Snetterton Parish Council

ANNUAL PARISH MEETING

Tyrrells Restaurant - Snetterton Circuit, Norfolk NR16 2QX

Monday 26th May 2025 at 6.30 pm

Councillors Present: Amanda Skinner (Chair), Trevor Watkins (Vice Chair), Gen Ellis, Sam Hempsall and Henry Mason
Clerk/Responsible Financial Officer (RFO): Sally Chapman
Also Present: County Councillor Stephen Askew and one parishioner

MINUTES

1. **Welcome by the Chair of the Parish Council**
   The Chair gave a warm welcome to everyone attending the meeting.

2. **Apologies**
   None

3. **To Approve the Minutes of the Meeting held on Tuesday 20th May 2024**
   The Minutes from the Meeting held on Tuesday 20th May 2024 were confirmed unanimously as a true and accurate record and signed by the Chair.

4. **To Consider any Matters Arising from the Minutes**
   - Cllr Mason and Cllr Ellis reported that they were pleased with the progress made by Nature's Menu. The previously unshielded bright lights have now been fitted with appropriate shielding, resulting in an improvement to light pollution in the area.

5. **The Chair's End of Year Report**
   The Chair read out her report and expressed her gratitude to all Councillors for their support during her 12-year term on the Parish Council. *(attached).*

6. **The Responsible Financial Officer's End of Year Report**
   The RFO summarised the Year-End Balance Sheet and invited questions *(attached).*

7. **To Receive the Report of the County Councillor**
   County Councillor Askew gave a verbal update on his report *(on website)* and informed:
   - He was pleased to advise that the proposed 40mph speed limit between Snetterton and Shropham is going ahead.
   - He is currently working on the issue of the Sallow Lane installation of "Not Suitable for Heavy Goods Vehicles" signage. Additionally, he confirmed that he will be able to contribute 50% of the cost towards the new signs.

8. **To Receive the Report of the District Councillor**
   None received.

9. **To Receive Community Reports**
   None

10. **Public Questions**
    None

The meeting ended at 6.50 pm

Signed_______________________________ Date_______________________________

Snetterton Parish Council

5. The Chair's End of Year Report
Main points:

- Successful engagement with Nature's Menu re. light reduction. Ongoing liaison with other businesses on Industrial Estates.
- Successful liaison bi-annually with BWSC Biomass.
- 40 mph speed limit on Hargham Road — due to be implemented in 2025.
- Re-instating of "Unsuitable for HGVs" sign at South Farm.
- Ongoing liaison with agencies to re-instate the public rights of way / bridleways in Snetterton.
- Installation of defibrillator at WHW offices — Clerk seeking funding.
- Internal audit gave a clean bill of health. Thanks to previous and current Clerks.
- After 12 years of service, leaving the PC in the best hands and financial footing it has ever been in.

6. The Responsible Financial Officer's End of Year Report

Snetterton Parish Council Balance Sheet		
Year ended 31st March 2025		
	Receipts and Payments	
2023/24		**2024/25**
£	**Receipts**	**£**
4,500.00	Precept	6000.00
0.00	VAT Reclaim from previous year	46.83
21.30	Business Saver Interest	24.07
4,521.30		**6,070.90**
	Payments	
4,097.70	Clerk's Salary	4832.19
191.00	Clerk's Office Costs & Mileage	156.00
0.00	Payroll	120.00
149.00	General Expenses	314.00
0.00	ICO Data Protection	35.00
417.89	Insurance	447.69
85.00	Internal Audit	110.00
0.00	Miscellaneous	86.34
0.00	Maintenance	0.00
0.00	IT & Website	105.33
0.00	S137 Grants/Donations	0.00
478.82	Subscriptions	245.75
0.00	Hall Rent	144.00
75.00	Reserve Build - EMR Elections	0.00
0.00	Training	0.00
0.00	Contingency - Unplanned Spend	0.00
0.00	Vat - To Reclaim	48.68
0.00	Bank Charges	0.00
0.00	Reserve Build - General	0.00
5,494.41		**6,644.98**
- 973.11	Surplus income over expenditure	- 574.08
4,385.78	Balance b/f	3,412.67
3,412.67	**Balance c/f**	**2,838.59**
	Balance Sheet	
	Cash at Bank	
2,284.39	Current Account	1,896.85
1,623.16	Business Saving Account	1,647.23
-	Uncleared receipts	-
£ 494.88	Uncleared cheques	705.49
3,412.67		**2,838.59**
3,412.67	General Reserves	2,838.59
-	Earmarked Reserves	-
3,412.67		**2,838.59**
The above statement represents fairly the financial position of the Authority as at 31st March 2025 and reflects its receipts and payments during the year.		
Signed	**Chair**	
Signed	**Sally Chapman - Responsible Financial Officer**	

Signed________________________________ Date________________________________