

Snape Parish Council

Minutes of the Annual General Meeting held on Tuesday 25 May 2021 at 7.00pm.

Present: Cllr Tim Beach, Cllr Russ Rainger, Cllr Jackie Allfrey
Cllr Maria Norman, Cllr Graham Farrant, Cllr Margaret McKenna
Cllr Paul Richards, Cllr Bill Hough, and Cllr Georgina Lock.

Attendance: 1 member of the public.

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 Norman proposed that Cllr Richards is appointed as Chair until the Annual General Meeting in May 2022, this was seconded by Cllr Hough and agreed by all. Cllr Richards signed the Declaration of the Chair's Acceptance. Cllr Richards thanked Cllr Beach for his work on behalf of the PC, this was agreed by all.

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 Norman proposed Cllr Rainger. Cllr Rainger stated that he was happy to stand down. Cllr Lock proposed that Cllr Allfrey is appointed as Vice-Chair until the Annual General Meeting in May 2022, this was seconded by Cllr Beach and agreed by all. Cllr Allfrey signed the Declaration of the Vice-Chair's Acceptance. Cllr Richards thanked Cllr Rainger for his work on behalf of the PC, this was agreed by all.

3 Apologies and Approval of Absences

County Councillor Andrew Reid, Cllr Meffan & Steve Stocks.

4 Declarations of Pecuniary or Non-Pecuniary Interests by Members

Cllr Beach & Cllr Norman – Playing field

5 Applications for Dispensation

None

6 Approval of Minutes of the Previous Meeting on 27 April 2021.

Cllr Norman proposed that the minutes of the 27 April be accepted as a true record, this was seconded by Cllr Beach and agreed by all.

7 Matters arising from the Previous Meeting on 27 April 2021.

7.1 Boundary on Snape Common

Cllr Beach reported that this issue was ongoing, an email had been sent to SCC regarding the boundary between Sand Pit Cottage and the common.

7.2 Village Event

Cllr Lock commented that it was too early to plan a village event, there are still issues with a new strain of COVID.

It was agreed by all to wait for a while before organising a village event.

7.3 Street Licence

Cllr Beach said that he had paid for the Street Licence as it required paying for by a card payment.

The Clerk reported that a cheque refund had been included in the authorisation for payment sheet.

7.4 Power Projects update.

Cllr Beach said that he had made an oral representation on behalf of the PC which was 20 minutes, there is also a written return. Lots of points were listed including the traffic and transport. There is an SPR hearing on Friday, again traffic and transport will be mentioned. Any other Councillor may speak as it is registered as

Snape Parish Council. SPR consultation is almost finished but EDF will continue. It is very important to read the documents that are circulated.

Cllr Richards asked if the PC had ever received the Specific Impact Statement.

Cllr Beach replied that the Statement had been received but it was not very specific to Snape, it include Aldeburgh and the other areas.

Cllr Hough asked if Cllr Beach would be willing to continue to work with the power projects.

Cllr Beach agreed to continue to represent SPC with the power projects.

7.5 Traffic calming

Cllr Beach said that a meeting with the engineer had been arranged for the 8th June.

Cllr Richards commented that the engineer will look at the feasibility of the traffic calming recommendations. The meeting will take place in the village hall.

7.5 Housing needs

Cllr Beach commented that he had attended a briefing on Community Lead Housing. A list of pre-planning sites has been submitted to the planners at ESC. Communication has been made with Hastoe and a representative of CAS. The planners will look at the submitted paperwork and then this may be moved on.

Cllr Richards commented that the need for housing has been identified in the Local Plan.

Cllr Beach said that if the houses are built, they will remain in perpetuity, this means that they will be for local people and those with a connection to Snape.

Cllr Rainger commented that the land will be owned by the PC and the houses by a housing association. The District Council puts people into a score band, which gives them a priority list. The connection to Snape would be essential.

7.7 School

Cllr Richards commented that the proposed extension on the School and the comments made by the PC at the last meeting resulted in communication from the School and the architect. Funding for the project is available from SCC, and the School already have the money in their account. The funding is linked to safeguarding. Communication has been an issue between the school and the PC as landlords. The School did nothing until there was planning consent, then they gained quotes for the work and when they had decided if they could afford the work, communication with the PC. There is a need for better and formal communication. As the School moves forward to academisation discussion regarding the lease will need to take place. There is also a phase of public consultation. It is hoped that the signing of the agreement for academisation will be signed in October, with everything starting the 1st November. The lease is a very important part as it contains the agreement of rent.

The Clerk reported that an invoice had been sent to the School for this year's rent.

Cllr Richards commented that a formal letter of resignation had been received from Helen Stuart. Thanks to Helen for all her work with the PC.

Cllr Richards welcomed Cllr McKenna to her first Council meeting.

8 Consideration of Reports from the District Councillors and the County Councillors.

County Councillor Andrew Reid sent his apologies.

Cllr Richards commented that a note had been received from T-J Haworth-Culf and Jocelyn Bond stating that they had resigned from their position as District Councillors.

Thanks to T-J and Jocelyn for all their support to the PC.

District Cllr Tony Cooper is the remaining Cllr for this area.

There is to be a bi-election in July.

9 Contribution by Members of the Public.

The member of the public wished to thank Cllr Beach for all his work for the PC during his role as Chair.

10 Planning Applications & Decision Notices.

None

11 Finance

- a) Review and authorisation of payments and signing of cheques by signatories,
All the Councillors agreed the authorisation for payment sheet. There were no questions for the Clerk.
The payments were: Botanica - £1109.65, East Suffolk Internal Drainage Board - £44.39, SALC – £271.02, Vertas - £331.78, Gary Whiting - £330, T. Beach - £100, KOMPAN - £7895.76, Clerk - £397.18, Pumps & Filtration Ltd - £1800. Total £12,279.78.
- b) Approve End of Year Accounts.
All the Councillors noted and agreed the End of Year Accounts. Cllr Beach thanked Cllr Hough and Cllr Farrant for assisting with checking the accounts.
- c) Approve Section 1 & 2 of the AGAR.
All the Councillors noted and agreed the AGAR, this was signed by Cllr Beach.
The Clerk commented that all the paperwork would be sent to SALC for the internal audit as soon as possible.
- d) Bank reconciliation
All the Councillors noted and agreed the bank reconciliation. Note was taken of the bank statements to the end of March 2021.
- e) Online Banking
It was agreed by all the Councillors to move forward with online banking. Cllr Beach commented that HSBC do online banking.
ACTION: Clerk to look into the online banking with HSBC.
- f) VAT refund
The Clerk reported that a VAT claim for £928.02 had been submitted.

12 Parish Council Business

- a) Power Projects
Cllr Richards said that this had been covered in item 7.4.
- b) Councillor Resignation
Cllr Richards commented that this had been covered in item 7.
- c) Playing field equipment installation.
Cllr Beach commented that the play area has two new pieces of equipment. To inspect these pieces of equipment now would cost £300. The Playing Field Committee pays for the annual inspection of the play area and this is undertaken in Sept, as there are a few nearby play areas all inspected at the same time and this means that there is a reduction in the cost.
All the Councillors agreed to the cost of this inspection.

13 Correspondence

Bus stop parking, parking of vehicles, vehicles blocking the Glebes.

Cllr Beach commented that these three items were submitted by different members of the public but all link to traffic calming and SCC. A bus company would like to be able to stop in the layby opposite the garage to pick up school children. The garage would like to rent part of the village hall car park to have vehicles parked in there. This may remove some of the vehicles parked in the Glebes, although some of the cars in the Glebes are parents dropping off children for the School.

Cllr Richards suggested that there is some mediation between the garage and the village hall, as there are already two cars that rent a parking area. Another area for parking could be the playing field.

Holiday Let

An email had been received concerning the wish to change a house in Snape into a holiday let. It was agreed by all that the member of the public should contact ESC for advice.

Member responsibilities

Please see the attached list of members and responsibilities.

14 Matters for consideration at the meeting on the 27th July 2021

Verges, Councillor responsibilities,

13 Dates of the Next Meeting

29 June 2021 (Urgent items only)

27 July 2021

24 August 2021 (Urgent items only)

Meeting Closed – 8.30pm.

Marie Backhouse, Parish Clerk

snapepc.clerk@gmail.com

25 May 2021

DRAFT

SPC 2122 Members responsibilities.

<u>Responsibility</u>	<u>Member</u>
Traffic calming/Highways	Bill, Tim, Paul
Speed Signs	Graham
Housing needs projects	Georgina, Tim
Footpaths	Paul, Graham
Dog waste bins	Graham
Allotments	Jackie
Village Hall	Paul, Margaret
Playing Field	Maria, Tim, Bill
School	Jackie
AOCP	Tim
Speedwatch	Caroline, Georgina, Tim, Paul, Margaret
Emergency Plan	Tim, Russ
Good Neighbour Scheme	Maria
Public/Green spaces	Jackie
Litter	Georgina
SALC	Russ
Finance	Graham, Bill
Paintings	Georgina
Village Plan	
GDPR	
Noticeboards	Tim
Safer Neighbourhood Team	