

Little Snoring Parish Council

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Parishioners are invited to the
Annual Parish Meeting on
Wednesday 20 May 2026 at 7:30 pm in the Community Room
AGENDA

1. Apologies for absence
2. Minutes of previous Annual Parish Meeting (12 May 2025) to be signed.
3. Public Participation: Limit to five minutes per person
Chair to close the Annual Parish Meeting

To: Pamela Brazier, Stephen Harvey, Sophie Kill (Chair), Catherine Redford, Liz Spanton,
Cc:(County Councillor), Tom FitzPatrick (District Councillor) SNT Fakenham

You are summoned to the **Annual Meeting of the Parish Council**
on Wednesday 20 May 2026 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.
 - i. The Chair will complete a declaration of office.
2. The new Chair will ask for nominations for the **Election of Vice-Chair**.
3. To consider **co-opting** to fill the two vacancies.
4. **Policies to note / review / adopt** available to view:
<https://littlesnoringparishcouncil.gov.uk/parish-council/policies-and-guidance/> including
 - i. General Data Protection Regulation Policy (2018 last review May 2025)
 - a. To note that there have been no incidents or breaches during the year.
 - b. 'Things to Remember' circulated to all councillors
 - ii. Standing Orders (last review May 2025)
 - iii. **Financial Regulations** (new version suitable for parish councils with annual income between £25,000 and £200,000) to adopt
 - iv. New **online banking policy** to adopt
 - v. **Annual Risk Management Assessment** (update May 2026).
5. **Allocation of responsibilities**
 - i. Check 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: the Clerk; and distribution: Clerk and volunteers
 - v. To confirm Internal Auditor: Di Dann.
 - vi. Appointment of Trustee to Little Snoring Charity (Stephen Harvey and Catherine Redford)
6. To consider **apologies** and reasons for absence.
7. **Declarations of pecuniary interest** by Councillors in any of the agenda items listed below.
8. **Minutes of the previous Meeting** on 18 March to be 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.

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10. **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

11. Planning

i. **Applications received:** none

ii. **Decisions made by NNDC:** none

iii. **Other planning matters**

- a. To note that it has been decided that the new development on Kettlestone Road will be called 'Mosquito Close'. The Naming and Numbering team at the District Council were particularly pleased with this unique name referring back to when the RAF used the airfield.

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

13. **SAM3:** waiting for delivery

14. Accounts and Annual Return

- i. To approve and sign the **annual accounts** which have been circulated.

ii. To note the **report from the Internal Auditor** Di Dann: 'I have completed an internal audit of the accounts for Lt. Snoring Parish Council for the year ending 31st March 2026. My findings are detailed below using the tests provided in the Governance and Accountability (England) March 2025. I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.' Recommendations:

- a. **S137 payments.** Noted there is no column in the cash book for s137 payments – a legal requirement. There were, in fact, no s137 payments made during 25/26, although the minutes record that the donation to the Church of £350 as a s137 payment. Parish Councils have the power in law to contribute to the maintenance of a churchyard where their residents are buried.
- b. **Internal Control.** The appointment of an Internal Control Officer, although a non-statutory function, is a key support for Internal Control and mentioned in the Risk Management Policy for the Council. It would be good for the Council to make this an annual appointment, and for the appointed officer to undertake two financial inspections during the year and report back to the Council on their findings.

iii. **Annual Governance and Accountability Return (AGAR):**

- a. **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations
- b. To approve and sign the **Accounting Statements** for 2025-26.
- 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).
- d. 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.
- e. To note the date for the Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority): **2 June – 14 July 2026**

15. Financial Business

- i. **Bank balances** as at 29 April: Savings ac £9148.36; Current ac £2172.31.

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- ii. **Receipts** since 28 Feb: £28.15 interest; £90.26 recycling credits
- iii. **Regular payments** since 28 Feb: water £30; Salary & on-costs.
- iv. To **set up standing order instruction** (again) to pay Hingley Agricultural Ltd £900 per month April to October.
- v. **Insurance:**
 - a. To note that the portacabin value has been increased to £100,000.
 - b. To consider entering into a Long Term Agreement for the insurance (up to 3 years).
- vi. To **approve the following payments**

to whom (details of payment)	Chq no.	Amount	Date
Countrystyle Recycling Ltd		£24.00	
Joanna Otte (expenses)		£67.60	
Walsingham Parish Council (printing newsletter)		£55.88	
Mrs D Dann (internal audit)		£45.00	
Norfolk Assoc. of Local Councils (annual subs)		£195.21	
North Norfolk District Council (emptying dog & litter bins)		£936.00	
AJ Gallagher (insurance premium)			

16. Playground

- i. Visual inspection report
- ii. Mark Appleford to carry out the repairs, remove spinner and reinstate grass matting.

17. Community Room

- i. Cuppa in the Community continues to meet monthly.
- ii. Pre-School uses the Room for outreach meetings with parents

iii. Repairs

- a. Door to meter box damaged again. Repairs have been made by a resident and by Gary Youngs. UK Power Networks would charge approx. £2000 to move the inlet supply to a new green meter box.
- b. Recommendation to put a band around the exterior of the building to provide stability.

18. Maintenance

- a. **Car park:** sign ready to be put up
- b. **Bus shelter** – a couple of tiles have been damaged

19. Recycling

- i. The Clerk is trying to find a new textile recycling provider

20. Correspondence: circulated as usual.

21. Next meeting: **Wednesday 15 July 2026** at 7.30 pm in the Community Room.