

Snape Parish Council

Draft Minutes of the Council Meeting held on Tuesday 23 January 2018 at 7.30pm at the Village Hall, Snape

Present: Cllr Tim Beach (Incoming Chair), Cllr Russ Rainger (Incoming Vice-Chair), Cllr Graham Farrant, Cllr Mike Hill, Cllr Bill Hough, Cllr Helen Stuart, Cllr Melanie Thurston and Cllr Graham Woodcock

Attendance: Simon Ashton (Parish Clerk)

1. Election of Chair and Signing of the Declaration of the Chair's Acceptance

Cllr Beach confirmed that he would stand for election as Chair. There were no other contenders declared by the Members present who then all voted in Cllr Beach's favour. Appointed as Chair until the Annual General Meeting, Cllr Beach signed the declaration of acceptance.

2. Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance

Following the outgoing Vice-Chair's appointment as Chair, Cllr Rainger confirmed that he would stand for election as Vice-Chair. There were no other contenders declared by the Members present who then all voted in Cllr Rainger's favour. Appointed as Vice-Chair until the Annual General Meeting, Cllr Rainger signed the declaration of acceptance.

3. Apologies and Approval of Absences

Apologies were received from Cllr Mary James and her absence was approved. Cllr Marion Walker did not attend the meeting.

4. Declarations of Pecuniary or Non-Pecuniary Interests by Members

There were no interests declared by any of the Members.

5. Approval of Minutes of the Previous Meeting on 11 December 2017

Minutes of the previous meeting of the Parish Council on 11 December 2017 were received and approved as a true record and signed by the Chair.

6. Consideration of Reports by the District Councillors & County Councillor

Cllr Haworth-Culf and Cllr Jones (District Councillors) and Cllr Reid (County Councillor) did not attend the meeting.

7. Contributions by Members of the Public

There were no issues raised by members of the public.

8. Consideration of an Additional Response to the SCDC Local Plan Consultation

The Chair presented a draft letter for submission to Suffolk Coastal District Council requesting an opportunity for the Council to make further comments on the Local Plan consultation. Subject to minor amendments, approval to proceed was proposed by Cllr Hill, seconded by Cllr Farrant and agreed by Members.

9. Consideration of Planning Applications & Decision Notices

(a) SCDC DC/17/5265: Comments Due (24 January 2018)

Brodies, Wadd Lane, Snape, IP17 1QX

Members agreed that they had no objection to this planning application.

(b) SCDC DC/17/5311: Comments Due (24 January 2018)

Hazeldene House, Priory Road, Snape, IP17 1SF

Members agreed that they had no objection to this planning application.

(c) SCDC DC/18/0016: Comments Due (24 January 2018)

12 Drury Park, Snape, IP17 1TA

Following previous parishioner input, Members agreed that they had an objection to this planning application on the grounds of the extent and height of the works involved and the nature of the extension.

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

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

Members noted the outcome of this planning application.

10. Finance

(a) Members noted the HSBC Bank account balances of £15,303.75 (20 December 2017) and £18,781.63 (20 December 2017).

(b) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£420.70), a Section 137 payment to GreenSnape's Village Green project (£750.00) and Vertas Group Ltd for grounds maintenance costs for quarter ending March 2018 (£275.40). Approval of these payments was proposed by Cllr Hough, seconded by Cllr Hill and agreed by Members.

(c) Approval to appoint Suffolk Association of Local Councils as the Council's Internal Auditor for 2017/18 was proposed by Cllr Hill, seconded by Cllr Stuart and agreed by Members.

(d) The Parish Clerk confirmed that a booking had been made to attend a free briefing session by PKF Littlejohn, as new external auditors, at the SALC offices on 30 January 2018.

(e) Cllr Woodcock confirmed that a schedule of previous VAT costs would be completed before the matter would be presented to the tax adviser and an update at the next meeting.

11. Governance

(a) The Chair presented a discussion on the Council's future consideration of issues relating to planning, finance and the public forum in the context of wider public engagement. The Chair also agreed to draft a proposal for village consultation on a village plan which would cover all areas over which the Council had potential responsibility or influence.

(b) Members agreed to review and update the Council's main governance documents for presentation and approval at the next meeting. Cllr Hill and Cllr Thurston agreed to review Standing Orders, Cllr Hough, Cllr James and Cllr Woodcock agreed to review Financial Regulations and the Chair agreed to review the Code of Conduct.

(c) Following a review of the risks, approval of the adoption of the annual risk assessment for 2017/18 prepared by the Parish Clerk was proposed by Cllr Beach, seconded by Cllr Hill and agreed by Members.

(d) The Parish Clerk presented the Council's Internal Control Statement for 2017/18 which was reviewed by Members. Approval and adoption of this document was proposed by Cllr Beach, seconded by Cllr Hill and agreed by Members.

(e) The Parish Clerk presented NALC's official guidance on the position of a parish council's Data Protection Officer which confirmed that it could not be held by either the Parish Clerk or a Member of the Council.

(f) Members agreed to postpone the consideration of a donation to the Alde and Ore Partnership until 2018/19.

(g) Following the sourcing of a defibrillator by the Vice-Chair and its availability to the Council, Members agreed the purchase of a spare battery and a set of pads up to a limit of £300.

12. Highways & Footpaths

(a) The Chair confirmed that several visits had been made to Gromford Lane by SCC Highways to address ongoing issues and the damaged bollard near the Crown Inn had been repaired. There also remained a number of outstanding issues which the Chair agreed to take up with both district and county councillors.

(b) The Parish Clerk confirmed that SCC Highways had previously cut the grass on the Guildings Lane bridleway.

(c) Cllr Farrant agreed to make enquiries in connection with the potentially illegal estate agency signs in the village.

13. Correspondence Received

(a) Members considered an enquiry received by the Council by email relating to a S106 agreement. The Chair agreed to look into the items under discussion and provide a response.

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 (Cancellation or Urgent Items Only by 19 February 2018)

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

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

(d) The meeting finished at 9.20pm.

Simon Ashton, Parish Clerk

snapepc.clerk@gmail.com

19 February 2018