

Snape Parish Council

Minutes of the Annual Meeting held on Tuesday 27th May 2025 at 7.00pm In Snape Village Hall.

Present: Cllr Paul Richards, Cllr Russ Rainger, Cllr Andrew McDonald
Cllr David Norman, Cllr Vicki Newstead, Cllr Tim Beach
Cllr Maria Norman and Cllr Margaret McKenna.

Attendance: 2 members of the public and the Clerk, Marie Backhouse.

County Councillor Andrew Reid

Andrew Reid submitted his apologies.

District Councillor Katie Graham

Katie Graham submitted a written report and would be speaking later in the meeting.

Contributions by Members of the Public

None

MINUTES

1 Election of Chair and Signing of the Declaration of the Chair's Acceptance

The Clerk asked for nominations for the election as Chair. Cllr Rainger proposed that Cllr Richards is appointed as Chair until the Annual Meeting in May 2026, this was seconded by Cllr McKenna and agreed by all. Cllr Richards signed the Declaration of the Chair's Acceptance.

2 Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance

Cllr Richards asked for nominations for the Vice-Chair position. Cllr Beach proposed that Cllr Rainger is appointed as Vice-Chair until the Annual Meeting in May 2026, this was seconded by Cllr D Norman and agreed by all. Cllr Rainger signed the Declaration of the Vice-Chair's Acceptance.

3 Apologies and Approval of Absences

None

Cllr Beach submitted his resignation at the end of this meeting.

4 Declarations of Pecuniary or Non-Pecuniary Interests by Member

Cllr D Norman & Cllr M Norman – Allotment holders and a planning application.
Cllr Newstead – School crossing, children at school.

5 Applications for Dispensation

None

6 Approval of Minutes of the Previous Meeting held on the 18th March 2025.

Cllr M Norman made two small amendments to the minutes in section 5.5.

Cllr M Norman proposed that the minutes are accepted with the amendments as a true record of the meetings, this was seconded by Cllr D Norman and agreed by all who attended.

Report from Katie Graham

Katie commented that she has been working with SALC to enable people to respond to the power projects, there is to be an event held on the 2nd June. National Grid is to be asked for support for the PC's. A letter has been sent to the government requesting a visit of the power project sites. Hopefully this will happen. Katie's report had been circulated to all the Councillors.

Cllr Rainger commented that the proposed changes in the tariffs on the car parks will hit the residents.

Katie said that the free first half hour has remained the same.

Cllr Newstead said that drivers will park in the nearby streets.

Cllr Richards asked if there maybe some form of residents parking.

Cllr Beach commented that there is money for supporting the PC's with the NSIP's. This is currently held by SALC, and is in the region of £30,000.

Cllr Richards said that there is a continued problem with the parking near the school. There are also cars from the garage parking in the layby near the bus shelter. The pavement is also being obstructed by vehicles parked near the garage on the forecourt.

Cllr Rainger said that the village would benefit from a visit by the enforcement team.

Cllr D Norman said that the area would benefit from some double yellow lines. The visibility from the Glebes is inflicted. There is parking on the double yellow lines during drop off and collection times at the school. This creates a problem of access for the elderly. Residents of the Glebes, Pryor Close and Saxonfields are all affected.

Cllr M Norman said that the school needs to remind parents of parking

Cllr Newstead said that the school regularly sends out reminders about parking to the parents and carers.

Katie said that she would chase this issue, and suggest reconfiguring the parking by the garage to diagonal. Hopefully there will be a response by the end of next week.

Cllr Richards said that the 20mph project has no progress. There has been no follow up by Paul Ashton.

Katie said that community support is needed. There is a need to formulate a proposition to SCC.

Cllr Rainger commented that the speed limits need to be looked at, Quiet Lanes will not be 20mph as they are national speed limit.

Katie said that there is a plan to have one Traffic Regulation Order for a large area.

Cllr Beach said that the Quiet Lanes were grouped together which saved lots of funding, this could be done again.

Cllr Richards said the small patch of land over the road is owned by ESC, who needs to be contacted regarding the small posts as these are all falling over.

Katie said to email her directly and she will look into it.

Katie Gaham left the meeting at 7.39pm.

7 Matters arising from the meeting on the 18th March 2025.

7.1 Power Projects – Cllr Ricards commented that it is important to make a representation to Sea Link.

Cllr McDonald said that he had arranged a meeting to be held on Saturday. It is around 45 minute long and should have people from SPR and SZC attending. This may held residents who may wish to respond. Leaflets have been delivered advertising this. The cumulative impact is a concern.

7.2 Traffic calming – covered earlier.

7.3 Website Accessibility – Cllr Richards commented that the website is not easy to negotiate.

ACTION: Continue to place on the agenda.

7.4 20's plenty – covered earlier

ACTION: Cllr McKenna to continue to monitor the information.

7.5 Allotments – Cllr M Norman reported that all the fees have been received. It is hoped that a skip will be used to remove some of the corrugated sheets and rubbish.

Cllr Richards said that there is no further update on the boundary issue.

ACTION: To continue to place on agenda.

5.6 Housing needs – Cllr Beach reported that the man from Hastoe has moved on, there is no update. It seems that they are waiting for information from Housing England. The Archaeological costs have increased and this would need to be found by Hastoe.

Cllr McDonald commented that the Hastoe website has removed Snape. Are there any alternative sites?

Cllr Beach reported that ESC had looked at alternative sites but preferred the current one. It has taken 5 years to get to this stage.

Cllr Rainger said that there are other companies that provide social housing, although CAS recommended them. Is there a support scheme that could assist.

Cllr Richards commented that someone needs to take this project forward.

Cllr Beach said that other projects that have been completed similar to this one, have been done very well.

ACTION: Cllr Newstead to contact Hastoe for an update.

7.7 Community Self Help – Cllr D Norman reported that the invoice has been paid by SCC for the signage equipment.

7.8 Post Box – Cllr D Norman said that a walk should have taken place to look at the post box and the signs. It was agreed to wait until the work is complete on the B1094, then cover all outstanding items. The post box is a project on its own.

Cllr Richards said that there has been a letter from the Royal Mail, the post box is in their system and they will decide what happens with it. A letter has been sent to say that an alternative has been considered from the PC but will need to wait for Royal Mail to respond.

ACTION: To await the response from Royal Mail

7.9 Boardwalk – Cllr McDonald said that there is a phase 2 which includes an area up to Sailors Path, this will prove difficult. Phase 1 is being looked at only, there is a need to sort a management group and accountability, there is a need to obtain an additional quote and look at possible fundraising. 15 people attended the first meeting but only 5 at the second meeting. People like to see progress, by the end of the year there will be a yes to moving on or a no. Is it worth investment from the PC, sourcing funding, will this be something people will get behind.

Cllr Richards said that the PC would need to look at this more carefully before committing.

Cllr McKenna said that there is no barrier to the PC taking this project on, although the risks would need to be considered carefully.

Cllr Rainger said that the boardwalk is a huge project, this would be a capital project, and would require a lot of co-ordination. Not sure the PC has the energy to follow this through. There is a lot of information about health and wellbeing coming from SCC and ESC.

Cllr McKenna said that the PC would not be taking on any financial responsibility.

7.10 Ebb & Flow – ongoing

7.11 Church Common Footpath – Mr Farrant commented that the footpath on the right of the common will not be repaired or opened as it is not used enough.

Cllr Richards said the footpath has opened up and new signage is in place.

ACTION: To report the footpath on the right side of Church Common towards Friston. Mr Farrant to send footpath number.

7.12 Cost of grass cutting on the playing field – Cllr Richards commented that he had attended a SALC webinar on grass cutting. The strip of grass down hill and near the Glebes. SCC does not cut on the inside of the footpath. All other areas receive a cut twice a year. A & B roads are cut twice a year.

ACTION: Cllr Richard will write a letter to VERTAS to find about the cutting of the playing field.

7.13 School Bus – Cllr Newstead emailed the school manager, emails and photos have been sent to the school and the bus company, no response has been given. A chasing email will be sent as more children will need to cross the road to the Church to catch the school bus in September.

7.14 Public transport to and from Snape – Cllr Newstead will speak with some of the residents to see where they wish to go.

Cllr M Norman said that KATCH have a specific route.

Cllr Richards has written to the SCC public transport department to obtain the bus routes.

6. Planning Application & Decision Notices

DC/25/0426/OUT – 7 Church Road, Snape, IP17 1SZ

Outline Application (Some Matters Reserved) – Construction a detached bungalow.

It was agreed that the walls to the entrance are an asset.

It was agreed by all to object to this application.

DC/25/1551/FUL – Valley Farm, Farnham Road, Snape, IP17 1QH

Alteration and extension to existing garage store to form a wheelchair accessible annex to the existing house.

It was agreed by all to have no objection to this application.

DC/25/1877/VOC – Stacumny Lodge, Priory Road, Snape, IP17 1SD

Variation of Condition No. 2 of DC/24/3582/FUL - Conversion of integral garage with first floor extension over. New entrance gates with brick walls, car port, green house and shed - move the greenhouse to the opposite side of the front garden to provide it with better all-round sunlight.

It was agreed by all present to have no objection to this application.

9. (a) Review and authorisation of payments

Cllr D Norman proposed that the PC authorises the payments, this was seconded by Cllr Rainger and approved by all.

Expenditure – Vertas (grounds maintenance) - £485.83, SALC (annual subscription) - £326.27, M Backhouse (Salary) - £475.00, Unity Trust Bank (bank charges) - £12, SALC (payroll fee) - £54.00, ICO (data protection subscription) - £47.00, Cllr McKenna (speed watch batteries) - £19.00, Gary Whiting (grass cutting) - £220.00, East Suffolk Water (drainage rates) - £51.70 Total £1690.80.

Income – Allotment holders (annual fees) - £440.00, Suffolk County Council (community self-help reimbursement) £204.04, Unity Trust Bank (interest) – 295.60, Suffolk County Council (VE Day Contribution) – £230.00, East Suffolk Council (precept) - £7519.00 Total £8688.64.

Mr Farrant commented that there was an issue with the SID, Westcotec need to take a look at it, it is not working as it should.

ACTION: Mr Farrant to contact Westcotec to see if this can be repaired.

Mr Farrant agreed to continue to look after the SID's, even though he has resigned from the Council.

Mr Farrant left the meeting at 8.36pm.

(b) Budget meeting to allocate funds

Cllr Richards said that there will be a meeting held next week to discuss the allocation of funds.

(c) To note the end of year accounts

The Council noted the accounts.

(d) To approve the AGAR form.

Cllr Rainger proposed the AGAR form and Cllr M Norman seconded, this was agreed by all present, and signed by the Clerk/RFO and the Chair.

(e) Cost of grass cutting on the playing field

Ongoing.

ACTION: Cllr Richards to write to Vertas regarding a review of the expenditure.

10. Parish Council Business

(a) Alde & Ore

Cllr Beach reported that £12m if approved will be used to support Flood Cell 6 & 7. The costs have increased significantly. Cllr Beach is happy to continue to be the representative for the PC on the Alde & Ore, even though he has resigned from the PC. This was agreed by all present.

Cllr Beach left the meeting at 8.41pm

(b) Co-option of a Councillor

Cllr Richards said that an application had been received for the Council, it was agreed to co-opt Edward King onto the Council.

(c) To re-adopt the new model Standing Orders, new model Financial Regulations, and the Financial Risk Assessment

Cllr D Norman proposed that the Standing Orders and the Financial Risk Assessment was adopted, this was seconded by Cllr M Norman and approved by all present.

It was agreed to present the Financial Regulations at the next meeting.

(d) Email Addresses

The Clerk reported that there has been a recommendation to move across to 'gov.uk' email addresses.

Cllr D Norman said that this is more controlled and secure. It was agreed to move forward with the change of email address.

ACTION: Clerk to contact Suffolk Cloud.

(e) Snape Village Hall

Cllr McKenna said that she attends meetings as a representative of the PC. The lettings are doing very well. There are funds of £25,500. A big concern is the structure. There is a need to complete repairs to the stairs and area at the bottom. The upstairs is closed. There is a maintenance review for asbestos this week.

Cllr Rainger said that ESC is offering grants to Village Halls at the moment.

(f) Councillor vacancies and recruitment

Cllr Rainger said it was important to try and promote the current vacancies on the Council.

Suggestions were to place on the website, school newsletter and the newsletter Ebb & Flow.

ACTION: Cllr Richards to draft an advert.

(g) Tour of Britain

Cllr Rainger thought that Snape may be on the route, this will be on the 2nd September and there may be some funding available. It was agreed to put on an event the same as last time, and cater for about 40 people. If funding is available, it was agreed the Cllr Rainger could apply.

Cllr Newstead said that she would speak with the school about the event.

(h) Temporary distribution of responsibilities and portfolios.

Cllr Richards said that there are some portfolios that will need to be covered. It was agreed that Cllr Richards would send out a list of the items to be covered ahead of the next meeting.

ACTION: To place on the next agenda

(i) 'gov.uk' email addresses

It was agreed to move this forward using Suffolk Cloud.

Cllr D Norman said that these email addresses would be more secure, as they will be owned by the PC.

ACTION: Clerk to move forward with the change of email addresses for the Clerk and Councillors.

11. Correspondence

Pryor Close, parking

Cllr Richards said that this has been dealt with and Katie Graham will assist with this.

Cllr Newstead confirmed that the school has written to parents/carers about the parking.

Cllr Richards stated that it is important to keep an eye on the parking as it's the children's safety that is imperative.

A1094 – proposed work

Cllr Richards agreed to respond to all the residents who have contacted the PC.

Cllr Rainger said that none of the road work is on the system. There has been no correspondence from SPR.

ACTION: Cllr Richards to chase the road works up with Andrew Reid. Cllr Rainger to chase SPR for a response.

Cllr Rainger commented that it would be good if the power projects would give some funding for the new gateways into the village, this are in need of some attention.

Safeguarding – Cllr M Norman confirmed that she has the training, but there is no policy in place.

Cllr Rainger will check the requirements for the PC.

12. Matters for consideration at the next meeting.

As appear in the minutes.

13. Date of the Next Meeting

24th June 2025 (urgent items only)

22nd July 2025

26th August 2025 (urgent items only)

Marie Backhouse, Parish Clerk

snapecp.clerk@gmail.com 27 May 2025