Great Snoring Parish Council

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Present:
David Clifton, Averil Cooper, Steven Hall, Tom Norman (Chair), PJ Savory, Dawn Spiteri (Vice-Chair),
and Tom FitzPatrick (District Councillor)

Annual Meeting of Great Snoring Parish Council
on Thursday 8 May 2025 at 7:00 pm in the Social Club

MINUTES

Welcome

1) The Chair asked for nominations for the **Election of a Chair**. Tom Norman was re-elected.

Proposed by	Averil Cooper	Seconded by	Dawn Spiteri	vote	all

a) The new Chair completed a declaration of office.

2) The Chair asked for nominations for the **Election of a Vice-Chair.** Dawn Spiteri was re-elected.

Proposed by	Averil Cooper	Seconded by	Tom Norman	vote	all

3) It was agreed to **co-opt** PJ Savory to fill the vacancy.

Proposed by	Tom Norman	Seconded by	David Clifton	vote	all

a) PJ Savory made a declaration of office and joined the meeting.

4) The following policies were noted / reviewed:
https://greatsnoringparishcouncil.norfolkparishes.gov.uk/great-snoring-parish-council/policies-and-guidelines/

a) Data Protection Policy (reviewed May 2024).
   i) It was noted that there have been no breaches or requests in the previous year.
b) Code of Conduct (adopted 2012)
c) Planning Protocol
d) **Financial Regulations**: new model Financial Regulations were adopted including reference to the Procurement Act and Regulations which came into effect in February 2025 as recommended by the internal auditor.
e) **Standing Orders**: new model Standing Orders were adopted including reference to the Procurement Act and Regulations which came into effect in February 2025 as recommended by the internal auditor.
f) **Annual Risk Management Assessment** update May 2025 including revised figures for obtaining quotes:
   i) items below £1000 – one written quote;
   ii) items between £1000 and £5000 – two written quotes;
   iii) items between £5000 and £10000 – three written quotes;
   iv) items between £10000 and £25000 – out to tender.
g) Complaints Policy (adopted May 2018, reviewed May 2024)
h) Grievance Policy (adopted May 2018, reviewed May 2024)
i) Disciplinary policy (adopted May 2018, reviewed 2024)

5) Allocation of responsibilities

a) Planning Advisory Group: all councillors
b) Weekly check of playground: David Clifton
c) Newsletter Distribution: Dawn Spiteri and Averil Cooper
d) Allotments over-viewer: Stephen Hall
e) Structures: seats, notice board, kissing gate, village sign, kiosk, etc. all
f) Environment: Gurney's Ground, knolls, footpaths, dog bins etc: all

Signed_____ Date……..
Chair

g) Parish Clock: Stephen Hall
h) Internal account checker: Joyce Tibbitts
i) Internal Auditor: Di Dann

6) Apologies from Joyce Tibbitts were accepted.

7) Declarations of pecuniary interest by the Councillors in any of the items listed below**.** None.

8) Minutes of the previous Meeting on 13 March were approved and signed.

9) 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**.**

10) The Meeting was temporarily closed for Parishioners to express any concerns they have and for reports from the District and County Councillors**.**

Tom FitzPatrick reported that election for the new Mayor of the new devolved combined authority of Norfolk and Suffolk would take place on 6 May 2026. The District and County Councils were working on proposals for Unitary Authority /ies. Online consultations and information are available on the various council websites. The purpose of this Local Government Reform is to reduce the cost and to clarify responsibilities. A decision about the future Unitary Authority /ies will probably be made in the autumn and a shadow authority / ies will be elected in 2027 for 2028.
Tom FitzPatrick left the meeting.

The Chair re-opened the meeting.

11) Planning

a) **Proposals** received from NNDC since the last meeting. None.

b) **Decisions** made by **NNDC**
   i) **RV/25/0229**: Alterations to detached outbuilding and erection of single storey link to dwelling to provide extension to dwelling without complying with conditions 2: (approved plans) and 3 (external materials) of planning permission ref: PF/21/2664 to amend design to improve the layout of the proposal by increasing the footprint of the proposed link with changes to external materials at **The Tunns Thursford Road**. APPROVED.

12) **Highways**: https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem

a) **Items to report**
   i) Overhanging bushes on Fakenham Road (near junction with Back Lane)
b) A parishioner had asked for 20 mph in the village. It was explained that this would not be possible in the current circumstances because of the cost – the legal process to carry out such a change costs about £10,000.

13) **Street furniture / Environment**

a) It was noted that Alec Crisp had crown-lifted the trees on the Tuns Knoll It was not necessary to contact the District Council as the knoll is outside the conservation area. A donation had been received towards the cost.

b) An application for a Street Furniture Licence has been submitted to the County Council for approval of the new teak bench for the Tuns knoll. Steven, David and PJ to install the bench.

c) It was noted that the set-aside field and large hedgerow on Dildash Lane are a haven for wildlife including white throats and red backed shrike.

Signed_____ Date……..
Chair

14) **Allotments**

a) A request from a reliable tenant to plant daffodils and Christmas trees was approved.
b) It was noted that two former allotment tenants have not cleared their allotments. It was decided to remind them to clear their allotments and to pay for this year as well.

15) **Gurney's Ground**

a) It was noted that the Social Club had asked to use Gurney's Ground for parking on 7 June when they celebrate 50 years of being open. It was agreed that a donation towards the upkeep was not required.

Averil left the meeting as she had another engagement to attend.

16) Accounts and Annual Return

a) The **annual accounts** which had been checked by Joyce Tibbitts were approved and signed.

b) The **report from the Internal Auditor** Di Dann was noted: 'I have completed an internal audit of the accounts for Great Snoring Parish Council for the year ending 31 March 2025. My findings are detailed below using the test provided in the Governance and Accountability (England) March 2024. I would like to thank the Clerk / RFO for providing me with all the information required for the Internal Audit.' Summary of recommendations:

i) **Assets:** Record in minutes dates of asset inspections. (Insurers would request this information should there ever be a claim). "Cllr X reported they had undertaken the annual asset inspection and found no problems". Inspection of the play area is more regular and a detailed record of this must be kept (22 years.)

ii) **Financial Regulations:** The New Procurement Act & Regulations will require changes to Standing Orders / Financial Regulations at the next review. The new Procurement Act came into force in February 2025. This means references to the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 (now both repealed) should be replaced with the Procurement Act 2023 and the Procurement Regulations 2024. Also, the previous requirement for open initiations for contracts over £30,000 including VAT must have been advertised on Contracts Finder – this has been replaced with a need to advertise on the Find a Tender website. For contracts exceeding £30,000 plus VAT where the contract is not being advertised but instead selected contractors are asked to quote or tender, there is no requirement to publish the details on Find a Tender, although the contract award notice would still need to be posted once awarded.

iii) **Allotments:** Consider an Allotment Policy. Consider reviewing Rules and Regulations - to cover such things as chicken registration; dogs on allotments.

iv) **Insurance:** Gallagher Annual Insurance is £957 (2025/26) – this is seen as high. (Note this figure was recorded in the minutes of the May Meeting £866.75). There are many Local Council insurers – it would be worth obtaining other quotations prior to renewal in May 2026.

c) To approve and sign the Annual Governance and Accountability Return (AGAR):

i) The **Annual Governance Statement** (see explanation of how the Parish Council meets its obligations) was approved and signed.

ii) The **Accounting Statements** for 2024-25 were approved and signed.

d) **Exemption from Limited Assurance Review**. It was confirmed 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).

e) 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

Signed_____ Date……..
Chair

Statement) and Section 2 (Accounting Statements), analysis of variances, bank reconciliation, notice of the period for the exercise of public rights (3 June to 14 July 2025). The latter will also be placed on the notice board.

Tom Norman left the meeting as he had to collect his children.

Dawn Spiteri took the chair.

17) **Financial business**

a) **Receipts** since 1 Feb: interest £20.78;

b) **Regular payments** since 1 Feb**:** salary & on costs

c) **Balances as at 31 March**: Current ac: £1766.11; Savings ac: £5185.90; Defib and gate savings £313.54 & chq ac £0.50; Clock savings £464.30 & chq ac £20.23.

d) **The following payments were approved:**

Payee	Chq no	Amount	Date
A R Crisp Farm & Landscaping Services (crown lifting)	100553	£225.00	07/04/25
Joanna Otte (expenses)	100554	£53.86	
Walsingham Parish Council (photocopying newsletter)	100555	£9.60	
Mrs D Dann (internal audit)	100556	£35.00	

e) It was noted that a **Standing Order instruction** to take effect on 25 April 2025 had been set up in favour of Hingley Agricultural Services for the grass cutting and grounds maintenance.

18) **Correspondence:** mail circulated as usual via email

19) **Items for report or placing on the agenda for the next Meeting.**

20) Date of the next meeting: **Thursday 10 July 2025 at 7 pm** in the Social Club.

Meeting closed at 7:50 pm

Signed_____ Date……..

Chair