

SNAPE PARISH COUNCIL

Minutes of the Snape Parish Council Annual General Meeting, held on Thursday 22 May 2008,
7.30pm in the Village Hall Committee Room.

Present: Mr Mike Hill (Chairman), Mr Roger Horton, Mr Eddie Gillett, Mr David Abbott, Mr Graeme Hinton, Mrs Marion Walker, Mr Andy Wilmot, Mr Geoff Day,
In Attendance: 2 members of the public & the Clerk.

1 DECLARATION OF INTERESTS. None.

2 APOLOGIES FOR ABSENCE. Mr Neil Parsons (Vice Chairman) Mr David Robertson, Mrs Rosie Clarke SCC, Mr Cyril Fidler SCDC.

3 ELECTION OF CHAIRMAN & VICE-CHAIRMAN. Mr Mike Hill asked for nominations for Chairman, Mr Hinton proposed Mr Hill continues as Chairman if he is happy to do so, seconded Mrs Walker. The Chairman informed that he is prepared to continue for one year only. He then asked for nominations for a Vice-Chairman who is prepared to take over as Chairman in a years time, Mr Neil Parsons is not able to continue as Vice-Chairman. As no nominations were put forward, this will be deferred to the next meeting.

4 POLICE REPORT. None

5 ELECTION OF REPRESENTATIVES. a. Playing Field Representative. Mr Gillett is happy to continue and will need 3 additional Councillors on the committee once the Charitable Status has been agreed. Mr Abbott, Mrs Walker and Mr Hinton are happy to be the named trustees.

b. Website. Mr Parsons will continue to update the website.

c. Treewarden. Mr James Abbott is happy to continue.

d. Portaloo. Mr John Pryor is happy to continue.

e. Emergency Planning. Mr Hinton.

f. Allotments. Mr Day.

g. Village Hall Representative. Mr Hill.

h. Village Recorder. Mr Brian Boulton is happy to continue

All the above representatives were approved, proposed Mr Wilmott seconded Mr Horton.

6 CONFIRMATION OF VILLAGE ASSETS & LIABILITIES. The assets register was considered and approved and the Parish Council has no liabilities. Proposed Mrs Walker seconded Mr Hinton.

7 PARISH CLERK. a. To confirm no change of Clerk since last year. It was approved by all that there has been no change of Clerk since the last AGM.

b. Clerks Pay. The new recommended rates of pay from SALC/NALC for Clerks has been received. It was agreed that the Clerks pay should go up to £1743.00, this was approved by all.

All the above 2 items were proposed by Mr Wilmott seconded Mr Abbott.

8 MINUTES OF THE MEETING HELD ON 13 MARCH 2008. These were approved correct, proposed Mr Hinton seconded Mr Wilmott.

9 MATTERS ARISING. a. Affordable Housing.

The Chairman closed the meeting and opened it to the public. Mr Gibson informed the PC that he would be happy for his land in Church Road to be used for Affordable Housing. As SCDC will not be enlarging the village envelope, Mr Gibson's land abuts it so would be allowed for Low Cost Housing. Mrs Walker made the PC aware that the land at Wonderland, Church Road could also be considered. 1 other possible site could be the land at The Brick Kiln, Church Road.

The Chairman closed the meeting to the public.

b. Land to the West of Abbey Farm. Mr Rob Macklin RSPB has informed that if it becomes necessary water would be pumped from the land if the water table rises. The Chairman will get this confirmed in writing by SCDC that the residents will be safe guarded in Cundle Green Lane.

c. Coffee Caravan. Will next be at the village hall on 13 August & 10 September 2008, 10.00am.

d. Allotments & Access. The Chairman reported that concerns have been expressed by residents in Priory Road, at the site of the new house. Will the new residents try to access the property from the rear over the allotment? Mr Horton informed that a planning application would be needed for a new access, but that they would also need permission from the PC.

10. MINUTES OF THE ANNUAL PARISH MEETING HELD ON 17 APRIL 2008. These were approved correct proposed Mrs Walker seconded Mr Abbott.

11. MATTERS ARISING. None.

11a REPORT FROM SCC AND SCDC. As Mrs Rosie Clarke and Mr Cyril Fidler were not present the Chairman read out their reports.

12. CO-OPT A PARISH COUNCILLOR. The Chairman read out the only nomination received which was from Mrs Carol Churcher. It was agreed by all to Co-Opt Mrs Churcher onto the Parish Council. Proposed Mr Wilmott seconded Mrs Walker.

13. PARISH PLAN. A letter will be sent to Orwell Housing informing of the suggested sites for the Low Cost Housing.

14. PLAYING FIELD – Report. Mr Gillett reported that the committee has discussed resurfacing the access track and improving the parking area. Water & electricity should be installed at the same time. He will work out the costings. Money could be used from the SCDC Play Space funding and also from the Village Amenity Fund account. This will be discussed at the next meeting. Mr Gillett also reminded of the Fun Day which is to take place on 2 August, helpers are needed.

15. FINANCE. a. Statement of accounts. Bank balances as at 12 May 2008 Treasurer Account - £209.05 Business Money Manager Account - £4,897.27, Village Amenity Fund - £7,857.93.

b. Cheque Signatories. The current cheque signatories are Mr Horton, Mrs Walker & Mr Wilmott. It was agreed by all that it would make more sense for the Chairman to replace Mr Horton on the bank mandate. The Clerk will organise this.

c. Carpet Bowls – Donation. A request for a donation to the Snape Carpet Bowls Club has been received, they need to purchase a new mat and set of bowls and have applied for a grant from SCDC towards this. It was agreed by all to give a donation of £50 subject to SCDC offering the rest of the grant.

d. Cornhill Insurance. This is due for renewal and include the new seat on the Church Common, £457.99.

e. Grass Cutting – Invoice. For grasscutting at the village green and playing field play area, £261.00.

f. Parish Plan – Invoice. This has been received from Mr Robertson for photocopying the Action Plan for the APM, £9.00.

g. SALC – Subscriptions. These are now due, £253.00.

h. Portaloo. £175.00 hirings, minus £22.00 consumables = £38.25 each to the RBL, PCC, Playing Field & PC.

All of the above payments were approved by the Parish Council proposed Mr Wilmott seconded Mr Horton.

i. Approval of Accounts 2007 – 2008. The Clerk presented the accounts to the Parish Council, which have successfully been completed.

The Annual Return was completed with an amendment to the explanation of significant variances over 10%, Mr Gillett pointed out that the purchase of the play equipment should also be added to the explanation of Box 6. These were then approved & signed by the Chairman & Clerk. Proposed Mr Horton seconded Mr Wilmott. The Clerk will take the accounts to the internal auditor Heelis & Lodge and then send to the main auditor BDO Stoy Hayward LLP. The Audit will be advertised on the PC noticeboard.

16. FOOTPATHS/HIGHWAYS. a. Development of Cycle Ways. Minutes from the March meeting of the development of cycle ways for the surrounding villages has been received. They would like a representative from the Parish Council to be involved. Mrs Walker or Mr Day volunteered to attend their next meeting. The Clerk will find out the date.

b. Parking at Snape Village Cross Roads. It has been brought to the attention of the PC that vehicles are parking at the bottom of Snape Hill by the corner of the row of cottages. This is very dangerous as it is close to the road junction and causes visibility to be blocked and also congestion. A letter will be sent to the properties to remind them that vehicles should not be parked within 10 mtrs of a road junction.

17. PLANNING. a. C08/0151 The Hedges, Priory Road, Snape – Change of use of agricultural cartilage, conversion of garage to annexe and erection of cart lodge. No objection from the PC.

b. C08/0610 Petersfield, Gromford Lane, Snape – Erection of a one and a half storey dwelling (existing to be demolished). The PC considered the application and the comments objecting, received in writing from the neighbouring properties. The Parish Council objects to the application due to the size of the proposed dwelling.

c. 9 The Terrace, Snape – Conversion of garage to ancillary accommodation. No objection from the PC.

d. Planning Permissions. This has been granted by SCDC Willow Tree Cottage, Cundle Green Lane and also to 26 Saxonfields.

Mr Fidler informed that he will speak on behalf of Snape PC at the SCDC planning meeting to take place on 25 June, regarding the PC's concerns of the Botany Farm planning application.

18. TO CONFIRM THE ROAD NAME - PRIORY ROAD OR SANDY LANE. The emergency services had recently been called out to a property in Priory Road/ Sandy Lane and had experienced difficulty in locating the property due to no road name sign and the fact that it is know as 2 different names. The Chairman will endeavor to establish an answer and will write to the post office and SCDC street naming. Correct signage should be installed at both ends of the road.

19. CORRESPONDENCE. a. Tree Surgery – At the Allotments. At a previous meeting the PC had instructed Mr James Abbott to carry out tree works at the allotments. An invoice has now been received for this, £425.00, proposed for payment Mr Wilmott seconded Mr Day. £250 has already been received from SCC Locality Budget to help fund the project.

b. Annual Snape Litter Pick. A letter had been received from residents opposite the village hall complaining at the amount of rubbish bags left at the front of the village hall following the annual litter pick. This had been noted by the Chairman and he had already replied to them.

c. PCSO Pilot Scheme. Villages have been asked to support police officers working within their villages. This could be worth considering, the Chairman will look into it.

d. Events at The Crown. The Chairman had received a verbal objection regarding a recent outside event which took place in a marquee at The Crown. The music and vehicles leaving the event was a disturbance to some neighboring properties. The Parish Council considered the objection, it was felt that this was a one off event. The Crown intends to make a planning application to SCDC next year to apply for the marquee to be erected.

Mr Gillett passed on a vote of thanks to the Chairman for his work during the past year.

20. DATE OF NEXT MEETING. This will take place on 24 July 2008.

The meeting ended at 9.10pm

