

Snape Parish Council

Minutes of the Meeting held on Tuesday 24 January 2023 at 7.00pm In Snape Village Hall.

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

Attendance: 2 members of the public and the Clerk (Marie Backhouse).

1 Apologies and Approval of Absences

County Councillor Andrew Reid, District Councillors Tony Cooper and Tom Daly.

2 Declarations of Pecuniary or Non-Pecuniary Interests by Member

Cllr D Norman, Cllr M Norman and Cllr Beach – members of the Playing Field Committee
Cllr Rainger - ESC District Councillor.

3 Applications for Dispensation

As above declarations

4 Approval of Minutes of the Previous Meeting on 22 November 2022.

Cllr Norman proposed that the minutes are a true record of the meeting held on the 22 November 2022, this was seconded by Cllr Beach and agreed by all who attended.

5 Matters arising from the Previous Meeting on 22 November 2022.

5.1 Power Projects/National Grid consultation on Sea Link – Cllr Beach reported that the local parishes are planning a meeting, working together to try and maintain the joint working and representations. SALC has been asked to assist with a support structure and are currently considering and will also be speaking to SCC for support. Snape Maltings may be willing to host another meeting.

Cllr Rainger commented that the Deed of Obligation does not come into play until the planning has been agreed. There is a judicial review against Sizewell C.

Cllr Beach said that the PC's concerns appear to be the same as before, the traffic, lack of health provision etc. A submission for Sealink and Eurolink was circulated to all for comments before the submission deadline and has been made.

Cllr Richards said he had invited the power projects to Snape for a consultation briefing but had been unsuccessful due to the events being held at Leiston and Saxmundham.

Cllr Beach reported that the meeting had gone ahead at Campsea Ashe with Therese Coffey, the venue was small, which meant a limited number of people were able to attend which was disappointing.

ACTION: Cllr Beach has submitted to Sealink and Eurolink as per the draft circulated.

5.2 Traffic Calming – Cllr Richards commented that the Church Road improvements are ongoing, the Traffic Regulation Order is set for March. This is a long way behind as it should have been in September 2022. The plans have been completed for the traffic management work. The meetings at Campsea Ashe are designed to bring together parishes from Melton through to Snape. The subjects considered include the traffic movements from Bentwaters, are these in excess of the agreed number. The District Councillors, County Councillors and planning officers from ESC attend these meetings as well. The proposed housing development at Rendlesham will generate additional traffic movements through Snape. This will cause issues for the Highways department; volumes of traffic have been reduced recently due to Covid 19 and the increase of people working from home.

Cllr Rainger commented that the Highways should be consulted when planning applications are submitted, the highways infrastructure should be carefully considered.

Cllr McKenna commented that the first phase of traffic management has been completed outside the school but parking outside the school and in Pryor Close continue to be an issue. The use of the village hall car park has not really made a difference.

Cllr Richards suggested that the PC sees the project through to a conclusion, and evaluate the outcome.

Cllr Beach said that he had spoken with parents, and they feel that the zig-zags have made it safer outside the school, although it has moved the parking further up the road but his view was that the VH car park was being used but more use needed to be encouraged.

ACTION: Place this item on the next agenda.

5.3 Housing needs – Cllr Beach commented that a meeting should have taken place between a land owner and the social housing people in the New Year to agree heads of terms.

ACTION: Continue to place this on the agenda.

5.4 Bio-diversity and climate change – Cllr Richards said that an offer of help had been received from SALC and Lavenham PC.

ACTION: Cllr Richards to investigate this further, place on the next agenda.

5.5 Allotments – Cllr Richards said that this item is ongoing.

ACTION: Cllr Richards to undertake an initial enquiry with the Land Registry.

5.6 Church Common – Cllr Richards commented that he had written to Highways regarding the eroding banks, but no response had been received.

ACTION: Carry over to the next meeting.

5.7 Welcome Packs – Cllr M Norman said that a quote had been received from Leiston Press, for 50 complete packs the total would be £235.38. The packs do not really go out of date. There are currently 5 packs left. It was agreed by all to investigate an alternative quote.

ACTION: Cllr Beach offered to contact Crisp's if it helped.

5.8 Policies – Cllr McKenna said that the Financial Regulations have been looked through, some of the information does not tie up for the PC. A meeting is to take place next week with the Clerk and Cllr Richards to go through the policy in detail.

ACTION: Updated version of the Financial Regulation to be circulated to all the Councillors.

5.9 Play area – Cllr Beach reported that some of the play equipment maintenance needs to be looked at in detail, this could cost £200. Additionally the posts outside the porta cabin require replacing, and the size increasing to allow space for more vehicles. A quote has been requested, but not received. The expansion of this would assist with the traffic calming.

ACTION: Cllr Beach to collate the quotes as they arrive and bring back to the PC.

Cllr Beach commented that the quote had been received for increasing the solid parking area out the back of the village hall. The quote is for £4,500 including VAT from the firm who had carried out the initial work which had been part of the initial quote process. When completed this would encourage more parents to use the site for parking, when collecting or dropping off children at the school.

Cllr Richards said that this would be a good use of CIL funding.

Cllr Rainger said that the work on the car park would assist with the traffic calming.

Cllr D Norman proposed that the work on the car park be completed and the CIL funding is used to pay for it, this was seconded by Cllr Farrant and agreed by all.

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

Cllr Richards commented that a report had been received from Andrew Reid, and he would be happy to answer any questions.

Cllr Rainger said that the work outside the school should be within this year's financial budget. It may be worth speaking with Andrew Reid about further funding. ESC is still offering financial support through 'Ease the Squeeze'. This will continue for some time ahead, but the problem is trying to reach those that need the support. There are some regeneration grants available between £5,000 - £20,000. The GNS is being supported as well, this and the support for the communities must be kept going.

7 Contribution by Members of the Public.

A member of the public commented that they had seen the comments in a school newsletter, that they plan to expand to accommodate more pupils.

Cllr Richards said that the PC was aware of the plans to increase the office at the front.

The member of the public commented that the talk is about another classroom or portacabin. This would enable the school to meet the requirements for 80 children for September 2023. The inconsiderate parking is an issue.

Cllr Lock said that if the plan is to build more houses, then there will be more children.

The member of the public asked how do we manage the parking? Pryor Close parking is a concern, the Head Teacher had not raised the issue with the PC yet.

Cllr D Norman said that there continues to be parking on the grass verge.

Cllr Richards commented that the PC needs to understand the schools intention, the PC is the landlord of the school.

Cllr Beach said that around 10 cars use the village hall car park, there is a need for the Head Teacher to continue to encourage parking in the car park at the VH, as it takes 2 minutes to walk to the school.

Cllr Richards suggested that the information about parking should be placed in the newsletter.

ACTION: Cllr Richards to go to the School and the Trust and inform them of the items the PC has completed and ask if the Trust has undertaken the items they agreed to adhere to.

Cllr Richards thanked the members of the public for raising the issues.

8 Planning Applications & Decision Notices.

DC/23/0078/FUL – Priory Wood, Church Road, Snape, IP17 1QG

Erection of outbuildings – home art studio and garden store.

Cllr Farrant reported that a roof popped up over the hedge during the summer. The PC sent a letter to the ESC. There is no objection to the building as it is, as long as it remains to be a art studio.

Cllr McKenna asked why they had not applied for planning permission before.

Cllr Farrant said that the owners of the property may not have realised it was required.

ACTION: Cllr Farrant to draft a response and circulate to all, before submission to ESC.

DC/23/0148/LBC & 0147/FUL – Waterfields, Wadd Lane, Snape, IP17 1QY

Replacement of post-war extension with new extension of smaller footprint & related works.

Cllr Farrant commented that this has no implications for the PC, and suggested that the PC responds with a no comment.

Cllr Farrant also commented that the Heathlands, has been given planning permission. Badgers Bank application has been passed to the planning committee. The PC has been invited to attend on the 28th February 2023 and Cllr Farrant is happy to attend on behalf of the PC. The concern is the materials used for the cladding. There is no update regarding the garage site.

Cllr Allfrey left the meeting at 8.23pm.

9. Finance

(a) Review and Authorisation of payment

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

The payments were: Unity Trust Bank (service charge) - £18.00, Community Action Suffolk (Website domain for 1 year) - £22.50, Gary Whiting (grass cutting) - £110.00, Clerks salary (Dec & Jan) - £552.40, HMRC (paye) - £161.80, DB IT Support (laptop clean up) - £49.00, Vertas (quarterly grounds charge) - £353.69, and Jackie Allfrey (Christmas star). Total £1297.39.

It was agreed by the Council to reimburse Cllr Allfrey for the Christmas Star, the existing star was broken, so a new one was required for the tree.

(b) Quarterly Accounts to the end of December 2022.

Cllr Beach proposed that the PC notes the quarterly accounts, this was seconded by Cllr Norman and agreed by all.

(c) Internal Auditor

The Clerk proposed that the PC continue to use SALC to do the internal audit, this was agreed by all the Council.

10. Parish Council Business

- a) Adoption of the Code of Conduct
Cllr M Norman proposed that the PC adopts the Code of Conduct, this was seconded by Cllr Rainger and agreed by all.
- b) Alde & Ore
Cllr Beach reported that there is a meeting taking place on Thursday, the outline business case was approved on the 5/1/23. If possible, the flood coastal money will be approved and this will be equal to about £3m. Essex has put in a lot of money to assist with the flood defences.
- c) Village Hall car park improvements
This was covered under item 5.9.
- d) Local Elections May 2023.
The Clerk reported that the nomination papers will be sent through to her, this will be on the 16th March, the papers will need to be completed and hand delivered to ESC by 4pm on the 4th April 2023. Anyone voting this year will be required to provide a form of photo ID.
- e) Glass recycling
Cllr Rainger reported that a resident had asked him where the local glass recycling bins were, these are sited within the pub car park. These are open to the members of the public to use. This information should be placed on the website and the noticeboards.
ACTION: Clerk to send the information link to Cllr M Norman.
- f) Coronation
Cllr Beach said that it has been suggested that the celebrations should be a repeat of the Jubilee. The event would be held at the Church on Saturday 6th May 2023. People will be required to assist with the day, and a volunteer to co-ordinate the event.
Cllr Richards said that there is some funding that was left over from the Jubilee that could be used for this event.

11. Correspondence

Community Action Suffolk – Cllr Beach reported that there is some safeguarding training provided by CAS if anyone is interested.

12. Matters for consideration at the meeting on the 28 March 2023

Re-adoption of the Financial Regulations.

13 Date of the Next Meeting

28 March 2023

Meeting Closed – 8.55pm.

Marie Backhouse, Parish Clerk

snapepc.clerk@gmail.com 24 January 2023