

# Snape Parish Council

## NOTICE OF MEETING

**Members are duly summoned to attend the next meeting of the Council to be held on Tuesday 23 January 2018 in the Village Hall at 7.30pm at which time members of the public are cordially invited to attend**

## AGENDA

1. **Election of Chair and Signing of the Declaration of the Chair's Acceptance**
2. **Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance**  
(a) A Consideration Only if the Existing Vice-Chair is Appointed as Incoming Chair
3. **Apologies and Approval of Absences**
4. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**
5. **Approval of Minutes of the Previous Meeting on 11 December 2017**
6. **Consideration of Reports by the District Councillors & County Councillor**
7. **Contributions by Members of the Public**  
Members of the public are invited to comment on any agenda item or any other matter concerning them and/or the parish with further comment during the remainder of the meeting only being allowed at the Chair's discretion.
8. **Consideration of an Additional Response to the SCDC Local Plan Consultation**
9. **Consideration of Planning Applications & Decision Notices**
  - (a) SCDC DC/17/5265: Comments Due (24 January 2018)  
Brodies, Wadd Lane, Snape, IP17 1QX  
Proposed external alterations including replacing windows.
  - (b) SCDC DC/17/5311: Comments Due (24 January 2018)  
Hazeldene House, Priory Road, Snape, IP17 1SF  
Formation of balcony over rear veranda in lieu of Juliette balcony.
  - (c) SCDC DC/18/0016: Comments Due (24 January 2018)  
12 Drury Park, Snape, IP17 1TA  
Convert part roof space (including dormer extension), extend garage to higher roof level to accommodate room over, link and lean-to extension between dwelling and garage, also glazed bay and alterations.

(d) SCDC DC/17/5196: Application Granted (11 January 2018)

2 The Sands, Sandy Lane, Snape, IP17 1SE

Demolition of existing single storey side extension and rear chimney. Erection of new two-storey extension to side, new front porch, and new single storey rear extension.

**10. Finance**

(a) Confirmation of HSBC Bank Balances: £15,303.75 (201217) & £18,781.63 (201217)

(b) Review of Payments & Authorisation of Cheques by Cheque Signatories

(c) Review & Approval of the Appointment of the Council's Internal Auditor 2017/18

(d) Consideration of Attendance at PKFL/SALC External Audit Briefing (30 January 2018)

(e) Consideration of Review of VAT Issues 2016/17 & Consultant Appointment Update

**11. Governance**

(a) Consideration of Planning, Finance, Public Forum & Wider Public Engagement

(b) Arrangements for Review of Standing Orders, Financial Regulations & Code of Conduct

(c) Review & Approval of the Annual Risk Assessment 2017/18 by the Parish Council

(d) Review & Approval of the Parish Council's Internal Control Statement 2017/18

(e) Consideration of GDPR Requirements & DPO Guidance from NALC & SALC Updates

(f) Consideration & Approval of a Donation to Alde & Ore Partnership 2017/18

(g) Consideration of the Introduction & Costing of a Defibrillator for the Village Update

**12. Highways & Footpaths**

(a) Consideration of Gromford Lane & Damaged Bollard SCC Highways Update

(b) Consideration of Guildings Lane Bridleway Grass Cutting SCC Highways Update

(c) Consideration of Action Required Regarding Potentially Illegal Estate Agency Signs

**13. Correspondence Received**

(a) Consideration of a Response Required to a S106 Agreement Enquiry Received

**14. Matters for Future Consideration**

(a) Approval of Standing Orders, Financial Regulations & Code of Conduct (March 2018)

(b) Consideration of Appointment of Council's Planning Representatives (March 2018)

(c) Consideration of the Development of a Village Plan (March 2018)

**15. Dates of the Next Meetings**

(a) 27 February 2018 (Urgent Items Only by 19 February 2018 or Cancellation)

(b) 27 March 2018 (Agenda Items & Documents Received by 19 March 2018)

(c) 24 April 2018 (Urgent Items Only or Cancellation & Annual Parish Meeting)

Simon Ashton, Parish Clerk

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17 January 2018