

Little Snoring Parish Council

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Email: littlestnoringpc@googlemail.com website: <http://littlesnoringparishcouncil.norfolkparishes.gov.uk/>
To: Stephen Harvey, Sophie Kill, Catherine Redford, Liz Spanton, Andy Talbot (Chair),
Cc: Steff Aquarone (County Councillor), Tom FitzPatrick (District Councillor) SNT Fakenham

Members of the Public are invited to the
Annual Parish Meeting on
Monday 13 May 2023 at 7:30 pm in the Community Room
AGENDA

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (22 May 2023) 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 13 May 2024 at 7.30 pm in the Community Room

Signed:

Date:

AGENDA

Welcome

1. The Chair will ask for nominations for the **Election of Chair** for the year.
2. The new Chair will ask for nominations for the **Election of Vice-Chair**.
3. To consider **apologies** and reasons for absence.
4. **Declarations of pecuniary interest** by Councillors in any of the agenda items listed below.
5. To consider **co-opting** to fill the two vacancies.
6. **Minutes of the previous Meetings** (11 March) to be 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 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 review May 2023)
 - a. To note that there have been no incidents or breaches during the year.
 - 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 to be adopted including an update to the procurements and contracts, and reference to delegation given to Clerk to spend up to £500 e.g. in the event of an emergency as described in Financial Regulations) – circulated in advance via email.
 - vi. **Financial Regulations** (amended to update the reference to Public Contracts Regulations 2015 and Utilities Contracts 2016 (both previously January 2006).
 - vii. **Annual Risk Management Assessment** (updated May 2024 to include recommendations from the internal auditor).

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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: A Talbot
- vii. To confirm Internal Auditor: Di Dann.

11. Planning

i. Applications received:

- a. PF/24/0693: Erection of dwelling at Site To West Of Never Dunn Kettlestone Road. Link circulated.

ii. Decisions made by NNDC:

12. Affordable Housing

13. Highways:

- i. Items to report: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
- ii. To note responses from article in the newsletter asking if residents would support the Parish Council in the purchase of white plastic ‘village gateways’ on Holt Road to help control the speed of traffic through the village. The Clerk received six responses of which only two were in favour.

14. SAM2: Report

15. Grass cutting

- i. FT Grounds Maintenance have not been able to cut all the grass at the area near the bus stop as the moles have dug up flints. They suggest getting in a ‘mole man’.
- ii. To note that the grass-cutting at The Pastures extends along the length of the wall, but does not include the area up to the electric cabinet. (FT Grounds Maintenance cut that area once last year as a goodwill gesture when asked by a couple of residents.)

16. Accounts and Annual Return

- i. To approve and sign the **annual accounts** which have been checked by A Talbot.
- ii. To note the **report from the Internal Auditor** Di Dann: ‘I have completed an internal audit of the accounts for Little Snoring Council for the year ending 31 March 2024. My findings are detailed below using the tests provided in the Governance and Accountability (England) March 2023. I would like to thank the Clerk / RFO for providing me with all the information required for the Internal Audit.’ Summary of recommendations:
 - a. Policies
 1. Risk Management Policy: include SAM2 as an operation risk: Risk level – Medium. Mitigation: Training provided on use of SAM2; operators work in pairs / carry mobile phones; reports provided to PC meeting as required. Insurances in place.
 2. Standing Orders: At next review include under Proper Officer detail about any s101 delegation given to the Clerk – e.g. in the even of an emergency the Clerk may spend up to £500.
- 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. To approve and sign the **Accounting Statements** for 2023-24.

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- c. To approve and sign the **Exemption from Limited Assurance Review**.
1. To confirm that the Parish Council has met the relevant criteria for Exemption and 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.

17. Financial Business

- i. **Bank balances** as at 31 March: Savings ac £4,051.76; Current ac £2,424.01.
- ii. **Receipts:** room hire £20; NCC recycling credits £20.38; Barclays interest £27.71; NCC grass cutting rebate: £463.65.
- iii. **Regular payments:** ICO annual fee £35; Wave £12; Opus Energy £29.79; Salary & on-costs.
- iv. **To approve the following payments**

to whom (details of payment)	Chq no.	Amount
Joanna Otte (expenses)	100952	£61.01
Countrystyle Recycling (bottle bank)	100953	£15.00
Norfolk ALC annual subs £193.27 + website fee £70	100954	£263.27
Mrs D Dann (internal audit)	100955	£40.00
AJ Gallagher Insurance (annual premium)	100956	£754.89
Fakenham Pre-Press Solutions (April newsletter)	100957	£108.00
Fakenham Pre-Press Solutions (June newsletter)	100958	£108.00

18. Presentation of the village and reports

- i. **Health and Safety:**
 - a. Request for quotes to carry out the repairs as recommended in the **Annual Playground Inspection Report** have been sent to Online Playgrounds, Play Maintain and Playscape.
 1. Playscape: £2,495 + VAT
 2. OLP: £6,954.30 + VAT
 - 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. To arrange to repair **Car park** (potholes) and **path at Holt Road** with shingle which has been delivered to the car park.
 3. **Green on Holt Road:** growth from stump behind notice board to be removed.
- c. **Litter Pick**

19. Community Room

- i. To consider a request from Wensum football club for use of Community Room and playing field for next season (regular Sunday morning practice 10 am to 12 pm and for the matches).

20. Correspondence: circulated as usual.

21. Next meeting on **Monday 8 July 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 May 2024

1. **Minutes** of last meeting (11 March) to be approved and signed.
2. **Financial business:** balance as at 31 March: £1765.45.
3. **Other business**