

# Snape Parish Council

## Minutes of the Annual Meeting held on Tuesday 28 May 2024 at 7.00pm In Snape Village Hall.

**Present:** Cllr Paul Richards, Cllr Russ Rainger, Cllr Graham Farrant, Cllr Maria Norman, Cllr David Norman, Cllr Georgina Lock, Cllr Andrew McDonald and Cllr Tim Beach.

**Attendance:** 3 members of the public.

### **County Councillor Andrew Reid**

Andrew Reid submitted a written report at the Annual Parish Meeting.

### **District Councillor Katie Graham**

Katie Graham reported that she had submitted a written report. East Suffolk Council has set up a resilience fund of £500,000. This is for emergency events such as Storm Babet. Suffolk Mind Leaflet assists with mental health.

Cllr Richards commented that the Wellbeing leaflet had been discussed at the recent Community Partnership meeting that he had attended.

7.30pm Katie Graham left the meeting.

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

A member of the public wished to talk about the Housing Scheme in Snape. What are the other sites that have been considered?

Cllr Richards reported that some of the information relating to the housing scheme will be placed on the website. This will contain a selection of items from both the Parish Council and Hastoe.

Cllr Beach commented that the Hastoe representative is on leave for a while and hopes to be back in June. Community Action Suffolk reported that the housing survey responses were confidential.

The member of the public asked if the PC are aware of the alternative sites for the proposed housing development.

Cllr Beach said that the information about the alternative sites is held by Hastoe. More information will be available at the next meeting to be held around October.

The member of the public asked what the principles are for choosing the proposed site for the housing development.

Cllr McDonald said that the PC is happy for the information to be shared from Hastoe.

Cllr Beach said that the questionnaire from CAS may be shared but the responses are confidential. CAS owns both the questions and the responses.

Cllr Richards said that this will carry on when the housing representative from Hastoe returns to work

Meeting opened at 7.42pm.

## **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 M Norman proposed that Cllr Richards is appointed as Chair until the Annual Meeting in May 2025, this was seconded by Cllr Lock 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 Beach proposed that Cllr Rainger is appointed as Vice-Chair until the Annual Meeting in May 2025, this was seconded by Cllr M Norman and agreed by all. Cllr Rainger signed the Declaration of the Vice-Chair's Acceptance.

## **3 Apologies and Approval of Absences**

Cllr McKenna

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

Cllr M Norman - Allotments

## **5 Applications for Dispensation**

As above declarations.

## **6 Approval of Minutes of the Previous Meeting held on the 26 March 2024 and the Extraordinary Meeting held on the 30 April 2024.**

Cllr Rainger proposed that both sets of minutes are accepted as a true record of the meetings, this was seconded by Cllr Beach and agreed by all who attended.

## **7 Matters arising from the meeting on the 26 March and the 30 April 2024.**

**7.1 Power Projects** – Cllr Beach reported that a group of people from Town and Parish Councils are hoping to form a group along the East Coast to work together on the Power Projects. A meeting has been proposed with Andrew Bowie. This has been shelved for a while due to the general elections.

Cllr D Norman commented that the only traffic to be monitored by the groups is the heavy lorries.

Cllr Beach said that the groups are relying on the communities to spot the issues with the cars and vans.

Cllr Rainger stated that it appears to be a scale down on the interest, there should have been the use of the ANPR cameras on designated routes. Apparently 4 employees not following the guidelines and the designated routes have been asked to leave.

Cllr McDonald commented that the new Sizewell Beach coastal path has appeared as a planning application.

Cllr Farrant said that the application has not been received by the PC.

Cllr Richards said it would be useful for the PC to have sight of some of the planning applications linked to Sizewell.

Cllr McDonald reported that the mentioned application has received 250 online objections.

**7.2 Traffic Calming** – Cllr Richards reported that the costings to repair or replace the village gateways are being considered, but as there is no budget in place for this, it is ongoing.

Cllr M Norman said that there is a car parked in the layby all day.

Cllr Richards suggested that this is reported online to the enforcement team, the village is on the list for the enforcement team.

ACTION: Cllr M Norman to take photos of the car and report to the enforcement team.

**7.3 Website Accessibility** – Ongoing, continue to place on the agenda.

**7.4 20's plenty** – Cllr McKenna is to continue to monitor this project.

**7.5 Allotments** – Cllr M Norman reported that most of the allotment fees have now been paid. There are two small community plots vacant and a large allotment vacant.

Cllr Richards added that the PC has solicitors working on their behalf regarding the boundary dispute. A draft response from the solicitors to the resident is being considered at the moment.

**7.6 Housing needs** – Cllr Beach said that there has been no further information received regarding the archaeological dig on the proposed site for the housing project.

Cllr McDonald asked if there will be further information regarding the archaeological dig when the Hastoe representative returns. Would the PC show an interest in the alternative sites if there is a concern with the proposed site.

Cllr Beach said that the ESC, CAS and Hastoe would need to be consulted on an alternative site.

Cllr McDonald reported that Hastoe has 23 people interested in the proposed housing development.

**7.7 Bus Shelter** – Cllr Farrant reported that the proposed work on the bus shelter will need to be requested for as there is an increase in the cost of materials. The existing quote would mean that the PC would need to contribute £120 net cost to have the work completed.

It was agreed by the full Council to cap the additional contribution to £250 plus the donation from Andrew Reid.

ACTION: Cllr Farrant to assess the quote and accept if the additional cost is less than £250.

A member of the public left at 8.05pm.

**7.8 Grass verges** – Cllr D Norman reported that he is attending a Community Self Help training course. This will entitle the village to some PPE. This also means that the team will need to complete risk assessments for each piece of work undertaken, and work is only permitted by a 30mph zone.

Cllr M Norman said that she had been informed of bee orchids growing in the Queens Oak Green. It would be good not to have this area cut. The visibility coming out of the Glebes road, is not very good and does need to be cut back.

## **8. Planning Application & Decision Notices**

Cllr Farrant commented that the following applications had been responded to:

Last Field near to Abbey Farm has been granted.

23 Stanhope Close has been permitted.

Snape Garage has been refused.

## **9. Finance**

### **(a) Review and authorisation of payments**

Cllr D Norman proposed that the PC authorises the payments, this was seconded by Cllr M Norman and approved by all.

The payments were G Whiting (grass cutting) - £440, SALC (Annual subscription) – £320.24, Vertas (grounds maintenance) - £435.72, SALC (payroll) - £54.00, M Backhouse (Salary April/May) - £455.00, Barry Smith (War memorial repair) - £942.00. Total - £2646.96.

The income totalled £7966.81.

### **(b) End of year accounts and bank reconciliation.**

Cllr Richards said that the documents circulated to all should be noted. These documents were agreed by all.

### **(c) AGAR**

Cllr Richards said that the AGAR had been circulated to all. All agreed to sign the AGAR, this was duly completed by Cllr Richards.

Member of public left at 8.15pm.

## **10. Parish Council Business**

### **(a) Alde & Ore**

Cllr Beach said this item was discussed at the APM.

### **(b) Boardwalk to the Maltings**

Cllr Rainger commented that the Suffolk Community Foundation are handling the Sizewell C Community fund, maybe they could be contacted to see if the Boardwalk could be a project that they may support.

### **(c) To adopt the Code of Conduct and the New Financial Regulations.**

The full Council agreed to adopt the Code of Conduct and the New Financial Regulations. It was agreed that Cllr McKenna would read through the Financial Regulations and possibly amend if required the parts permitted to change.

## **11. Correspondence**

### **Snape PCC – Annual Donation**

Cllr Richards reported that an email had been received from Snape PCC regarding the amount of annual donation given. All the Council agreed that the amount donated depends on the Councils budget.

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

Allotments, Boardwalk, Zip Wire

**13. Date of the Next Meeting**

23<sup>rd</sup> July 2024 7pm

Meeting Closed – 8.40pm.

Marie Backhouse, Parish Clerk     [snapecp.clerk@gmail.com](mailto:snapecp.clerk@gmail.com)     28 May 2024