

Snettisham Parish Council

Full Council Agenda- Annual Meeting

Councillors are summoned and members of the press and public are invited to the annual meeting of Snettisham Parish Council to be held on **Tuesday 13 May 2025 at 6.00pm**. The meeting will be held in the Royal British Legion Hall, Church Road, Snettisham, PE31 7NJ

Parish Clerk
Roberta Mason

Summons issued 8th May 2025

- 1 To elect a Chair for the year**
- 2 To elect a Vice-Chair for the year**
- 3 To record the signing of the Chair and Vice-Chair's declaration of acceptance of office.**
- 4 Members' declarations of interest**
Members are invited to declare any financial or other interest, relating to any item on the agenda, that may be a conflict of interest, and to ask for a dispensation to vote on such matters.
- 5 Apologies and consideration of acceptance for absence**
- 6 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.**
- 7 Minutes**
To receive, approve and sign, the minutes from the meeting held on 15 April 2025.
- 8 Finance**
 - 8.1 To note and sign the AGAR Form
 - 8.2 To confirm bank signatories for the current term of office
 - 8.3 To receive the Annual Accounts to 31 March 2024
 - 8.4 To receive bank reconciliation for the end of April and note bank balances
 - 8.5 To consider and approve the circulated payments and receipts list, plus any additional payments circulated by the clerk prior to the meeting
 - 8.6 To consider and approve an annual regular payments list
 - 8.7 To consider and approve new street light maintenance contract.
 - 8.8 To consider and approve new street light maintenance contract.
 - 8.9 To consider and approve quote for new streetlight lamp for Manor Lane
 - 8.10 To consider and approve a quote for the removal and disposal of 7 litter bins
 - 8.11 To consider and approve quotes for Lodge Walk maintenance work
 - 8.12 To consider and approve quotes for painting of fence at Church Road play area
 - 8.13 To consider and approve quote for bush shelter repaint.

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9 To consider and approve policies and documents

- 9.1 To consider and approve any amendments required to Standing Orders
- 9.2 To consider and approve any amendments required to Financial Regulations

10 To consider Personnel Committee and nominations of members.

11 To consider nominations for Cllrs to represent the Council on local bodies and organisations

12 Reports

- 12.1 Norfolk County Councillor
- 12.2 BCKLWN District Councillor

13 Planning - To receive and consider planning applications and decisions received from the planning authority - Borough Council of Kings Lynn & west Norfolk.

See attached list of applications and decisions received to the Borough Council Planning website. Any further applications received up to the date of the Council meeting, will also be considered.

14 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.

15 Dates of Next Meetings

To Agree dates of Full Council Meetings for the Year.

Possible Dates:

2025

10 June 2025
8 July 2025
August- No meeting
9 September 2025
14 October 2025
11 November 2025
9 December 2025

2026

13 January 2026
10 February 2026
10 March 2026
14 April 2026

Next meeting 10 June 2025 at RBL Hall, Church Road, 6.00pm

16 To resolve to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 S.1 (2) On the basis the discussion requires confidentiality to protect individuals' identity, privacy and data.

To consider the appointment of the new Administrative Assistant- 10 hours per week

Snettisham Parish Council

Applications to Borough Council of Kings Lynn & West Norfolk

None as at date of agenda

Decisions by Borough Council of Kings Lynn & West Norfolk

25/00349/F	Snettisham	2 Park Farm Barns Bircham Road Snettisham KINGS LYNN Norfolk PE31 7NG - <i>HOUSEHOLDER -Conversion of attached garage to a kitchen and storage area with the addition of new Bi-fold doors and 2no. roof lights.</i>	Application Permitted 22 April 2025 Delegated Decision
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