

# Snape Parish Council

## Minutes of the Meeting held on Tuesday 25 July 2023 at 7.00pm In Snape Village Hall.

**Present:** Cllr Paul Richards, Cllr Graham Farrant, Cllr Russ Rainger,  
Cllr Maria Norman, Cllr David Norman, Cllr Margaret McKenna and Cllr Tim Beach.

**Attendance:** 1 member of the public and the Clerk (Marie Backhouse).

### **Consideration of Reports by the District Councillors and County Councillor**

County Councillor Andrew Reid submitted a written report which was circulated to the Councillors. Andrew Reid wished to highlight a couple of items from the written report. The first was the good work that the Trading Standards team are doing, the confiscation of many illegal vapes has been a success. The vapes have a higher than legal limit of nicotine in them. Trading standards are also working hard to eliminate rogue traders from preying on the vulnerable. Secondly Suffolk Fire & Rescue Service are returning their control room back to Suffolk.

Cllr M Norman said that a group from Trading Standards are coming to talk at a coffee morning, this is a good place to warn residents of the dangers from rogue traders.

Cllr Beach said that he would be emailing to Highways Engineer as the work should have started on the road near the school in June, but then they agreed the 25<sup>th</sup> July, but as yet no work has begun.

7.05pm Andrew Reid left the meeting.

District Councillor Tom Daly reported that he is on the Energy and Climate Change committee, there are three new Green Councillors in this area for ESC. There is funding for a school children uniform bank. Donations may be given or applications submitted. The grants may be up to £3,000. Tom Daly agreed to send the report with the information to the Clerk for circulation. The letting partnership aims to make the private renting sector more affordable. East Suffolk Services Ltd (ESS) is replacing Norse, this is separate to the ESC, and deals with waste management, and grounds maintenance. The Tour of Britain Suffolk stage starts and ends in Felixstowe on the 7<sup>th</sup> September, and this will pass through Snape, ESC is the official partner of stage 5.

Cllr D Norman asked if there is to be a cutting schedule of grass verges, for the areas ESS will be managing.

Tom Daly responded that it would be useful for Suffolk Wildlife Trust to advise ESS, working together to ensure the cutting takes place as a whole project between the groups.

7.12pm Tom Daly left.

### **Contributions by Members of the Public**

A member of the public wished to comment about the celebrations to be held for the D-Day event on the 6<sup>th</sup> June 2024. Also, what is the intention of the PC concerning the 20mph limits.

Cllr Richards commented that there is no policy at the moment, this item is on the agenda for discussion. Many parishes are working together to achieve the lowered speed limit.

Cllr Beach said that the lower speed limit near the school had been part of the original traffic calming proposals, but when 20mph was raised it was said by the Highways Engineer, that this would not take place as this was not current SCC policy.

The member of the public said that crossing the road would become difficult, and this limit will not stop the speeding vehicles.

Cllr McKenna said that she was under the impression from the documents received that the 20mph would only be on roads where there was a mix of pedestrians and vehicles.

The member of the public stated that he was against the 20mph limit, and additional signage was not the answer for traffic issues.

Cllr Lock commented that it may be easier to obtain a pedestrian crossing near the school if there is a lower speed limit.

Cllr Farrant said that some of the other villages in this area have 20mph limits, it is a good thing for safety, but enforcing it is the key to it working successfully.

Cllr Beach commented that a whole number of parishes are working towards this, outside the school would be a good place for the limit as would the current quiet lanes.

The member of the public said that this would need to be taken forward with a consultation in the village.

All the Councillors agreed that the lowered speed limit would need to have a consultation within the village.

The member of the public said that he and some others had cleared bracken away from near the church. This is to allow better visibility at junctions. This is why the grass verges need to be cut and maintained.

Cllr Richards stated that safety is paramount.

The member of the public wished to know what the PC policy on planning is, this is not on the website, but it was mentioned at the APM/AGM.

Cllr Farrant commented that the PC is a consultee on the planning applications in Snape. The ESC sends through notification to the PC. The PC looks at each application and considers traffic implications, noise disturbance, visual impact etc. A draft response to the application is circulated to all the Councillors for comments ahead of submission to the ESC.

Cllr Beach suggested that there is a willingness to undertake an event on the D-Day anniversary. This will take place on the 6<sup>th</sup> June 2024 at the Church. The lighting of the beacon will take place around 9.15pm.

Meeting opened 7.28pm

## MINUTES

### **1 Apologies and Approval of Absences**

None

### **2 Declarations of Pecuniary or Non-Pecuniary Interests by Member**

Cllr Beach, Cllr D Norman and Cllr M Norman – members of the Playing Field Committee

### **3 Applications for Dispensation**

As above declarations

### **4 Approval of Minutes of the Previous Meeting on 23 May 2023.**

Cllr M Norman proposed that the minutes are a true record of the meeting held on the 23 May 2023, this was seconded by Cllr Farrant and agreed by all who attended.

### **5 Matters arising from the Previous Meeting on 23 May 2023.**

5.1 Power Projects/National Grid consultation on Sea Link – Cllr Beach said that he had attended a meeting last week alongside representatives from SASES, Stop Sizewell C and Aldeburgh Town Council. There is to be research completed on traffic impact, the intention will be to work in connection with ESC and SCC. There is

money available for independent research to be done. There is a lot of aggregate at the Snape Watering site. It is possibly linked to the Fen Meadow, it is suggested that this should be monitored.

Cllr Rainger commented that this is the Haul Road, and will be removed at the end of the development. Cllr Beach said that this is part of making the wildlife area, and it forms part of the planning application. When a definitive answer is received from the Community Officer, then this information may be placed on the website.

Cllr Richards said that the PC held an informal meeting to look at the various projects in the village, a follow up meeting will take place shortly. Possible funding from the power projects may be used to assist with some of these.

5.2 Traffic Calming – Cllr Beach commented that an email will be sent to the Highways Engineer.

ACTION: To place on the next agenda.

5.3 Housing needs – Cllr Beach reported that another meeting will be taking place shortly.

ACTION: Continue to place this on the agenda.

5.4 Bio-diversity and climate change – Cllr Richards said this subject should be placed on the next agenda as an item.

ACTION: To place on the next agenda.

5.5 Snape Village Gateway – Cllr Beach reported that Glasdon does have stocks of the village gateways, and these are the ones that SCC Highways use, these are however very expensive, and it does not include fitting.

ACTION: To place on the next agenda.

5.6 Bus shelter opposite Snape Motor Company – Cllr Farrant reported that there are a few things that need fixing, he will obtain a quote from a builder to complete the repairs.

ACTION: Cllr Farrant to obtain quotes for the repairs to the bus shelter.

5.7 Website Accessibility – Cllr Richards reported that he has not spoken with the webmaster about the readability of the documents on the website. There is a concern about the PC website email addresses as they are occasionally hacked, this also needs to be discussed with the webmaster.

Cllr Lock said that there could be a letterbox outside the village hall for residents to place letters for the PC, this could be checked on a regular basis.

Cllr D Norman said that a form of electronic communication is still needed.

It was agreed by all the Cllr Richards and Cllr D Norman would speak with the webmaster to discuss the readability and the email addresses.

ACTION: To place on the next agenda.

5.8 20's plenty – Cllr McKenna reported that there are a number of other Parish Councils becoming involved with this, the plan is to lobby SCC. The proposal motion is 'Snape Parish Council supports the 20's Plenty for Suffolk campaign; calls on Suffolk County Council to implement 20mph in Snape; and will write to Suffolk County Council to request 20mph speed limits on streets throughout Suffolk where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.' The question is does the PC wish to support this and does the PC want to consult widely with the village.

Cllr Richards said that he had attended the webinar relating to 20mph, many attended, the consensus is to have this over the county.

Cllr McKenna said that a 20mph limit shows there is a reduction of 30% in accidents.

Cllr Rainger said that it would be good to have a clear buffer zone, from 40 – 30.

Cllr Beach said that a buffer zone was asked for on the 1094, a 40mph down to a 30mph. SCC will need to consult with all the residents in the villages that show interest in the 20mph. In 2019 when the village plan was completed traffic calming was the major concern. A note or a survey could be circulated to all the residents, this would update what the village wants.

Cllr Lock said that it would be fair to put some for arguments as well as against arguments on the survey to make sure it gives a fair argument.

Cllr McKenna said at the moment this is just lobbying the SCC, not a detailed proposal.

Cllr Rainger commented that '20mph in Snape' would be the motion. If it is to be County wide then the PC would lose all control over the village.

Cllr Beach commented that the quiet lanes would be particular good to have the 20mph.

Cllr Farrant said that the process that the Highways engineers would undertake would assess every road for suitability.

Cllr Rainger said that it could be that every area that is currently 30mph would become 20mph. This could be a very expensive project to undertake.

Cllr Beach said that when the 30mph zones were put in place this was very complicated.

Cllr Richards proposed that the PC monitors the 20mph campaign and bring it back to the PC meetings. The PC may open a discussion with the Highways. The extension to the school safety zone is going ahead.

ACTION: To monitor the 20mph campaign and place on future agendas.

## 6 Planning Applications & Decision Notices.

DC/23/2522/FUL – Priory Lodge, Priory Road, Snape, IP17 1RZ

Extension, cart lodge, annexe and fence alterations.

It was agreed to support this application.

ACTION: Cllr Farrant to submit a response to ESC.

Waterfields, Wadd Lane, Snape

Cllr Farrant commented that this was a revised application.

Sycamore Cottage, Snape

The proposal to build an additional house in the garden has been permitted.

Cllr Farrant stated that it may be advisable to place every application on the agenda.

ACTION: Cllr Farrant to liaise with the Clerk on future applications and the agenda.

## 7. Finance

### (a) Review and Authorisation of payment

Cllr Beach proposed that the authorisation of payment sheet be approved, this was seconded by Cllr Rainger and agreed by all the Councillors.

The payments were: B Boulton (Coronation donation to the school) - £25.00, J Allfrey (Village green project) - £196.00, Cllr Beach (Coronation ice creams for children) - £40.00, Barry Smith Builder (Alterations to car parking area on the playing field) - £6,426.00, M Backhouse (Salary for June/July) - £424.40, HMRC (Income Tax) - £137.60, SALC (Internal Audit Fee) - £255.60, G Whiting (Grounds maintenance) - £430, Vertas (Grounds maintenance) - £396.11, Pumps & Filtration Ltd (Repair to hand pump) £180.00, Snape Village Hall (Room hire) - £144.00, Unity Trust Bank (Bank charges) - £18.00, Community Action Suffolk (Website hosting) - £42.00, East Suffolk Council (Election costs contribution) - £89.76 Total £8,804.47.

### (b) Internal Audit

Cllr D Norman proposed that the PC takes notes on of the comments on the internal audit, this was seconded by Cllr Rainger and agree by all. It was agreed that the Finance Committee would note the comments in the report; the CIL funding to be transferred to a separate account; the difference in the totals from the last years accounts, this was probably due to rounding up and rounding down amounts; numbering of the minute pages.

The Clerk commented that notification of the exemption for the External Audit had been received from PKF Littlejohn.

### (c) Quarterly accounts and bank reconciliations.

All the Councillors noted the quarterly accounts and the bank reconciliations.

## 8. Parish Council Business

### a) Alde & Ore

Cllr Beach reported that there is an update from the water management, and talks are continuing with land owners.

### b) Friends of Snape Church.

Cllr Lock commented that there had been a meeting to see how the Church could be linked with the Maltings as an area that could be used for performances. The Friends of Snape Church appear to be running well.

### c) Snape Common, Priory Road.

It was agreed to remove this item from the agenda.

Cllr Rainger spoke about the common fires that occurred in some areas last year. Is there anything the PC can do to create fire breaks.

Cllr Beach said that no smoking signs were erected last year.

Cllr Rainger wondered if the Suffolk Fire & Rescue Service could offer any assistance.

ACTION: Clerk to contact SFRS and arrange a meeting with Cllr D Norman.

- d) Dog waste bin by the allotments.

Cllr Farrant commented that the cost for a new dog waste bin is about £120, then it needs to be placed where it will be emptied.

ACTION: It was agreed that a new dog waste bin be placed by the allotments, Cllr Farrant to liaise with the Clerk.

- e) Co-option of a Councillor

It was agreed by all to leave the co-option, as no interest had been received, until the Autumn.

- f) Posts on the village green

Cllr Beach commented that some posts had been purchased for the village green, the cost of these was £90. The posts are to be placed on the village green to prevent people parking on the grass.

ACTION: Cllr Beach to be reimbursed for the posts. Cllr Beach to arrange the placement of the posts.

- g) Adoption of the GDPR – Privacy Notice, Data Retention, Data Breach and Subject Access Policy and Template.

Cllr M Norman proposed that the PC re-adopts the policies listed above, this was seconded by Cllr McKenna and agreed by all.

- h) Zip Wire Playing Field

Cllr M Norman reported that the zip wire on the playing field had been removed as it was rotten and unsafe. A fund has started to raise money for a new one, at the moment there is £1,600, but about £20,000 is needed. Some grants and funding need to be sourced. It is hoped that the village will assist with the fundraising. It is hoped that the PC will purchase the zip wire on behalf of the playing field so that the VAT may be claimed back. The PC owns the playing field and the village hall so this should not be an issue.

ACTION: Finance committee to discuss the purchase of the zip wire.

- i) Safety of fencing near playing field.

Cllr M Norman commented that the PC pathway from the Glebes to the playing field has a fence that has fallen down. It is thought that the fence belongs to a Flagship housing property.

It was agreed that Flagship housing is approached to see if the fence may be repaired.

ACTION: Cllr Richards to contact Flagship housing regarding the fence.

- j) Boardwalk to the Maltings

Cllr Beach said that a meeting had taken place to place a boardwalk on the marshes between the Crown pub and the Maltings, this would take people away from the road. It is 350m long, the PROW have estimated the cost to be £108 per metre. About £50,000 would be needed. Adnams are keen to assist with their charity funding.

Cllr McKenna asked who would be responsible for the maintenance of the boardwalk.

Cllr Beach said that it is hoped the walk would be adopted by SCC.

Cllr Rainger said that if it was wide enough for the cycles, it could become a cycle path and obtain some funding.

It was agreed that the PC would support this in principle.

ACTION: To place on future agendas.

- k) Snape common Management Plan.

Cllr Richards said that Greensnape are keen to continue to do work on the common. The bird and bat boxes are in place. Some ground clearance is required. The document has not been put in the public domain; it should be placed on the website so that people are aware of the plan.

Cllr D Norman said it could be placed on the website and in the Ebb & Flow. It can be promoted by Greensnape.

ACTION: To formally adopt the document at the next PC meeting.

- l) Tour of Britain Bike Race

Cllr M Norman wondered what the village could do to support the bike race.

Cllr D Norman said that it could be placed on the website and a notice in the noticeboard. The date is the 7<sup>th</sup> September 2023.

ACTION: Cllr Richards to mention the bike race to the school on the first day of term, so they may support the event.

m) Pryor Close, 'Queen's Oak Green'.

Cllr Beach wondered if the green area where the Queen's Oak tree is planted could become the 'Queen's Oak Green'. ESC could be approached as they own it.

ACTION: Cllr Beach to speak with District Councillor Tom Daly about the naming of the green area.

## **9. Correspondence**

Cllr Beach said that an email will be circulated about the D-Day celebrations stating that the PC will support it. A small group of volunteers will need to be established.

Cllr Farrant commented that he had investigated the possibility of placing solar panels on the speed signs but unfortunately the signs are too old for the modification.

## **10. Matters for consideration at the meeting on the 26 September 2023**

### **11. Date of the Next Meeting**

26 September 2023 – 7pm.

Meeting Closed – 9.10pm.

Marie Backhouse, Parish Clerk  
[snapepc.clerk@gmail.com](mailto:snapepc.clerk@gmail.com) 25 July 2023