Snape Parish Council

Draft minutes of the Council Meeting held on Tuesday

28 January 2020 at 7.00pm at the Village Hall, Snape

**Present:** Cllr Tim Beach (Chair) Cllr Russ Rainger (Vice-Chair), Cllr Charles Farrant, Cllr Paul Richards,

Cllr Helen Stuart, Cllr Bill Hough, Cllr Mike Hill, Cllr Jackie Allfrey and Cllr Maria Norman.

**Attendance**: Marie Backhouse (Parish Clerk), 1 member of the public.

1. **Apologies and Approval of Absences**

Apologies were received from Cllr Georgina Lock and Cllr Caroline Meffan. Cllr Hill proposed that we accept the apologies for absence, this was seconded by Cllr Hough and agreed by all.

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

None

1. **Approval of Minutes of the Previous Meeting on 26 November 2019.**

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

1. **Matters arising from the Previous Meeting on 26 November 2019.**

Cllr Beach had circulated a briefing note for the matters arising on the 26 November:

Cycling on the river wall – the landowners and the rights of way team have agreed to the no cycling signs for the footpath, these are now being made and the finance for these is covered.

A contribution to the upkeep of the private road that leads to the car park at the rear of the village hall – the village hall committee have decided that this would not be an appropriate source of charitable funds. It was agreed the Cllr Beach should contact the residents in the close to inform them of the decision.

The letter sent to the Secretary of State regarding the power projects in the area had received no response as yet.

Road safety within the village – an email had been sent to the SNT, who responded with an email that stated they would five this their attention when they had the time.

Quiet Lanes – there is another meeting on the 29 January, which Cllr Beach will attend. One of the discussion points is to try to reduce the costs to individual parishes which SCC were working on.

Andrew Reid said that the quiet lanes scheme was introduced as a pilot about 8 years ago, this scheme alerts drivers to walkers, cyclists and horse riders. 16 lanes were named in the first year. SCC encouraged local schemes to come forward with local funding, quiet lanes may be eligible for funding.

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

Andrew Reid gave a brief outline of his report: education for SEN (Special Educational Needs) children – more units to support children in mainstream schooling, this is to receive a large investment.

Trading standards are continuing to do good work, as they have managed to prosecute the manager of a disability firm.

Suffolk Fire & Rescue Service – have been inspected for their effectiveness and efficiency and have been rated as ‘good’, as we all know they depend on on-call firefighters.

2020 fund – is a pot of money for the next financial year.

Civil parking enforcement – SCC has delegated this to ESC, and it will come into force in April 2020.

Roadworks – SCC will have control of any utilities work on the highways.

Cllr Beach commented that the residents of Priory Road are having problems with flooding on the highway and this has been reported and is subject of consideration by SCC. Cllr Allfrey has organised a petition to assist with an outcome for the problem.

Cllr Allfrey reported that letters had been sent out to a couple of properties requesting that they clean out the ditches on their property. It seems that the blocked ditches are a cause of the flooding.

It is hoped that the flooding further along Priory Road will be cleared out also.

Andrew Reid left at 19.18.

J Bond reported that there is to be a meeting on Thursday regarding the car parking enforcement and how it will work.

The community partnership meeting was not well attended by smaller PC’s. Various items that have been covered in this meeting includes a Leiston garden, and signage in Saxmundham. The smaller PC’s are not being fairly represented. Andrew Reid and TJ are to represent Suffolk at the Alde & Ore Community Partnership meeting.

Please be aware that are still various scams operating, one example was a phone call concerning a parcel from Amazon.

There is a fund available to help to provide money for a community water fountain.

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

None

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

None

1. **Finance**

a) Authorisation of payments up to 28 January 2020, approved and agreed.

T Beach - £44.40, The Clerk - £370.28, Vertas Group Limited - £300.92, HMRC - £121.40 and Glasdon UK Ltd - £338.94. Total £1175.94.

The authorisation of payments was proposed by Cllr Farrant and seconded by Cllr Rainger and agreed by all.

b) Cllr Rainger proposed that we accept the bank reconciliation and the quarterly accounts to 20/12/19 this was seconded by Cllr Farrant and agreed by all.

c) Cllr Stuart proposed that the PC use SALC as the internal auditor, this was seconded by Cllr Hill

and agreed by all.

d) Cllr Beach reported that the PC had been apprehensive about long term projects until the query

regarding the VAT payments had been clarified. This has now been sorted and the PC did not

encounter a large expenditure. Items that the PC have committed to are the Housing Needs

Survey - £4,000, the Quiet Lanes Scheme - £4,500. Other items to be considered include Priory

Wood, and the Road Traffic Management Plan – this is a priority that the PC should consider.

The Clerk commented that at her recent internal audit course it was suggested that a PC should

have a forward plan for finance. Agreed that this work was a priority.

Cllr Richards said that we should use our money as a leverage for gaining other funding.

e) It was proposed that Cllr Richards and Cllr Allfrey become 2 additional signatories on the HSBC

bank accounts. This was agreed by all.

1. **Parish Council Business**
2. Priory Wood – David Norman reported that Greensnape are hoping to have 4 working parties clearing the saplings in Priory Wood, the first is to be 14th March. It would be good to have some volunteers to assist. Signage to promote this as a village resource would be a good idea. Cllr Stuart suggested that the School may assist with designing the signage. It would also be useful to have a survey of the species in the wood. A contribution for the cost of a tool to remove the saplings and a couple of root saws would be helpful.

Cllr Beach proposed that £350 may be available as a contribution for the cost of the tools, this was seconded by Cllr Norman and agreed by all.

1. Re-adoption of the Code of Conduct.

Cllr Hough proposed that Snape Parish Council adopt the Code of Conduct, this was seconded by Cllr Richards and agreed by all.

1. Project Consideration.

Cllr Hill commented the area of the cycle ramps has been cleared by the children. David Norman said that Greensnape would be happy to assist with this. The village green area needs some tidying, some people have already made a start on this. Cllr Allfrey is to liaise with the neighbours and ask for assistance with the tidying.

Cllr Farrant asked if there was any way in which the open pieces of land in the village could be transferred from SCC to the PC.

Cllr Rainger replied that if the PC had common area ownership of the land, it is fine for the burger van to be there, but it could become a lorry park etc. How would the PC enforce this area to prevent any fly tipping etc...

Land searches have been completed on some of the areas of land and records kept by the Clerk.

1. Alde & Ore Community Partnership.

Cllr Beach reported that the AOEP is to become the AOCP. It is to include a representative from SCC and ESC, also a representative from each of the Parish Councils affected by the project. Cllr Beach has been asked to Chair the first meeting.

Cllr Stuart proposed that Cllr Beach is the representative for Snape on the AOCP, this was seconded by Cllr Allfrey and agreed by all.

1. Snape Traffic Management Plan

Charles Manning had circulated a paper to all the Cllrs with possibilities in how to try and improve the traffic situation around the village. This needs to be agreed to move this project forward. To alter the speed of the traffic into the village a speed reduction could be placed up to the Church junction.

Cllr Hough said that the speed limit idea was tried before.

Cllr Farrant commented that a graduated speed limit is used now.

Cllr Beach said that if the Quiet Lanes Suffolk project succeeds it will incur a 20mph limit.

Cllr Rainger said that there are not enough houses in the area to the warrant the 40mph after the church junction. It does need a buffer zone for road safety.

Cllr Beach said that a plan and package for the village is needed, which includes yellow lines and 40mph limit and all the issues addressed as a package.

Cllr Rainger said that the gates into the village entrance works to slow traffic down.

All the Council agreed that this project was a priority for the PC and that it should commit available funds.

1. Housing Needs Survey

Cllr Beach reported that he had just received a draft copy of the survey and it has shown the need for housing. The results will be circulated to all Cllrs.

1. Village Green & Community Spaces Project

Cllr Beach said that this was covered in 9c.

1. Traffic issues in Campsea Ashe

Cllr Beach reported that Campsea Ashe was experiencing the same traffic problems as Tunstall. Cllr Richards proposed that Snape Parish Council offers that support with this issue, this was seconded by Cllr Hough and agreed by all.

1. Assistance to Snape School

Cllr Hill reported that a wish list had been received from the School.

Cllr Hough said that the School could have asked for a similar amount as the rent money.

Cllr Stuart commented that they have asked for a lot of money, £13,500.

Cllr Hill reported that about 4 years ago the school was donated £3,000 for a specific item.

Cllr Hough said that a project to improve the traffic issues in the village should take priority.

Cllr Beach suggested that the viability of the School is important, they do need support. The PC needs to have some facts and figures from the School to unable us to see where we may assist; and understand where the wish list figures came from.

Cllr Hill reported that the School has a ‘good’ OFSTED report.

Cllr Rainger agreed that the PC needs to understand the Schools budget.

Cllr Beach proposed that the meeting with the School takes place again, it was agreed that Cllr Hough, Cllr Hill, Cllr Richards and Cllr Farrant meet.

Cllr Allfrey left at 20.46.

Garrett Paintings

Cllr Beach reported that Cllr Lock is happy with the paintings 10 or 25 year agreement with the Maltings, and this should include a break clause to allow a loan or alternative display.

Cllr Rainger said that if the PC wished to display the paintings in a Gallery, we could, which may raise some revenue. The paintings are a village asset.

Cllr Beach said that at the moment the paintings are well looked after in a secure building and insured.

Cllr Richards said that the Maltings are planning to display them in a more prominent place, to promote their importunateness.

Cllr Beach said that the loan agreement is for 25 years, with a provision in the agreement for a break if needed.

It was agreed by all Councillors to leave the loan agreement as it is.

VE & VJ Celebrations

Cllr Beach said that some volunteers in the village had offered to assist with the celebrations. A volunteer from the Parish Council is needed to lead the celebrations. If anyone is interested could they please let Cllr Beach know by the end of the week (31/01/20).

Allotments

Cllr Stuart reported that the hole on the allotment for water has not been dug yet. There is a worry about the hole collapsing as it is being dug. There is a fund of £1,000 for this project, but this funding will need to be re-applied for if this is not spent soon.

1. **Correspondence**

* **Pryor Close**

Cllr Beach reported that Norse has agreed to plant a tree in Pryor Close at the appropriate time.

* **Priory Road - flooding**

Cllr Beach said that this has been covered in item 5.

1. **For consideration at the meeting on 24 March 2020**
2. Traffic management project

**12 Dates of the Next Meeting**

25 February 2020 (Urgent items only)

24 March 2020

28 April 2020 (Annual Parish Meeting)

Meeting Closed – 20.58

Marie Backhouse, Parish Clerk

[snapepc.clerk@gmail.com](mailto:snapepc.clerk@gmail.com)

28 January 2020

**SNAPE PARISH COUNCIL**

**INCAMERA MEETING**

1. Staff Wages

The Clerk left the room.

Cllr Beach proposed that the Clerk receive a pay rise in accordance with the NALC pay scales.

This was agreed by all Councillors

Cllr Beach to notify SALC of the changes to the Clerks wages.