

Little Snoring Parish Council

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To: G Brown, S Harvey, S Price (Vice-Chair), C Redford, L Spanton, A Talbot (Chair),
Cc: S Aquarone (County Councillor), T FitzPatrick (District Councillor) SNT Fakenham

You are summoned to a **Meeting of the Parish Council**
on Monday 13 November 2023 at 7.30 pm in the Community Room

Signed:

Date:

AGENDA

Welcome

1. To consider **apologies** and reasons for absence.
2. **Declarations of pecuniary interest** by Councillors in any of the agenda items listed below.
3. **Minutes of the previous Meetings** (18 September) to be approved for signing.
4. To consider **co-opting** to fill the vacancy.
5. **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.
6. **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
7. **Planning**
 - i. **Applications received:** None
 - ii. **Decisions made by NNDC:** None
8. **Highways:**
 - i. Items to report: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
9. **SAM2:** Report
10. **Donations:** To resolve that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
 - i. Last year donations of
 - a. £25 each were made to East Anglian Air Ambulance, Tapping House (Hospice), Heritage House (day care centre), Norfolk Wildlife Trust and the RNLI;
 - b. £50 to Citizens Advice
 - c. £325 to the PCC for churchyard maintenance
 - ii. To consider making **donations** to organisations.
11. **Financial Business**
 - i. Bank balances as at 29 Sept: Savings ac £9,438.55; Current ac £4,234.48.
 - ii. Receipts since 30 August: Cuppa £150; recycling credits £29.89; NNDC Precept £6,875
 - iii. Regular payments since 30 June: Anglian Water £17; FT Gds Maintenance £350; CGM (playing field) £462.54; Salary & on-costs.

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iv. To approve the following payments

to whom (details of payment)	Date	Chq no.	Amount
J Otte (wooden rakes x 4)	29/09/23	100929	£155.12
NNDC (emptying dog bins)	29/09/23	100930	£776.88
Steward Safety Supplies (fire blanket & extinguisher)	29/09/23	100931	£99.07
Fakenham Prepress Solutions (newsletter)	29/09/23	100932	£108.00
Joanna Otte (expenses)		100933	£43.35

12. Employment

- i. Salary increase for 2023-24: The Local Government Association (LGA) advised the National Association of Local Councils on 6 November that 'Agreement has been reached on the pay award for local government services ('Green Book') employees, covering the period 1 April 2023 to 31 March 2024.' SCP 19: was £14.48 increased to £15.48.
- ii. Back pay for 2023-24 April to October: salary + £151.67; Annual Salary less employee's pension contribution + £143.33; Employee's pension contribution + £8.34; Employer's pension contribution + £35.64.
- iii. The instructions to the bank to make the back payments and to change the monthly payments to be approved and signed.

13. To consider and set the Budget and Precept for 2024-25

- i. Review the figures (see attached):

Expected bank balance at the end of March 2024: **£5,005**

See list for reserved funds of £5,005 - including restricted funds:

- NNDC grant for Arts & Crafts: £1,130;
- Churchyard Conservation Project £140.

The year 2023-24 has a projected overspend of £8,366 which has come from reserved funds. This is largely due to the maintenance costs of the playground equipment, upgrading the fuse box and emergency lighting in the Community Room, and repair to the bus shelter roof.

Projected expenditure for 2024-25: £18,020

Only £260 more than the projected expenditure for last year, when it was decided to call on reserve funds to keep the increase to 10%. (However the actual expenditure for 2023-24 is likely to be £23,472).

The main expenditure for 2024-25 (in addition to core costs for employment, insurance, audit, admin, subscriptions, inspections and utility bills) are

- Grass cutting £4,800
- Maintenance £3,000
- Churchyard mowing £ 350
- Newsletter £ 650
- Dog waste £ 670
- Rubbish collection £ 350 (new)

Total **£9,820**

In order to cover the expected costs (and allow for £825 to be returned to the reserves), it is proposed that the Precept for 2024-25 should be set at **£16,500**: an increase of £2,750 (20%). N.B. this leaves the reserves quite low at £5,830.

It is recommended that reserves are in place to cover about a year of expenses.

- ii. Determine whether or not there are any other likely calls on planned expenditure.
 - a. **Playground** – new equipment. To note responses to item in the newsletter asking for views on a £50 on Council Tax for one year to fund the playground project via the Precept. Twenty six responses received all objecting: 21 emails (two signed by couples), 2 telephone messages, 3 letters (Facebook comments: 7 in total of which 3 also sent emails to the Parish Council).

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- b. **Litter bins and collection** on the playing field.
 - 1. Hire of black wheelie bin (240litre) £1.20 per week (£63.60 per annum)
 - 2. Emptying £11 per lift
 - 3. Examples of costs per annum
 - a. hire of bin and bi-weekly emptying £366
 - b. bi-weekly emptying (using own bin) £297

- iii. Agree the precept for 2024-25
- iv. Complete the Precept form for the District Council

14. Presentation of the village and reports

- i. **Health and Safety:**
 - a. Playground
 - b. Report (assets around the village)
 - 1. **Bus shelter** tiles and internal board of roof damaged to be repaired by Osier Developments: £1920 + VAT. Work due to start after mid-January.
 - 2. **Car park** - potholes
 - 3. **Green on Holt Road**
 - a. growth from stump behind notice board needs to be removed
 - b. grass is encroaching on the path

15. Community Room

- i. **Fire Risk Assessment** has been documented. A Copy available in the Community Room and on the website. The Booking Form including Terms and Conditions has been updated to include information for the Temporary Responsible Person. To note that the concrete pad on the playground is designated as the 'assembly point'.
- ii. **Meter Box door** has been ripped off its hinges. To purchase a new cabinet and arrange for it to be replaced.

16. Churchyard Conservation Project

- i. Set a date for strimming and raking the long grass
- ii. Four wooden hay rakes purchased for £155 (leaving £155 available from fund-raising event in April 2022).

17. Newsletter

18. Correspondence: circulated as usual.

19. Next meeting on **Monday 8 January 2024** 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 13 November 2023

- 1. **Minutes** of last meeting (18 Sept) to be approved and signed.
- 2. **Financial business:** balance as at 31 October: £1690.45
- 3. **Other business**