

Snetterton Parish Council

Minutes of the Ordinary Parish Council Meeting held on 25th November 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

3 members of the public

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1. **To receive apologies for absence** - Apologies were received from Cllr Skinner.
 2. **To receive Declaration of Interests and any requests for dispensation** - None.
 3. **To agree the minutes of the last meeting on 30th September 2024** - The minutes of the meeting held on 30th September were **AGREED** as a true record and signed by the Chairman.
 4. **Public forum**
 - a) **To receive update from Norfolk County Councillor** – written update circulated with agenda
 - b) **To receive update from District Councillor** – apologies received from District Councillor Suggitt, written update circulated to members prior to the meeting.
 - c) **To hear from members of the public.**
 - A resident raised the possibility of creating a recreation area for children to play ball games on the land at North End.
 - A member of the Council's Biodiversity Working Group provided an update on their activities in the wider community. Regarding the council working group, they thanked Cllr Hemsall for their social media post inviting residents to join the Biodiversity Working Group. To date, nine individuals have expressed interest in participating.
 5. **Administrative and Governance Matters**
 - a) **Clerk Report** – update for ongoing matters (information only)
 - 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. **ACTION:** Clerk will forward log on details to Cllrs Ellis and Hemsall.
 - Defibrillator Update: Contacting relevant parties; further update at to follow.
 - Community Questionnaire: Closing date is end of November; results will be ready for Jan 2025 meeting.
 - Microsoft Office: Free web-based versions of Word and Excel will be trialled from December to assess suitability.
 - b) **To receive an update from the Biodiversity Working Group and note insurers advice regarding the inclusion of youth members in the group**

An update was provided during the Public Forum (see above).

Members noted that, while no expressions of interest from youth members had been received to date, the Council should consider the insurance company's requirements, which include:

 - Conducting risk assessments for activities
 - Implementing a Volunteer Policy
 - Ensuring under-16s are accompanied by a parent or appropriate adult.

Chairman signature/initials.....

Date.....

- c) **To receive and consider the Risk Assessment**
After review, it was **AGREED** to adopt the Risk Assessment.
- d) **To review the Asset Register**
The Asset Register was reviewed and **AGREED** as correct.
- e) **To receive and consider draft Planning Response Policy**
It was **AGREED** to adopt the Planning Response Policy and review in 12 months or earlier if required.
- f) **To receive and consider draft Action Plan - Deferred to January 2025.**
- g) **To approve reimbursement of £35.78 to Cllr Watkins, printer ink**
It was **AGREED** to reimburse Cllr Watkins for printer ink required to add the map of the land at North End to the community questionnaire
- h) **To note the clerk's contractual pay award as per the NJC and union agreement, backdated to commencement of employment 01.06.2024 - Noted.**

6. Transport and Highways Matters

- a) **To agree Snetterton highways issues**
Members considered Appendix A and **AGREED** that the listed areas represent the current concerns.
- b) **To agree to contact NCC Highways Engineer to discuss solutions to Snetterton highways issues**
It was **AGREED** that the Clerk would arrange a village visit with the Norfolk County Council Highways Engineer and councillors to discuss the identified issues and explore possible solutions. **ACTION:** Members requested the Clerk to confirm with NCC Cllr Askew the extent of the 40mph speed limit along Hargham Road and inquire about the expected implementation timeline.

7. Correspondence and External Meetings

- a) **To note feedback from meeting with Nature's Menu regarding light pollution and agree any further actions**
Cllrs Ellis and Mason met with representatives of Nature's Menu, including a village visit to observe the light pollution issues firsthand. Nature's Menu was unaware of the impact but expressed willingness to implement measures to reduce light pollution while maintaining employee safety for their 24/7 operations. Members were encouraged by the positive outcome and hoped it would inspire similar actions by other businesses. **ACTION:** Clerk to write a letter of thanks to Nature's Menu.
- 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 – grant scheme noted by members.**
- c) **To receive update report from Snetterton Circuit Liaison Group Meeting and consider any actions required**
Cllr Watkins provided an update from the Liaison Group on noise complaints related to events at the racetrack. MotorSport Vision (MSV) had requested that, in future, Breckland District Council (BDC) forward complaints immediately upon receipt to facilitate timely investigations. As, to date, BDC had been sending complaints in batches, hindering MSV's ability to respond effectively.
It was noted that all complaints about racetrack noise originated from Eccles, though BDC's disclosures did not clarify whether these were submitted by a single resident or multiple individuals.

8. Finance**a) To authorise payments and note any monies received**

It was **AGREED** to approve the following payments:

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

b) To review and sign cash book reconciliation

The cash book had been reconciled to 5th November 2024 and was reviewed and signed.

c) To review budget monitoring document - noted**d) To review general and earmarked reserves**

Members reviewed the reserve levels and noted that the general reserve was currently low. The Clerk's recommendations, which had been incorporated into the draft budget, included increasing the general reserve by £1,000, continuing to build earmarked reserves for election costs, and establishing an earmarked reserve for asset maintenance and replacement.

e) To receive draft budget 2025-26

The Clerk presented the draft budget, and members reviewed the listed items. Following a discussion, it was agreed that the defibrillator would only be installed if fully funded through donations, without reliance on the Precept. **ACTION:** Clerk to revise the draft budget to exclude defibrillator costs.

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) - 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**

- To discuss seeking support from World Horse Welfare if the parish council decides to request a speed limit reduction on Sallow Lane from Norfolk County Council.

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

The date of the next meeting was confirmed as above.

Meeting closed at 7.55pm

Chairman signature/initials.....

Date.....

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.
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.	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.
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.	Primary Contact: Consult with the NCC Highways Engineer to develop feasible diversion and signage solutions. Secondary Contact: Keep NCC Councillor in the loop for

Priority Issue	Details	Proposed Actions	Key Contacts & Considerations
4	Inadequate Transport Infrastructure for Future Development	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.	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 and prioritised.
5	Weight Restrictions for HGVs on Minor Roads	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.