

# Snape Parish Council

## Minutes of the Meeting held on Tuesday 23<sup>rd</sup> September 2025 at 7.00pm In Snape Village Hall.

**Present:** Cllr Paul Richards, Cllr Russ Rainger, Cllr Andrew McDonald,  
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 his apologies.

### **District Councillor Katie Graham**

Katie Graham submitted a written report and summarised some of the points. The Local Government Reorganisation (LGR) will be taken to a full Council meeting tomorrow. This is a business case which lays out the requirement for a three unitary Council. The case for change will be presented to the government on the 26<sup>th</sup> September. SCC has spent lots of money campaigning for the single unitary Council. The rationale is for smaller areas, which would be built around the three largest towns/areas in the County. This model would not mean an increase in the council tax. The government consultation will take place in November, with the elections due to be in May 2027, it will then become live in April 2028. May next year is to be the County Council and the Mayoral elections. It has been a short time to put together the business plan. ESC is running a Nature at Work scheme – there is a need to attract all insects. They are working closely with schools to promote this, and are looking for areas of land to rewild. Katie will send over the links for this project.

Cllr King asked if there was a limit in the size of the piece of land.

Katie commented that any sized area would be considered.

Cllr McDonald said that he had read somewhere that the LGR will carry a safeguarding risk.

Katie responded that she is not aware of this and will keep the links with the residents etc.

Cllr Rainger commented that the LGR has become a distraction, it refers to regions and comments that this area is a national centre to energy. There have been no up-to-date reports about the energy projects, traffic etc.

Katie commented that Tom Daly, Sarah Whitelock and herself share this district. The reports about the energy projects are only given to the immediate orbits around Sizewell C.

Cllr Rainger said that there is a lot of frustration about the traffic issues.

Katie reported that she will send through the reports, this will be done a week before the PC meeting so that any questions can be raised before the meeting, and an answer can be given at the meeting.

Cllr McKenna reported that the PC are supportive of the traffic management ideas.

Katie commented that Paul Ashton had put together the letter so that it starts the ball rolling with the 20mph areas.

Cllr McKenna said that Snape is significantly affected by the traffic.

Cllr Richards said that there is talks around the mapping and identifying of areas that need to be 20pmh.

Cllr McKenna commented that traffic management needs to be considered holistically.

Cllr M Norman said that in Wales it is 20mph in every village and everyone was sticking to it.

Katie replied that the 20mph is effective in Wales because it is a blanket decision.

Cllr Rainger said that he was disappointed that the report did not mention the Tour of Britain.

Katie said that the event was very successful, but it is not written in this report.

Katie Graham left at 7.15pm.

Cllr Rainger commented that it is very disappointing that Tom Daly nor Sarah Whitelock attend the PC meetings.

Cllr McKenna said that they could rotate between them.

Cllr Richards said that he would write to Tom Daly about the energy projects.

Cllr McDonald reported that there is better online assistance from SCC and ESC regarding the energy projects.

Cllr Richards commented that the chaos on the A12 is having an impact on Snape, especially the 30mph sections around the Friday Street junction.

### **Contributions by Members of the Public**

None

## **MINUTES**

### **1 Apologies and Approval of Absences**

Cllr D Norman and Andrew Reid.

### **2 Declarations of Pecuniary or Non-Pecuniary Interests by Member**

Cllr Newstead – School crossing, children at school.

### **3 Applications for Dispensation**

None

### **4 Approval of Minutes of the Previous Meeting held on the 22<sup>nd</sup> July 2025.**

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

### **5 Matters arising from the meeting on the 22<sup>nd</sup> July 2025.**

**5.1 Power Projects** – Cllr Richards thanked Cllr McDona for the energy project report that he had previously circulated to all. It was a very good summary. The dates for the Sea Link consultation has now been received. Cllr McDonald asked if the PC should register to comment.

Cllr Rainger said yes, the PC should register and the document to be submitted should be circulated for approval before. This was agreed by all attending.

Cllr McDonald asked if ESCAP would be registering to comment.

Cllr Richards said it would be a good idea to speak with Tim about this.

Cllr McDonald suggested that an app on your phone may be useful to alert you to the traffic issues that are around.

Cllr Richards reported that it is important to watch for the vehicles with the Sizewell C Blue label, if these become a concern they can be reported.

Cllr McKenna said that the large heavy vehicles going to Friston are a concern

Cllr Rainger said that the volume of traffic has certainly increased.

Cllr McDonald said that there is a government infrastructure bill going through at this time which states that there is no need to consult on any NSIPs.

ACTION: To place the Infrastructure Bill on the agenda next time.

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

ACTION: Continue to place on the agenda.

**5.3 20's plenty** – covered earlier

ACTION: Cllr McKenna to continue to monitor the information.

**5.4 Allotments** – Cllr M Norman reported that the idea for an orchard on the allotment was not received well by the current allotment holders. At the moment there is no other possible site for a community orchard.

Cllr Richards reported that there had been a tree fall into a neighbour's field from the allotments. The area where the tree was standing is not accessible from the allotment. A visit has been made to the landowner of where it fell. A number of the trees require some work. There needs to be a plan on how to manage these

trees. The tree that fell did not cause any issues. It was suggested that a conversation should take place with the landowner to sort a solution. Allotment boundary situation is ongoing, and needs further discussion.

ACTION: To continue to place on agenda.

**5.5 Housing needs** – Cllr Newstead reported that there is no update, but there is a zoom meeting to be held with CAS which she is booked to attend. There is also a Cllr from Iken who is keen to work together with Snape.

Cllr Richards agreed to talk with Newtide homes to discuss their asset management.

ACTION: Cllr Newstead to continue to monitor this project.

**5.6 Post Box** – Cllr Richards said that there had been some communication from Royal Mail, who wish to remove the Post Box, although they do require permission from the PC. There needs to be a discussion with the correct representative of the Royal Mail.

Cllr Rainger said that there is a need to challenge how the Post Box can be made accessible.

ACTION: To await the response from Royal Mail

**5.7 Boardwalk** – Cllr McDonald said that there is a need to look at the future shape of the Boardwalk Committee. There is lots of enthusiasm and he will try to move this forward, although there is a need for local donations to assist with this.

**5.8 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.

**5.9 Public transport to and from Snape** – Cllr Richards commented that there is a couple of residents working on a questionnaire to circulate around the village. This will ask about public transport, and the results will be shared with the PC.

ACTION: Continue to place on the agenda.

**5.10 Tour of Britain** – Cllr Rainger said a grant has been received from ESC. This is to be used for a cycle rack. The cycle repair stations are £850. The PC has the opportunity for both the rack and the repair station. There is a possible site for the rack at the common. The repair station is sponsored by Net Zero. Work will take place with the surveyors to decide where would be the best place to site the repair station.

Cllr Norman said that a location finder would put it on a map. There may need to be a disclaimer that states the cycle repair station is used at your own risk.

Cllr McKenna said that a suitable site would be near the village hall, and the cycle repair station does not require electricity.

Cllr King asked if this equipment could be stolen?

Cllr Rainger replied that a spare set of tools would be sent through with the repair station. This forms part of the cycling, walking and mobility scheme.

Cllr McKenna said that the Village Hall committee would prefer not to lose the space out the front of the hall but this could be by the flag pole.

ACTION: Cllr D Norman to take the cycle station idea forward to the Village Hall Committee. Cllr Newstead to take forward the idea of the cycle rack on the common area.

**5.11 Councillor vacancies and recruitment** – Cllr Richards agreed to draft an advert to try and encourage more residents to join the Council. Cllr McKenna to draft an advert to try and encourage residents to join the village hall committee.

**5.12 'gov.uk' email addresses** – All the new email addresses are in place.

**5.13 Defibrillator** – Cllr Rainger said that the funding for the defib siting is ongoing.

Cllr M Norman reported that the defib was now registered with the Circuit.

ACTION: Cllr Rainger to investigate funding for the siting of the spare defib.

## **6. Planning Application & Decision Notices**

### **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, Gary Whiting (grass cutting) - £220.00, M Backhouse (Salary) - £691.12, Unity Trust Bank (bank charges) - £12, Suffolk Cloud (domain and email addresses) - £180.00, Westcotec (speed sign repair) - £454.80, HMRC (PAYE and NIC) - £220.96, PKF Littlejohn (external audit fee) - £252.00. Total £2516.71.

Income – East Suffolk Council (Sportspace Fund) - £2008.65, East Suffolk Council (cycling event) – £38100.  
Total £2389.65.

**(b) To note the external audit report.**

The Clerk reported that one item had been highlighted on the report and this was the new defibrillator had not been added to the asset register. This item has now been added.

**(c) To approve the NALC recommended increase in the Clerk's salary.**

The Council noted the increase in the Clerk's salary, this was an hourly increase of 44p.

**(d) Insurance renewal**

The Clerk reported that the renewal had been received and this is to remain the same as last year, £363. It was agreed by all present to accept the insurance quote for the year 2025-26.

**(e) Bank signatory**

Cllr Newstead has agreed to become a bank signatory. The Clerk is to proceed with this change on Unity Trust Bank.

## **8. Parish Council Business**

**(a) Alde & Ore**

Cllr McDonald reported that there were no updates. Work in Snape may start in April.

**(b) To re-adopt the GDPR Policies, Risk Assessment and Internal Control.**

Cllr McDonald stated that there are items in the GDPR policy that is not relevant for the PC, could a statement be placed on the front of the policy making it clear which items refer to the PC.

It was agreed by all to re-adopt the policies, and next year to place a statement on the front of the GDPR policy.

**(c) Snape Village Hall**

Cllr McKenna said that the village hall is well used and is financially doing very well. The coffee mornings are well attended. There are 2 trustees leaving, this means there are insufficient numbers of trustees. Cllr Richards has agreed to be the interim Chair. The Charity refers to 12 members back in 1980. The PC is the custodian trustee of the village hall and owns the land. There are a few repairs required, but not much. There may be larger structural issues. There is a real shortage of people wanting to take responsibility. This is a major asset to the village. It is very difficult to find people who are willing to take on the responsibility.

Cllr Rainger said that the advert should cover the PC and the Village Hall.

Cllr McDonald said that the adverts should be distinctive and show what is needed from the volunteers.

Cllr Newstead suggested that an advertisement should be placed at the school.

Cllr McKenna said that the requirements of the constitution need to be addressed. It is a question of how this is sold to the people; people need to be enthusiastic. As the PC is the custodian trustee, the Village Hall will be returned to the PC if it is not solved.

Cllr Richards said that the charity paperwork does not state that people need to live in the village.

It was agreed that Cllr McKenna would do a leaflet drop around the village, to try and fill the trustees at the Village Hall.

## **9. Correspondence**

Cllr Rainger reported that a request had been received from someone writing a book who wished to use copies of the PC paintings in the Maltings in the book. Advice was sought and the cost to use the copies could be as much as £1200, although a figure of £400 was agreed and this information was sent to the author. Local Government Reorganisation – what happens to the assets ESC has, the Queens Green Oak could be an area that is given to the PC.

Cllr McKenna asked who would maintain the additional cost to the PC.

Cllr Richards said that the PC needs to watch the development of this.

Cllr McKenna said that additional precept would need to be claimed for the area. The PC should not take on an asset that may be a liability.

Cllr Richards said that there are also the control and management of footpaths, there will be a need for an income and resources to do this.

Cllr Rainger also reported that the PC had received the playground report.

ACTION: Cllr Richards is to speak with The Playing Field Committee about the report.

Cllr King commented about the state of the entrance gate into the village, this needs to be repaired. Cllr Rainger said that this forms part of the Highways. The Community Self Help group work to clear the areas. If the PC wishes to replace the gateways, the Highways department state what is required and who does this. The PC should have asked Scottish Power to contribute to replace the gateways. Friston has put displaced posts which is much cheaper, but the PC would need the assistance of Highways.

Cllr Richards said that the entrance gates do need replacing. The posts are less expensive than a new gateway.

ACTION: Cllr Richards to talk to County Councillor Andrew Reid about the posts to the entrance of the village.

Cllr Rainger attended the local forum meetings regarding Sizewell C. There is a big issue regarding the railway closure. There is a lot of concern about the access for emergency vehicles. There is also a question about how many Sizewell C stickers are currently in circulation.

**10. Matters for consideration at the next meeting.**

As appear in the minutes. Cllr McKenna gives apologies for the next meeting, Cllr M Norman and Cllr Richards to approve the payments.

**11. Date of the Next Meeting**

28<sup>th</sup> October 2025 (urgent items only)

25<sup>th</sup> November 2025

27<sup>th</sup> January 2026

Meeting closed at 8.55pm.

Marie Backhouse, Parish Clerk

[clerk@snape-pc.gov.uk](mailto:clerk@snape-pc.gov.uk) 23<sup>rd</sup> September 2025