts for 2022-23

- i. Balance at 1 April 2022 £1405.45
- ii. Total income £ 180.00
- iii. Balance at 31 March 2023 £1585.45

4. Other business