

Snetterton Parish Council

Action Plan 2025-2027 v1

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

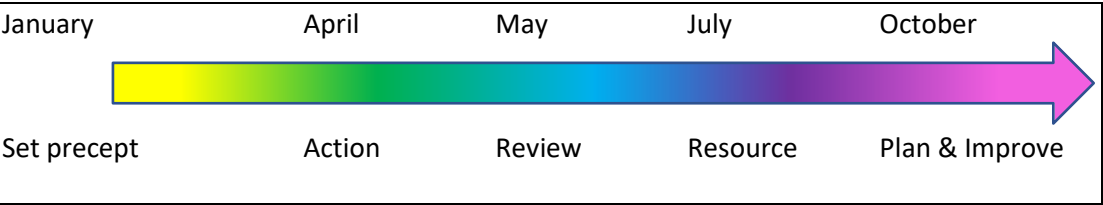
This is a working document subject to updates over the coming years and months. Snetterton Parish Council, as the first tier of local government, is uniquely situated to understand and support the needs of this community. The Council provides advocacy on behalf of its residents and liaises with other 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.



Snetterton Parish Council

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.

Snetterton Parish Council

Objective	Action	Responsibility & Resources	Finance	Outcome	Timescale
Governance					
Transparency Code Compliance	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 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

Snetterton Parish Council

Objective	Action	Responsibility & Resources	Finance	Outcome	Timescale
Traffic and Highways					
Address Highways Concerns	Address identified traffic issues (Appendix A)	Clerk and Council	Budget	Improved safety and reduced congestion	Ongoing
Road Maintenance Reporting	Encourage residents to report issues via County Council website or “Fix My Street” app.	Community	None	Effective reporting and repairs	Ongoing
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, 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

Snetterton Parish Council

Objective	Action	Responsibility & Resources	Finance	Outcome	Timescale
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 Noticeboards	Maintain noticeboards, ensure relevant information is displayed	Council	Budget	Informative and accessible noticeboards	Ongoing
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

Snetterton Parish Council

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.	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 informed for further support in discussions.

Snetterton Parish Council

Priority	Issue	Details	Proposed Actions	Key Contacts & Considerations
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: 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	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.	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.