

# Little Snoring Parish Council

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Present: S Harvey, S Price (Vice-Chair), C Redford, A Talbot (Chair)  
and: T FitzPatrick (District Councillor)

**Annual Meeting of the Parish Council**  
**on Monday 22 May 2023 following the APM at 7.30 pm in the Community Room**

## MINUTES

Councillors completed a declaration of acceptance of office

Welcome

1. Andrew Talbot was elected **Chair** for the year.

Proposed by	S Price	Seconded by	S Harvey	vote	all
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i. The new Chair completed a declaration of office.

2. Simon Price was elected **Vice-Chair** for the year.

Proposed by	A Talbot	Seconded by	C Redford	vote	all
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3. **Co-opting** to fill the two vacancies. A couple of people had been asked but no one had had wanted to take on the role.

4. **Apologies** from L Spanton were accepted.

5. **Declarations of pecuniary interest** by in any of the agenda items listed below. None.

6. **Minutes of the previous Meetings** (27 March) were approved and signed.

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 was temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors to report.**

- A councillor reported that residents in Woods Place were concerned by vehicle repairs which were taking place at one of the properties.
- 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. He also reported that three boys (aged 9 and 11 years old) had approached him at the Polling Station and asked if they could have more playground equipment. They would like to have a slide, 'proper' swings and a roundabout, two basketball nets to play a game and an outside gym. They also asked for somewhere to go when the weather is bad perhaps with a table tennis table. The Chair re-opened the meeting.

9. The following **policies were noted:** available to view:

<https://littlesnoringparishcouncil.norfolkparishes.gov.uk/parish-council/policies-and-guidance/>

- General Data Protection Regulation Policy (2018 last reviewed May 2022)
  - It was noted that there had been no incidents or breaches during the year.
- Planning Protocol
- Code of Conduct (adopted 2012)
- Transparency Code for Smaller Authorities (came into effect April 2015)
- Standing Orders (new model standing orders adopted May 2018, last reviewed May 2022)
- Financial Regulations (January 2014, last reviewed May 2022)
- Annual Risk Management Assessment (updated May 2022).

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Signed:  
Chair

Date:

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### 10. Allocation of responsibilities

- i. Risk assessment of structures (seats, notice boards, village sign, bus shelter) before each meeting: S Price.
- ii. Regular check of Community Room (structure and facilities): all
- iii. Weekly check of playground equipment (condition of insurance cover): L Spanton
- iv. Newsletter editor: Linda Talbot
- v. Newsletter distribution: Clerk and volunteers
- vi. Internal account checker: A Talbot
- vii. To confirm Internal Auditor to be arranged.
- 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. It was agreed to ensure that if the development went ahead that there should be **planning gain for the community** e.g. new equipment at the playground.

### 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. It was noted that the verge at outside 12 Woods Place had been added to the Highway rebate scheme for grass cutting.
- ii. It was noted that there was 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>
  - a. Potholes on The Hill near the farm entrance

### 14. SAM2: awaiting response from Westcotec.

### 15. Accounts and Annual Return

- i. The **annual accounts** which had been checked by A Talbot were approved and signed.
- ii. 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.'*
- iii. Annual Governance and Accountability Return (AGAR):
  - a. **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations – was approved and signed.
  - b. **Accounting Statements** for 2022-23 were approved and signed.
  - c. **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.
    2. 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.

# Little Snoring Parish Council

## 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. A standing order instruction to make monthly payments May – Oct of £350 in favour of FT Grounds Maintenance was signed.
- v. The following payments were approved:

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. The Clerk is collating ideas and quotes to provide choices in the questionnaire which will be delivered and also available as an online survey (which can be circulated via the primary school and pre-school messaging systems). This information would be used to apply for a grant from the North Norfolk Sustainable Communities Fund.

## 18. Action Plan for the Parish Council

- i. Playground improvement

## 19. Community Room

- i. PAT testing, Electrical Installation Inspection and repairs to outside lights completed.
- ii. It was agreed to ask Neil Brodie to supply and install the recommended improvements:
  - a. Supply and fit emergency lighting to B.S.5266. Cost £532.57. To include:
    1. Main room: 3 x recessed 3.5 watt LED lights and 1 x sign / exit light above the door
    2. Toilet: 1 x 12 watt LED emergency light and 1 x sign / exit light above the door
    3. Outside ramp: 1 x IP65 rated twin spot emergency light
    4. Mains position: 1 x emergency light key switch for testing emergency lighting system.
  - b. Supply and fit metal distribution board and surge protection and individual RCBO protection to B.S.7671(2022-2): £424.45.
- iii. It was agreed to purchase a fire extinguisher from Steward Safety Supplies.

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- iv. It was reported that the external downpipes were blocked which meant that water was collecting on the roof and seeping into the bathroom. The downpipes had now been cleaned out thanks to Stephen Harvey.

### 20. Community events / celebrations.

- i. It was noted that the Primary School raised £130 from the bottle tombola at their Coronation Celebrations. The fete with burger and sweet vans had been well-supported by parents. It was hoped that in the future similar events could be publicised in the village so that the wider community could take part and support the school.

21. **Newsletter:** items needed by the end of the week.

22. **Correspondence:** circulated as usual.

23. Next meeting of the Parish Council: **Monday 24 July 2023** at 7.30 pm in the Community Room.

Meeting closed at 8:30 pm

## Meeting of Little Snoring Playing Field Association

Following the Parish Council meeting on 22 May 2023

1. **Minutes** of last meeting (27 March) were 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:** none