

Little Snoring Parish Council

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Present:

Gary Brown (Vice-Chair), Stephen Harvey, Catherine Redford, Liz Spanton, Andy Talbot (Chair),
And: Tom FitzPatrick (District Councillor)

Meeting of the Parish Council on Monday 13 November 2023 at 7.30 pm in the Community Room

MINUTES

Welcome

1. **Apologies.** It was noted that Simon Price had tendered his resignation. The District Council had been notified and the notice of vacancy was put on the notice boards and website. If at least ten parishioners have not submitted signed requests to the District Council for an election by 1 December, the Parish Council would be able to co-opt to fill the vacancy.

2. Gary Brown was **elected as Vice-Chair:**

Proposed by	Andy Talbot	Seconded by	Stephen Harvey	Vote	all
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3. **Declaration of pecuniary interest** by Councillors in any of the agenda items listed below. None

4. **Minutes of the previous Meetings** (18 September) were approved and signed.

5. To consider **co-opting** to fill the vacancy. Postpone to next meeting.

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. None.

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

- Report from NNDCllr T FitzPatrick: NN Sustainable Communities Fund open for applications. The District Council has been through a corporate peer review focusing on governance, risk audit and scrutiny. The results were positive noting that Council had good partnerships, supported local facilities (e.g. The Reef, public loos and Cromer Pier), was debt-free and had good reserves. Improvements could be made to the strategic financial issues. The full report would be available on the District Council website.

The Chair re-opened the meeting

8. **Planning**

i. Applications received:

- a. PF/23/2391: Addition of dormer window on front and rear roof slope, and insertion of rooflights, to facilitate loft conversion at **1 Bell View The Street**. Link circulated 13 November 2023. No objection.

ii. Decisions made by NNDC: None

9. **Highways:**

i. Items to report: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

a. Potholes

1. junction of The Street / A148
2. manhole cover on The Street near Pightle Cottage (already reported)

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- b. Problems caused by parking of vehicles on Kettlestone Road at the junctions of Stevens Road and Hares Close were discussed. It was agreed that the parked vehicles obstruct the view of drivers exiting the side roads and are a hazard particularly for children crossing the road, there was not much that could be done to enforce the Highway Code. On the other hand the parked vehicles act as traffic calming.

10. SAM2: Report

The SAM2 unit was on The Street near the bus shelter during Sept and Oct monitoring traffic speed and the volume of vehicles travelling from Great Snoring into the village.

From 10 September – 16 October 2023

A total of 10,717 vehicles were recorded coming into the village with an average of 368 per day

The peak times of travel are 9 am to 10 am (average of 22 vehicles per day); and 3 to 4 pm (average of 43 vehicles per day)

The maximum speed was 60 mph at 2:25 pm on 29 September, (although the average speeder was travelling at 34 mph).

The majority of vehicles were travelling below the speed limit which is 30 mph. The 85th percentile speed (i.e. of 9,109 vehicles) was 33.1 mph; and the average speed was 25 mph.

11. **Donations:** It was resolved 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. It was agreed to make a donation of £325 to the PCC towards the grass cutting in the churchyard.

12. 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 August: Anglian Water £17; FT Gds Maintenance £350; CGM (playing field) £462.54; Salary & on-costs.
- iv. **The following payments were approved:**

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
NNDC (elections costs)		100934	£50.62
Lt Sn PCC (donation)		100935	£325.00

13. 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.

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- 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 was approved and signed.

14. Setting the Budget and Precept for 2024-25

- i. The figures for the draft budget were reviewed:

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. The responses to an item in the newsletter asking for views on a £50 on Council Tax for one year to fund the playground project via the Precept were noted: twenty seven responses received all objecting: 22 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). In light of this response it was agreed to leave the playground as it is and not add new equipment.
 - 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

It was agreed to have a bi-weekly collection from the existing litter bin (not the wheelie bin) October – March, and to have a weekly collection April – Sept. The litter bin and collection would be kept under review and amended as required e.g. more frequent collection, larger bin etc.
- iii. It was agreed to set the Precept for 2024-25 at £16,500: an increase of £2,750 (20%).
- iv. The Precept form for the District Council was completed and signed.

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15. Presentation of the village and reports

i. Health and Safety:

- a. Playground: nothing to report
- 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:** It was noted that potholes are forming. It was decided to monitor these with the view to adding more shingle next year or when needed.
 3. **Green on Holt Road:** It was noted that growth from stump behind notice board needed to be removed and that grass was encroaching on the path. Stephen Harvey offered to if he could deal with these issues.

16. Community Room

- i. It was noted that the **Fire Risk Assessment** had been documented. A copy was available in the Community Room and on the website. The Booking Form including Terms and Conditions had been updated to include information for the Temporary Responsible Person. It was noted that the concrete pad on the playground was designated as the 'assembly point'.
- ii. **Meter Box door** has been ripped off its hinges. It was agreed that a new cabinet was required to replace it.

17. Churchyard Conservation Project

- i. Set a date for strimming and raking the long grass. It had been a very wet October and a suitable date had not been found.
- ii. Four wooden hay rakes purchased for £155 (leaving £155 available from fund-raising event in April 2022).

18. **Newsletter:** to include information about the Precept etc.

19. **Correspondence:** circulated as usual.

20. Next meeting on **Monday 8 January 2024** at 7.30 pm in the Community Room.

The meeting was closed at 8:40 pm

Meeting of Little Snoring Playing Field Association

Following the Parish Council meeting on 13 November 2023

1. **Minutes** of last meeting (18 Sept) were approved and signed.
2. **Financial business:** balance as at 31 October: £1690.45
3. **Other business:** none.