Snape Parish Council

Minutes of the Council Meeting held on Tuesday

24 September 2019 at 7.00pm at the Village Hall, Snape

**Present:** Cllr Tim Beach (Chair) Cllr Russ Rainger (Vice-Chair), Cllr Bill Hough, Cllr Charles Farrant, Cllr Paul Richards, Cllr Caroline Meffan, Cllr Helen Stuart, Cllr Mike Hill and Cllr Charles Manning.

**Attendance**: Marie Backhouse (Parish Clerk), 4 members of the public.

Steve Stocks, Webmaster for the PC new Website, showed a presentation about the website. The PC agreed to support the website. Steve asked the Councillors to complete a GDPR form when sent to them. The change-over of the website would be the middle of next month. Cllr Beach thanked both Steve and Dave for their contributions to the website.

1. **Apologies and Approval of Absences**

Apologies were received from Cllr Georgina Lock. Her absence was approved.

1. **Declarations** **of Pecuniary or Non-Pecuniary Interests by Members**

Cllr Hill declared a non-pecuniary interest in item 9e.

1. **Approval of Minutes of the Previous Meeting on 3 September 2019.**

Cllr Manning proposed that the minutes be accepted as a true record, this was seconded by Cllr Rainger and agreed by all.

1. **Matters arising from the Previous Meeting on 23 July 2019 and the 3 September 2019.**

Cllr Beach had circulated a briefing note for the matters arising on the 23 July; this covered the parking letters which had been sent to owners of cars parked on the village greens and at Crown crossroads, this area of village green is looking much better, as it is a registered village green it is an offence to park on the green; cycling on the river wall, a donation of £500 is to be received for better no cycling signage on the river wall, landowners have given their support of no-cycling, it is not illegal to cycle on a footpath if permission has been given by the land owner but landowners are supportive of no cycling; a meeting has taken place with the VAT specialists following the latest correspondence from HMRC, in their opinion the PC does not owe HMRC any VAT money subject to two more pieces of information which has now been forwarded, this needs to be clarified with one final letter; quiet lanes, the analysis of the traffic survey for Gromford Lane and Priory Road has not been received, it is the intention that these lanes may be used for a pilot scheme for Suffolk Quiet Lanes dependent on the traffic survey; Priory Wood, we have to approve the cost for the rent of this area; Land searches revealed that the land opposite the Crown is a registered village green as are 2 pieces of woodland off Priory Road; Church common is not registered as village green or common, it is possible that this is owned by SCC but this is to be checked and confirmed through the Commons Registration Officer; regarding Hopkins Homes, the letter sent to Director responsible for Highways at SCC has not received any response and Hopkins Homes said they were not interested in any further request for traffic calming as they had complied with the S106.

1. **Reports by the District Councillors and County Councillors**

Andrew Reid sent his apologies.

1. **Contributions by Members of the Public**

There were 4 members of the public.

1. **Planning Applications & Decision Notices.**

None

1. **Finance**

a) Authorisation of payments up to 24 September 2019, approved and agreed.

T Beach - £25.00, CAS - £36.00, The Clerk - £396.38, G Whiting - £315.00, SCC - £660, ESC - £76.16, CAS (insurance) - £276.64, HMRC - £121.20, and SALC - £60.00, total £1966.38

The authorisation of payments was proposed by Cllr Meffan and seconded by Cllr Stuart and agreed by all.

1. **Parish Council Business**
2. Adoption of GDPR Policies

Cllr Beach reported that all these policies relate to comments within our Internal Audit. The Clerk has agreed to undertake the job of Data Protection Officer. Cllr Hough proposed that the Council adopts all the GDPR Policies, this was seconded by Cllr Richards and agreed by all.

1. Adoption of Standing Orders

Cllr Beach commented that the Internal Audit report indicated that we should adopt the latest Standing Orders. Cllr Richards proposed that the Council adopt the Standing Orders, this was seconded by Cllr Stuart and agreed by all.

1. Adoption of Financial Regulations, Risk Assessment & Internal Control

Cllr Beach said that the adoption of Financial Regulations was mentioned in our Internal Audit report. Cllr Meffan proposed that the Council should adopt the above documents, this was seconded by Cllr Hill and agreed by all.

1. Rubbish Bin

Cllr Beach reported that he had spoken the owner of the Snack Bar who had agreed to contribute £200 towards a new bin on the common. The total cost for a bin is £235 +VAT.

Cllr Rainger asked if the Council could approve this as it does not own that piece of land. We do not wish to encourage overnight stopping there, and Sizewell is concerned with areas that could be used for fly-parking.

Cllr Beach commented that the Snack Bar owner has been helpful in removing litter in that area and a bin would simply assist with avoiding some litter. Also noted the WI bench in that area is overgrown and could be cut back.

Cllr Farrant proposed that we allow the positioning of a new rubbish bin in that area, this was seconded by Cllr Rainger and agreed by all.

Cllr Beach said that the Council should undertake an audit of the dog waste bins in the village.

Cllr Farrant agreed to undertake an audit of the dog waste bins.

1. Snape Primary School.

Cllr Beach said that a letter had been received from the Primary School regarding some financial assistance. The details of this need to be looked at carefully as the SCC pays rent to the PC of £5000 per year. Is the PC then allowed to give money back to the School?

Cllr Stuart said that the PC owns the School building, when this was proven the SCC agreed to pay rent.

Cllr Richards asked if the PC was paid from the School budget?

Cllr Stuart replied that the money for the rent comes from the SCC not the School budget.

Cllr Hill said the PC is only in a position to consider the request because it had pursued the issue of SCC paying rent for the use of the School premises.

Cllr Hough asked how much money the School needed as a donation from the PC?

Cllr Beach asked if this would be a legitimate spend for the PC.

A member of the public spoke on behalf of the School, while the School is on course to balance the budget within 2 years, the School is currently under pressure from SCC to reduce the deficit in the short term, ideally it would like a constructive donation each year. The School is doing very well at the moment with many pupils attending and subject of a good OFSTED.

Cllr Richards asked who pays for the maintenance of the building.

Cllr Hill replied that any maintenance is paid for from the School budget.

Cllr Stuart said that the SCC has a policy that states who pays for what.

Cllr Beach suggested that a task force of Councillors should meet and have a discussion with the School. The task group should meet before the end of October 2019. It was agreed that the task force should be Cllr Hough, Cllr Richards, Cllr Farrant and Cllr Hill.

Clerk to ask SALC advice regarding the donation to the School.

1. EDF Stage 4 Consultation

Cllr Beach circulated to all the Councillors the response to EDF. Cllr Manning has a couple of additional changes to the original response.

Cllr Manning said that there are two changes from Stage 2 to Stage 4 consultation; the number of employees has increased from 5,500 to 8,000 and the re-routing of traffic - roads through Woodbridge will be over loaded.

Cllr Meffan proposed that Cllr Manning should add the amendments to the response and re-circulate to all the Cllrs, this was seconded by Cllr Stuart and agreed by all.

1. **Correspondence**

* **A member of the public**

Cllr Beach said that the member of the public had contacted the PC regarding the footpath from the Common to the School. A report was made to the SCC using the online tool. The footpath on the 1094 has been cut therefore the rest of the village footpaths will be cut soon.

* **SCC Highways**

Cllr Beach said that a member of the public had reported the traffic congestion on the junction of the A1094 & B1069. The congestion was due to the A12 being closed. Denise Mortimer from SCC Highways is to visit Snape and discuss some of the parking issues around the village; the School area, etc. A letter from The Suffolk Constabulary is to be handed to the parents of the School children to remind them to be considerate when parking near the School. Some alternative solutions to the parking issues will be explored, parking in the village hall car park may be a solution. There will also be an article in the Ebb and Flow.

1. **For consideration at the meeting on 26 November 2019**
2. Dog waste bins
3. Hopkins Homes
4. Speedwatch
5. Allotments – metal detecting
6. External audit

**8 Dates of the Next Meeting**

22 October 2019 (Urgent items only)

26 November 2019

Meeting Closed – 8.40pm.

Marie Backhouse, Parish Clerk

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1 October 2019