

Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Tuesday **11 February 2025** at the Memorial Hall, Snettisham.

Present: Cllr J Smith (Chair)

Councillors; J Bailey, D Bocking H Whyman-Naveh, R Garwood, R MacKenzie, M Harpley

Clerk: Roberta Mason

Also present: 8 members of the public

130 Apologies and consideration of acceptance for absence

Cllr G Deverick sent apologies

131 Members' declarations of interest

None declared

132 Public Participation - Any member of the public attending the meeting may speak and address the Council, on any item of parish business not already on the agenda. Maximum 3 minutes per speaker and 15 minutes in total for all speakers.

None

133 Minutes

The draft minutes for 14 January 2025 were considered and there was one correction noted by the clerk to the payments list for January (minute ref 125.2) There was a typo noted. The list had shown a direct debit payment to Parabis Leasing of £243.31. This was in fact not incurred in January but in December 2024 (also paid December). This had now been removed from the corrected payments list and was re-signed for January 2025. Subject to the correction, the minutes for 14 January 2025 were accepted as a true record and signed by the Chair Cllr J Smith

134 Finance

134.1 To receive bank reconciliation for the end of December 2024 and note bank balances

Bank reconciliation reports (from the accounts software) were received, and it was noted that the reports and the bank statements agreed numerically.

Bank balances were as follows:

The current account balance on 31 January 2025: £500.00

The premium account balance on 31 January 2025: £224,316.85

134.2 To consider and approve the circulated payments and receipts list, plus any additional payments circulated by the Clerk prior to the meeting.

Snettisham Parish Council

PAYMENTS LIST February 2025				
			Net	VAT
DIRECT DEBITS				Gross
3 Mobile Phone (monthly)	DD	£ 6.00	£ 1.20	£ 7.20
ECS Computers (monthly)	DD	£ 96.65	£ 19.33	£ 115.98
Wave Office Water invoice	DD	£ 55.83	£ -	£ 55.83
Wave Allotment Water invoice	DD	£ 46.56	£ -	£ 46.56
Tomato Energy (Office Electric) inv 2.2.2025	DD	£ 345.49	£ 69.10	£ 414.59
Tomato Energy (War Memorial Electric Jan 2025) inv 2.2.2025	DD	£ 3.54	£ 0.18	£ 3.72
Tomato Energy (Street light Elect Jul-Dec 2024 MPAN Ending 725 inv 15.1.2025	DD	£ 831.08	£ 41.55	£ 872.63
Tomato Energy (Street light Electric Dec MPAN Ending 804) inv 15.1.2025	DD	£ 19.38	£ 0.97	£ 20.35
Tomato Energy (Street light Electric Nov MPAN Ending 804) inv 15.1.2025	DD	£ 18.41	£ 0.92	£ 19.33
Tomato Energy (Street light Electric Oct MPAN Ending 804) inv 15.1.2025	DD	£ 19.38	£ 0.97	£ 20.35
Tomato Energy (Street light Electric Sept MPAN Ending 804) inv 15.1.2025	DD	£ 18.41	£ 0.92	£ 19.33
Tomato Energy (Street light Electric Aug MPAN Ending 804) inv 15.1.2025	DD	£ 19.38	£ 0.97	£ 20.35
Tomato Energy (Street light Electric July MPAN Ending 804) inv 15.1.2025	DD	£ 12.60	£ 0.63	£ 13.23
KLWNBC Invoice Dog Bins(annual inv)	DD	£ 2,140.32	£ 428.06	£ 2,568.38
PAYMENTS (to be approved)	Payment Type			
Salaries, NI, PAYE & Pension payments	bacs	£ 2,425.77	£ -	£ 2,425.77
EE Mobile phone SIM only contract	bacs	£ 7.00	£ 1.40	£ 8.40
Office Cleaner	bacs	£ 55.00	£ -	£ 55.00
Gaywood Valley Conservation Group Inv (Work at Common Jan)	bacs	£ 190.00	£ -	£ 190.00
CTS Security Inv (Annual Alarm maintenance)	bacs	£ 115.00	£ 23.00	£ 138.00
Scribe Accounts inv (annual Sub)	bacs	£ 676.80	£ 135.36	£ 812.16
ABC inv Dec 2024 (Heras Fencing install & Hire Dec)	bacs	£ 598.00	£ -	£ 598.00
Ken Hill Allotment Rent	bacs	£ 1,030.00	£ -	£ 1,030.00
Memorial Hall - Hall Hire (Sept 2024, Jan & February 2025 hire)	bacs	£ 104.00	£ -	£ 104.00
£ -	£ -	£ 8,834.60	£ 724.56	£ 9,559.16
Income Recieved				
Clothes Bank		£ 30.26	£ -	£ 30.26
Askers Pizza		£ 125.00	£ -	£ 125.00
Allotment Rent (Allotment Assoc)		£ 1,030.00	£ -	£ 1,030.00
				£ 1,185.26

The payments list for February 2025 had been circulated. The payments were **agreed by all**, and signed by the Chair.

134.3 It was **agreed by all** to proceed with the repairs to the Sam 2 (traffic speed monitoring unit) £685+vat and smart plugs (circa £29.99)

134.4 It was **agreed by all** to proceed with additional mid-term Insurance premium of £47.88 for the play areas to cover equipment costs.

134.5 The new street light maintenance contract was deferred as further information was awaited.

134.6 Quotes for various items of expenditure were considered and agreed as follows:

- Quotes for Garden maintenance by PG&M
All agreed to proceed with the Annual Maintenance costs for PG&M.
It was also resolved to proceed with the quote from PG&M, to renovate the village border opposite the factory shop. Councillors hoped village volunteers could be found for the ongoing maintenance of that border and for the smaller area near the seat just passed the new bridge (next to river Ingol).
- Quotes for gutter maintenance at Parish office
It was resolved to proceed with the quote Gutter Maintenance for the parish office from Neil Murray.

Snettisham Parish Council

3. Quotes for plumbing at parish office
This was deferred awaiting further quotes
4. Quote for Litter bins
It was also resolved to proceed with the quote from Mark Dicks for fitting Lodge Walk & Factory Shop bus stop, litter bins
5. Quote for removal of rubbish from parish office
It was also resolved to proceed with the quote from Mark Dicks for removal of rubbish from Parish Office

135 Norfolk County Councillor Stuart Dark BCKLWN District Councillor Stuart Dark

Cllr Stuart Dark not in attendance

136 Clerk's report and other correspondence

136.1 Correspondence received by the clerk

The Clerk read out an email from the Snettisham Sailing club requesting financial support for a "Sailability" project, which was aimed at helping people with accessibility/ mobility issues. Councillors discussed and all agreed that the clerk should present a Grant application policy to the next meeting and all applicants appealing for financial support, would be invited to apply via the Grant policy. The aim is to ensure all applications are considered consistently and against an agreed policy. The clerk to inform the sailing club.

The clerk read out a letter from the Environment Agency dated 16 January 2025 regarding the agencies plans to commence annual beach recycling on 17 February 2025.

The clerk read out an email from a resident concerned about poor parking outside the school. It was agreed that although the matter is a highways/ policing matter, an email to the school would be sent, asking if the school might send a note out to parents reminding them of the potential dangers.

The clerk confirmed a letter from DAC Beachcroft solicitors had been received in relation to an insurance claim viz a viz the lamp post that was knocked down on Teal Close. The clerk gave an update on the status of the claim and councillors J Smith and H Whyman Naveh agreed to give the necessary signatures for the solicitors' paperwork.

136.2 Parish Council Deeds

The clerk confirmed that various deeds and conveyances had been located and were now in the Council's possession, including the conveyance for the Memorial Hall and the recreation field, amongst others. The clerk read a letter of request from Norfolk County Council requesting copies of the deeds to the Market Place. This was discussed, but due to fraud and data security concerns, there was a reluctance to give copies. **Councillors resolved** to send only photos and copy maps but not copies of the conveyances.

136.3 UK Power Network letter of claim

The Clerk gave an update on the receipt of a letter of claim made by UKPN. Councillors agreed to seek to defend the claim, subject to the Council's insurer's views

136.4 Trees at the Common (Snettisham Woods)

The Clerk gave an update on the advice from Norfolk Wildlife Trust and the Woodland Trust, who were both in favour of removal of 3 Beech trees and several other non-native Turkey Oaks. The clerk confirmed the tree officer from the Borough Council had become involved

Snettisham Parish Council

and site visits had taken place on 2 occasions. A lengthy email from the tree officer was read to the meeting. Councillors considered and **all agreed** not to proceed with the beech tree removal.

136.5 Tree work on Lodge Walk and Lodge Walk Play area

The clerk confirmed that TBH Tree Care had been booked in to start further work on the lime trees on Lodge Walk and to remove the Ash tree on the play area that had "*Ash dieback*". The clerk confirmed a quote of £500+ vat for a tree survey of all the village trees had been received and provisionally booked for May 2025 with. **It was resolved by all** to proceed with the survey.

136.6 Memorial Hall Playing Fields Drainage update

The clerk gave an update on the enquiries made so far. A site visit had been undertaken by an independent drainage company from Kings Lynn, and their opinion was read to the meeting. The opinion was that the problems were caused by over-silted surrounding ditches, putting pressures on the land drains. Members of the public from the Memorial Hall Trust commented that the opinion was not accepted and differed to their views. Cllr Whyman-Naveh proposed the as the drainage problem lies on the Memorial Hall Trust land, that the Council write to the trust suggesting that they, (MHT) conduct their own investigation and if a proven causal link shows the fault for the problem lies with the installation of the new play equipment in the play area, that the Council would then agree to pay for any damage caused via it's insurers. **Agreed by all**

137 Update on discussions with the Pavilion Steering committee

Cllr J Smith gave a brief account of the update from the Pavilion steering group given to Councillors today. Amended plans for the pavilion have now been submitted to planning and were shown to the meeting. The plans were noted to now be on the planning website for formal consultation. It was noted the pavilion steering group were currently in discussions with its' key funders, but no start date had been announced. It was noted that the Council has not yet made any formal decisions about releasing its £50k pledge and that discussions with the PSG continue. Any decision would have to be made at a full parish council meeting.

138 Use of recreation field by village clubs for fund raising

There was a suggestion that the Parish Council should write to the Memorial Hall Trust to ask for use of the recreation field once a month, so other village groups could use it for fund raising purposes. **All agreed**

139 Planning - applications received from the planning authority - Borough Council of Kings Lynn & west Norfolk.

25/00047/F - Red Barn- This was noted and had been delegated to the clerk to respond due to the time limits on consultation. There had been no objection.

25/00114/F - Park Lane- All agreed no comment

25/00014/F - Shepherds Port- Councillors noted this was objected to previously as unsafe due to potential flooding and therefore this was also objected to.

25/00156/F - Pavilion- all agreed to support the application.

140. Public participation - To allow for questions from members of the public on items discussed on the agenda at this meeting – maximum 10 minutes in total.

A member of the public asked if the Parish Council's questions to the Pavilion Steering committee (PSC) and their answers, would be made available to the public and if so when. The member of the public asked for his questions to be noted. The clerk confirmed that she had written to the PSC to ask if they had any objection as part of the FOI procedure and a response is awaited.

Snettisham Parish Council

141. Date of next meeting

Next Full Council – The next meeting is Tuesday 11 March 2025, 6pm

The meeting closed at 7.46 pm.