

Snape Parish Council

Minutes of the Meeting held on Tuesday 28 September 2021 at 7.00pm.

Present: Cllr Paul Richards, Cllr Jackie Allfrey
Cllr Maria Norman, Cllr Graham Farrant, Cllr Margaret McKenna
and Cllr Bill Hough.

Attendance: 2 members of the public.

1 Apologies and Approval of Absences

District Cllr Tony Cooper, District Cllr Tom Daly, Cllr Beach, Cllr Rainger & Cllr Lock.

2 Declarations of Pecuniary or Non-Pecuniary Interests by Members

Cllr Norman - Allotments

3 Applications for Dispensation

Cllr Norman – to be able to talk about the allotments, agreed by all.

4 Approval of Minutes of the Previous Meeting on 24 August 2021.

Cllr Richards read out some amendments requested by Cllr Beach. All agreed to the amendments, and the approval of the minutes as a true record of the meeting once the amendments have been made and re-circulated.

Cllr Richards suggested that County Cllr Andrew Reid gives a summary of his report next, as he had another appointment to attend.

Andrew Reid commented that he has a written report to submit to the Council and would be sending it shortly. Suffolk County Council has agreed to support the Afghan refugee crisis, by identifying housing, medical care, food and religion. SCC hopes to support up to 40 families. There is to be a bridging hotel in Stowmarket. More information will follow on this subject. COP 26 is to be hosted by the Prime Minister in November with the aim to be Net Zero by 2030. There are several climate events taking place, please look at the report for an update of the venues and dates. Suffolk Fire & Rescue have a new Fire Chief Officer. There are a large number of on-call firefighters. SCC will continue to work on providing a good service. Suffolk is in discussion about the devolution with the MCHLG. Processes worked well during COVID and many positive feedbacks were received. The Special Educational Needs and disability service have been criticised by many families. An independent review was taken place which included many interviews with parents. There are nine recommendations for improvements and a program has been put in place to improve this.

Cllr Farrant commented that there is to be a devolution of more powers.

Andrew Reid said that this involves subjects such as planning law, direct services in particular and health care.

Cllr Richards asked if this was in relation to unitary authorities.

Andrew Reid replied that it was not necessarily the way to go. Everything has worked well over the past 18 months.

Cllr Richards said that the PC is increasingly concerned about traffic through the Village. Meetings have been held with a representative from the Highways dept and they have been shown the areas of concern within the village. The PC has made a number of suggestions about speed limits, parking around the school, the volume and size of HGV and redefining the gateway to the village. So far, the PC has not had a response and the situation is continuing to need a solution. Andrew Reid replied that SCC are aware of the HGV issue, counters have been placed on routes into Bentwaters to monitor this.

Cllr Hough said it was a shame that the data collected from the speed signs could not be used as evidence with the Highways department.

Andrew Reid agreed to chase up the Highways Department about their promised response to our suggestions for measures to be taken on the B1069 through the Village. He reminded the PC that a roundabout on the A1094/B1069 at Snape Church would be a very expensive project.

ACTION: Forward correspondence sent to Highways department to Andrew Reid.

Andrew Reid left at 7.18pm

5 Matters arising from the Previous Meeting on 24 August 2021.

5.1 Power Projects – Cllr Richards said that Cllr Beach had circulated a response to the planning inspectorate. There is a possibility that the Nautilus interconnector could be coming nearer to the village. Nautilus are not willing to attend a meeting with the PC, It was agreed to ask again for a meeting. Cllr Rainger has tried to arrange a meeting with ESC on behalf of the PC. Cllr Rainger has a meeting with the Friston Parish Council. Cllr Beach has been asked to Chair a meeting with all the PC's affected by the Nautilus interconnector. Cllr Farrant said that it seems when the site proposals are considered, the AONB area stands out as not having many roads or houses. It has agricultural land that can be used, but this is not ideal for the people living in this area.

ACTION: The PC have agreed to support Cllr Beach at his meeting with affected Parish Councils. Email Nautilus to try and arrange a meeting.

5.2 Traffic Calming – covered above.

5.3 Housing Needs – Cllr Richards commented that Cllr Beach has a list of possible dates for a meeting with Community Action Suffolk and a building developer.

5.4 Priory Road – Cllr Richards stated that the resurfacing of Priory Road has not yet happened.

5.5 Footpaths and rights of way maintenance – Cllr Richards said that the meeting with the Rights of Way team had not taken place.

Cllr Norman said that the photos of the fence on the footpath had been taken.

Cllr Richards said that he would talk with Cllr Beach to arrange a meeting with the Rights of Way Team.

5.6 Letters of thanks – The Clerk reported that the letters of thanks had been sent and an acknowledgement had been received from the Post Office who are offering another sessions service at the village hall.

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

Please see above.

Cllr Richards said that a newsletter had been received from District Cllr Tony Cooper on behalf of the District Councillors. Cllr Rainger had sent a note through saying that there is a change in the Garden waste collections. There must be no cooked waste placed in the green bins. None of the collected waste goes to landfill. Cllr Rainger has been formally appointed to the Licensing Committee, and to represent the ESC on the Alde and Ore Community Partnership, plus the Coastal Forum.

7 Contribution by Members of the Public.

None

8 Planning Applications & Decision Notices.

Cllr Farrant commented that the Sailors Cottage application has been approved. This is turning two properties into one, which is reducing the housing stock in the village.

9 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: Gary Whiting - £330, SALC Cllr training - £60, Clerk – £418.98, HMRC - £123.40, D Walduck, reimbursement - £15, PKF Littlejohn External Audit fee - £240. Total £1,187.38.

- b) Online Banking

The Clerk reported that she and Cllr Beach had been to the Ipswich Building Society and closed all three accounts. The Priory Wood account cheques was made to Greensnape, and the other two accounts were to be placed in the HSBC Business Money Manager account.

Cllr Hough said that the application for the Unity Trust account had been signed by all the signatories and would be submitted when the cheques had cleared in the HSBC current account.

c) Insurance Quotes

The Clerk reported that unfortunately Community Action Suffolk were unable to offer us a quote to cover the insurance for the PC at the moment, therefore three quotes from alternative suppliers had been obtained; BHIB Councils insurance - £618.77, Zurich - £647.91, and Came and Company Local Council Insurance - £739.16.

Cllr Richards asked if the cover being offered was of the equivalent of last year's cover.

The Clerk reported that she had completed questions and sent last year's policy to all the above companies, so the cover is the same.

Cllr Norman proposed that the PC accept the quote for insurance cover from BHIB Councils Insurance, this was seconded by Cllr Allfrey and agreed by all.

ACTION: The Clerk to organise the acceptance of the quote from BHIB, and to organise a cheque for payment.

Cllr Hough said that the finance group would be meeting with the Clerk at the end of October to discuss the budget. If anyone had a project that they consider needed some funding, could they please forward the details to the Clerk.

10 Parish Council Business

- a) Snape Common – Cllr Allfrey stated that this is a very long-term project as the secondary woodland has not been effectively managed for years and as a result is very overgrown. A grant for £2500 has been obtained from the AONB for some clearing, planting of native bulbs, installation of bird and bat boxes and the siting of a bench half way up Priory Road. Cllr Allfrey said that she has been working closely with Greensnape, especially a couple of residents and they have commissioned a management report from Mr Miller who has 28 years of experience working for the Woodland Trust. We will however be constrained by what we can do by the requirements of the AONB grant and the existence of live badger setts in the south west compartment. There are some dangerous trees and some evidence of 'acute oak decline'. Should we alert SCC as landowners?

Cllr Richards commented that a properly drafted plan is required to enable the work on the common to move forward.

A member of the public commented that the PC must justify everything they propose to do on the common area. The management should increase the bio-diversity in that area.

Cllr Allfrey said that the management plan would address this issue and as previously mentioned, the Parish Council will continue to work closely with Greensnape.

Cllr Norman said it would be good to have maps and plans of what is proposed for the parishioners to look at.

Cllr Richards said that when a plan has been written, then this can be discussed in the budget meeting for further funding.

Cllr Allfrey said that the common tidying would be a long-term project.

Allotments – Cllr Allfrey said that she had received an email from someone who works at Snape Maltings requesting an allotment. At the moment all the allotments are let. Would it be acceptable to allow someone who works in the village to have an allotment?

Cllr Hough said that as a rule the allotments are let to people living in the village.

Cllr Allfrey commented that one of the allotment holders have requested permission to plant some dwarf apple trees on the allotment. The PC needs to give the resident written permission as stated in the constitution. Some trees have already been planted on other allotments without permission.

All the Councillors agreed that the allotment holder should have written permission for the dwarf apple trees.

Cllr Farrant stated that maybe a size restriction should be placed on the trees.

Cllr Allfrey said she would include the size in her response to the allotment holder. Another problem on the allotments is the gate. The allotment holders have been spoken to and it is agreed that this is a justifiable use of funds to repair the gates.

Cllr Norman asked if the PC owns the gates?

Cllr Allfrey said she would ask the allotment holders who own the gate, if the PC is responsible, then a plan of action with a view to replacing it will be brought to the next meeting.

Cllr Richards commented that it would need removing if it a hazard.

Cllr Allfrey commented she will find out the ownership of the gate. As part of the Village Green project, wooden posts will be installed around the perimeter of the three areas to prevent cars parking on the greens.

Cllr Norman commented that bulbs are to be planted around the pump area in the allotments. It has been suggested that the allotments are opened the same time as the open gardens in the village.

Who maintains the grass cutting in the allotments?

Cllr Allfrey commented that the grass is usually cut by individual allotment holders.

It was agreed that no work would be undertaken on Snape Common until a properly costed plan had been prepared for consultation with local people and interested organisations and had then been considered and approved by the Parish Council

ACTION: A letter to be written to the allotment holder stating the permission for the dwarf apple trees to be planted with reference to the size. Cllr Allfrey to find out who owns the allotment gates.

- b) Parish Council records/paperwork – Cllr McKenna said that her and Cllr Norman had been through some of the paperwork held in the filing cabinets. There are papers from 1921 onwards and correspondence from 1928 onwards. There are lots of ledger books, and old local plans. There are five boxes of leaflets about 5,000 of them. All of the paperwork just needs tidying. Can the planning paperwork be removed?

Cllr Farrant stated that plans can be found online from 20-25 years ago.

Cllr McKenna asked if there are paper copies of the plans held in a central office?

Cllr Farrant said should we ask if a resident in the village would like the planning paperwork?

Cllr McKenna asked if we should send the record/minute books to the County Archives – Ipswich Records Office. There are also some financial records and invoices, which only up to 7 years' worth should be kept.

It was agreed by all that the Ipswich Records office should be consulted to see if the minute books could go there for safe keeping.

Cllr Richards thanked Cllr McKenna and Cllr Norman for sorting the stored PC paperwork.

ACTION: Cllr McKenna to approach the Ipswich Records Office about the storing of the paperwork.

Cllr Farrant to see if the ESC has a central office where the paper plans for planning applications are held. Cllr Hough to ask resident if he would like to have any of the planning paperwork for the village recorder.

- c) Queens Platinum Jubilee – Cllr Norman reported that she and Cllr Beach had attended a meeting to discuss arrangements for celebrations in the village. On the 2nd June the village beacon will be lit, with a BBQ by the Church. On Sunday a street tea party in the village hall car park. It has been suggested that a Bishops Oak be planted in the playing field as part of the Queen's green canopy. Andrew Reid is to be asked for a donation for a plack to be placed near the tree. The GNS are to assist with refreshments. Cllrs to be asked to help on the day. There is also to be a Church Service on the Sunday morning.

Cllr Richards proposed that a sum of £500 be placed in the budget for next year, to be used for the celebrations; this was agreed by all.

- d) Re-adoption of the GDPR policies – Cllr Norman proposed that all the GDPR policies are re-adopted, this was seconded by Cllr Farrant and agreed by all.

Financial Regulations – Cllr Allfrey proposed that the Financial Regulations policy is re-adopted, this was seconded by Cllr Norman and agreed by all.

Risk Assessment – Cllr Richards commented that Cllr Rainger had emailed a request to consider the addition on the risk assessment of an accidental data breach and note the application of the GDPR policies as our protection. Also on the Freedom of information add that we would seek advice from SALC on the correct response.

Standing Orders – Cllr Farrant proposed that the Standing Orders are re-adopted, this was seconded by Cllr McKeena and agreed by all.

Internal Control – Cllr Hough proposed that the Internal Control is re-adopted, this was seconded by Cllr Allfrey and agreed by all.

ACTION: Amend the Risk Assessment and represent to the next full Council meeting.

11 Correspondence

Climate and Ecology Bill – Cllr Richards said that the email received was looking for the support of the PC.

ACTION: Cllr Richards to circulate the email to all Cllrs.

Dog fouling – Cllr Richards reported that an email had been received concerning the amount of dog fouling in the Gromford Lane area. Would it be possible to have another dog waste bin in that area?

Cllr Farrant commented that there are already two dog waste bins in that area; he was not aware of an issue but will look into the price of another dog bin for the area.

ACTION: Cllr Farrant to investigate the cost of a new dog waste bin.

War memorial – Cllr Richards commented that it had been brought to his attention that the war memorial post had been broken. A quote to repair the chain link support is to be sent to the PC.

Bio-diversity and Climate Change – Cllr Richards commented that an email had been received concerning the PC's action plan on Bio-Diversity and Climate Change. Would anyone like to look into an action plan?

Rendlesham has a very good one. The Pc are involved with many different things in the village such as Priory Wood and Greensnape.

ACTION: Cllr Richards and Cllr Allfrey to investigate an action plan on Bio-Diversity and Climate Change for the PC, and bring it to the next PC meeting.

12 Matters for consideration at the meeting on the 23rd November 2021

Quarterly Accounts, Budget, Donations

13 Dates of the Next Meeting

26 October 2021 (Urgent items only)

23 November 2021

25 January 2022

Meeting Closed – 8.39pm.

Marie Backhouse, Parish Clerk

snapepc.clerk@gmail.com

28 September 2021

