

Snetterton Parish Council

An Ordinary Parish Council Meeting will be held on 25th November 2024 starting at 6.30pm at Shropham Village Hall

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

Sharon Sweet Clerk to Snetterton Parish Council

18th November 2024

AGENDA

1. To receive apologies for absence
 2. To receive Declaration of Interests and any requests for dispensation
 3. To agree the [minutes of the last meeting on 30th September 2024](#)
 4. Public forum
 - a) To receive update from Norfolk County Councillor
 - b) To receive update from District Councillor
 - c) To hear from members of the public. *Members of the public may address the Council, with contributions limited to 5 minutes per person and a total maximum session time of 20 minutes.*
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5. Administrative and Governance Matters
 - a. Clerk Report – update for ongoing matters (information only)
 - b. To receive an update from the Biodiversity Working Group and note insurers advice regarding the inclusion of youth members in the group
 - c. To receive and consider the Risk Assessment
 - d. To review the Asset Register
 - e. To receive and consider draft Planning Response Policy
 - f. To receive and consider draft Action Plan
 - g. To approve reimbursement of £35.78 to Cllr Watkins, printer ink
 - h. To note the clerk's contractual pay award as per the NJC and union agreement, backdated to commencement of employment 01.06.2024
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6. Transport and Highways Matters
 - a. To agree Snetterton highways issues
 - b. To agree to contact NCC Highways Engineer to discuss solutions to Snetterton highways issues
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7. Correspondence and External Meetings
 - a. To note feedback from meeting with Nature's Menu regarding light pollution and agree any further actions
 - b. To consider suitable community project ideas for the [Norfolk Armed Forces Covenant 2025 Commemoration Fund](#), in honour of the 80th anniversaries of VE Day and VJ Day
 - c. To receive update report from Snetterton Circuit Liaison Group Meeting and consider any actions required

8. Finance

- a. To authorise payments and note any monies received
- b. To review and sign cash book reconciliation
- c. To review budget monitoring document
- d. To review general and earmarked reserves
- e. To receive draft budget 2025-26

9. Planning

To consider planning applications received from Breckland District Council:

- a. To note, considered between meetings under delegated authority - **3PL/2024/0219/F** Snetterton Park Harling Road Proposed Two C3 dwellings, to replace the 2 C3 dwellings approved under pp 3PL/2022/1088/F (Phase 1), four C3 holiday let units (Phase 2), and one Business Centre (Phase 3) together with proposed garages and carports for the relevant house types. Creation of new vehicular and pedestrian accesses. Referred to Breckland Planning Committee. It was **AGREED** under delegated authority to submit written comments requesting planning conditions to address light pollution, as outlined in Snetterton Parish Council's policy. Specifically, outdoor lighting should be fully shielded, directed downwards, only switched on when needed, and use white, low-energy lamps (preferably LEDs), in line with NPPF Clause 191c and Norfolk County Council's Environmental Lighting Zones Policy.

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

- a. **3PL/2024/0219/F** - as above. **Application APPROVED**

11. To receive items for inclusion on the next agenda

12. To confirm the date of the next meeting as 13th January 2025 6.30pm Shropham Village Hall

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.

Chairman signature/initials.....

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

Chairman signature/initials.....

Date.....

Local Farmers to be hit with Family Farms Tax

Changes to inheritance tax announced by the Labour Government in the recent budget, would scrap Agricultural Property Relief (APR). APR has been instrumental in allowing British family farms to remain intact across generations, supporting food security, sustaining rural communities, and aiding environmental stewardship.

According to the County Land and Business Association (CLA) this Family Farms tax is estimated to impact over 70,000 family farms, leaving the average farming family with a tax bill of at least £240,000 according to the Agriculture and Horticulture Development Board (AHDB), which will force many to sell portions of their land or close entirely, paving the way for corporate ownership over family ownership.

VAT on private local Schools to impact Norfolk's SEND Children

As part of the recent budget announcement by the Labour Government, Norfolk County Council could be negatively impacted heavily by the decision to impose VAT of private schools.

Where previously parents with children with special educational needs had opted to self-fund their children to attend private schools, the immediate 20% increase in cost could lead to a vast number now seeking the support of the Local Authority to apply for an Education, Health and Care Plan (EHCP), leading to additional burdens for the Council to process these in accordance with its statutory obligations to ensure each child's needs are met, along with meeting potential financial demands in paying towards the schooling fees themselves.

Norfolk County Council commits over £1m to keep people warm this winter

Proposals to support some of Norfolk's most vulnerable people this winter have been set out today.

Norfolk County Council is looking to use £1.15m of the £6.7m allocated to the county through the Household Support Fund to keep people warm and help them make ends meet.

The county council will use £0.75m to partner with local organisations, including Age UK and Citizens Advice Bureau, to reach some of those most affected by the changes to the Winter Fuel Payments. They will also put £400k into the 'warm spaces' scheme which provides vital respite in community spaces across the county.

The proposals also include £3.6m to continue providing cost-of-living vouchers for families eligible for means tested free school meals. This is in addition to:

- £1.00m to Norfolk Assistance Scheme. Delivered by the Norfolk County Council, the scheme includes direct award of assistance, the provision of household items and emergency help, alongside a range of support and guidance
- £0.70m to local councils across Norfolk to provide proactive and crisis support
- £0.25m to Adult Learning to continue free access to a range of courses to help with cooking at home, budgeting, and digital skills.

Update on devolution talks with the Government

Following the Government's decision to halt the £600 million devolution deal that Norfolk County Council had agreed with the previous administration, county council leader Kay Mason Billig has had talks with Local Government Minister Jim McMahon on a new way forward.

New strategy puts Norfolk at the forefront of the UK economy

Ambitious plans for Norfolk's economy have been unveiled in a new strategy to be presented to the county council's cabinet in November.

The strategy seeks to build on Norfolk's influence in key sectors, including clean energy, agri-tech and cutting-edge research.

Norfolk's Economic Strategy, also known as a Local Growth Plan, sets out an overview of the local economy and key priority areas for economic growth.

Norfolk is already at the forefront of some of the UK's most strategically important sectors.

Norfolk is a global leader for offshore wind with £39bn of clean energy investment forecasted over the next 20 years. In Great Yarmouth, the new Operations and Maintenance Campus is expected to create 650 new jobs and new commercial space for the offshore renewable energy sector. This £24.8m partnership project is a collaboration with Great Yarmouth Borough Council, with enabling works well underway.

Work is also underway to examine how to decarbonise the gas supply through the development of a 'Bacton Energy Hub', reusing existing North Sea assets for carbon storage, and blue/green hydrogen production.

The local Agri-Food and Agri-Tech economy puts Norfolk at the epicentre of addressing challenges around food security and climate change. Norwich Research Park is a world-leading research base at the forefront of global food and health research. It is Europe's largest single site hub of research, training, education, and enterprise in food and health.

Norfolk is already well known for a visitor economy which accounts for nearly 20% of all employment. The county was recently successful in bidding to become a Local Visitor Economy Partnership, alongside Visit East of England and Suffolk County Council. This put them on an even footing with the likes of Cornwall, the Peak District, and the Cotswolds who have the same level of Visit England accreditation.

Major infrastructure projects continue to transform how residents and businesses get around. The completion of the Herring Bridge and the start of construction on the long-awaited Long Stratton Bypass will bring a major boost for the local economy. Norfolk has also seen year-on-year growth in bus passenger numbers and the introduction of a major electric bus fleet.

The county council continues to push for improvements along the A47, with an ongoing campaign to improve connectivity and safety through further dualling in key areas.

Norfolk has built an increasingly enterprising culture, supporting residents to start up their own business, and for new start-ups to survive and thrive. Norfolk has a better than UK average for survival of new businesses at 63% after 3 years, compared to the UK average of 56%.

New Anglia Growth Hub acts as the 'front door' for local businesses looking for support. Over the past 10 years, the Growth Hub has supported over 14,000 businesses with free, impartial support and advice.

£2m boost to Apprenticeships in Norfolk funded by levy transfer scheme

More than 200 apprentices have been able to start at businesses and organisations across Norfolk thanks to a scheme that has transferred £2.2 million to where it is most needed.

Apprenticeships Norfolk's Levy Support Scheme enables unspent funds, which would otherwise be returned to HM Treasury, to be transferred to employers that can use them to fund apprenticeships, for new or existing staff.

Aviva, BBC and the University of East Anglia (UEA) are just some of the organisations to transfer their unspent levy to the Apprenticeships Norfolk programme, which, in its second financial year has reached its £2 million milestone in transfers.

To find out more about the Levy Support Scheme, you can [visit the Apprenticeships Norfolk website](#) or contact the team at apprenticeships@norfolk.gov.uk or on 0344 800 8024.

Conference explores how to boost visitor numbers in Norfolk's market towns

Reimagining Norfolk's market towns to attract more visitors was the theme of a conference which brought together more than 100 people from businesses and organisations across the county.

Taking place at the Swaffham Assembly Rooms, the event organised by Norfolk County Council and sponsored by Lovell, with representatives from 22 market towns in attendance to hear success stories celebrated and challenges explored.

Separate panel discussions explored sharing best practice on the regeneration and placemaking of Norfolk's market towns as well as opportunities for business and skills support.

Breckland Council highlighted the successful placemaking projects that had taken place in Swaffham town centre where shopfronts and prominent buildings, including the Georgian Assembly Rooms, have been regenerated thanks to the High Street Heritage Action Zone.

Delegates also heard about how the historic market town of Melton Mowbray took advantage of its vibrant food and drink sector to promote itself as a 'rural capital of food' to reverse declining town centre and falling visitor numbers.

Tis (almost) the season... for a high-tech winter

As the colder days draw near, Norfolk County Council's highways maintenance teams are getting ready to help keep Norfolk residents moving safely around the county as we launch our annual #NorfolkWinter campaign.

2024 will witness the most technologically advanced gritting operation Norfolk has ever seen. With 45 brand new gritting vehicles joining the fleet over the last 2 years and all 58 of our vehicles now operating at the highest specifications available.

Each vehicle will run with brand new auto-salting technology. Aided by satellite navigation, it will allow teams to salt the road with limited manual intervention, making the operation more accurate, saving time and reducing waste.

On average, the technology reduces the amount of salt used by between 10% and 15% and saves salt being distributed onto grass verges and other areas that do not require gritting. The technology was trialled in some vehicles last year ahead of full implementation across all depots.

Using mapping data, information from the Norfolk network, along with input from our highly skilled drivers, vehicles can track pre-programmed routes making treating Norfolk roads easier and more precise.

Because route data is uploaded into the vehicles, any driver can select any route, set the required spread rate and drive - improving safety and ensuring more effective use of resources and drivers. This means that the network will be treated appropriately and consistently throughout this winter helping to keep Norfolk's roads moving.

Alongside this technology we are also upgrading the Roadside Weather Stations across the County as they come to the end of their serviceable life. Recent upgrades include Smallburgh, Cromer and Barn Road Norwich, with Wells programmed for replacement within the next few months. These stations collect roadside data, such as road surface temperatures, which enables the Highways Team to decide on gritting actions over the forthcoming 36 hour period.

Throughout the winter season updates will be posted to the county council's social media channels to let people know when gritting will be taking place. As well as tips and advice for travelling safely through the winter. Look for the #NorfolkWinter hashtag on Facebook.

People can check which roads are on the council's gritting routes at www.norfolk.gov.uk/gritting. On the same map people can find the locations of around 2000 grit bins in the county that are filled by the County Council and which people can use on public pavements, cycle paths and roads to help everyone get around safely.

Find more information on our website: www.norfolk.gov.uk/winter.

Consider adoption this Adoption Week - whatever your family make-up

Following the recent Adoption week Norfolk County Council is calling on people from all different backgrounds and family make-ups to consider becoming adoptive parents.

A survey by You Can Adopt revealed that 68% of people in the East of England believe there is no such thing as a "normal" family.

The survey revealed that the vast majority of the public (89%) feel it's important to teach children that families come in all shapes and sizes, and that this promotes acceptance of children from non-traditional family units (54%). However, 50% of the public surveyed were not taught this themselves when growing up.

Norfolk County Council is a proud partner of Adopt East, and this adoption week is looking for parents for 18 children in care waiting for their forever home.

The council needs adopters for children of all ages and is particularly looking for adopters for brothers and sisters, toddlers and young children aged four and older, and children with disabilities.

If you are interested in adopting visit www.norfolk.gov.uk/adoption or call [01603 638343](tel:01603638343).

New weight management service launches

Norfolk County Council has launched a new service to support children and young people (CYP) aged 4-18 and their families to make long-term, sustainable changes to their health, weight and wellbeing.

In collaboration with DDM Health's Gro Health platform, the Tier 2 weight management service offers a mix of face-to-face and digital resources to better support CYP and families maintain a healthy weight and lifestyle.

This new programme is part of a broader effort to tackle these issues and ensure that local families have the support they need to make better healthy lifestyle choices.

Gro Health offers a holistic, 12-month programme that blends face-to-face interactions with state-of-the-art digital tools to provide a flexible and accessible service for families in Norfolk.

Designed by NHS clinical experts, the service is rooted in evidence-based practices and tailored to meet the individual needs of every family and young person.

The digital app is NHS certified and NICE accredited. Residents can access the service through primary care referrals or by self-referral. To check eligibility and register, please visit: www.grohealth.com/norfolk

Ukrainian visit strengthens ties with Norfolk

A delegation from Lviv in Ukraine have celebrated their growing connection with Norfolk on a recent visit to the county.

The group was in Norfolk to build on cultural, economic and scientific ties between the two regions.

Among the group was Maksym Kozytskyy, Head of Lviv Regional Military (State) Administration, who was appointed to the role in 2020 by President Volodymyr Zelenskyy.

The visit follows the signing of a Memorandum of Understanding (MoU) between Norfolk and Lviv in May this year.

Both regions continue to explore areas of cooperation in key sectors and cultural exchange. As part of the Homes for Ukraine scheme, Norfolk has hosted over 600 people.

Clerk Report – November 2024

- Hedgehog Signs: Ordered and received; ready for installation.
- .gov.uk Transition: Ongoing.
- MP Surgery: Appointment requested; no reply received to date.
- Parish Online: Activated 90-day free trial; annual cost after trial is £48.
- Defibrillator Update: Contacting relevant parties; further update at January 2025 meeting.
- Community Questionnaire: Closing date is end of November; results to be reviewed at January 2025 meeting.
- Microsoft Office: Free web-based versions of Word and Excel will be trialled from December to assess suitability post-January 2025.

Gallagher

Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY

www.ajg.com/uk

Snetterton Parish Council <snettertonparishcouncil@gmail.com>
To: "UK.CommunityRenewals" <CommunityRenewals@ajg.com>

13 November 2024 at 10:06

Good morning

Please could you confirm some information regarding the policy for this council.

The council has a new working group mostly consisting of resident volunteers, and the council is being asked whether some of the volunteers could be under the age of 18.

What are the insurance requirements for volunteers under 18?

From my point of view I have;

- 1) Safeguarding Policy with a designated safeguarding lead (this is likely to be an appropriately trained volunteer resident). Safeguarding training, council would request a copy of their work training certificate
- 2) basic DBS check for adults volunteering directly with/supervising young people
- 3) H&S risk assessment
- 4) parental consent forms and clear guidelines on supervision
- 5) volunteer policy

I look forward to hearing from you.

Kind regards
Sharon Sweet PSLCC
Clerk to Snetterton Parish Council

[Quoted text hidden]

UK.CommunityRenewals <CommunityRenewals@ajg.com>
To: Snetterton Parish Council <snettertonparishcouncil@gmail.com>

14 November 2024 at 10:50

Good morning Sharon,

Thank you for your email.

Employees/Volunteers engaged by the Council to undertake activities on their behalf are covered automatically by the policy we arrange under the Employers' and Public Liability Insurance sections.

If aged under 90 they are also covered by the Personal Accident section where there is a sum of £100,000 payable in the event of an accident causing death, loss of limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 2 years should the accident prevent the individual from pursuing their usual occupation.

In order to reduce the likelihood of injury or damage arising we recommend that a risk assessment is completed in writing and kept on your records.

I have attached a volunteer policy document compiled by Winsley Parish Council who are happy to share this.

If they are under the age of 16, we would recommend they are accompanied by a Parent / Appropriate adult.

Where litter picking near roads is undertaken by volunteers on behalf of the Parish Council we strongly recommend the following safety measures are included in the risk assessment and explained to the volunteers.

- Work should be restricted to adults only
- Signage or cones are in place to alert motorists of the activity
- Hi- vis clothing is worn by all participants
- If possible, a "look out" is appointed to monitor traffic movement
- No litter picking should be undertaken on the road itself
- No personal music players or ear/head phones should be used

I hope this advice is of assistance but please contact us again if any further questions arise.

Kind regards,

Danny Dorney

Client Adviser – Community



Insurance | Risk Management | Consulting

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From: Snetterton Parish Council <snettertonparishcouncil@gmail.com>
Sent: 13 November 2024 10:06
To: UK.CommunityRenewals <CommunityRenewals@ajg.com>
Subject: Re: 43973193 - Renewal Term Required [Version Ref: 129493954]

[EXTERNAL]

[Quoted text hidden]

 **Volunteer policy document.doc**
104K

SNETTERTON PARISH COUNCIL

Parish Council Risk Management Plan Assessment

Notes

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise each November

Last reviewed November 2024

FINANCIAL AND MANAGEMENT

Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	The small scale of the functions of the council would be supported through NALC membership. NALC membership provides support. In the event of Clerk unavailability, locum cover can be arranged through NALC or NPTS. Pay obligations for the Clerk increase with length of service during long-term sick leave. The Council is advised to gradually build its general reserve to manage potential financial risks of staffing issues.	Instigate mitigation dependent on specific circumstances when necessary.

Precept	Adequacy of precept	L/M	The existing budget is regularly reviewed throughout the year and discussed at full Council meetings. At the November meeting, the Council receives budget reports that include actual and projected financial data for the year, along with cost estimates from the Clerk. Using this information, the Council calculates the funds needed for ongoing expenses and projects for the next year, assigning specific amounts to budget categories. The Clerk & RFO presents a draft budget for the next financial year at November meeting, and with amendments made represents the draft budget at the January meeting.	The Council holds a general reserve within the recommended range of 3-12 months' expenditure. However, a small Council is advised that the general reserve should be maintained closer to 12 months, in line with JPAG guidance. The Council recently adopted a reserves policy and reviews reserves at least annually to ensure financial stability and to account for unforeseen expenses.
	Requirements not submitted to Breckland District Council	L	The Parish Council determines its precept request amount at the January meeting and instruct the Clerk & RFO to request this amount from the District Council.	Existing procedure adequate
	Amount not received from District Council	L	The Clerk informs Council when the monies are received (usually May & Nov meetings).	Existing procedure adequate
Financial Records	Inadequate records	L	The Council has Financial Regulations and Standing Orders which set out the requirements to prevent this.	Existing procedure adequate. Review the Financial Regulations as required at least tri-annually.
	Financial irregularities	L	The Council uses council-specific accounting software to manage its financial records, ensuring accurate and compliant bookkeeping. The cash book is reconciled against the bank statement on a monthly basis, and these reconciliations, along with budget reports, are presented to the Council at each meeting for review and approval.	Existing procedure adequate.

Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedure adequate.
	Bank mistakes	L	The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction.	Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an Annual Meeting and an election. Verification of the bank statements on receipt.
	Loss	L		
	Charges	L		
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked within 3 banking days. There is no petty cash or float.	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and Auditing	Information communication	L	A monitoring statement is produced regularly before Council meetings with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, budget monitoring update, and a breakdown of receipts and payments balanced against the bank.	Existing communication procedures adequate.
	Compliance	M	Council should regularly audit internally to comply with the Fidelity Guarantee.	Council annually reviews its statement of internal control. An independent and competent person is appointed to conduct the council's annual internal audit.

Direct costs Overhead expenses Debts	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate.
	Incorrect invoicing	L	At each Council meeting the list of invoices awaiting approval is distributed to Councillors and considered. Two signatories are nominated to check each invoice against the cheque book or online payments and associated paperwork.	Review the Financial Regulations when necessary.
	Cheque payable incorrect	L	Council approves the list of requests for payment.	Existing procedure adequate.
	Unpaid invoices	L	Unpaid invoices to the Council for services are pursued and where possible, payment is obtained in advance.	Existing procedure adequate.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. S137 is shown separately in the Council accounts	Existing procedure adequate.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. New grant applications would require terms and conditions to be satisfied.	Procedure would need to be reviewed dependent on nature of an application, if required.

Best value Accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Include when reviewing Financial Regulations.
	Overspend on services	M		
Salaries and associated costs	False employee	L	The Parish Council authorises the appointment of all employees and the Clerk has a formal contract of employment and job description.	Existing appointment and payment systems are adequate.
	Salary paid incorrectly	L	An external payroll service is contracted to manage all payroll functions, ensuring accurate salary calculations and compliance with current legislation.	Existing procedure adequate.
	Wrong hours paid	L		
	Wrong rate paid	L		
	Wrong deductions of NI or Tax	L	The Clerk monitors the HMRC Gateway account for over and underpayments, reporting to council any corrective actions required.	Existing procedure adequate.
	Unpaid Tax & NI contributions to the Inland Revenue	L		
Employees	Loss of key personnel	L	In case of loss of key personnel the Council would use its general reserve to hire a locum clerk for a short interim period.	Existing procedure adequate.
	Fraud by staff	L	The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.	Existing procedure adequate.

	Actions undertaken by staff Health & Safety	L L	The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Clerk to complete a Display Screen Assessment and report to Council any actions required.	Purchase up to date books. Training courses. Membership of the SLCC/Norfolk ALC. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Parish Councillors	No procedure required
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. An earmarked reserve is held to cover the cost of an election (either contested or by-election).	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. The accounting software Easy PC provides accurate VAT reports.	Existing procedure adequate
Annual Return	Submit within time limits	L	Employer's Annual Return is completed and submitted online and to the Inland Revenue within the prescribed time frame by the Clerk. The Accounting Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor (if not declaring exempt) within time limit.	Existing procedures adequate Existing procedures adequate
Legal Powers	Illegal activity or payments	L	The Clerk checks all payments for the power to pay, any concerns are raised with council before payment is authorised.	Existing procedures adequate

Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate.
	Business conduct	L	Business conducted at Council meetings should be managed by the Chairman with advice from the Proper officer.	Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.
Members interests	Conflict of interest	L	The declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and remains on the agenda.	Existing procedure adequate.
	Register of Members interests	M	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register of Interests.
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.	Existing procedure adequate.
	Cost	L	Employers and Employee liability insurance is a necessity and must be paid for.	Review insurance provision annually.
	Compliance	L	Ensure compliance measures are in place.	Review of compliance.
	Fidelity Guarantee	M	Ensure Fidelity checks are in place.	
Data protection	Policy Provision	L	The Council is registered with the Data Protection Agency.	Ensure annual review of registration

Freedom of Information Act	Policy	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the F of I Act.
	Provision	M	There have been no requests for information to date but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re submit the request broken down into sections, thus negating the payment of a fee.	

FACILITIES, EQUIPMENT & AREAS of LAND				
Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Existing assets	Loss or Damage Risk/damage to third party/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate.
Maintenance	Poor performance of assets or amenities	L	The Council own minimal assets, all assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.	Existing procedure adequate.
	Loss of income or performance	L	Assets with a value greater than the policy excess are insured and reviewed annually.	Ensure inspections carried out.
	Risk to third parties	L	The Councils main assets are the brick built bus shelter & 2 noticeboards. Councillors regularly check these and all other assets and risks to third parties are reported as urgent to the Clerk.	Existing procedure adequate.

Land Acquisition (North End)	Legal costs for conveyancing exceed initial estimates Unexpected maintenance costs required before land development	L	Clerk to obtain quotations for work and funds to be set aside from the gifted sum. Carry out a pre-acquisition inspection to assess any immediate maintenance needs. Allocate part of gifted funds for initial upkeep.	Reassess at the start of the 2025-26 financial year. Finalise the pre-acquisition assessment to confirm required maintenance funds (short term and long term)
Development of Nature Reserve	Insufficient resident support for nature reserve project Initial development costs exceed budget	M M	Conduct resident consultations and document feedback to inform the council's final decision on project viability. Research and apply for external grants to supplement gifted funds for nature reserve development.	Finalise decision on land use based on resident feedback by early 2025. Evaluate potential grants once project scope is decided; monitor costs annually.
Ongoing Maintenance	Long-term upkeep and management costs exceed annual budget	M	Develop a detailed maintenance plan to project long-term costs. Consider gradually building earmarked reserves specifically for maintenance needs. While maintenance itself may not qualify for grants, seek external funding for any new nature reserve development ideas.	Review maintenance plan and associated costs annually to ensure the budgeting and earmarked reserves are adequate.
Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held at Shropham Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and comfort aspects.	Existing locations adequate.
Council records – paper	Loss through theft fire damage	L M L	The Parish Council records are stored at the Clerk's home. Records include historical correspondence, minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a lockable (metal filing cabinet (not fireproof)) and older more historical records at NCC Records Office.	Damage (apart from fire) and Theft is unlikely and so provision adequate. Any Deeds/leases to be copied and deposited off-site.

Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L/M	The Parish Council's electronic records are accessed on the Council laptop and stored in Cloud based storage.	Existing procedure adequate.

Prepared by S Sweet Clerk & RFO Nov 2024

ASSET REGISTER 2024-25

Asset	Date acquired	Purchase Value	Replacement value	Location/responsibility	Estimated life	Notes
Notice Board (North End)	04/09/2003	£226.00	£ 1,000.00	North End		review condition
Bus Shelter	17/03/2006	£3,850.00	£ 3,500.00	North End		brick built bus shelter
Dog bin (North End)	24/08/2015	£247.75	£ 250.00	North End		
Neighbourhood Watch Signs (4)	12/12/2012	£30.00	£ 50.00	n/k		
New Notice Board (South End)	08/01/2020	£961.00	£ 1,000.00	South End		
Council Laptop	01/01/2024	£150.00	£ 500.00	Clerk home address	3 yrs	
Hedgehog Signs	07/10/2024	£81.34	£ 81.34	tbc		
		£5,546.09	£ 6,381.34			

Snetterton Parish Council

Snetterton Parish Council Planning Response Policy: Key Considerations for Development Proposals

Introduction to the Snetterton Parish Council Planning Response Policy

Snetterton Parish Council provides comments and recommendations on planning applications that may impact the local community and environment. In its responses, the Council will always consider the wider material considerations of planning, which include factors such as the impact on local amenities, environmental sustainability, traffic and transport implications, design and appearance, and the character of the area (see Appendix A).

While the Council acknowledges the importance of all material considerations, it has identified six specific areas of focus when commenting on planning applications: ridge heights, building design appropriate for the local area, water drainage/runoff and flooding mitigation, native planting, transport and road safety, and light pollution. These focus areas reflect the Council's commitment to promoting sustainable and responsible development that prioritises the safety, well-being, and quality of life for all residents.

The following responses serve as a general guide, and the Parish Council will tailor its comments based on the scale, nature, and potential impact of each development proposal, ensuring that each application is considered in the specific context of its location and circumstances.

Wording for Commenting on Planning Applications:

1. Ridge Heights

National Planning Policy Framework (NPPF) Section 12 emphasises the importance of good design that is in keeping with the character and scale of the surrounding built environment. To ensure that the development integrates harmoniously with the local context, we request that as a condition of approval, if this application is permitted, the ridge heights should:

- Not exceed the height of existing buildings in the surrounding area.
- Respect the local landscape and avoid creating a visually dominant or intrusive appearance.
- Be consistent with nearby industrial and residential developments to maintain a balanced and cohesive skyline.

2. Building Design Appropriate for the Local Area

National Planning Policy Framework (NPPF) Section 12 also encourages developments that are visually attractive, locally distinctive, and sensitive to the surrounding area. To ensure the development maintains the character of the local area, we request that as a condition of approval, if this application is permitted, the design should:

- Use materials that are in keeping with the local rural character, avoiding overly urban or industrial appearances.
- Incorporate muted or natural colours that blend with the surrounding environment.
- Feature simple and functional designs that minimise visual disruption, ensuring the industrial units do not detract from the rural setting.

3. Water Drainage/Runoff/Flooding Mitigation

National Planning Policy Framework (NPPF) Section 14 outlines the need for developments to manage flood risks and incorporate sustainable drainage systems. To mitigate the impact of increased water runoff from the development, we request that as a condition of approval, if this application is permitted, the following drainage measures should be implemented:

- A **Sustainable Drainage System (SuDS)** to manage surface water runoff and prevent flood risk to surrounding areas.
 - Permeable surfaces or other drainage solutions (e.g., attenuation ponds, swales) to reduce the risk of flooding from hardstanding areas.
 - A detailed **flood risk assessment** to ensure that the proposed development does not increase the flood risk either on-site or to neighbouring properties.
-

4. Native Planting

National Planning Policy Framework (NPPF) Section 15 emphasises conserving and enhancing the natural environment, including biodiversity. To promote local biodiversity and ensure the development integrates well into the rural landscape, we request that as a condition of approval, if this application is permitted, the landscaping scheme should:

- Prioritise the use of **native plant species** that are well-suited to the local environment.
 - Incorporate trees, shrubs, and hedgerows to provide natural screening and reduce the visual impact of the industrial buildings.
 - Include planting that supports local wildlife and improves the biodiversity of the area.
-

5. Transport and Road Safety

National Planning Policy Framework (NPPF) Section 9 underscores the need for developments to provide safe and suitable access for all users, aligning with **Norfolk County Council's** transport policies, which emphasise the importance of sustainable transport and road safety. To mitigate the impact of increased traffic and ensure road safety, we recommend the following as conditions of approval if this application is permitted:

- **Traffic Impact Assessment:** A comprehensive Traffic Impact Assessment should be conducted to assess the potential effects of increased traffic, particularly during peak times, and identify any necessary mitigation measures.
 - **Road Safety Measures:** The proposed development should include traffic calming measures and evaluate the capacity of existing road infrastructure to accommodate additional traffic, ensuring the safety of all road users, particularly pedestrians and cyclists.
 - **Access and Connectivity:** Safe, direct access to the main road network, including the A11, should be provided. Access points should be designed to minimise disruption to the flow of traffic.
 - **Emergency Access:** Assurances should be provided that emergency vehicle access will not be hindered by the development, even during peak traffic conditions.
 - **Sustainable Transport Infrastructure:** The development should incorporate infrastructure to support cycling and walking, such as dedicated pedestrian pathways and cycle lanes, to encourage sustainable transport choices.
-

6. Light Pollution

Snetterton Parish Council is committed to protecting our countryside and night skies while preserving our finite resources. To minimise light pollution, we encourage good practice by including the **Campaign for the Protection of Rural England's** standard light pollution clause as a comment on planning applications. In order to minimise light pollution, we request that as a condition of approval, if this application is permitted, any outdoor lights associated with the proposed development should:

- Be **fully shielded** (enclosed in full cut-off flat glass fittings).
- Be directed **downwards** (mounted horizontally to the ground and not tilted upwards).
- Be switched on **only when needed** (no dusk to dawn lamps).
- Use **white light low-energy lamps** (preferably LEDs) and not orange or pink sodium sources.

Appendix A: Material and Non-Material Considerations in Planning

Material Considerations

1. National and Local Planning Policies: Compliance with the National Planning Policy Framework (NPPF) and local development plans.
2. Impact on Local Amenities: Effects on schools, parks, and community facilities.
3. Traffic and Transport: Increased traffic flow, road safety, accessibility, and parking.
4. Design and Appearance: Architectural style, materials, and how the design integrates with the local character.
5. Environmental Impact: Effects on wildlife, habitats, and ecosystems.
6. Flood Risk and Drainage: Management of surface water runoff and flood risk assessments.
7. Residential Amenity: Impact on privacy, light, and noise for existing properties.
8. Public Health and Safety: Consideration of health impacts, particularly in relation to pollution or hazardous substances.
9. Heritage and Conservation: Effects on listed buildings, conservation areas, and cultural heritage.
10. Biodiversity: Impact on local flora and fauna, and adherence to biodiversity enhancement measures.
11. Sustainability: Use of sustainable materials and energy-efficient designs.
12. Economic Impact: Effects on the local economy, including job creation and investment.
13. Visual Impact: Effects on the landscape and visual amenity, including ridge heights and massing.
14. Community Safety: Consideration of crime prevention through environmental design.
15. Noise Pollution: Impact on local residents and wildlife.
16. Air Quality: Effects on local air quality and compliance with regulations.
17. Light Pollution: Considerations related to artificial lighting and its impact on dark skies (covered in the Dark Skies policy).
18. Accessibility: Provision for disabled access and public transport links.

Non-Material Considerations

1. Private Interests: Personal interests of individuals or groups involved in the planning application.
2. Moral Objections: Concerns based on personal morals or values, which are not grounded in planning policy.
3. Loss of Property Value: Concerns regarding the impact of development on property prices.
4. Competition: Impact of new developments on existing businesses (not typically a planning concern).
5. Rumours and Speculation: Concerns based on hearsay rather than evidence or policy.
6. Perceived Impact on Property: Concerns about the effect of development on individual properties that are not substantiated by planning policy.
7. Desirability of Development: General opinions on whether a project is desirable or not, which can be subjective.
8. Personal Views on Planning: Individual councillor or resident opinions that do not reflect established planning guidelines.

Snetterton Parish Council Action Plan 2025-2027 v1

Draft - November 2024

Next Review Date: TBC

Introduction

This action plan sets out what Snetterton Parish Council plans to accomplish over the next two financial years. The plan considers the issues facing the parish, the resources available, and how the Council will prioritise those resources. It will be prepared and approved by the Council in late 2024/early 2025 and will aid the Council as a resource and financial planning tool.

Context

This is a working document subject to updates over the coming years and months. Snetterton Parish Council, as the first tier of local government, is uniquely situated to understand and support the needs of this community. The Council provides advocacy on behalf of its residents and liaises with other organisations (including Breckland Council and Norfolk County Council).

Basis of Planning Cycle

The Parish Council plan is a continuous cycle of gathering information, formulating actions, implementing actions, measuring outcomes, and suggesting improvements.

Key Dates

Council finances are almost entirely derived from raising a precept via the Council Tax system. The amount required by the Parish Council must be declared to Breckland District Council by the end of January each year. This action plan will therefore be drafted from October onwards each year, allowing it to evolve as the budget is prepared for the final precept calculations.



What is a Parish Council?

The Parish Council is a small local authority, and its councillors are elected for four-year terms, like other councils. By-elections may be held to fill vacancies between elections, or members may be co-opted if no election is called.

In May of each year, the councillors choose a chairperson from among their number. This person chairs each meeting to ensure smooth council business, and, if needed, the chair has the casting vote in a decision. At Snetterton Parish Council, there are five councillors who make up the Parish Council. The council employs a part-time Parish Clerk & Responsible Financial Officer, who manages day-to-day administration of council business and decisions, governance, finance, and proper meeting procedures.

Powers and Duties

Parish Councils have many powers and a handful of duties as set out in legislation. A duty is something that a council must do, while a power is something it may do if it so decides. A Parish Council cannot do anything that is not permitted by law.

What do we do?

The Parish Council has a small number of assets within the villages, including a bus shelter, noticeboards, dog bins. The Council is responsible for the maintenance, repairs, and insurance for these items.

Breckland District Council is the Planning Authority, and the Parish Council is consulted on each planning application made within the Parish. These applications are considered by councillors at each meeting, and BDC is informed of the Council's views.

Accountability

Residents elect council members every four years, with the next election scheduled for May 2027. There are currently no vacancies for a Parish Councillor on the Council.

All paperwork is published on the Council's website, including agendas, meeting papers, finance records, and policies.

Objective	Action	Responsibility & Resources	Finance	Outcome	Timescale
Governance					
Transparency Code Compliancy	Publish Annual Governance Audit Review, end of year accounts, and meeting papers on website and noticeboards	Clerk	Budget	Compliance with legislative requirements	Ongoing
Policy and Procedure Review	Regularly review policies and procedures	Clerk and Council	Budget	Updated policies, aligned with legislation	Ongoing
Health & Safety Compliance	Renew insurance, maintain risk schedule, conduct H&S assessments	Clerk and Council	Budget	Safety compliance for staff, councillors, and public	Annually/ as required
Professional Guidance & Training	Maintain SLCC, NALC, CPRE memberships, and councillor training	Clerk and Council	Budget	Informed, professional decision-making	Annually
Planning					
Planning Applications review	Council operates a delegated authority policy for applications received between meetings, allowing the Clerk to reply on behalf of the council without the need for an extra meeting. The council has identified 6 areas of concern when reviewing planning applications and has adopted a Planning Response Policy for comments on applications.	Clerk and Council	Budget	Efficient, timely council responses	Ongoing
Traffic and Highways					
Address Highways Concerns	Address identified traffic issues (Appendix A)	Clerk and Council	Budget	Improved safety and reduced congestion	Ongoing
Road Maintenance	Encourage residents to report issues via County Council website	Community	None	Effective reporting and repairs	Ongoing

Reporting	or “Fix My Street” app				
Objective	Action	Responsibility & Resources	Finance	Outcome	Timescale
Biodiversity and Environment					
Biodiversity Mapping	Working group to map biodiversity in the parish	Council	None	Comprehensive biodiversity mapping	Ongoing
Promote Dark Skies	Engage businesses about lighting policies; mitigate light pollution in planning responses	Clerk and Council	None	Reduced local light pollution	Ongoing
Land Acquisition and Asset Management					
Land Transfer for North End	Work with Breckland DC to complete legal transfer of North End land and receive transfer monies from BDC	Clerk and Council	Transfer donation	Successful transfer of land ownership	During 2025/26
Nature Reserve Development	Conduct resident consultations, research grants for reserve establishment	Clerk, Council & Working Group	Grants, transfer donation, budget	Feasible development plan, resident-supported	During 2025/26
Defibrillator Installation & Maintenance	Secure donations, install and inspect regularly	Clerk, Council, local businesses & charity	Donations, budget	Enhanced community safety	Ongoing
Asset Register and Maintenance	Maintain asset register, inspect and maintain assets	Clerk and Council	Budget	Well-maintained, safe, compliant assets	Ongoing
Community Engagement					
Support Community Groups & Events	Attend events where possible; promote on website	Clerk and Council	None	Stronger community presence and engagement	Ongoing
Update Village	Maintain noticeboards, ensure	Council	Budget	Informative and accessible	Ongoing

Noticeboards	relevant information is displayed			noticeboards	
Objective	Action	Responsibility & Resources	Finance	Outcome	Timescale
Training and Development					
Councillor Training and Development	Notify councillors of training; allocate budget funds	Clerk, Council, Training Providers	Budget	Skillful, well-informed governance	Ongoing
Clerk Training and Development	Support clerk's participation in training programs	Clerk, Council, Training Providers	Budget	Enhanced administrative support	Ongoing
Volunteer Induction	Provide induction and resources for volunteers' safe and effective work	Clerk and Council	Budget	Safe and prepared volunteers	As Required

Appendix A

Revised Action Plan: Top 5 Priorities for Transport Issues Snetterton

Priority Issue	Details	Proposed Actions	Key Contacts & Considerations
1	Excessive Speed and Traffic Control in South End, Snetterton	The 60mph speed limit is too high for a narrow road without pedestrian paths or traffic controls, causing serious safety concerns. Heavy vehicles and satnav-directed drivers frequently use South End as an alternative route when there are issues on the A11.	Propose Speed Reduction & Install Signage: Request a 30mph limit, citing the safety risks posed by speeding and heavy traffic. Propose “Unsuitable for HGVs” signage and explore entry demarcation for increased visibility.
2	Emergency Services Access During Gridlock	A11 closures frequently lead to gridlocked traffic, preventing emergency services from accessing South End safely. Many drivers bypass police-recommended diversions, relying on satnav routes through narrow lanes.	Emergency Access Planning: Advocate for NCC to establish emergency access plans that protect South End from gridlocked traffic. Propose emergency signage and physical barriers to reinforce diversion routes during incidents.
3	Traffic Congestion and Hazardous Diversions	Traffic is frequently rerouted through South End’s narrow roads during A11 closures, increasing congestion and safety risks for residents.	Implement Restriction Signage and Improved Diversions: Request “Unsuitable for Heavy Vehicles” signs at village entry points and propose “Local Access Only” signage to reduce through-traffic. Discuss potential for alternate routes during diversions.
4	Inadequate Transport Infrastructure for Future Development	Roads around Snetterton lack the capacity to support current and anticipated industrial growth, leading to increasing traffic volume and safety risks.	Request Updated Traffic Impact Assessments and Infrastructure Plans: Urge NCC to conduct a new assessment on traffic volume and infrastructure needs, consulting regularly with developers. Explore options for “Residential Area” or “Slow Zone” signage to alert heavy vehicles and reroute them where possible.

Primary Contact: Schedule an initial meeting with the NCC Highways Engineer to discuss feasibility, requirements, and next steps.

Secondary Contact: Keep NCC Councillor informed for ongoing support and advocacy within NCC.

Primary Contact: Engage the NCC Highways Engineer to explore coordinated access solutions.

Secondary Contact: Update NCC Councillor regularly to support priority-setting and resource allocation.

Primary Contact: Consult with the NCC Highways Engineer to develop feasible diversion and signage solutions.

Secondary Contact: Keep NCC Councillor in the loop for further support in discussions with NCC.

Primary Contact: Establish ongoing discussions with the NCC Highways Engineer to ensure future planning considers parish needs.

Secondary Contact: Engage NCC Councillor to keep parish infrastructure concerns visible

Priority Issue	Details	Proposed Actions	Key Contacts & Considerations
5	Weight Restrictions for HGVs on Minor Roads Heavy vehicles are using narrow lanes, creating hazards and damaging road infrastructure. Current signage does not adequately deter heavy traffic.	Request Weight Restriction Studies and Install “Unsuitable for HGVs” Signage: Propose a weight study with NCC to assess HGV traffic impacts and request “Weight Limit” signage to deter unsuitable vehicles.	and prioritised. Primary Contact: Coordinate with the NCC Highways Engineer to initiate the feasibility study and establish appropriate restrictions. Secondary Contact: Update NCC Councillors to maintain support within NCC for timely action.

Revised Action Plan: Top 5 Priorities for Transport Issues Snetterton

Priority	Issue	Details	Proposed Actions	Key Contacts & Considerations
1	Excessive Speed and Traffic Control in South End, Snetterton	The 60mph speed limit is too high for a narrow road without pedestrian paths or traffic controls, causing serious safety concerns. Heavy vehicles and satnav-directed drivers frequently use South End as an alternative route when there are issues on the A11.	Propose Speed Reduction & Install Signage: Request a 30mph limit, citing the safety risks posed by speeding and heavy traffic. Propose “Unsuitable for HGVs” signage and explore entry demarcation for increased visibility.	Primary Contact: Schedule an initial meeting with the NCC Highways Engineer to discuss feasibility, requirements, and next steps. Secondary Contact: Keep NCC Councillor informed for ongoing support and advocacy within NCC.
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Priority Issue	Details	Proposed Actions	Key Contacts & Considerations
5	Weight Restrictions for HGVs on Minor Roads	“Residential Area” or “Slow Zone” signage to alert heavy vehicles and reroute them where possible.	Secondary Contact: Engage NCC Councillor to keep parish infrastructure concerns visible and prioritised.
		Request Weight Restriction Studies and Install “Unsuitable for HGVs” Signage: Propose a weight study with NCC to assess HGV traffic impacts and request “Weight Limit” signage to deter unsuitable vehicles.	Primary Contact: Coordinate with the NCC Highways Engineer to initiate the feasibility study and establish appropriate restrictions. Secondary Contact: Update NCC Councillors to maintain support within NCC for timely action.



Snetterton Parish Council <snettertonparishcouncil@gmail.com>

Norfolk 2025 Commemoration Fund

1 message

Fulham, Jack <Jack.Fulham@breckland.gov.uk>

13 November 2024 at 11:05

Good morning,

The [Norfolk Armed Forces Covenant 2025 Commemoration Fund](#) is now live, a funding scheme for community projects to commemorate the 80th anniversaries of VE Day & VJ Day next year.

Fund will award grants of up to a max of £500. Examples of what can be funded are (but not limited to)

- Community events and commemorations, including street parties
- Dance, drama and art projects
- Local military and social history research projects; and
- Educational activities

Town & parish councils, charities, community groups, and schools can all apply.

Deadline for applications is the **9th December**.

Kind regards

Jack

Jack Fulham

Senior Economic Policy Officer
Breckland Council

T: 07788 381760
M: 07788 381760

Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE



Email disclaimer:

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Payment and receipts Nov 2024 Meeting

Payments to authorise:

Description	Type	Payee	Amount
Clerk salary (Nov & Dec 24) includes PAYE refund, back pay	chq	S Sweet	£961.30
WFH allowance (Nov & Dec 2024) and expenses (office supplies)	chq	S Sweet	£ 35.00
Reimbursement Cllr Watkins (printer ink)	chq	T Watkins	£35.78
Payroll services (Oct 24-Mar 25)	chq	DM Payroll	£60.00



Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Current Account Reconciliation as at: 05/11/2024

Balance per bank statement at 05/11/2024				3795.42
Uncleared payments				
Date	Customer / supplier	Reference	Amount	
30/09/2024	Norfolk ALC	100109	-14.40	
				-14.40
TOTAL NET BANK BALANCES at 05/11/2024				3781.02
The total net balances reconcile to the Cash Book (receipts and payments) as follows				
Opening balance at 01/04/2024				1789.51
Total receipts				6046.83
Total payments				-4055.32
Total transfers				-
Closing balance per cash book as at 05/11/2024 (must equal net bank balances above)				3781.02



Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Current Account Reconciliation as at: 04/10/2024

Balance per bank statement at 04/10/2024 4702.22

Uncleared payments

Date	Customer / supplier	Reference	Amount
04/09/2024	Shropham Village Hall	100106	-120.00
30/09/2024	S Sweet	100107	-273.00
30/09/2024	S Sweet	100107	-6.80
30/09/2024	S Sweet	100107	-1.50
30/09/2024	S Sweet	100107	-26.00
30/09/2024	Norfolk ALC	100109	-14.40
30/09/2024	JAF Graphics	100110	-103.60

-545.30

TOTAL NET BANK BALANCES at 04/10/2024

4156.92

The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2024 1789.51

Total receipts 6046.83

Total payments -3679.42

Total transfers -

**Closing balance per cash book as at
04/10/2024 (must equal net bank balances
above)**

4156.92



Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Savings Account Reconciliation as at: 05/11/2024

Balance per bank statement at 05/11/2024	1635.32
TOTAL NET BANK BALANCES at 05/11/2024	1635.32
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2024	1623.16
Total receipts	12.16
Total payments	-
Total transfers	-
Closing balance per cash book as at 05/11/2024 (must equal net bank balances above)	1635.32



Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Savings Account Reconciliation as at: 04/10/2024

Balance per bank statement at 04/10/2024	1635.32
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TOTAL NET BANK BALANCES at 04/10/2024	1635.32
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The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2024	1623.16
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Total receipts	12.16
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Total payments	-
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Total transfers	-
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Closing balance per cash book as at 04/10/2024 (must equal net bank balances above)	1635.32
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BUDGET 2024-25

Forecast

	NET Budget 24-25	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	NET Actual	Variance
Payments															
Council Administration															
Staff Costs - Clerk Salary incl. PAYE	£ 3,670.00	£ -	£ -	£ -	£ 85.43	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 4,761.79	-£ 1,091.79
Staff Costs - PAYE arrears	£ -	£ -	£ -	£ -	£ 9.13	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 85.43	-£ 85.43
PAYE arrears interest	£ -	£ -	£ -	£ -	£ 9.13	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 9.13	-£ 9.13
Clerk expenses (WFH; mileage)	£ 200.00	£ -	£ 52.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 182.00	£ 18.00
Office supplies (paper;ink;stamps)	£ 140.00	£ -	£ -	£ -	£ 6.80	£ -	£ 8.30	£ -	£ 44.78	£ -	£ -	£ -	£ -	£ 59.88	£ 80.12
Council website & email costs	£ 100.00	£ -	£ -	£ 93.33	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 93.33	£ 6.67
Council phone	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Training including books	£ 120.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 120.00
Insurance	£ 460.00	£ -	£ 447.69	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 447.69	£ 12.31
Subscriptions (ICO;NALC;SLCC;CPRE)	£ 180.00	£ -	£ 56.85	£ -	£ 99.50	£ -	£ 49.40	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ 265.75	-£ 85.75
Payroll services (incl PAYE arrears)	£ 120.00	£ -	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ -	£ 120.00	£ -
Audit	£ 110.00	£ -	£ -	£ 110.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 90.00	£ -	£ -	£ 200.00	-£ 90.00
Meeting room hire	£ 90.00	£ -	£ -	£ -	£ -	£ 24.00	£ 120.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 144.00	-£ 54.00
Grants & donations															
Community grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
S137	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00
Open spaces															
Asset - maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - replacement	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grounds & Tree Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - new	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other															
Contingency - unplanned spend	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ 86.34	£ -	£ -	£ -	£ -	£ -	£ -	£ 86.34	£ 413.66
Reserve build -EMR elections	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00
TOTAL PAYMENTS	£ 5,940.00	£ -	£ 991.42	£ 1,025.73	£ 771.97	£ 310.00	£ 550.04	£ 388.90	£ 652.24	£ 499.84	£ 529.84	£ 367.68	£ 367.68	£ 6,455.34	-£ 515.34
Receipts															
Other Income															
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
VAT reclaimed	£ -	£ -	£ -	£ -	£ -	£ 46.83	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 46.83	£ -
Other Income	£ -	£ -	£ -	£ 6.07	£ -	£ 6.09	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 12.16	£ -
Precept															
Precept	£ 6,000.00	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 6,000.00	£ -
TOTAL RECEIPTS	£ 6,000.00													£ 6,058.99	

KEY: Grey italics = forecast figures

Reserves review – Nov 2024

The level of reserves are detailed in the draft budget document:

RESERVES REVIEW				Recommendation:			
	01.04.2024	31.10.2024	31.03.2025				
EMR -election	£ -	£ 325.00	£ 325.00				recommended council aim to hold 75% annual expenditure as a general reserve, building this over the coming yrs
General Reserve	£ 3,412.67		£ 2,691.32	est. *			

The level of the general reserve is forecast to be £2,691.32 at the end of the current financial year, representing approximately 3 months of the proposed 2025-26 budgeted expenditure. This is below the recommended level; small councils should hold, as a general reserve, closer to 12 months expenditure.

To begin to address this, the 2025-26 draft budget includes a specific budget line of £1,000 to support rebuilding the general reserve.

It is also recommended to continue building the election earmarked reserve and to consider introducing an asset repair and replacement earmarked reserve.

It is further recommended that the council continues to robustly monitor spending against the budget throughout the year.

SNETTERTON PARISH COUNCIL
THREE YEAR BUDGET COMPARISON
2025-26

	NET Budget 23-24	ACTUAL	NET Budget 24-25	FORECAST TO YR END (as at Oct 2024)	DRAFT NET Budget 2025-26	NOTES for 2025-26
Payments						
Council Administration						
Staff Costs - Clerk Salary incl. PAYE & Arrears	£ 2,700.00	£ 4,097.70	£ 3,670.00	£ 4,761.79	£ 4,513.60	(5 hrs pw) employer NI costs commence at £5,000
Staff Costs - PAYE arrears	£ -	£ -	£ -	£ 85.43	£ -	
PAYE arrears interest			£ -	£ 9.13	£ -	
Clerk expenses (WFH; mileage)	£ 130.00	£ 191.00	£ 200.00	£ 182.00	£ 200.00	WFH allowance and mileage to meet Internal Auditor
Office supplies (paper; ink; stamps)	£ 120.00		£ 140.00	£ 59.88	£ 100.00	stamps & paper etc
Council website & email costs	£ 150.00		£ 100.00	£ 93.33	£ 73.50	plus 5% Website hosting (.gov.uk paid Oct 2024, not due again till 2026)
Council phone	£ -	£ -	£ -	£ -	£ -	
Training	£ 320.00	£ -	£ 120.00	£ -	£ 200.00	
Insurance	£ 400.00	£ 417.89	£ 460.00	£ 447.69	£ 550.00	plus 20% (annual rise, plus increase in assets (defib))
Subscriptions	£ 180.00	£ 358.82	£ 180.00	£ 265.75 *	£ 427.25	plus 5% ICO; NorALC; SLCC; CPRE; EasyPC Acc; Parish Online
Payroll services	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 126.00	plus 5%
Audit	£ 90.00	£ 85.00	£ 110.00	£ 200.00	£ 100.00	Internal Auditor
Meeting room hire	£ -		£ 90.00	£ 144.00	£ 150.00	6 meetings
Bank charges	£ -	£ -	£ -	£ -	£ 72.00	if banking is moved to Unity Trust Bank - £6 pm
Grants & donations						
Community grants	£ -	£ -	£ -	£ -	£ -	
S137	£ 50.00	£ -	£ 50.00	£ -	£ -	
Assets & Open Spaces						
Asset - maintenance	£ -	£ -	£ -	£ -	£ 200.00	consider an Assets EMR, long term maintenance/replace
Asset - replacement	£ -	£ -	£ -	£ -	£ -	
Grounds & Tree Maintenance	£ -	£ -	£ -	£ -	£ -	
Asset - new	£ -	£ 149.00	£ -	£ -	£ 1,500.00	Defibrillator (see receipts for potential donations to offset)
Other						
Contingency - unplanned spend	£ 500.00	£ -	£ 500.00	£ 86.34	£ 500.00	
Reserve build -EMR elections	£ 325.00	£ 75.00	£ 200.00	£ -	£ 200.00	(EMR currently £325.00, recommended target £1000)
Reserve build - General	£ -	£ -	£ -	£ -	£ 1,000.00	
TOTAL PAYMENTS	£ 5,085.00	£ 5,494.41	£ 5,940.00	£ 6,455.34	£ 9,912.35	payments equals receipts

SNETTERTON PARISH COUNCIL
THREE YEAR BUDGET COMPARISON
2025-26

	NET Budget		ACTUAL		NET Budget		FORECAST TO YR END (as at Oct 2024)	DRAFT NET Budget 2025-26	NOTES for 2025-26
	23-24				24-25				
Receipts									
Other Income									
Grants and Donations	£ -	£ -	£ -		£ -	£ -		£ 800.00	Defibrillator donations (2x £400 donations)
VAT reclaimed	£ -	£ -	£ -		£ -	£ 46.83		£ -	
Other Income	£ -	£ 21.30	£ 21.30		£ -	£ 12.16		£ 30.00	bank interest
Precept									
Precept	£ 4,500.00	£ 4,500.00			£ 6,000.00	£ 6,000.00		£ 9,082.35	BUDGET LESS OTHER INCOME = PRECEPT REQUIRED
TOTAL RECEIPTS	£ 4,500.00	£ 4,521.30			£ 6,000.00	£ 6,058.99		£ 9,912.35	receipts equals payments

***Subscriptions breakdown (5% assumed)**

ICO	£ 36.75	
NorALC	£ 59.50	
SLCC	£ 105.00	
CPRE	£ 63.00	
Easy PC Accounts software	£ 63.00	
Parish Online	£ 100.00	est
	<u>£ 427.25</u>	TOTAL SUBS

RESERVES REVIEW

	01.04.2024	31.10.2024	31.03.2025
EMR -election	£ -	£ 325.00	£ 325.00
General Reserve	£ 3,412.67		£ 2,691.32 est. *

Amenity Land (all estimates)	Receipt	Payment
Transfer funds from Breckland - EMR Amenity	£ 10,000.00	
Legal Fees		£ 1,000.00
Grounds Maintainance		£ 1,200.00
	<u>£ 10,000.00</u>	<u>£ 2,200.00</u>

Recommendation:

recommended council aim to hold 75% annual expenditure as a general reserve, building this over the coming yrs

assumption for 2025/26:

any amenity land expenditure will come from transfer monies

3-year comparison of the effect of the Precept on the Council Tax

Financial Year	Tax Base	Precept	Band D Equivalent (Yearly)	Band D Equivalent (Weekly)
			Per Council Tax paying household	Per Council Tax paying household
2025/26	84	£9,082 draft budget	£108.12	£2.08
2024/25	83.6	£6,000	£71.77	£1.38
2023/24	84.8	£4,500	£53.07	£1.02

Key Terms Explained

- **Tax Base:** This figure represents the total number of properties in the parish that pay council tax, it is a weighted figure. Each property is assigned a fraction based on its council tax band. For example:
 - ❖ A **Band D** property is valued as **1** (i.e., 9/9 of a Band D equivalent).
 - ❖ Properties in lower bands (A, B, C) are valued at fractions (e.g., Band A might be 6/9 of a Band D equivalent).
 - ❖ Properties in higher bands (E, F, G, H) are assigned higher values (e.g., Band E might be 11/9 of a Band D equivalent).
 - ❖ The total tax base is then calculated by adding the **weighted Band D equivalents** of all properties. This number is set annually by the District Council and can change each year due to factors like new housing or changes in property bands, exemptions and reductions.
- **Band D Equivalent:**

$$\frac{\text{Precept}}{\text{Tax Base}}$$

Precept/Tax Base = the amount each council tax paying household will pay towards the Precept (assuming all houses are a Band D). By calculating all households as ‘Band D equivalents’ it makes it easier to compare year on year.

- Precept as a percentage of the total council tax bill (this current year) – In the current year 2024/25, the parish precept accounts for 3.3% of the overall Band D council tax charge (£2173.36, Band D).