

Snetterton Parish Council

Minutes of the Ordinary Parish Council Meeting held on 13th January 2025 at Shropham Village Hall, commencing at 6.30pm

Present:

Cllr Gen Ellis, Cllr Sam Hemsall, Cllr Henry Mason, Cllr A Skinner (chair), Cllr Trevor Watkins

Clerk: Sharon Sweet

1 member of the public

1. To receive apologies for absence - none

2. To receive Declaration of Interests and any requests for dispensation – none

3. To agree the minutes of the last meeting on 25th November 2024 - The minutes of the meeting held on 25th November 2024 were **AGREED** as a true record and signed by the Chairman.

4. Public forum

a. To receive update from Norfolk County Councillor -- none

b. To receive update from District Councillor - none

c. To hear from members of the public. Members of the public may address the - none

5. Administrative and Governance Matters

a. To receive and consider draft Action Plan – it was AGREED to adopt.

b. To receive and consider Scheme of Delegation – it was AGREED to adopt.

c. To adopt Publication Scheme & Schedule of Charges – it was AGREED to adopt.

d. To receive Data Audit - noted

e. To adopt GDPR Policy; Retention of Documents Policy; Privacy Notice – it was AGREED to adopt.

f. To discuss the feedback from the community questionnaire – feedback was noted and the Clerk confirmed this information was on the website under 'News'

g. To agree a date for switching to gov.uk email use only – it was AGREED to commence using gov.uk emails from May 2025.

h. To consider Parish Online subscription – Cllrs Ellis & Hemsall will evaluate the product. Clerk to forward on password.

6. Transport and Highways Matters

a. To receive update from NCC Highways Engineer visit – Cllrs Ellis and Watkins met with the Highways Engineer, who agreed to look into reinstating the 'Not Suitable for HGVs' signs near South Farm at the beginning of Sallow Lane. They will also consider repainting the 'Slow' markings on the road. The Engineer confirmed that a speed limit reduction for Sallow Lane would not be feasible.

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 – following the feedback from the Highways Engineer (see 6. a.), members agreed not to pursue the request for a speed limit reduction at this time.

c. To note objection submitted by the Parish Council for Hargham Road speed limit proposal during the consultation period - Initially, the Parish Council objected to the proposal as it failed to address the most dangerous part of the road, the junctions at North End, which were excluded from the speed limit reduction. The Council considered this exclusion unacceptable, stating that the proposal did not adequately address genuine safety risks. The Parish Council urged Norfolk County Council to revise the proposal to include the North End junctions.

Chairman signature.....

Date.....

County Councillor, Cllr Askew, also lodged objections, and the Parish Council is grateful for his intervention.

Following feedback from various parties, the proposed speed limit reduction zone has been extended. The revised plan was considered by members, who felt the end point of the 40mph zone should be further extended for safety reasons. Currently, the map shows the 40mph zone ceasing near (what3words) ///waxes.influence.without, but members agreed that the zone should extend beyond this point.

It was **AGREED** to **OBJECT** to the proposal as the speed limit reduction zone remains too short, Snetterton Parish Council strongly support the extension of the 40mph zone to a location near ///tape.nipped.unlimited.

7. To consider a Go Fund Me page for business and community donations towards the Defibrillator – it was **AGREED** to set up a Go Fund Me page to raise funds for a community defibrillator. This will be advertised on the local social media pages and a letter sent to as many businesses as possible.

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 (Jan 2025)	CHQ	S Sweet	£426.84
WFH allowance (Jan 2025)	CHQ	S Sweet	£ 13.00
Stamps & envelopes	CHQ	S Sweet	£ 8.30
Part year accounts software	CHQ	Easy PC Accounts	£ 30.00
Annual membership	CHQ	CPRE	£ 60.00

The following receipt was noted:

Bank interest	BACS	Barclays	£ 6.11
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b. To review and sign cash book reconciliation to 7th Jan 2025 - The cash book had been reconciled to 7th January 2025 and was reviewed and signed.

c. To agree the budget 2025-26 and set the Precept 2025-26 - The Clerk had circulated a draft budget to all Councillors prior to the meeting. The budget was discussed. It was **AGREED** to approve the budget of £8412.35 and it was further **AGREED** to set the Precept at £8382.35

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, application approved.

11.To receive items for inclusion on the next agenda - none

12.To confirm the date of the next meeting as 24th March 2025 6.30pm Shropham Village Hall – meeting date was confirmed.

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 13 on the grounds that it could involve the likely disclosure of private and confidential information

13. Staffing

The resignation of the Clerk was received, with a leaving date of 31.01.2025. In order to ensure business continuity, it was **AGREED** to appoint a locum clerk from February onwards.

For the recruitment of a new Clerk, it was **AGREED** to engage Norfolk Parish Training and Support to assist with the recruitment process. Meeting closed: 7.27pm

Chairman signature.....

Date.....