

Snetterton Parish Council

Minutes of the Ordinary Parish Council Meeting held on 30th September 2024 at Shropham Village Hall, commencing at 6.30pm

Present:

Cllr Gen Ellis, Cllr Sam Hemsall, Cllr Henry Mason, Cllr Trevor Watkins (Vice Chairman in the Chair)

Clerk: Sharon Sweet

2 members of the public

1. Apologies for Absence

Apologies were received from Cllr Skinner. It was **AGREED** to accept the reason for absence for both the September and November meetings.

2. Declarations of Interest and Requests for Dispensation

None.

3. Minutes of the Last Meeting

The minutes of the meeting held on 8th August 2024 were **AGREED** as a true record and signed by the Chairman.

4. Public Forum

A member of the public spoke on the topic of biodiversity.

5. Administrative and Governance Matters

- a. The Clerk provided an update on ongoing matters.
- b. It was noted that the exemption certificate for the AGAR 2023-24 had been received and logged by the external auditors.
- c. It was **AGREED** to reappoint Carol Bailey as the Internal Auditor for 2024-25.
- d. The Snetterton Parish Council Public Engagement Questionnaire was **AGREED** with amendments: a closing date of 30th November 2024 was added, all members will hand-deliver copies to residents, and Cllr Hemsall was designated as the contact for paper copy returns and posting electronic copies on Snetterton Facebook and Nextdoor.
- e. It was **AGREED** to transition to .gov.uk domains for council communications and emails. The cost, supported by a government grant, is £14.40 for two years.
- f. The Internal Controls Statement was considered and **AGREED**.

6. Biodiversity

- a. The Snetterton Parish Council Biodiversity Policy was **ADOPTED**.
- b. The establishment of a Biodiversity Working Group was **AGREED**.
- c. The Terms of Reference for the Biodiversity Working Group were **AGREED**, with amendments. The number of non-councillor members was increased to 8, and councillor participation was set on an informal basis, allowing attendance when other commitments permit.
- d. No appointment of a councillor representative was required (as per Item 6(c)).
- e. The two members of the public in attendance agreed to join the Biodiversity Working Group.
- f. It was **AGREED** to purchase two reflective Hedgehog Safety signs (40cm x 24cm) from JAF Graphics.

7. Correspondence and External Meetings

Chairman signature/initials.....

Date.....

- a. Correspondence from the Chief Executive of Breckland Council regarding district-wide engagement events was noted.
- b. It was **AGREED** to book a surgery appointment with G Freeman MP to discuss local issues.
- c. Feedback from the open meeting with the Director of Planning at Breckland District Council, which all members attended, was noted. No further actions required.
- d. The meeting with Nature's Menu regarding light pollution was scheduled for 15th October 2024.
- e. The Clerk reported no response from Norfolk County Council regarding concerns over local transport infrastructure and speeding. It was **AGREED** that Cllr Ellis and the Clerk would collaborate on escalating this issue.

8. Strategy and Future Planning

- a. It was **AGREED** to draft a Council Action Plan for 2025-26. Cllr Ellis will forward an outline of a development plan from 2023 to the Clerk.
- b. Members discussed the potential benefits of a Parish Online subscription. The Clerk will explore this further and report back to members.

9. Finance

- a. Payments were **AUTHORISED**, and receipts noted.

Description	Type	Payee	Amount
Meeting room hire (Nov – May 25)	chq	Shropham VH	£120.00
ICO (renew membership)	DDM	ICO	£ 35.00
Clerk salary and PAYE (Sept & Oct)	chq	S Sweet	£682.50
WFH allowance (Sept & Oct)	chq	S Sweet	
and expenses (stamps & envelopes)			£ 34.30
Hedgehog signs	chq	JAF Graphics	£103.60
Gov.uk domain registration	chq	Norfolk ALC	£ 14.40

Receipts noted:

Bank interest	BACS	Barclays	£ 6.09
Half yearly Precept	BACS	Breckland DC	£3000.00

- b. The cash book had been reconciled to 5th Sept 2024 and was reviewed and signed.
- c. The budget monitoring document was received, no additional recommendations were made.
- d. No additional projects were suggested for the draft budget for 2025-26

10. Planning Applications

- a. **3PL/2024/0701/H** – Hybrid planning application for a Hotel, Café, Offices, Industrial Units, and associated amenities. Land off Heath Road, North of Snetterton Motor Circuit. It was **AGREED** to submit the following **COMMENTS**:

- **Building Heights:** In line with NPPF Section 12, ridge heights should not exceed those of nearby buildings to maintain the character of the area and avoid dominating the landscape.
- **Design and Materials:** The design should use materials and colours that are in keeping with the rural setting, as encouraged by NPPF Section 12.
- **Flooding and Drainage:** As per NPPF Section 14, sustainable drainage systems (SuDS) must be implemented to manage surface water runoff and reduce flood risks.
- **Landscaping:** In accordance with NPPF Section 15, native species should be prioritised in landscaping to enhance biodiversity and integrate with the natural environment.

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Date.....

- **Traffic and Access:** Increased traffic flow, particularly during peak times and events at Snetterton Circuit, must be managed with a comprehensive traffic impact assessment and appropriate road safety measures. Access to the A11 should minimise disruption, with provisions for sustainable transport options, as set out in NPPF Section 9.

Light Pollution: Measures to minimise light pollution should be enforced, with fully shielded lighting, in line with NPPF guidelines and best practice for protecting rural areas

b. **3PL/2024/0552/F** – Extension to an industrial building/warehouse at Snetterton Park (Plot 29C), Harling Road. It was **AGREED** to submit the following **COMMENTS**:

- **Building Heights:** Consistent with NPPF Section 12, the ridge heights should match existing buildings to ensure harmony with the local skyline.
- **Design and Materials:** The extension should use materials and colours that respect the rural character of the area, as per NPPF Section 12.
- **Flooding and Drainage:** A detailed flood risk assessment should be conducted, and sustainable drainage measures (SuDS) should be incorporated, following NPPF Section 14 requirements to manage flood risks.
- **Landscaping:** Landscaping should use native plants to support biodiversity and reduce visual impact, in line with NPPF Section 15.
- **Traffic and Access:** A traffic impact assessment is needed to evaluate the effects on peak traffic. Road safety measures, including traffic calming, should be implemented, and access to the A11 must ensure smooth connectivity, with provisions for sustainable transport, as encouraged by NPPF Section 9.

Light Pollution: Outdoor lighting must minimise light pollution, with shielded and downward-facing fixtures, in accordance with NPPF guidance

c. **3PL/2024/0552/F** – Extension to an industrial building/warehouse at Snetterton Park (Plot 29C), Harling Road. Application changed to a full application. The Council response – **NO COMMENT** (considered between meetings under delegated authority).

11. Planning Decisions and Information from Breckland District Council

a. **3PL/2024/0601/F** – Proposed double-stacked portacabins for Nature's Menu – **APPROVED**.

b. **3PL/2024/0132/D** – Reserved Matters for Plot 5A, Snetterton Business Park – **APPROVED**.

12. Items for Inclusion on the Next Agenda

- Discussion on reduction of speed limit and weight restriction on the road at South End.

13. Meeting Dates for 2024-25

The finalised meeting dates were noted as 25th November 2024; 13th January 2025; 24th March 2025; 12th May 2025

It was **AGREED** under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 14 on the grounds that it could involve the likely disclosure of private and confidential information.

Members of the public left the meeting

14. Staffing Matters

It was **AGREED** to temporarily increase the Clerk's hours to 6 hours per week, effective from 1st October 2024, with a review in the new year.

Meeting closed: 7.45

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Date.....