

Snettisham Parish Council

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

Present: Cllr J Smith (Chair)

Councillors; D Bocking H Whyman-Naveh, R Garwood, R MacKenzie, M Harpley, G Deverick (Cllr Bailey joined the meeting at 7.00pm)

Clerk: Roberta Mason

Also present: Cllr Stuart Dark and 30-35 members of the public

142 Member interests, Apologies and consideration of acceptance for absence

None received

143 Members' declarations of interest

Cllr Julie Smith and Cllr David Bocking declared an interest item 4 on the agenda- the Pavilion pledge. Cllr H Whyman- Naveh declared and interest in item 10- the Planning applications.

Cllr Dark requested that his reports be taken at this part of the meeting. **It was agreed by all.**

144 Norfolk County Councillor Stuart Dark BCKLWN District Councillor Stuart Dark

Cllr Dark spoke of an increase in Council Tax for the County Council of 4.9%. He informed the Rural Support Grant is no longer available to NCC. Overall NCC are £6.5m short in it's income budget this year.

Cllr Dark spoke about the Government's plans for Local Government re-organisation and Devolution and the strategy taken by Norfolk CC.

Cllr Dark spoke of the recycling Centre at Heacham and the new booking system and how it seemed to be working well.

Cllr Dark spoke of the successful CIL applications from the village Allotment Association that he had supported with a letter of support. He noted the Bowls club had unfortunately been unsuccessful this time, due to the club receiving CIL funds previously. He mentioned the CIL Fund had been oversubscribed by applications this time, by approx. £1.1m.

Cllr Dark took some questions from the floor primarily about the recycling centre, as members of the public reported negative experiences when trying to use the Centre. Primarily the problems have been calling to book. There were concerns over fly-tipping, but Cllr Dark reported there has been no reported increase in fly-tipping.

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145 Public Participation - Any member of the public attending the meeting may speak and address the Council, on item 4 on the agenda.

Various comments were made from the floor from members of the public concerning the overall unknown costs of the pavilion project and the potential for costs to escalate further. There was reference to the Questions and Answers put forward by the Council **being helpful**. Most speakers appeared to support the idea of staged payments. There was reference several times to the lack of a detailed business plan and the need for the project to be fully funded.

Dominic Buscall spoke and explained his special interest. He spoke about the success of the fund raising so far and applauded it. But he did have concerns that the full funds would not be raised and that the project would have to be revisited.

A member of the Public asked if the Parish Council would be asked to “*bail out*” the Memorial Hall. Cllr Whyman- Nevah advised not. The Chair reminded the meeting that the discussions were about the Motion and not generally about the Memorial Hall Trust. A member of the public asked about the detail of the costs and the reliability of the costs. Cllr Whyman-Nevah averred that this was a question for the Steering Committee.

Member of the MHT spoke and said she felt it was unfair to impose a December deadline of Full Funding, as the Steering Committee had worked really hard, and she felt December was unreasonable. She also mentioned that a full Business plan is being worked on.

Dominic Buscall came back to specifically comment on the motion and said he whole heartedly supported it; felt it was tightly worded and is respectful of public money. His only other point, was he felt the project should cost less than the current costs.

146 To consider the release of pledge funding for the Pavilion Project

Each of the Counsellors spoke, save for Cllrs Julie Smith & Cllr D Bocking, (due to their declared interests). All expressed their views on the motion. There were no proposals to amend the draft motion. Cllr R Garwood spoke against the pavilion project on the basis of cost, and did not wish to give any money over at all. Cllr Garwood did not put forward an alternative motion.

Cllr Deverick was the proposer for the motion and Cllr Rod Mackenzie was the seconder.

All those entitled to vote (Cllrs Smith & Cllr Bocking abstaining due to declared interests) **agreed by a majority in favour of the motion. (4 in favour 1 against)**

The APPROVED MOTION was agreed and adopted- full text here:

Title: Funding Contribution to the Memorial Hall Trust for the Pavilion Project

WHEREAS

- *Snettisham Parish Council recognises the importance of supporting community infrastructure and facilities for the benefit of local residents;*
- *The Memorial Hall Trust is undertaking the Pavilion Project to enhance community amenities and provide improved facilities for local residents and organisations;*
- *Snettisham Parish Council has agreed to contribute financial support to assist with the completion of the Pavilion Project, subject to certain conditions to ensure transparency, accountability, and the successful delivery of the Pavilion Project;*

IT IS RESOLVED THAT:

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1. Approval of Funding

Snettisham Parish Council approves the payment of £50,000 to the Memorial Hall Trust to support the Pavilion Project, subject to the conditions outlined below.

2. Funding Release Conditions:

2.1 Full Funding Requirement:

The Pavilion Project must be fully funded, defined as securing a total project budget of £684,000 plus applicable VAT, before any payments from the Council are released. The Memorial Hall Trust must provide written confirmation, including evidence of secured funding from all sources, by 31 December 2025.

2.2 Specifications for phases 1,2 & 3 of the build

The Memorial Hall Trust shall provide to the Council prior to commencement of the build, a written detailed technical building specification for phases 1,2 & 3 of the build, detailing the proposed expenditure for each phase.

2.3 Staged Payments

Payments shall be made in staged instalments, as follows;

2.3.1 First Instalment

Subject to the full funding requirements above, an initial payment of £15,000 shall be released upon:

- 1) Completion of Phase 1 of the project build, with evidence provided to the Council including appropriate technical and building approvals; and
- 2) Submission of a comprehensive 3-year business plan for the Pavilion, including detailed business costs; future maintenance costs, and estimated income forecasts.

2.3.2 Second Instalment

Subject to the full funding requirements above, a subsequent payment of £17,500 shall be released upon completion of Phase 2 of the project build, with evidence provided to the Council including appropriate technical and building approvals.

2.3.3 Third Instalment

Subject to the full funding requirements above, The final payment of £17,500 shall be released upon completion of Phase 3 of the project build and submission of final completion evidence provided to the Council including appropriate technical and building approvals.

3. Reporting Requirements

It is a condition of the funding that the following reporting requirements are followed:

3.1 Quarterly Progress Reports

The Memorial Hall Trust shall provide quarterly written progress reports to the Council, detailing project expenditure, milestones achieved, and any challenges encountered.

3.2 Notification of Changes

Any significant changes to the project scope, budget, timeline, or funding income forecasts must be communicated to Snettisham Parish Council in writing for review and approval.

3.3 Right to Request Information

The Council reserves the right to request further information or audits if necessary to ensure compliance with the agreed terms.

4. Project Completion and Fund Use

If the main contractor is unable to complete the build; or unable to complete the build for the current contract price of £684,000+ vat; or if any part of the project build is not completed in accordance with the approved planning permission, or in accordance with each of the build phase specifications; or if funds are found to be misallocated, Snettisham Parish Council reserves the right to withhold payments or request the return of funds.

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5. Resolution subject to review

If full funding is not secured; or if phase 1 of the build is not substantially completed by 31 December 2025; or if any of the conditions outlined above are not met, this resolution shall be subject to review, and the Council reserves the right to reconsider its financial commitment.

BE IT FURTHER RESOLVED THAT:

This resolution shall take effect immediately upon its adoption, and the Clerk of the Council is authorised to facilitate the necessary financial arrangements in accordance with Council policies and financial regulations at the appropriate stages.

147 Minutes

The minutes for 11 February 2025 were **agreed by all** as a true record and signed by the Chair Cllr J Smith

148 Finance

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

Bank reconciliations were not yet available for the month of February 2025 due to the Clerk's workload. The Clerk agreed to complete the bank reconciliations as soon as possible.

Bank statements had been circulated to Councillors, and bank balances were noted as follows:

The current account balance on 28 February 2025: £501.56

The premium account balance on 28 February 2025: £242,590.77

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

The payments list for March 2025 (below) had been circulated. The payments were **agreed by all**, and signed by the Chair.

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PAYMENTS LIST March 2025				
DIRECT DEBITS				
		Net	VAT	Gross
3 Mobile Phone (monthly)	DD	£ 6.00	£ 1.20	£ 7.20
ECS Computers (monthly)	DD	£ 96.65	£ 19.33	£ 115.98
BT Invoice 18.2.2025 (phone and internet Quarterly)	DD	£ 91.54	£ 18.31	£ 109.85
Tomato Energy (Office Electric) inv 2.3.2025	DD	£ 265.42	£ 53.08	£ 318.50
Parabis leasing inv 1.2.2025 (quarterly printer)	DD	£ 202.76	£ 40.55	£ 243.31
Tomato Energy (War Memorial Electric FEB 2025) inv 2.3.2025	DD	£ 2.58	£ 0.13	£ 2.71
Tomato Energy (Street light Elect Jan 25 MPAN Ending 576) inv 12.2.2025	DD	£ 80.43	£ 4.02	£ 84.45
Tomato Energy (Street light Electric Jan 25 MPAN Ending 804) inv 14.2.2025	DD	£ 28.75	£ 1.44	£ 30.19
Tomato Energy (Street light Electric FEB 25 MPAN Ending 804) inv 4.3.2025	DD	£ 26.16	£ 1.31	£ 27.47
Tomato Energy (Street light Electric Jan 25 MPAN Ending 725) inv 13.2.2025	DD	£ 187.02	£ 9.35	£ 196.37
PAYMENTS (to be approved)				
	Payment Type			
Salaries, NI, PAYE & Pension payments	bacs	£ 2,760.23	£ -	£ 2,760.23
EE Mobile phone SIM only contract	bacs	£ 9.52	£ 1.90	£ 11.42
TBH Tree Care inv 14.2.2025 (Lodge Walk - LimeTree work)	bacs	£ 825.00	£ -	£ 825.00
TBH Tree Care inv 25.2.2025 (AshTree dismantle Lodge Walk)	bacs	£ 1,000.00	£ -	£ 1,000.00
Cozens UK Ltd Inv 12.2.2025 (Street Light Maintenance)	bacs	£ 135.00	£ 27.00	£ 162.00
Neill Murray Invoice 4.3.2025 (Office Guttering)	bacs	£ 150.00	£ -	£ 150.00
Memorial Hall Hire inv 7.3.2025	bacs	£ 36.00	£ -	£ 36.00
Norfolk Parish Training & Support (Training & Support)	bacs	£ 71.00	£ -	£ 71.00
Clear Councils Invoice invoice 17.2.2025 (mid term additional premium)	bacs	£ 36.09	£ -	£ 36.09
Norfolk County Council Road Closure App- VE Day Celebrations 10.5.2025	debit Card	£ 45.00	£ -	£ 45.00
Westcotec- SAM2 Unit Spares	bacs	£ 67.50	£ 13.50	£ 81.00
Westcotec- SAM2 Unit Repairs	bacs	£ 618.20	£ 123.64	£ 741.84
Office Cleaner	bacs	£ 55.00	£ -	£ 55.00
£ -	£ -	£ 6,795.85	£ 314.76	£ 7,110.61
Income Received				
Clothes Bank		£ 16.00	£ -	£ 16.00
Reesey's Ice cream (Market Pitch)		£ 150.00	£ -	£ 150.00
CIL Funding for Play Area upgrade project- KLWNBC		£ 24,500.00	£ -	£ 24,500.00
Allotment water		£ 46.56	£ -	£ 46.56
				£ 24,712.56

149 Clerk's report and other correspondence

1. The Clerk read out a letter from the Memorial Hall Trust thanking the Council for the support over the drainage issue. The Clerk explained progress had now been made with the drainage issue. The pipes had been blocked by flint and debris thought to have come down the main drainage pipe from the Ditch. The drains were also noted to be old and cracked in places and affected by tree roots. The Clerk reported that ongoing work with the Memorial Hall Trust and Ken Hill estate continues over the general issue of the drainage and the ditch.
2. The Clerk advised that the Norfolk County Council (NCC) Highways research team had emailed again, asking Councillors to reconsider providing copy deeds of the Market Place. The Clerk read out a proposed notice that NCC proposed to attach to the copy deeds, so that anyone dealing with the deeds would see immediately. The gist of the notice was that prior approval of Snettisham Parish Council must be sought before sharing the copy documents outside of NCC. **All agreed this was now agreeable and that the Clerk could now copy documents relating to the deeds to the Market Place to NCC.**

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3. The Clerk read out an email from a concerned farmer in Sedgeford about the avian flu and the feral chickens in the village. He was concerned about the effects on his business as a poultry farmer, and the effects on people's jobs. The Clerk also read out her initial response to him and the follow up emails to and from Norfolk County Cllr S Dark, and between her and Norfolk County Council Trading Standards. It was noted NCC had recently undertaken biosecurity checks within the village due to the outbreak on avian flu within Snettisham. The gist of the NCC's response was that Norfolk has a major problem with all kinds of wild birds that pose a risk of avian flu, and that it is very difficult to manage due to their numbers in the County as a whole. Moreover, Norfolk County Council reported that the feral chickens "*do not fall within the remit of the Avian flu restrictions and neither trading standards of the Animal and Plant Health Agency (APHA), would be able to do anything with them*". All agreed that there was very little the Parish Council could do in view of the stance taken by the appropriate authorities.
4. The Clerk read out an email from a resident at Lodge Walk regarding a flower and shrub border that abutted her property. The resident was amongst the members of the public and spoke briefly about her issue. Cllr Julie Smith proposed that a site visit was arranged with the resident to discuss it in more detail. The resident appeared happy with that approach.

Cllr John Bailey joined the meeting at 7.00pm

5. The Clerk advised of more correspondence from the solicitors on the Teal Close Lamp Post, issue, which requires more signatures.
6. The Clerk read out a letter from NALC county officer, regarding an update on the NALC services available and on various issues such as training on offer relating to devolution and local government re-organisation. All noted.

150 Farmers Market

The Clerk reported all was on track for the first farmers market on 11 April 2025, but lots of work in preparation still needs to be done. Cllr J Bailey will assist with the Parking.

151 VE Day Celebrations

The Clerk reported on work undertaken so far on preparations for the VE Day event on 10 May 2025, but highlighted lots of work needs to be done. A planning meeting was suggested to delegate work.

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

The following planning applications were considered, and **all were in favour of supporting both the applications.**

25/00349/F 2 Park Farm Barns

HOUSEHOLDER -Conversion of attached garage to a kitchen and storage area with the addition of new Bi-fold doors and 2no. roof lights.

25/00291/F Land And Buildings South of Park Farm Barns

Construction of new self-build dwelling and associated landscaping following demolition of agricultural barn

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153. Public participation - To allow for further questions from members of the public

Overhanging Hedging was raised at Old Church Road and the member of the public was advised to log the issue directly with Norfolk County Council Highways team.

A member of the public asked if Councillors would attend the AGM of the Memorial Hall Trust. Cllr Julie Smith advised she would.

There were further comments about the Pavilion and the potential problems that might arise if, the Steering group don't raise the full money. Numerous points going over the same concerns, but Cllr Smith averred that we will have to wait and see what happens and '*cross that bridge*'.

Someone asked if there was a start date. Advised 25 June start date, is what the Council has been advised.

Ongoing points about what might happen if the plans collapse. Cllr Smith said we are covering old ground, and that the Council will have to leave it to the Steering Group, and wait and see what develops.

A member of the MHT asked if the December deadline might be reconsidered and was advised that the Motion has now been agreed and passed, so no reconsideration of the date.

141. Date of next meeting

Next Full Council – The next meeting is Tuesday 8 April* 2025, 6pm

The meeting closed at 7.20pm.

- **The date of the next meeting has subsequently been changed to 15.4.2025 and will be held at the Royal British Legion Hall.**