# Snape Parish Council

## Minutes of the Meeting held on
## Tuesday 26th May 2026 at 7.46pm
## In Snape Village Hall.

**Present:** Cllr Paul Richards, Cllr Andrew McDonald, Cllr David McKenna
Cllr Vicki Newstead, Cllr Edward King
and Cllr Margaret McKenna.

**Attendance**: 3 members of the public and the Clerk, Marie Backhouse

**County Councillor Julia Ewart**
Report was given by Julia at the APM held at 6pm

**District Councillor Katie Graham**
Report was given by Katie at the APM held at 6pm.

**Contributions by Members of the Public**
No comments

**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 King proposed that Cllr Richards is appointed as Chair until the Annual Meeting in May 2027, this was seconded by Cllr M 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 McDonald proposed that Cllr Rainger is appointed as Vice-Chair until the Annual Meeting in May 2027, this was seconded by Cllr Richards and agreed by all. Cllr Rainger had already stated in an email that he would be willing to stand as Vice-Chair should the Council wish for him to remain. Cllr Rainger to sign the Declaration of the Vice-Chair's Acceptance at the next PC meeting.

**3 Apologies and Approval of Absences**
Cllr Rainger, County Councillor Ewart, District Councillor Graham.

**4 Declarations of Pecuniary or Non-Pecuniary Interests by Member**
Cllr Newstead – School crossing, children at school.

**5 Applications for Dispensation**
None

**6 Approval of Minutes of the Previous Meeting held on the 24th March 2026.**
Cllr M McKenna proposed that the minutes are accepted as a true record of the meetings, this was seconded by Cllr King and agreed by all who attended.

**7 Matters arising from the meeting on the 24th March 2026.**

**7.1 Power Projects –** Cllr McDonald reported that he had circulated a report about the power projects. SCC and ESC both circulate a report, but it was agreed that Cllr McDonald should still write a report for the Councillors.

ACTION: To continue to place on the agenda. Cllr McDonald to look at the planning back ground of the NSIPs.

**7.2 Website Accessibility –** Cllr Richards reported that the website needs to be amended to see how this can be used effectively. It is important that the agenda etc is placed on the website. Maybe a working group should be formed to work with the webmaster. The accessibility of the website has formed part of the internal audit report, and needs to be addressed. It is important that this becomes a useful form of communication with the residents.

Cllr D McKenna also stated that social media could be used as well to promote the village.

Cllr M McKenna suggested that money is set aside every year for the website.

Cllr King, D McKenna and Cllr Richards to assist with the website.

ACTION: Continue to place on the agenda.

**7.3 Traffic Matters –** Cllr McKenna suggested that the item title changes from 20's plenty to Traffic Matters, this was agreed by the Council. SCC published a policy on their website which reported that a speed limit may change if there is a proven need. The process is listed on the SCC website, the PC may make a suggestion of a change, but this would involve a survey of the village. County Councillor Ewart would give support for this, although the PC would need to undertake the survey. Money for the work would need to come from SCC. The policy does not tell the PC how to go about the process to change the limit. Comments made at the APM showed that the traffic issues are very popular with the residents.

Cllr McDonald asked if SALC could advise on how to do a village survey.

Cllr M McKenna suggested that the first thing that needs to be done is to have a meeting with Julia Ewart.

Cllr Richards said that the Quiet Lanes need to be addressed also the road through to Tunstall.

Cllr M McKenna said that there is a need for a holistic approach. The speed limit needs to be graded into the village.

Cllr Richards commented that Tom Daly was to speak with Paul Ashton who may be able to assist with traffic management.

ACTION: Clerk to arrange a meeting with Julia Ewart.

**7.4 Housing needs –** Cllr Newstead reported that there is no update on this, but a chasing email was sent a couple of weeks ago.

ACTION: Cllr Newstead to continue to monitor this project.

**7.5 Post Box –** Cllr Richards commented that there is no update on this item.

ACTION: Cllr Richards to continue to investigate this issue.

**7.6 Public transport to and from Snape –** Cllr Richards commented that some residents are taking this subject forward, there has been some discussions but still more to have.

ACTION: Continue to place on the agenda.

**8. Planning Application & Decision Notices**

Cllr M McKenna reported that an email had been received concerning the back of the Glebes. There continues to be the storage of building materials. The planning application was objected to, and the application was finally withdrawn. The applicant continues to have access over the bridleway and storage. The next step is to speak with the ESC and ask what action they will take.

ACTION: Clerk to email ESC planning/enforcement.

**9. (a) Review and authorisation of payments**

Cllr McDonald proposed that the PC authorises the payments, this was seconded by Cllr King and approved by all.

Expenditure – SALC (annual subscription) - £336.76, ESWMB (drainage fee) - £51.70, Vertas (grounds maintenance) – £534.42, M Backhouse (Salary) - £571.16, Unity Trust Bank (bank charges) - £14, G Whiting (grass cutting) - £480.00, Total £1508.04.

Income – East Suffolk Council (precept) - £7993.00, Allotment (allotment fees) – £442.00, Unity Trust Bank (interest on Instant access account) – £201.94, HMRC (VAT return) – £750.22 Total £9387.16.

**(b)To note the end of year accounts and bank reconciliation.**

At the end of the financial year the current account balance was £7672.57, and the instant access account balance was £39356.83. The total income through the year was £24,720.32 and the expenditure was £29,041.66.

**(c) To approve the AGAR form for 2025-26**

A copy of the AGAR form was circulated to the full Council ahead of the meeting. The form was dually approved by the full Council and signed by the Chair and the Clerk.

**(d) To note the CIL statement for 2025-26.**

The CIL statement showed that an amount of £1044.64 had been received during the year, and there had been no expenditure, therefore the sum of £1044.64 has been carried over to this financial year. It was agreed to have a timeline of the funds as there is a time limit on spending CIL funding.

**10. Parish Council Business**

**(a) Alde & Ore**

Cllr McDonald reported that at the recent meeting it had been suggested that the PC's are asked to support a 5-year plan. The cost of the proposals has now increased to £85m. The plan has become quite complex.

**(b) Snape Village Hall**

Cllr McKenna said that the Village Hall AGM was held on the 20th May. The finances are in a good shape; there was a surplus of £7,000. There are some short-term remedial projects and it is hoped to gain some funding from Sizewell C to update the heating, provide a visual scree etc. The next step is to look at some long-term grant funding.

Cllr Richards reported that the room upstairs is useful but not easy to access.

**(c) To readopt the Financial Risk Assessment and the Code of Conduct**

Cllr McDonald proposed that the above documents are readopted, this was seconded by Cllr King and agreed by all.

**(d) Asset register**

Cllr Richards said that this item was linked with the zip wire on the recreation ground. The Playing Field Committee states that there is a lease between them and the PC which shows that the committee leases the land from the PC but the equipment may not be their responsibility. It was agreed that a conversation needs to take place with the Playing Field Committee to look at the documents.

Cllr M McKenna commented that the email also stated that there is a need for members of the PC to join the Playing Field Committee. Priority needs to be a query about if the play equipment is adequately insured.

ACTION: Cllr Richards to query the insurance cover with the Playing Field Committee.

**11. Correspondence**

**(a) Residents –** Cllr Richards said that there had been a couple of emails received from residents concerning the proposed hub at the School. Cllr Newstead has spoken with the School and it is hoped that more Councillors will visit the School to discuss the proposal. There are several questions that need to be raised.

Cllr Newstead felt that there is a need to look at the finances for the project, also identify who may use the site.

Cllr M McKenna said that the planning application consultation would provide the chance for residents to comment.

Cllr Richards said that the PC would be asked permission for the project as it owns the site.

**(b) Residents –** Cllr Richards reported that there had been concerns about the road safety outside the School.

Cllr King asked if there could be a proper crossing put in place.

Cllr McDonald suggested that the village survey would show the top priority for the village, this may be school safety, it could then be moved forward.

Cllr Richards said that a manned crossing could be the answer but it needs to be justified to SCC. This will be discussed with Julia Ewart.

**(c) Residents –** Cllr Richards reported that the item concerning the Glebes has been covered.

**12. Matters for consideration at the next meeting.**

Any items not included in the minutes, please email the Clerk

**13. Date of the Next Meeting**

23rd June 2026 (urgent items only)
28th July 2026
25th August 2026 (urgent items only)

Meeting closed at 8.34pm.

Marie Backhouse, Parish Clerk
clerk@snape-pc.gov.uk
26th May 2026