

Snetterton Parish Council

An Ordinary Parish Council Meeting will be held on 13th January 2025 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

7th January 2025

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 25th November 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. To receive and consider draft Action Plan
 - b. To receive and consider Scheme of Delegation
 - c. To adopt Publication Scheme & Schedule of Charges
 - d. To receive Data Audit
 - e. To adopt GDPR Policy; Retention of Documents Policy; Privacy Notice
 - f. To discuss the feedback from the community questionnaire
 - g. To agree a date for switching to gov.uk email use only
 - h. To consider Parish Online subscription
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6. Transport and Highways Matters
 - a. To receive update from NCC Highways Engineer visit
 - b. 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
 - c. To note objection submitted by the Parish Council for Hargham Road speed limit proposal during the consultation period
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7. To consider a Go Fund Me page for business and community donations towards the defibrillator
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8. Finance
 - a. To authorise payments and note any monies received
 - b. To review and sign cash book reconciliation to 7th Jan 2025
 - c. To agree the budget 2025-26 and set the Precept 2025-26
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9. To consider planning applications received from Breckland District Council: none
 10. To note planning decisions and other planning information from Breckland District Council:
 - a. **3PL/2024/0552/F** - Extension to an industrial building or a warehouse. Snetterton Park (plot 29C) Harling Road. **APPROVED**
 11. To receive items for inclusion on the next agenda
 12. To confirm the date of the next meeting as 24th March 2025 6.30pm Shropham Village Hall
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To consider the passing of a resolution 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 13 on the grounds that it could involve the likely disclosure of private and confidential information

13. Staffing

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.

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Snetterton Parish Council Scheme of Delegation

Purpose:

This Scheme of Delegation ensures the Parish Council can respond promptly and effectively to consultations, planning applications, and other matters requiring decisions between scheduled meetings. It complies with Section 101 of the Local Government Act 1972.

Delegation of Powers

The Parish Council delegates authority to the Clerk (Proper Officer) to act on its behalf in specified circumstances, ensuring decisions are timely and lawful. All actions taken under this scheme must comply with the Council's Financial Regulations, Planning Protocol, Standing Orders, and relevant legislation.

1. Consultations:

The Clerk is authorised to draft and submit responses to consultations where the closing date falls before the next scheduled meeting:

- The Clerk will consult at least two councillors (via email, telephone, or other means) to agree the response.
- If councillors cannot unanimously agree, the matter will either be deferred to an extraordinary meeting or noted for discussion at the next scheduled meeting if deadlines permit.

2. Planning Applications:

The Clerk will facilitate responses to planning applications as outlined in the Council's **Planning Protocol**:

- If no meeting is scheduled within the consultation period, the Clerk will circulate the application to councillors for email discussion.
- Councillors will provide their feedback within a deadline set by the Clerk.
- The Clerk will determine the Council's formal response based on majority feedback and will submit this to the planning authority.

3. Authority to Spend:

The Clerk may authorise expenditure in line with the Council's **Financial Regulations**:

- Urgent expenditure of up to £800 is authorised for essential purposes outside budgetary provision, provided the Chairman (or Vice-Chairman) is consulted where possible.
- For pre-approved expenditures within the Council's budget, the Clerk may authorise payments without additional consultation, subject to the Council's procedures for payment approval.

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4. Emergency Powers:

In emergencies, the Clerk is empowered to take any action necessary to ensure the continued operation of the Council. The Clerk will consult the Chairman (or Vice-Chairman, if unavailable) and report any such actions at the next full council meeting.

Limitations and Oversight:

- The following decisions are excluded from delegation and must be taken by the full council:
 - Setting the budget and approving the precept.
 - Approving the Annual Governance and Accountability Return (AGAR).
 - Borrowing money or making byelaws.
 - Appointing the Chairman, Vice-Chairman, or the Clerk.
 - Any decisions taken under delegated authority must be reported to the next full council meeting for transparency and ratification where appropriate.
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Record-Keeping and Reporting:

- The Clerk will maintain clear records of consultations, decisions, and actions taken under this scheme.
 - Councillors will be informed of decisions promptly, and all delegated actions will be included in the agenda and minutes of the next meeting.
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Review:

This Scheme of Delegation will be reviewed annually or sooner if required by changes in law or council policy.

Draft: Jan 2025

Review Date: May 2026

Snetterton Parish Council

Guide to Information

Published Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website	
Location of main Council office and accessibility details	Clerk's home. Meetings in the Village Hall	
Staffing structure	Clerk is the sole employee	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	website	
Finalised budget	website	
Precept	website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	website	

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Grants given and received	Contained within minutes published on the website	
List of current contracts awarded and value of contract	Contained within minutes published on the website	
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website – Annual Parish Meeting minutes	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/subcommittee meetings and parish meetings)	website and noticeboard	
Agendas of meetings (as above)	website and noticeboards	
Minutes of meetings (as above)	website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	website	
Responses to consultation papers	Contained within minutes on website	
Responses to planning applications	Contained within minutes on website and on BDC website	

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Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	website website website website website website	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	n/a website website n/a n/a website	
Information security policy	website	
Records management policies (records retention, destruction and archive)	website	
Data protection policies	website	
Schedule of charges (for the publication of information)	website	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets register	website	

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Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members' interests	website	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	n/a	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

Draft: Jan 2025
Review: Jan 2028

Snetterton Parish Council

Schedule of Charges

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying @ 27p per sheet (black & white)	Actual cost *
	Photocopying @ 80p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Draft: Jan 2025
Review: Jan 2028

Snetterton Parish Council Data Audit for Snetterton Parish Council

Date of Audit: 5th December 2024

Conducted by: Clerk to the Council

1. Personal Data Held by the Council

Type of Data	Source	Purpose for Holding	Storage Method	Retention Period	Shared With
Names of councillors	Councillors	Administrative purposes, contact and records	Secure electronic storage	Duration of term + 1 year	ICO, website (where applicable)
Contact details of residents	Residents (direct communication)	Responding to queries, consultation, or service provision	Secure email and hard copies	1 year unless ongoing query	Parish Council, District or County Council (with consent)
Names and details of allotment holders	n/a	n/a	n/a	n/a	n/a
Financial details	Residents, staff, suppliers	Payments, payroll, and invoicing	Secure accounting software	7 years (legal obligation)	Bank, auditors
Email addresses	Residents and other authorities	Communication and correspondence	Secure email system	Duration of correspondence	None unless resolving query
Names and contact details of volunteers	Volunteers (direct communication)	Coordination of volunteer activities, contact in emergencies	Secure email system, physical records	Duration of volunteering	None unless legally required
Children's data	Parents/Guardians	Consent-related or community engagement purposes	Secure electronic or hard copy	Until purpose is fulfilled	None

2. Data Collection and Consent Mechanisms

- **Privacy Notices:** Issued for specific activities like allotment agreements or mailing lists.
- **Consent Records:** Maintained for activities relying on consent (e.g., newsletters).
- **Sources:** Direct communication, referrals from District/County Council, and family members.

3. Risk Assessment

Risk	Mitigation Measures
Unauthorised access to data	Use of secure passwords, regular audits.
Data breach	Reporting and investigation policy in place.
Loss of physical records	Storage in clerks home, digitisation where possible.

4. Data Disposal Procedures

Type of Data	Disposal Method
Electronic records	Secure deletion from devices and backups.
Physical documents	Shredding and secure disposal.

5. Data Sharing

Third Party	Purpose of Sharing	Data Shared	Consent Mechanism
District/County Council	Resolving queries, statutory reporting	Names, contact details (as needed)	Written consent
Bank	Processing payments	Financial details	Consent or contractual
Auditors	Statutory audits	Financial records	Legal requirement

6. Review Schedule

- **Annual Review Date:** January every other year.
 - **Trigger Points for Additional Reviews:** Introduction of new activities, receipt of ICO guidance updates.
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7. Actions and Recommendations

- Ensure bi-annual review is completed and minuted.
- Provide regular training to councillors and staff on data protection principles.
- Continue maintaining and updating privacy statements and notices as required.

Signed by Clerk to Snetterton Parish Council

Sharon Sweet

SNETTERON PARISH COUNCIL

Data Protection Policy

Purpose of the policy and background to Data Protection

This policy explains to councillors, staff and the public about data protection. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

Data protection legislation requires that everyone within the council understands the implications and that roles and duties are assigned. The Council is the data controller and the clerk is the data processor. It is the Clerk's duty to undertake an information audit, manage the information collected by the council, issue privacy statements, deal with requests and complaints raised and also arrange for the safe disposal of information. Data protection legislation requires continued care by everyone within the council, councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as high / medium risk to the council (both financially and reputationally) and one which will be included in the risk assessments of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness. The council has agreed that any personal data circulated to or between councillors prior to a meeting will be deleted by councillors immediately after the meeting minimising the risk associated with multiple copies of personal data.

Data breaches

The Clerk will investigate data breaches. Investigations will be undertaken within one month of the report of a breach and the details and findings will be reported to the full council. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the clerk will also notify those concerned directly.

It is unacceptable for non-authorised users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and councillors to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Statement and Privacy Notices

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the data protection legislation. The most common way to provide this information is in a privacy statement. This statement informs individuals about what the council does with their personal information, how it will be circulated to and between councillors and their legal rights

Privacy notices will be used from time-to-time when data is collected for specific purposes e.g. allotment holders. The notice will contain the name and contact details of the data controller, the purpose for which the data is to be used and the length of time it will be retained. It will be written clearly and will advise the individual that they can, at any time, withdraw their agreement for the use of this data (if applicable). Issuing of a privacy notice will be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. Where consent is being relied on as the lawful basis for processing the data, privacy notices must contain a positive opt-in and be verifiable.

Information Audit

The Clerk will undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review will be conducted ahead of the review of this policy and the reviews will be minuted.

Individuals' Rights

Data protection legislation gives individuals rights:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

If a request is received to access or delete information, then the Clerk must respond to this request within a month. The Clerk has the delegated authority from the Council to deal with such requests.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The Council will be informed of such requests and will determine the charge.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children aged 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website.
- A privacy statement will be available on the council's website and reference to it will be made in all emails sent from the council's email address.
- Privacy notices will be issued where appropriate.
- Data Protection will be included in the Council's risk assessment.
- The full council manages the process.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

DRAFT Jan 2025
For review JAN 2028

Snetterton Parish Council

Retention of Documents Policy

SR – Statutory Requirement, AR – Audit Requirement, BP – Best Practice

Document	Minimum retention period	Explanation
Minute Books (SR)	Indefinite	Archive (NRO), Electronic copy (Clerk), Website (at least 2 years)
Accounts, Annual Governance and Accountability Return, (SR/AR)	Indefinite	Hard Copy Archive (NRO), Electronic copy (Clerk), Website (at least 5 years)
Receipt records (SR)	7 years	VAT
Bank statements (AR)	7 years	Audit and management
Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
Invoices / Records (AR/SR)	7 years	VAT
Timesheets (AR), Payroll / (SR) Sickness / Holiday record (BP)	Last completed audit year	Audit, personnel
Tax Codes (AR)	7 years	Audit, HMRC
Written Statement of Particulars (SR)	During Employment Further 12 months	Model document available
Job Description (SR)	During Employment Further 12 months	Model document available
Completed Job Application forms (BP)	6 months advisory	Post interview queries
Wages books (SR/AR)	12 years	Superannuation
Insurance policies (AR) Employers Liability Certificates (SR/AR)	While valid 40 years	Audit and management
Property title deeds, leases, agreements, contracts (SR/AR)	Indefinite	Audit and management

Draft: Jan 2025
Review: Jan 2028

Snetterton Parish Council

Privacy Statement

Background

This privacy statement lets you know what happens with any personal data that you give to us, or any that we may collect from or about you. Personal data is personal information such as name, address, email address, phone number etc. All correspondence will be seen by the councillors and the clerk of Snetterton Parish Council. Your personal data may be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

Our Data Protection commitment

We are committed to managing your data securely and responsibly. Please refer to our Data Protection Policy, which details how we manage the processes required under the data protection legislation.

Source of your Personal Data

We collect data from the following sources:

- You directly,
- Your family members
- Other authorities (where you have raised a query and it has been passed on to us)

Data Protection Principles

We will comply with data protection law. This says that personal data we hold about you must be:

- Use lawfully, fairly and in a transparent way
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date • Kept for no longer than is necessary
- Kept secure.

Legal Basis for Processing your Personal Data

The General Data Protection Regulation – Article 6 sets out the legal basis for processing data. We will rely on one of the following four (sometimes more than one will apply):

- a. Processing is with consent of the data subject
- b. Processing is necessary for the performance of a contract
- c. Processing is necessary for compliance with a legal obligation

Snetterton Parish Council

- e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Your marketing preferences

If we produce marketing material, in hard copy or electronically, and you have indicated that you would like to receive it, we will expressly request your permission. This means we will only use your data to send you the information you have chosen to receive. If your preferences change you can unsubscribe from our mailings at any time. If we want to use your personal data for anything else we will let you know and ask your permission.

Sharing your data

The Council may share your personal data with the following third parties:

- The Borough or County Council – so that we can resolve your query or problem (we will seek your permission first)
- Our bank – for making payments to you
- Our auditors
- Other organisations and business who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back-office functions.

We have worked with these third parties to ensure they understand their obligation to put in place appropriate security measures and they will be responsible to you directly for the manner in which they process and protect your personal data.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Sensitive Data

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data, what we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Your Rights

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are appropriate or not.

- The right to be **informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The **right to restrict processing** of your personal information
- The **right to have your personal information erased** (the "right to be forgotten")

Snetterton Parish Council

- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** (“data portability”)

If you wish to exercise any of these rights, please contact us using the details below.

You also have the right to complain to the Information Commissioner’s Office which enforces data protection laws: casework@ico.org.uk Tel: 0303 123 1113

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We may update this page from time to time to reflect changes in the law and/or our privacy practices.

Contact Us

Email address

Draft Jan 2025
For review Jan 2028

Public Engagement Questionnaire Results – December 2024

Overview

- **Survey Timeline:** October – November 2024
- **Respondents:** 19 (out of a population of approximately 220, ~8.6% response rate)
- **Purpose:** To gather feedback on the proposed transfer of land at North End (1.5 acres) and potential uses.

Do you live in the parish of Snetterton?

Yes: 100% No:0%

The Council is considering creating a small nature reserve area on the North End land. Do you support this idea?

YES: 89.5%

NO: 10.5%

NOT SURE: 0

If you do not support the creation of a nature reserve, or if you have other ideas, please share what you would like to see on the North End land?

- Maybe an area with seating for people to enjoy it.
- If the area is going to be available for people to use can we have a dog bin/waste bin so that any mess can be managed.
- Something that will benefit people who actually live in the area
- Not for houses to be built
- We support the idea of a small nature reserve, but it would be really nice to see a community element to the land project where people can meet and work together on the land. We also think it is essential that the project is accessible (decolonial and inclusive). We would love to see some allotments and a focus on food-growing!
- We would also like to see tree planting; such as a community orchard and coppice woodland. There is always the possibility of supplying Norfolk Community Fridges with surplus fruit.
- Please consider a small community-tree-nursery (as exemplified by Norwich Salhouse Community Nursery) which raises free saplings of deciduous tree within a few beds (for local people & community projects).
- It would be nice to see conversations/consultations being held; with the land/nature itself regarding the future of the space.
- I think the area could be more useful as a recreation area as nowhere for children to play in this village. Also a bench could be provided for people to sit and relax.

Are there any other projects or initiatives that you would like Snetterton Parish Council to consider in the coming years

- Shop, pub, playpark for children, bus service
- Play equipment for children Dog walking area
- Traffic calming measures. To slow traffic down. More than just speed limits. Also surface water flooding issues when we have heavy rain.
- Better overall land drainage, traffic calming measures.
- Raised curbs to protect verges around the village due to the huge increase in business and agricultural traffic. A keep Snetterton clean and tidy initiative.
- Yes. Nature corridors between gardens and connecting North and South Ends. Nature corridors along the floodplain of the River Thet, and a Slow the Flow campaign to reduce flooding. No Mow May campaign. Hedgehog friendly garden which means cutting holes in fences.
- Community events, the Snetterton church used for something, allotments, organic food-cooperative (food buying group), orchard, coppicing, cob building (for community space), a use for the bus shelter, reconnect Snetterton to the bus routes, bike path to Attleborough, please sort out inaccessible footpaths.
- A 30mph limit to be extended from North End completely through to South End of Snetterton.
- Wooden seating for the nature reserve, sculpture, small communal garden.

Additional Comments

- It would be good to see one of the many businesses within the village, North and South supporting the supply and maintenance of a defibrillator machine that falls within easy access to both, or better still one at each end of the village. Sign cleaning to support reinforced traffic calming would be a benefit too.
- We would consider volunteering to upkeep the nature area if required. We support this project wholeheartedly.
- Proposed Nature Reserve is a great idea.
- Nature Reserve is an excellent proposal.



Snetterton Parish Council <snettertonparishcouncil@gmail.com>

The Norfolk County Council (Shropham and Snetterton, C138 Hargham Road) (40mph Speed Limit) Order 2025

1 message

Snetterton Parish Council <snettertonparishcouncil@gmail.com>

12 December 2024 at 13:23

To: trafficorders@norfolk.gov.uk

Dear Sirs

On behalf of Snetterton Parish Council, I am writing to formally object to the proposed 40mph speed limit on Hargham Road (C138), as outlined in the draft Order for 2025.

The Parish Council objects on the grounds that the proposal fails to address the most dangerous part of the road—the junctions of North End Road. These junctions have long been a serious safety concern for the community, and their exclusion from the speed limit scheme is unacceptable. The Parish Council believes that the proposed speed limit will only encourage motorists to accelerate when leaving Shropham village, thereby increasing the risk of accidents at these already hazardous junctions, where a succession of accidents have occurred including a near-fatal incident occurred in the recent past.

In its current form, the proposal does not adequately address the genuine safety risks in the area and represents an ineffective use of public funds. The Parish Council urges Norfolk County Council to revise the proposal to include the North End Road junctions in the scope of safety measures.

These concerns form the basis of the Parish Council's objection, and it is hoped they will be given full consideration.

Kind regards

Sharon Sweet, PSLCC

Clerk to Snetterton Parish Council

CiLCA, FiLCA, PIALC

Email: snettertonparishcouncil@gmail.com

Web Site: <https://snetterton.norfolkparishes.gov.uk>

Payment and receipts Jan 2025 Meeting

Payments to authorise:

Description	Type	Payee	Amount
Clerk salary (Jan 2025)	chq	S Sweet	£TBC
WFH allowance (Jan 2025)	chq	S Sweet	£ 13.00
Stamps & envelopes	chq	S Sweet	£ 8.30
Part yr accounts software	chq	Easy PC Accounts	£ 30.00
Annual membership	DDM	CPRE	£ 60.00

To note, as of 7th Jan 2025 there are no outstanding payments to HMRC on the council's account

Receipts to note:

Description	Type	Payee	Amount
Bank interest savings acc	BACS	Barclays	£ 6.11



Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Current Account Reconciliation as at: 07/01/2025

Balance per bank statement at 07/01/2025				3055.78
Uncleared payments				
Date	Customer / supplier	Reference	Amount	
31/12/2024	S Sweet	100117	-426.84	
				-426.84
TOTAL NET BANK BALANCES at 07/01/2025				2628.94
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				-5207.40
Total transfers				-
Closing balance per cash book as at 07/01/2025 (must equal net bank balances above)				2628.94



Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Savings Account Reconciliation as at: 07/01/2025

Balance per bank statement at 07/01/2025	1641.43
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TOTAL NET BANK BALANCES at 07/01/2025	1641.43
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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	18.27
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Total payments	-
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Total transfers	-
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Closing balance per cash book as at 07/01/2025 (must equal net bank balances above)	1641.43
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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						
<u>Staff Costs</u> - 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
<u>Staff Costs</u> - PAYE arrears	£ -	£ -	£ -	£ 85.43	£ -	
PAYE arrears interest			£ -	£ 9.13	£ -	
Clerk expenses (WFH;milege)	£ 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	£ -	£ -	£ -	
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	£ 8,412.35	payments equals receipts

SNETTERTON PARISH COUNCIL
THREE YEAR BUDGET COMPARSION
2025-26

	NET Budget		NET Budget		FORECAST TO YR END (as at Oct 2024)	DRAFT NET Budget 2025-26	NOTES for 2025-26
	23-24	ACTUAL	24-25				
Receipts							
Other Income							
Grants and Donations	£ -	£ -	£ -	£ -	£ -	£ -	
VAT reclaimed	£ -	£ -	£ -	£ 46.83	£ -	£ -	
Other Income	£ -	£ 21.30	£ -	£ 12.16	£ 30.00	£ 30.00	bank interest
Precept							
Precept	£ 4,500.00	£ 4,500.00	£ 6,000.00	£ 6,000.00	£ 8,382.35	£ 8,382.35	BUDGET LESS OTHER INCOME = PRECEPT REQUIRED
TOTAL RECEIPTS	£ 4,500.00	£ 4,521.30	£ 6,000.00	£ 6,058.99	£ 8,412.35	£ 8,412.35	receipts equals payments

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
	£ 10,000.00	£ 2,200.00

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	£8382	£99.79	£1.92
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).