

Snetterton Parish Council

Minutes of the Ordinary Parish Council Meeting held on Thursday, 8th August 2024, commencing at 6.30pm at Shropham Village Hall

Present:

Cllr Gen Ellis, Cllr Sam Hemsall, Cllr Henry Mason, Cllr Amanda Skinner (Chair), Cllr Trevor Watkins

Parish Clerk - Sharon Sweet

County Councillor – Stephen Askew (from 7.15pm onwards)

Four members of the public were in attendance

1. To receive apologies for absence

None.

2. To receive Declarations of Interest and any requests for dispensation

None.

3. To agree the minutes of the last meeting on 17th June 2024

The minutes of the meeting held on 17th June 2024 were **AGREED** as an accurate record and signed by the Chair.

4. Public forum for members of the public to comment on agenda items, and updates from District and County Councillors

A member of the public shared insights from their recent tour of the Oxygen Conservation site at Manor Farm, describing the visit as inspiring. The team at Oxygen Conservation, including specialists such as an ornithologist, ecologist, and a former Environment Agency Officer, is currently gathering environmental data. They expressed an interest in addressing the parish council at a later date.

The member of the public also suggested that focusing on the biodiversity of the River Thet could be particularly relevant, given the flooding issues affecting the parish. The council agreed that improvements to the river would benefit the residents.

A second member of the public introduced themselves to the council, noting their involvement in environmental and climate action for parish councils in Suffolk. They offered their support and advice to the council.

Later in the meeting County Councillor Askew provided a verbal report updating members on recent developments, which included recent success in reducing the speed limit from 60mph to 40mph on a stretch of Hargham Road between A11 north exit and Shropham Village

Apologies had been received from District Councillor Suggitt.

5. Administrative and Governance Matters

- a. It was noted the Clerk has been added to the Barclays banking mandate for Simple Servicing Authority and the business address had been updated.
- b. It was noted the setup of Easy PC accounting software was now complete
- c. It was noted the AGAR exemption certificate and contact form had been submitted to and acknowledged by the external auditors.
- d. It was **AGREED** to adopt Standing Orders for small councils.
- e. It was **AGREED** to adopt Financial Regulations for small councils.
- f. It was **AGREED** to adopt the model Code of Conduct.
- g. It was **AGREED** to adopt Co-option Policy.
- h. It was **AGREED** to adopt Reserves Policy.
- i. It was **AGREED** to adopt Planning Protocol.
- j. It was **AGREED** to adopt Dark Skies Policy.

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6. To consider Councillor Training

Training available was noted by members.

7. To receive a report from Cllrs Mason and Ellis on discussions with businesses at Airfield Industrial Estate regarding light pollution, and to agree a Dark Skies and Landscapes initiative and an article for the local parish magazine

The report was received, noting that many businesses were either already low producers of light pollution or willing to reduce their light pollution. After discussion, it was **AGREED** for the Clerk to contact Nature's Menu to request a meeting with their Environment Officer and Cllrs Ellis and Mason, as the Council had not yet been able to discuss ways the company might be prepared to reduce its light pollution.

8. Finance

- a. To authorise payments and note any monies received – It was **AGREED** to authorise the following payments:

Description	Type	Payee	Amount
WFH allowance July & Aug	chq	S Sweet	£ 26.00
Clerk Gross Salary July & Aug incl. O/T June & July	chq	S Sweet	£865.67
Expenses – stamps	chq	S Sweet	£ 6.80
SLCC membership (Society of Local Council Clerks)	chq	SLCC	£ 99.50
Payroll services (Apr-Sept 2024)	chq	DM Payroll	£ 60.00
Hall Hire (Aug meeting)	chq	Shropham VH	£ 24.00
Subscription	DDM	ICO	£ 35.00

It was further **AGREED** the Clerks salary will be paid by Standing Order from September 2024.

Receipts received since April 2024 were noted:

Description	Type	Payee	Amount
Precept ½ yearly	BACS	Breckland DC	£3000.00
Bank Interest	BACS	Barclays	£ 6.07
VAT reclaimed	BACS	HMRC	£ 46.83

- b. To review and sign the cash book reconciliation - Reviewed and signed cash book reconciliation to 5th July 2024
- c. To consider earmarked fund for Election Costs - **AGREED** to establish an earmarked fund for Election Costs and transfer £250.00 to this fund.
- d. To receive Accounts & Governance Action Log and note progress to date - noted by members, who were content with progress.
- e. To receive budget monitoring document, and consider recommendations - **AGREED** to implement the recommendations made by the Clerk, see Appendix B.

9. To consider any suitable projects for the NCC Parish Partnership Scheme 2024/25

Noted, no schemes identified at this time.

10. To note insurance value for bus shelter

Cllr Mason advised the rebuild cost to be £3,500.

11. To review and decide on the transfer of amenity land from Breckland District Council based on the received report

The report from the Clerk was received, considered, and discussed. It was **AGREED** to accept the transfer on the terms offered:

- Support the outline planning permission for four semi-detached properties.

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- Upon sale of the land (estimated to be in 2025/26), Breckland District Council will gift the remaining amenity land to the Parish Council.
- The Parish Council will receive 10% of the sale value of the development land, estimated between £100,000 - £120,000.

It was further **AGREED** to consult residents on how they would like to see the land used. **ACTION:** Clerk to draft a community questionnaire.

12. To receive a report on the defibrillator and agree any further actions required

The report from the Clerk was received, considered, and discussed. It was **AGREED** to install a defibrillator through Heart to Heart Norfolk charity, defibrillator and cabinet package: £1,500.

Two local businesses have already pledged £400 each towards the costs. **ACTION:** Clerk to confirm with World Horse Welfare that they are still happy for the defibrillator to be sited on their outside wall and to request the donations from the local businesses, these will be held in an earmarked fund for the project.

13. To note council comments on the Breckland Local Draft Plan submitted under delegated authority

Noted, see Appendix A.

County Councillor Askew joined the meeting

14. To note correspondence received from Bidwells LLP on behalf of Motorsport Vision regarding public drop-in consultation event on 16th July, on the proposed plans for development of a site adjacent to Snetterton Business Park (information only)

Members attended this presentation. Those attending found the presentation informative, with all questions answered.

15. To note correspondence received from Roudham and Larling Parish Council regarding open meeting with the Director of Planning Breckland DC on 5th September 2024 at 7.30 pm, Great Hockham Village Hall

Members who are available will attend and report back to the full council at the next meeting.

16. To receive an update on Biodiversity (information only)

Covered under discussions in the public forum.

17. To consider planning applications received from Breckland District Council:

- a. **3PL/2024/0601/F - Proposed double-stacked portacabins for use as offices, meeting room, and changing room ancillary to Nature's Menu factory. Natures Menu, Falcon Road.**

AGREED to submit **COMMENTS** from the Council Dark Skies Policy, the light pollution clause.

18. To note planning decisions and other planning information from Breckland District Council:

- a. **3PL/2023/0925/O - Outline application for employment-generating uses, inclusive of professional services, within a landscaped business park with welfare facilities and all associated works including internal road network and parking. Snetterton Business Park.**

Application **APPROVED** - noted.

- b. **3PL/2023/1203/D - Application for approval of Reserved Matters (plot 12) following outline permission 3PL/2021/1527/O and discharge of conditions 3, 5, 6, 8, 12 & 13 of 3PL/2021/1527/O (as updated by application reference 3NM/2022/0109/NMA). Snetterton Park Limited.**

Application **APPROVED** - noted.

- c. **3PL/2024/0552/LU - Application for a Certificate of Lawfulness for a proposed extension to an industrial building or warehouse at Snetterton Park, plot 29C, Harling Road, submitted by Snetterton Park Limited. This application will be determined by Breckland District Council under Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).**

Information only - noted.

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19. To receive items for inclusion on the next agenda:

- Action Plan
- Internal Controls Statement
- Financial Risk Assessment
- Data Protection and Retention of Documents Policies
- Consider new projects or new costs for inclusion in the draft budget 2025-26
- Report back from the open meeting with the Director of Planning Breckland DC on 5th September 2024
- Developing a Comprehensive Parish Profile (data collection and mapping)
- Southend speeding and recent A11 accident
- Hedgehog signs

20. To confirm the date of the next meeting at Shropham Village Hall as 23rd September 2024 and agree schedule of meetings for 2024-25 at Shropham Village Hall

The schedule of meetings, on Monday evenings, was **AGREED** as follows (subject to Shropham Hall availability):

30th September 2024, 18th November 2024, 13th January 2025, 17th March 2025 and 12th May 2025

21. Staffing – probationary period. Due to end 31st Aug 2024.

It was **AGREED** that the probationary period was satisfactorily completed. Permanent employment was offered to and accepted by the Clerk.

Meeting closed: 7.50pm

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APPENDIX A

Snetterton Parish Council Submission to Breckland District Council

Snetterton Parish Council fully supports the development of the land identified and ratified in the 2019 Local Plan as a General Employment Area south of A11 as a priority over any other proposed land in the 2021 Breckland Local Plan update on the basis of the following:

1. Safe vehicular access
2. Existing mains water supply
3. Access to mains sewerage supply
4. Existing electrical supply
5. Broadband

Snetterton Parish Council conditionally supports the development of land not currently ratified as a General Employment Area north of A11 subsequent to the full development of the above land on condition that:

1. Safe vehicular access is from A11
2. The roundabouts on the north of A11 are not used for access relating to any new development and are restricted for use by existing and planned development including BWSC, Travis Perkins, Natures Menu, Industrial Area south of A11 companies being accessed from the south, MSV traffic on race days, and existing factory traffic for industrial units north of A11.
3. The single track in front of Natures Menu remains solely for use by emergency vehicles and access to Natures Menu factory by their staff and suppliers for safety reasons.

While we recognise Snetterton's designation and ongoing industrial growth, we are concerned about the lack of consideration for the residential areas of the parish in the draft local plan. Despite previous lobbying, the continuous development on the north side of the A11 has been encroaching upon and negatively impacting the residential village.

We propose that future development on the north side of the A11 include measures to protect the residential end of the parish. This should involve setting a red line boundary to limit encroachment, ensuring a fully assessed and appropriate highway infrastructure to handle current and future traffic increases, and establishing definitive traffic routes that avoid the parish. These protections are essential to maintain the unique character of Snetterton and should be a priority in planning decisions.

Additionally, the council would like to highlight the need for diverse employment opportunities and essential infrastructure that aligns with the Local Plan's objectives. Similarly, the council emphasises the importance of prioritising brownfield sites for development to support sustainable growth, as this aligns with current planning policies.

Future aspirations for Snetterton

Infrastructure to be established for the total area if included in the Local Plan Update 2021 to include the following:

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1. **40 acres of deciduous and evergreen tree planting** on the western boundary of the proposed site to screen dwellings and residents in South End Snetterton from lighting and noise from development and to aid developers' carbon offset requirements.
 2. **All electricity, sewerage, drainage, and mains water infrastructure** to be in place for the whole site before development commences.
 3. **Pond creation for runoff** to be in place for the whole site before development commences.
 4. **Protection of existing habitats**, with consideration of local wildlife, including herons, starlings, cuckoos, song thrushes, skylarks, grey wagtails, yellow hammers, bats, snakes, buzzards, and hedgehogs, as well as species on the "watch list" such as brown hares, bullfinches, dunnocks, house martins, kestrels, kites, greylag geese, and oyster catchers.
 5. **Respect for existing ancient footpaths** under review as restricted byways, including Lime Kiln Lane, The Driftway, and Lovers Lane.
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Additional comments on the Breckland Local Plan Proposal for Development at Barkers Farm, Larling

Snetterton Parish Council supports objections raised by Roudham and Larling Parish Council regarding the proposed development of 1900 new homes at Barkers Farm, Larling. This development would significantly impact the small rural village of Larling, increasing its population by approximately 6000 residents and straining local infrastructure, including roads, schools, and healthcare facilities.

Key concerns include:

- **Traffic Impact:** The increase in population will exacerbate traffic issues on the B1111 and other local roads, affecting both Larling and Snetterton.
- **Lack of Infrastructure:** The proposed site lacks essential services, such as electricity, water, and sewer systems, further straining the community.
- **Community Disruption:** The rapid population growth would disrupt the quality of life in Larling and surrounding villages, including Snetterton.

We believe that alternative options, such as development at Robertson Barracks and Dereham, would have a lesser impact on their respective communities.

Appendix B

Budget Recommendations July 2024

There will be an overspend on the Clerk Salary budget line in 2024-25 due to:

- March pay being paid in the April 24 – Mar 25 budget yr
- Clerk Recruitment of a qualified clerk on a higher pay scale
- Payment of holiday owed on leaving employment
- Overtime June and July

While it is not essential to vire funds between budget lines, I am recommending in this case the budget lines are amended as follows:

Recommendation 1

Council website - this is now in-house, transfer £110 to salary budget line

Training – reduce this line to £120.00 (approx. 2 training courses), transfer £200 to salary budget line

Payroll services – annual cost £120.00, transfer remaining £480 to salary budget line

TOTAL £770 transfer to Clerk Salary budget line

Recommendation 2

In addition, transfer the remaining £90, in the ‘Audits’ budget line to ‘Meeting room hire’

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