Snape Parish Council

Minutes of the Meeting held on Tuesday 28th July 2026 at 7.00pm In Snape Village Hall.

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

Attendance: 4 members of the public and the Clerk, Marie Backhouse

Contributions by Members of the Public

MofP1 reported that he was a representative of the Gromford Lane Group. There are various issues in and around the Gromford Lane, problems with parking at the end of the Lane, an increase in traffic, a variety of vehicles and people. Some people use the Lane as a short cut. The verges are being damaged. There was also a tree knocked down. This is a really big problem; someone will get hurt. The other week there was a Highways Team taking down the low branches from the trees, apparently this was clearing for access for the waste disposal lorry. There will also be a letter sent to the residents to inform them that it is planned to increase the width of the road. There must be a way something can be done.

Cllr McDonald asked how many direct accesses are there from one end to the other.

MofP1 commented that there are 6 direct accesses down the Lane.

Cllr McDonald stated that there are 15 direct accesses down Priory Road. The PC will probably say that a TRO (Traffic Regulation Order) needs to be done, this is a cost of £10,000. There will need to be long discussions which will need to form part of a detailed plan. If a lot of letters and complaints from the residents of Gromford Lane are sent to the SCC/ESC, they may take the situation seriously, then continue. The Sea Link project mentioned funding for TRO's to assist with the traffic management.

MofP1 agreed to write a bullet point list of the issues in Gromford Lane.

MofP2 stated that men were cutting the trees back.

Julia Ewart asked if they were from Highway's or East Suffolk Services.

MofP2 said that the men were from Highways.

Julia Ewart commented that there are funds in the DCO to sort this issue of traffic. Blaxhall, Tunstall etc are having similar issues with the quantity of vehicles. Highways is now under new administration and Charles Harrison (Highways Engineer) would be keen to look into this problem. He would be willing to ask questions and look at the next level of work.

MofP3 wondered by how much the road would be widened.

Cllr Rainger asked who instructed the work.

MofP2 stated that there is an urgency to do the work in the lane to make the area faster. There have been several near accidents.

Cllr Rainger commented that the two people that can assist with the concern in Gromford Lane, is Julia and Katie.

Katie Graham reported that one of the issues is the better recycling, there are smaller lanes which are causing an issue for the lorries. There is nothing about road widening from ESC.

MofP1 also mentioned the parking near the village green, very close to the junction.

MofP2 commented that also cars are parking in the passing layby.

MofP3 stated that the 60mph limit is not for this lane.

Cllr McDonald commented that even though this is a Quiet Lane, there is not a speed restriction.

Cllr M McKenna reported that the PC is looking at Snape holistically, and they are waiting for a meeting with Cllr Paul Ashton.

Katie commented that Paul Ashton reported that SCC had spoken about the change of speed limits.

Julia said that the funding to support this work could be obtained from Sizewell C.

District Councillor Katie Graham
Katie submitted a written report.
Katie commented that recycling is causing an issue, there are too many people not receiving the service. New rounds are an issue. ESC are bringing in specialists to assist. Customer services are drowning under pressure of people reporting bin issues, please contact Katie if you are experiencing any issues. The collection data is being analysed on a daily basis. ESS are certainly not using large vehicles. The system was working well. There are to be changes to planning and NSIP's. There is some core funding for cultural projects.
Cllr McDonald asked if funding was only available for established groups. Can there be a way to support new groups.
Katie said that there is a big risk on funding new groups, but it can be done. The Local Plan consultation is closing tomorrow.

Katie Graham and the MofP left at 7.39pm.

County Councillor Julia Ewart
Julia submitted a written report.
Julia reported that 24,000 people phoned ESC regarding the bins. This has been a difficult time. Highways, Charles Harrison understands that there is a lot of work to be done on the local highways. Parking by the Church is an issue. Are there treatment works near to Gromford Lane, is this why the work is going on it that area? 20's plenty needs to be built into the village requests.
Cllr M McKenna said that the PC is working for a holistic approach to the 20's plenty for the village. How does the PC get the ball rolling with this project?
Julia reported that there is speeding right the way from Campsea Ashe, Blaxhall, Tunstall etc. They are trying to work out why this is happening. There is some funding to pay for this. The PC needs to have Rebecca Quigg from Sizewell C to speak with them regarding traffic management.
Cllr Rainger said that the village needs Sizewell C to mitigate what is going on with the traffic situation. There is not enough data. The energy projects need to respond to what is going on. Previous funding has been used in the past to sort speeding. TRO's are very expensive. Can Charles Harrison find a way to assist. Steve Merry, Charles Harrison and Jess Porter from Sizewell C need to work together to sort this.
Cllr McDonald suggested that there needs to be a steering group to work on this.
Julia reported that NSIP's group are coming to the village on the 11th September to see what impact the energy projects are having on the village. It would be useful if the Chair was available for this meeting. Local Plan – a document has been written, Snape should also write a report as soon as possible. Saxmundham has a large planning application being presented at the moment, this has a piece of land to the west side of the A12, the only advantage is that there are proposed is larger than the site. Snape can make a contribution to this application. The railway cuts through the proposed site, which will be very loud.
Cllr D McKenna said that in the submitted report there was a note that stated there was £430 in the Enabling Community Budget, this may be of use to the Good Neighbour Scheme.
It was approved by the full Council that the GNS should receive the funding.

Julia Ewart left the meeting at 8pm.

MINUTES

1 Apologies and Approval of Absences
Cllr King. This apology has been approved.

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 26th May 2026.

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

5 Matters arising from the meeting on the 26th May 2026.

5.1 Power Projects – Cllr McDonald reported that he had circulated a report about the power project.
Cllr Richards reported that there was a Sea Link survey regarding funding.
Cllr McDonald stated that the email from SALC suggested that the areas with infrastructure would be funded, Snape is small but still impacted. ESCEP meeting held at ESC implied that funding would go to other Parishes who have been greatly impacted.
Cllr Richards said that there is funding in the DCO for the highway's issues. A roundabout has been suggested for the area near the church.
Cllr Newstead stated that the children crossing near the church is difficult as there are too many HGV's.
Cllr Rainger said that the building of the infrastructure is causing the issues with the traffic.
Cllr McDonald commented that people are finding new routes to avoid the road works and they are sticking to them.
Cllr Richards said that there needs to be a holistic approach to the traffic issues in the area.
ACTION: To continue to place on the agenda.
5.2 Website Accessibility – Cllr Richards reported that this item is ongoing and requires a working group.
ACTION: Continue to place on the agenda.
5.3 Traffic Matters – ACTION: To add this item to 8d.
5.4 Housing needs – Cllr Newstead reported that there has been no communication with the land owners, the archaeology work has been completed.
Cllr Richards reported that he would ask Tim to find out why there has been no response from the landowners. The site appears on the map in the 'Call For Sites'. The line of communication must be kept open.
ACTION: Cllr Newstead to continue to monitor this project.
5.5 Post Box – No update
ACTION: Remove from the agenda.
5.6 Snape Playing Field – Cllr Richards met with the Chair of the Playing Field Committee regarding the insurance cover; the whole area is covered by their insurance. The Chair reported that in his opinion the PC owns the field and lends it to the Committee. Anything attached to this land, such as the zip wire should be on the asset register of the PC
Cllr M McKenna commented that all the equipment on the playing field is deteriorating. There will be lots of paperwork and an amount would need to be placed in the budget to cover the expenses of the equipment.
Cllr Rainger suggested noting that the PC is trying to sort this query.
ACTION: Continue to place on the agenda.

6. Planning Application & Decision Notices

None

7. (a) Review and authorisation of payments

Cllr M McKenna proposed that the PC authorises the payments, this was seconded by Cllr McDonald and approved by all.
Expenditure – HMRC (PAYE) - £192.40, Pear Space (domain renewal/mailbox) - £180.00, Vertas (grounds maintenance) – £534.42, M Backhouse (Salary) - £572.16, Unity Trust Bank (bank charges) - £14, SALC (internal audit) - £348.00, Total £1840.98.
Income – Unity Trust Bank (interest on the instant access account) - £191.34 Total £191.34.
Available CiL funding is £1044.64.

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

The full Council noted the quarterly account and the bank reconciliation to the end of June.

(c) To note the Internal Audit recommendations

The Clerk reported that there were some recommendations that need to be actioned by the PC;
To adopt a General Reserve Policy, ensure the CiL is listed as an Earmarked Reserve, understand the requests presented in the internal audit report, to approve the Website Accessibility Statement to an agenda for formal approval; number the pages of the minutes, and approve the apologies of absence at each meeting.
The full Council discussed the recommendations and would implement the comments.

8. Parish Council Business

(a) Alde & Ore

Cllr Richards reported that some information had been circulated today.

(b) Snape Village Hall

Cllr McKenna circulated a power point from a presentation by Bucklesham Village Hall. The presentation is about a process; this was of an interest to Snape Village Hall. There are difficulties in getting trustees for the Village Hall. There are regular meetings of the management committee who are also trustees. They are also people who are involved with the day to day running of the Village Hall. The Village Hall would ask the PC to become the sole trustee of it. The tunning would not change.

Cllr Rainger asked if this was the same principal as the Playing Field Committee.

Cllr M McKenna said that this would need to be discussed, and if it was agreed then there would be support to assist with the documentation. The financial return for the Charity Commission would be undertaken by the Playing Field Committee. At this stage it is just an idea. Other benefits could include VAT returns. CAS would advise, and may be able to attend a meeting so that questions can be asked. The relationship would mean that 3 members of the Council would sit on the board. As it is a very small PC this may be a disadvantage.

Cllr Richards commented that the residual liability of the Village Hall lays with the PC.

ACTION: Cllr M McKenna to organise a meeting with Community Action Suffolk to obtain more information.

(c) To readopt the Financial Regulations, GDPR – Privacy Notice, Data Retention, Data Breach, Subject Access Policy and Template, General Reserve Policy.

It was agreed by the full Council to adopt the policies listed above.

(d) Transport & Highways

I. **Quiet Lanes** Cllr Richards said that the PC are clear on the meaning of them. There is a joint parishes initiative which includes Campsea Ashe, Tunstall etc, and Snape is part of it. It talks about the Melton crossing, traffic lights etc. There was a meeting at Tunstall which spoke about the Maltings area. There was a long list of items that they would like to undertake. The way forward with these items need to be discussed with Julia Ewart.

Cllr Rainger reported that everything is being pushed for by the parishes. Julia has some funding, the PC should try for some of the work to be completed in the village. The Local Government Reorganisation is just around the corner.

Cllr McDonald commented that an overall project plan is more likely to get funding.

Cllr Richards said that the red, green, amber process needs to be actioned.

Cllr Rainger reported that a 40mph section as you enter the village would be an improvement. Rebecca Quigg from Sizewell C should give a presentation on the traffic management in the area.

ACTION: Cllr Rainger to arrange a visit from Rebecca Quigg.

Cllr Richards suggested that the PC should make a draft shopping list and circulate to all.

Cllr D McKenna asked how should the parking in the layby near the church be stopped.

Cllr Rainger said that a dotted white line shows a parking layby. The kerb could be raised, or put in a bund/mound. This could wash away but vegetation would help to keep it in place. Suffolk Coast & Heaths are not concerned about the site. The PC could ask for temporary bollards, at no cost to the PC. SPR & SZC are working together on this.

Cllr Richards said that the access to Cundle Green Lane if a concern, work needs to be done to tidy it up.

II. **Gateway Signs –** Cllr Rainger reported that he had a quote from Glasdon and to replace the village gateway signs just as they are, supply only, it is £2600 per pair. This would be exactly as in place now. The PC would need to obtain an additional quote as this one expires in May.

Could the Community Self Help group assist. A conversation would need to take place with the Highways contractors. The gateways could be handed over to Julia Ewart and Charles Harrison and ask them to erect them.
ACTION: Cllr Rainger to obtain an additional quote.

III. **Bus services to and from Snape –** Cllr D McKenna reported that some residents have started to research the possibility of some public transport in the village. There is the possibility that there could be a couple of hydrogen buses run through the villages, Snape, Orford etc. Jenny Riddell- Carpenter is assisting the villages with this project, to support a better public transport scheme.

9. Correspondence

None

Cllr Rainger reported that there are two grants for cycle racks. It is proposed to buy 4 racks, the funding for these came in last September. There will be 2 at the Church and 2 at the Village Hall. The cycle repair station will be delivered directly to the Sizewell C project team, this will then be placed at the village hall, with various publicising.

Cllr M McKenna said that she had previously sorted some of the documentation which belongs to the PC and is in the filing cabinets in the Village Hall. There is a plan to list all the documents, there are papers from 1921 -76, and 1976 to 2013, after then the documents were digital. Should these documents be placed in the Suffolk Archives for safe keeping.
Cllr Rainger asked if required, can the PC obtain access to the documents.
Cllr M McKenna stated that the process to obtain the documents is straight forward.

10. Matters for consideration at the next meeting.

Any items not included in the minutes, please email the Clerk

11. Date of the Next Meeting

25th August 2026 (urgent items only)
22nd September 2026
27th October 2026 (urgent items only)

Meeting closed at 9.35pm.

Marie Backhouse, Parish Clerk
clerk@snape-pc.gov.uk
28th July 2026

SNAPE PARISH COUNCIL

INCAMERA MEETING

Meeting opened at 8.37pm

1) Approval of professional expenditure
   Cllr Richards reported that proposed plans had been circulated to all the Council. The allotment boundary has been in discussion for several years. The residents came with a proposal a couple of years ago but this was rejected by the Council. The surveyor drew a good map but the Council did not accept the positioning of the line as this meant the both sheds on the site would need to be moved. The challenge was to reach as agreement that suited the resident and the Council. When the boundary is agreed there will be a new marker post in place, and one of the sheds will need to be moved. The proposal has been drawn up by the resident's surveyor and this will mean that there is an area of land the other side of the resident's fence that they will not be able to access. The shed will need to be moved by 1m.
   Cllr King thanked Cllr Richards for his work on this, and proposed that the Council approves the boundary line.
   Cllr Richards stated that the Council will need to employ a solicitor to draw up an agreement document, there will need to be a post and wire. Is the Council happy with this expenditure.
   It was agreed by all for this expenditure to be undertaken.

   Meeting closed 8.53pm.