

Snape Parish Council

Minutes of the Meeting held on Tuesday 22nd July 2025 at 7.00pm In Snape Village Hall.

Present: Cllr Paul Richards, Cllr Russ Rainger, Cllr Andrew McDonald
Cllr David Norman, Cllr Vicki Newstead, Cllr Edward King
Cllr Maria Norman and Cllr Margaret McKenna.

Attendance: 0 members of the public and the Clerk, Marie Backhouse.

County Councillor Andrew Reid

Andrew Reid submitted a written report, and he summarised this report. The 3rd Dementia Marketplace Exhibition was held in conjunction with others; this was a free one-day event. This is the largest Health and Social care issue and SCC continues to offer support. Suffolk Libraries are back in house, and it is intended to keep all libraries open and to replace the mobile libraries. The libraries will house many new activities, it is difficult to find banks, and these may be placed in libraries. Local Government Reorganisation – there is a survey running at the moment, and ends on the 4th August. It is to provide the residents with the chance to have a say. There is a plan to place Suffolk and Norfolk forward for mayoral lead. The initial business case has been submitted, but it is important to know what residents think. There have been events held to inform PC's about this. There are different models out there, SCC prefers one council for the whole of the county. This would give several savings. The SCC has to find 80% of its expenditure for children's education and social care.

Cllr McKenna asked what will happen to PC's in the reorganisation?

Andrew replied that the intention is to share some of the funding with the PC's, and as a result they in turn may wish to take on more in the community.

Cllr McKenna said that resources will need to be devolved too.

Andrew said that there will be continued support for the PC's. When the principles are established, this may take 18 months to 2 years to be implemented. There will be a period of time when the responsibilities of the mayor will need to be worked out.

Cllr McDonald asked if there is a base line figure for all the expenditure at this present time, this can then be used to show what is being saved going forward.

Andrew said that there are various consultants working through figures, where savings can be made. It will be important to have Council Tax equalisation. There cannot be disparity amongst areas.

Cllr Richards asked about public transport, as there has been interest in the village about a bus route to Woodbridge. An email was sent to Cllr Chambers but no response has been received.

Andrew reported that there are rounds of funding to support public transport. There is an enhanced service from Rock Barracks which start at Orford. It is all about specific need. The process needs to be looked at and also the use of the Katch bus by residents. Very often this was empty.

Cllr Richards said that the Katch bus does not go where people want it to go, this does need to be looked at. Residents seem to want to travel to Woodbridge.

Katie Graham said that ESC has tried to market the Katch bus but this does not have the uptake, where a regular bus route has.

Andrew Reid left the meeting at 7.20pm.

District Councillor Katie Graham

Katie Graham submitted a written report and summarised some of the points. The recent Sizewell C announcement about the approved funding, Tom Daly has issued a statement on behalf of ESC and will scrutinise the mitigation. This may be the wrong decision to get the country to net zero, and is very sad news for the area. ESC has written a document regarding Sea Link, which they still object to, due to issues like the

River Fromus crossing. Anyone can still register as an interested party. There is a large Solar Farm on the horizon. De-carbonisation of leisure centres, there is a plan to upgrade social housing. The grant scheme - there is 20% of funding needs to be found and the rest can be funded. This can assist with village hall updates and accessibility. Traffic calming – would the PC consider signing up to a letter written by Paul Ashton, this will be sent to the SCC in September. This would suggest 20mph speed limits following on from the impact of Sizewell C. Is this something that the PC would support?

Cllr McKenna said that there are other areas which need to be considered, the National Speed Limit could be put to 40mph.

Cllr D Norman said it would be good to consider broadening the thought behind the speed limits, not just 20mph.

Katie asked if the suggestions could be put into an email.

Cllr McKenna said that the PC would agree with the letter, but do not just focus on 20mph.

Cllr Rainger said that a Traffic Regulation Order (TRO) for the 20mph changes would just cover one item. From Aldeburgh it is 60mph and then changes to 30mph, a buffer zone would be useful. One TRO could cover all the different areas.

Katie said that approval of the letter would be needed by September.

Cllr Richards said that the PC would be supportive of this letter.

Katie said that all of the other suggestion could feed into this letter, a copy of the letter will be sent to the Clerk for circulation to all.

It was agreed by all that Cllr McKenna would write a response on behalf of the PC.

Cllr Rainger said that lots of the villages would like a 40mph on the A1094.

Katie said that there is a lot of concern about the 30mph limit going into Leiston, this will be discussed at the Northern Transport Forum on the 6th August.

Katie asked whether there was any improvement regarding the school parking. There are limited resources when it comes to enforcement.

Cllr D Norman said that there is an improvement in the parking, there was a car with a parking ticket on.

Katie said that she will send a reminder in September to have the parking issue looked at again. The cars in front of the garage which overhang the pavement – a double yellow line could be placed there to prevent this.

Cllr Rainger said that the PC needs to look at all the areas in the village which are hotspots and keep chipping away at them. Yellow lines would mean a TRO.

Katie said that the cars parking in the Glebes, if they continue to be an issue, then these can be reported using the link passed on to you all earlier. If the car has no MOT then it may be removed. What about the posts in Queens Oak Green, have these been replaced?

Cllr Richards said that the grass is mown by ESC, but the street furniture is not looked after. No work has been done to replace the posts.

Katie agreed to look into the replacement post work. The Local Government Reorganisation – the ESC passed a motion to have 3 unitary councils.

Cllr Rainger asked if there are 3 authorities, then how will things like public transport be sorted.

Cllr McDonald said the larger the model authority they tell us what is happening, a smaller authority then the PC tells them what it wants.

Katie said that all of this is costly and complex, hopefully the right model will be found.

Cllr Richards said that it will be a very different relationship with the town and parish councils, forward thinking is very thin.

Katie Graham left the meeting at 7.46pm.

Contributions by Members of the Public

None

MINUTES

Cllr Richards welcomed the new Councillor, Edward King, to his first meeting.

1 Apologies and Approval of Absences

None

2 Declarations of Pecuniary or Non-Pecuniary Interests by Member

Cllr D Norman & Cllr M Norman – Allotment holders and a planning application.
Cllr Newstead – School crossing, children at school.

3 Applications for Dispensation

None

4 Approval of Minutes of the Previous Meeting held on the 27th May 2025.

Cllr Rainger asked if item 10 could be amended as the date is the 2nd September not the 8th.

Cllr M Norman proposed that the minutes are accepted with the amendments as a true record of the meetings, this was seconded by Cllr D Norman and agreed by all who attended.

5 Matters arising from the meeting on the 27th May 2025.

5.1 Power Projects – Cllr Ricards commented that we have been notified that Sizewell C is going ahead. There has been 5691 people register for representation on Sea Link.

5.2 Traffic calming – covered earlier.

5.3 Website Accessibility – Cllr Richards commented that the website is ongoing.

ACTION: Continue to place on the agenda.

5.4 20's plenty – covered earlier

ACTION: Cllr McKenna to continue to monitor the information.

5.5 Allotments – Cllr M Norman reported that it had been suggested that there is a community orchard on the allotments. There is to be a vacant large allotment and this would be suitable one to use.

Cllr Rainger said that the Sizewell C grant would be happy to fund something like a community orchard. They may even fund a water connection to the site. This would be a shared time for the residents, and a way of getting people together.

Cllr M Norman said that she would be looking for volunteers to help with this project.

Cllr Newstead said that it may be nice for the school to be involved in the planting of the trees.

It was agreed that Cllr M Norman would look at the costs involved in this project.

Cllr Rainger said that he would be willing to assist with the investigation of some grants/funding for the project.

Cllr Richards said that there is no further update on the boundary issue.

ACTION: To continue to place on agenda.

5.6 Housing needs – Cllr Newstead attended a meeting regarding housing; there may be a need for a new Housing Needs survey to be undertaken.

ACTION: Cllr Newstead to continue to monitor this project.

5.7 Post Box – Cllr Richards said that there had been some communication from Royal Mail, who stated that they would happily move the Post Box, but this would be at the PC's expense. A letter was sent back stating that the PC has no funding to pay for the work, and no response has been received.

ACTION: To await the response from Royal Mail

5.8 Boardwalk – Cllr McDonald said that there has been no big meeting since the last PC meeting. It is thought there will be a CIC or community group, but a registered Charity would be the better option, although there would need to be some Trustees and a project manager, there is a need to raise some money first, around £200,000. Sizewell C would like the project to have raised £50,000 first. It would be useful to get some political backing, both County and District Councillors. Snape Maltings have already stated that they will support this project. There is a chance that both this and the river defence work may be going on at the same time. There will be a further update in September. At the moment the project is from the village to the Maltings, also there is some suggestion of extending this. This project should be separate to the PC, but feedback to the PC as a charity.

Cllr McKenna stated that there is to be no financial commitment from the PC for the boardwalk.

5.9 Ebb & Flow – Remove from agenda.

5.10 Cost of grass cutting on the playing field – Cllr Richards commented that he will write to VERTAS to obtain a breakdown of their costs ahead of renewal next year.

ACTION: Cllr Richard will write a letter to VERTAS to find about the cutting of the playing field.

5.11 School Bus – Cllr Newstead reported that the school bus route is registered with the Traffic Commissioner and it is the preference of the bus company that the school bus continues to use the area next to the Church to pick up the children. The footpath alongside the road has now been cleared.

5.12 Public transport to and from Snape – Cllr Richards commented that there is a need for a business case to obtain the views of the residents of the village on public transport.

Cllr M Norman said if a KATCH bus could go to Saxmundham that would be useful.

Cllr Richards said that the KATCH bus seems to travel around Framlingham.

Cllr King asked if any of the residents would use the public transport if it was available.

5.13 Tour of Britain – Cllr Richards said that the date has now been confirmed.

Cllr Rainger said that there is funding available to put on a event in the village, but due to the date his will not be supported by the school and some of the people who assisted last year are not around to assist. An alternative would be funding for a bike repair station.

Cllr M Norman said that a bike repair station would be a good idea to have at the village hall.

Cllr Richards suggested that funding could provide a bike rack for the village hall.

ACTION: Cllr Rainger to apply for funding for a bike repair station.

5.14 Councillor vacancies and recruitment – Cllr Richards agreed to draft an advert to try and encourage more residents to join the Council.

5.15 'gov.uk' email addresses – The Clerk reported that she had contacted Suffolk Cloud, and hopefully the new emails would be in place before the next meeting.

ACTION: Clerk to pass on new email address details.

5.16 Defibrillator – Cllr M Norman reported that the defib needs to be registered with a company so that it may be used in an emergency. One defib was lost whilst it had been used by a resident, so a new one was purchased, then the old one was found by the Ambulance Service, so there is a spare. Where could this be placed in the village.

Cllr Richards said that a secure box would need to be purchased, the Church is a good place, but the cost of the box and the installation would be around £500, then there are the pads and the running costs.

Cllr D Norman said that the defib would not be very visible at the church.

Cllr Richards said that there is a defib situated at the Maltings.

Cllr Rainger wondered if the toilet block could be used, a resident would be directed to the siting of it and given the code for the box.

Cllr Newstead said that the defib requires an electricity supply so the bus shelter would not be a suitable spot.

Cllr Rainger said that there may be funding available to assist with the siting of the defib.

ACTION: Cllr Rainger to investigate funding for the siting of the spare defib. Cllr M Norman to register the existing defib with the 'Circuit'.

6. Planning Application & Decision Notices

DC/25/1796/FUL – 2 The Street, Snape, IP17 1SG

Single storey rear extension.

After some discussion it was agreed that there was no need to respond to this application as there were no issues with it.

7. (a) Review and authorisation of payments

Cllr M Norman proposed that the PC authorises the payments, this was seconded by Cllr McKenna and approved by all.

Expenditure – Vertas (grounds maintenance) - £485.83, SALC (internal audit fee) - £338.40, M Backhouse

(Salary) - £480.40, Unity Trust Bank (bank charges) - £12, HMRC (PAYE) - £156.60,

Sovereign (final payment for the Zip Wire) - £13963.73, Birketts (allotment dispute) - £540.00, Gary Whiting (grass cutting) - £330.00. Total £16306.96.

Income – UK Power Networks (wayleave payment) - £91.15, Unity Trust Bank (interest) – £273.11. Total £364.26.

(b) Budget meeting to allocate funds

Cllr Richards said that the finance group had met to look at the budget pots. It was agreed to leave them as

they are at present.

Cllr McKenna said that due to the zip wire everything was a bit muddled, as there had been several contributions towards this expenditure. There is an outstanding amount of £2000 due from ESC.

It was agreed that the Clerk would write a reconciliation of the income and expenditure in relation to the zip wire.

(c) To note the quarterly accounts and the bank reconciliation.

The Council noted the quarterly accounts and the bank reconciliations.

(d) To note the internal audit report.

The Clerk reported that there was one comment on the report and this was the suggestion that the PC moves to a 'gov.uk' email address. The move has already been started.

8. Parish Council Business

(a) Alde & Ore

Cllr McDonald reported that there were two big decisions – money would be spent on two flood cells not four. This may add time to the project start date.

(b) To re-adopt the new model Financial Regulations, GDPR – Privacy Notice, Data Retention, Data Breach, Subject Access Policy and template.

Cllr McKenna stated that the new Financial Regulations would not be personalised as they had in the past. The Clerk would do some personalisation but not in detail.

It was agreed by all to re-adopt the policies.

(c) Snape Village Hall

Cllr McKenna said that there had been an asbestos survey completed and this has given some issues for the Village Hall management committee to sort. There has been a 100th birthday event and everyone is invited to the Village Hall for this.

Cllr McDonald left the meeting at 8.33pm.

(d) Temporary distribution of responsibilities and portfolios.

Cllr King reported that he would be the Highways and Road Safety representative.

Some other members have already stated what they would be willing to assist with, please find the list on the website.

Cllr D Norman asked if Tim Beach as to continue to be the representative on the Emergency Group.

Cllr King agreed to be the PC trustee on the Playing Field Committee.

9. Correspondence

Glebes, parking.

Cllr Richards said that this has been dealt with and a way forward would be to give the resident the link to reporting the car parked in the way.

Cllr Rainger commented about the new footpath. He asked what the new Scottish Power pavement provided for the village. The dropped kerbs show that it is a crossing area. There needs to be triangular signs on the post to show that there is a crossing.

Cllr King asked if the PC was just notified about the footpath, not asked, this was very expensive.

Cllr Richards said that the project idea was informed not asked. There was a need to speak with Andrew Reid about this project.

Cllr Rainger commented that there is a grant called 'Active Lives' this is a sum of money to do work in neighbouring villages. Communication will be made to find out what they are doing within the village.

Cllr M Norman said that there is chair yoga which is held online.

Cllr Richards asked if the Local Government Reorganisation (LGR) should be added to the agenda for the next meeting.

Cllr Rainger said that there is a questionnaire online asking for residents' thoughts on the LGR.

10. Matters for consideration at the next meeting.

As appear in the minutes.

11. Date of the Next Meeting

26th August 2025 (urgent items only)

23rd September 2025

28th October 2025 (urgent items only)

Meeting closed at 8.54pm.

Marie Backhouse, Parish Clerk

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