

Snetterton Parish Council

ANNUAL PARISH COUNCIL MEETING

Tyrrells Restaurant - Snetterton Circuit, Norfolk NR16 2QX

Monday 26th May 2025 at 6.55 pm

Councillors Present: Amanda Skinner (retiring Chair), Sam Hemsall (new Chair), Trevor Watkins (Vice Chair), Gen Ellis and Henry Mason

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Stephen Askew and one parishioner

Public Forum

A. To Receive a Report from County Councillor Stephen Askew

No further reports

B. Members of the Public Forum

No questions

MINUTES

1. To Appoint a Chair

Sam Hemsall was Proposed and Elected as Chair.

The Declaration of Acceptance of office form was signed.

2. To Appoint a Vice Chair

Trevor Watkins was Proposed and Elected as Vice Chair.

The Declaration of Acceptance of office form was signed.

3. To Approve Apologies for Absence

None

4. To Receive Declaration of Interests and any Requests for Dispensation

None

5. To Approve the Minutes of the Last Meeting on 24th March 2025

The Minutes from the Meeting held on 24th March 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.

6. Finance

a) To Approve the End of Year Balance Sheet 2024/25

Councillors Approved unanimously the End of Year Balance Sheet 2024/25.

b) To Approve the Internal Auditor's Report for 2024/25

Councillors Approved the Internal Auditor's Report for 2024/25 and noted there were no further recommendations.

c) To Approve the Annual Audit Return Sections 1 & 2

Councillors resolved unanimously the Annual Audit Return Sections 1 & 2 and the Chair and RFO signed the documents.

d) To Agree a Certificate of Exemption from a Limited Assurance Review

Councillors agreed unanimously to certify themselves as exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.

Signed:

Date:

Snetterton Parish Council

e) To Appoint the Internal Auditor for 2025/26

Councillors Resolved to request the Internal Auditor Carol Bailey to complete the Internal Audit for 2025/26.

f) To Receive the Financial & Budget Reports and Approve the Income & Expenditure

Councillors Resolved unanimously to Approve the Financial and Budget Reports and the following Receipts and Expenditure:

DATE	REFERENCE	DETAILS	RECEIPTS	EXPENDITURE
08/04/2025	Transfer	Precept Payment - Half	4191.18	
24/04/2025	Credit	VAT Reclaim 01.04.2024-31.03.2025	48.68	
07/05/2025	Transfer	Shropham Village Hall - refund		-24.00
08/05/2025	Fee	Unpaid cheque		6.00
27/05/2025	1	Carol Bailey - Internal Auditor		90.00
27/05/2025	2	Clerk's Salary & Expenses April & May		787.23
27/05/2025	3	NALC Subscription		57.34
27/05/2025	4	Zurich Insurance		304.00
		Total	£4,239.86	£ 1,220.57
		Reserves		
		General Reserves		£ 5,491.06
		Restricted Reserves		£ -
		Total		£ 5,491.06

g) To Approve an Insurance Renewal Quotation

Councillors considered the four insurance quotations and Agreed to select Zurich Insurance at a cost of £304.00.

h) Unity Trust Bank – update

The Clerk advised that the Unity Trust Bank account is now open. An attempt was made to pay in the funds from Barclays, but this was rejected by Barclays. Unity Trust Bank has now switched the funds from the Barclays account.

Councillors Requested Councillor Ellis was placed on the bank mandate.

Action: Clerk

7. To Note the Current Planning Applications & Decisions

Councillors noted the following current planning applications and decisions, which have been handled in accordance with the Planning Procedure Policy by Cllr Hemphill and the Clerk.

Cllr Mason asked the Clerk to check the Planning Procedure Policy included sewage recommendations.

Action: Clerk

Applications

a) PL/2025/0553/FMAJ

Application Type: FMAJ major application

Proposal: Erection of commercial building with associated hard standing.

Site: Rjm Warehousing & Distribution Loch Lane, Snetterton Park, Snetterton, NR16 2JU

Status: Pending Decision

b) PL/2025/0635/RMAJ

Application Type: RMAJ Application for approval of reserved matters following outline (major)

Proposal: Application for approval of Reserved Matters (plot 9) following outline planning permission 3PL/2021/1527/O and discharge of conditions 3, 5, 6, 8, 12 & 13.

Status: Pending Decision

c) PL/2025/0498/RMIN

Application Type: RMIN Reserved matters (minor)

Signed:

Date:

Snetterton Parish Council

Proposal: Application for approval of Reserved Matters (plot 10) following outline permission 3PL/2021/1527/O and discharge of conditions 3, 5, 6, 8, 12 & 13 of 3PL/2021/1527/O (as updated by application reference 3NM/2022/0128/NMA)

Location: Plot 10, Snetterton Park, Harling Road, Snetterton, NR16 2JU

Status: Pending Decision

d) PL/2025/0251/DCA

DCA Approval of details reserved by condition

Land Off Falcon Road, Snetterton, NR16 2FB.

Discharge of Condition(s) 3 & 4 on 3PL/2021/0989/F

Status: Pending Decision

e) PL/2025/0178/DCA

DCA Approval of details reserved by condition

Macbrook House, Snetterton Park, NR16 2JU

Discharge of conditions 5, 6, 8, 11, 15 & 16 on 3PL/2021/1527/O (Plot 14)

Status: Pending Decision

f) Section 53 of the Wildlife and Countryside Act 1981- update

Modification Application for the addition of a Network of Public Rights of Way to the Definitive Map and Statement for the Parish of Snetterton.

Councillor Ellis responded on the above consultation on behalf of SPC

Decisions

g) PL/2025/0139/RMIN

RMIN Reserved matters (minor) Snetterton Park, Harling Road, Snetterton, NR16 2JU

Application for approval of Reserved Matters (plot 8) following outline permission

3PL/2021/1527/O, discharge of conditions 3, 5, 6, 7, 8, 12, 13, 14 and 15 of 3PL/2021/1527/O (as updated by 3NM/2022/0109/0128/NMA 3NM/2023/0013/NMA).

Status: Granted with conditions

8. Highways and Transport

a) Community Land at North End – c/f

b) South Farm, Sallow Lane - HGV Restriction Sign – c/f

c) Snetterton/Shropham, Proposed 40 mph Speed Limit Order PLB236 – c/f

d) Eroded Access on Wash Lane Byway, Snetterton South End

NCC Bridges Team have inspected the site and confirmed that work to repair the embankment with a concrete bagged retaining wall will begin on 1st June and is expected to last one week.

9. Defibrillator – update

The Clerk reported that she has reconfirmed the quotations, and Heart2Heart Norfolk is still offering a defibrillator and cabinet for £1,500. She has applied for two grants to fund the defibrillator and cabinet, which should be processed within four months. She has also contacted World Horse Welfare, who remain happy to have the defibrillator installed on their building.

Cllr Skinner informed that BWSC Biomass were willing to support the Defibrillator with a grant of £500.00.

10. Correspondence (emails circulated as received)

None

Signed:

Date:

Snetterton Parish Council

11. AOB (For discussion only – the Council cannot make decisions on these items unless stated on the agenda)

a) Snetterton Circuit Liaison Meeting – update

Councillor Watkins reported:

- Snetterton Circuit has received three noise complaints: two were submitted to Breckland District Council by Eccles parishioners, and one was made directly to the circuit by a resident of Attleborough.
- A large amount of land at Larling is out-lined in the Local Plan for development.
- Eccles Village Hall is currently undergoing repairs.
- Snetterton Circuit plans to develop a Hi-Tech industrial unit and a hotel within the next two years.
- A residents' evening is scheduled to take place on 14th August 2025.

b) Tree Preservation Orders

Cllr Ellis reported that he had emailed District Councillor Sarah Suggitt regarding Tree Preservation Orders on 26th March and again on 30th April, but had received no response. The Clerk informed the Council that she had invited Councillor Suggitt to the meeting and had also requested a report. No response has been received to date.

c) PC Communications with our Neighbours

- Councillor Ellis suggested inviting World Horse Welfare to a future meeting to provide an update on the charity's progress.
[Full Council Agreed with the proposal.](#) Action: Clerk
- The Clerk informed the Council that she had made contact with *Shropham and Snetterton Grove*, the parish magazine, and they are happy to include articles. She also confirmed that the parish magazine link has been shared on Snetterton Parish Council's website.

d) Gov.uk email addresses

The Clerk is now using the gov.uk email address and it is hoped that all Councillors will be up and running with theirs soon.

e) Norfolk Nature Recovery Consultation

[Councillors agreed for Councillor Ellis to respond to the above consultation on behalf of Snetterton Parish Council.](#) Action: GE

f) Meeting with George Freeman MP

The Clerk has emailed George Freeman MP twice but has received no response or acknowledgement. Cllrs requested the Clerk to keep trying. Action: Clerk

12. To Receive Items for the Next Agenda

a) Call for Sites – Local Plan

13. To Consider the following Dates for the Next Meetings

- Monday 22nd July 2025 at 6.30 pm
- Monday 22nd September 2025 at 6.30 pm
- Monday 24th November 2025 at 6.30 pm

14. Staffing - Confidential

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.

[Councillors Resolved to close the meeting to the Press and Public in order to discuss staffing.](#)

Signed:

Date:

Snetterton Parish Council

a) To Approve the Appointment and Contract of the Parish Clerk & RFO

Councillors Approved the appointment of the new Clerk and RFO Sally Chapman, signed her contract and welcomed her to the Council.

b) To Consider a Standing Order for the Clerk's Salary

Councillors Agreed to pay the Clerk's monthly salary by standing order.

c) Resignation – Councillor Skinner

Councillor Skinner informed the Council of her resignation and expressed that she had enjoyed serving on the Parish Council over the past 12 years. She stated that she would remain available to answer any questions and offer support where possible.

Councillors thanked Mrs Skinner for her time, input, and valuable contribution to the Council, and wished her well for the future.

The meeting ended at 7.50 pm

Signed:

Date: