

Snettisham Parish Council

Minutes of Snettisham Parish Council **Annual Meeting** held at 6pm on Tuesday 13 May 2025 at the Royal British Legion Hall, Snettisham.

Present: Councillors Cllr J Smith, H Whyman-Naveh, R MacKenzie, M Harpley, G Deverick, J Mason, J Bailey

Clerk: Roberta Mason

Also present: Cllr Stuart Dark and 5 members of the public

172 To elect a Chair for the year

Cllr Julie Smith stepped forward to say that she would be prepared to undertake the role for a further year. Cllr Deverick proposer, Cllr MacKenzie seconded- **all in favour** - Cllr Julie Smith duly elected as chair.

173 To elect a Vice-Chair for the year

Cllr Whyman-Naveh stepped forward to say that she would be prepared to carry on as vice chair for a further year. Cllr Deverick proposer, Cllr MacKenzie seconded- **all in favour**- Cllr Hannah Whyman-Naveh duly elected as vice-chair

174 To record the signing of the Chair and Vice-Chair's declaration of acceptance of office

Acceptance of office forms signed. Cllrs Smith & Whyman- Naveh, then took their seats.

175 Members' declarations of interest

None received

176 Apologies and consideration of acceptance for absence

Cllr Peter Berns sent apologies due to holidays- duly accepted

177 Public Participation - Any member of the public attending the meeting may speak and address the Council:

Members of the public commented that VE day celebrations had been a great success and enjoyed by all.

A Member of the public asked if the Parish Council would consider moving back to the Memorial Hall on the basis of parking limitations at the RBL Hall.

A member of the public spoke about her dissatisfaction with the new play area equipment and the lack of equipment for her little one. She spoke of the significant change from the original plans consulted on. She also spoke of complaints about the zipline and children receiving splinters from the wood.

The Chair explained that the original plans were too expensive on updated quotes, and that funding applications had been unsuccessful. So, it was felt the Council should look at alternative plans. The clerk explained further consultations had taken place with some of the school children and some parents with children with accessibility needs.

The chair explained the Council is working with the existing contractor to address some issues with the Zipline and the skittles. The clerk reported no reports of children with cuts or splinters had been made.

The chair informed that the new equipment was phase 1 of the improvements and that there was budget this year for equipment for the smaller children. However there was concern that the equipment was constantly being vandalised and so the Council were reviewing what to do, including installing CCTV equipment. The member of the public advised that she knew

Snettisham Parish Council

who had vandalised the equipment on one occasion and had spoken with the relevant parents.

178 Minutes

The minutes of the meeting 15 April 2025 were agreed as representing a true and accurate record of the meeting and the minutes were duly signed by the chair Cllr Smith.

179 Finance

179.1 Note and sign the AGAR Form

The Agar for was reviewed and agreed by all. The Agar was signed by the clerk and the chair.

179.2 Bank signatories for the current term of office

It was **agreed by all** to appoint the clerk and Cllrs Deverick, Smith, Whyman- Naveh and Mackenzie to the banking mandate.

179.3 Annual Accounts to 31 March 2024

The annual accounts to 31 March 2024 having been circulated and reviewed, there was a question about why capital assets had increased. This was due to the new play equipment. There being no further points the accounts were **approved by All**. Proposer Cllr Mackenzie, Cllr Whyman- Naveh seconded.

179.4 Bank reconciliation and bank balances to the end of April 2025

Bank reconciliation reports were circulated, and it was noted the accounts reports matched the bank statements. Bank statements had been circulated to Councillors, and bank balances were noted as follows:

The current account balance on 30 April 2025: £540.00

The premium account balance on 30 April 2025: £289.441.58

179.5 Payments & receipts list

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

179.6 Annual regular payments list

This was Deferred.

179.7 New street light maintenance contract

3 quotes from contractors were considered and it was agreed to appoint K&M street lighting as the new maintenance contractor. Proposer Cllr Deverick, Cllr Whyman-Naveh seconded. **Agreed by all.**

179.8 Quote for new streetlight lamp for Manor Lane.

A quote of £230+ vat was approved. Proposer Cllr Deverick, Cllr Whyman-Naveh seconded. **Agreed by all.**

179.9 Quote for the removal and disposal of 7 litter bins

A quote for £70 was approved. Proposer Cllr Deverick, Cllr Smith seconded. **Agreed by all.**

179.10 Quote for Lodge Walk maintenance work

A quote of £960+vat was approved. Proposer Cllr Deverick, Cllr Whyman-Naveh seconded. **Agreed by all.**

179.11 Quote for painting of fence at Church Road play area

A quote of £1090 was approved. Proposer Cllr Deverick, Cllr Smith seconded. **Agreed by all.**

179.12 Quote for bus shelter repaint

A quote of £750 was approved. Proposer Cllr Smith Cllr Mackenzie seconded. **Agreed by all.** Cllr Dark mentioned that he might be able to fund the decorating from his local member fund.

Snettisham Parish Council

Cllr Dark also mentioned a new seat for the factory bus shelter could potentially be funded by his members fund.

180 Policies and documents

180.1 Approve any amendments required to Standing Orders

Reviewed and agreed to review them 2026, given that they were update last year.

180.2 Approve any amendments required to Financial Regulations

Reviewed and agreed to look in detail at the financial regs at a working meeting given the length of the document.

It was noted other policies were being worked through.

181 Personnel Committee - nominations of members

It was proposed to appoint 3 Councillors; Cllr J Smith, Cllr G Deverick and Cllr R Mackenzie to the Personnel committee and to review the terms of reference. Cllr Smith proposed and Cllr Deverick seconded. **Agreed by all.**

182 Nominations for Cllrs to represent the Council on local bodies and organisations

Discussed briefly, and **deferred** on the basis a policy and formal motion was required for formal discussion, to clarify the role of Councillors attending other local meetings, particularly in relation to voting, due to conflicts. Cllr Dark suggested Alexa at the Borough Council could give advice on the subject.

183 Reports

Norfolk County Councillor Stuart Dark

County Deal- No update on this as yet. Some feed back that the historic and civic side of the Mayoral role would be maintained.

Mineral extraction- Cllr Dark gave an update on the mineral extraction issue. Advised the Norfolk plan had been reviewed recently and the plan is now good until 2035. There is "sufficiency of supply". The plan does not involve Snettisham and gives some reassurances that areas of outstanding natural beauty will not be used. Capacity at existing the site at Leziate have been increased.

Lamsey Lane- Cllr Dark spoke of the current public consultation over the introduction of traffic lights at Lamsey Lane. The consultation concludes 26 May 2025 and councillors, and the public were encouraged to take part. There was a discussion about options of a roundabout, but Cllr Dark said that the highways safety engineers believe lights are the most safe option. He also mentioned that the footpaths and cycle paths will be improved with a push button to operate the lights. Cllr Dark mentioned that the purpose was also, to improve the efficiency of the junction for the buses, to improve the bus services. Councillors and members of the public raised the potential influence of Ken Hill and their views, as Ken Hill had previously been noted to favour a roundabout. Cllr Dark emphasised the specialist expertise of the Highways engineers in choosing the correct type of junction.

Grass cutting- Cllr Dark mentioned that Norfolk have agreed to do an extra cut and spray this year, with dates to follow.

VJ Day- Road closure applications will be free for VJ day and must be in by 18 July 2025.

New Chair – Next week the County will elect a new chair. Cllr Dark was chair last year and chose the work of volunteers as his theme. Cllr Dark wanted to "*Thank*" Councillors for all their hard work as volunteers, and asked for his thanks to be minuted.

Snettisham Parish Council

BCKLWN District Councillor Stuart Dark

Fees/ Precept- mentioned a push back from many other parish councils, against the increase in Borough fees and the splitting of payments of the precept into two payments. It was noted that Snettisham are unhappy about the increase on the costs of dog waste bins in particular and would be writing to the Borough.

184 Planning

Applications had been circulated since the agenda had been circulated.

25/00755/

Snettisham

Householder: Proposed replacement of existing windows and doors and installation of storm porch.

Church Road

The application was supported.

185 Public participation - To allow for further questions from members of the Public, on items discussed on the agenda

A member of the public asked if CIL monies had been released yet. It was noted the Council had not received any details as yet, but would make enquiries. It was felt likely the CIL payments would not be released until the development was completed.

A member of the public suggested people attending community service could perhaps paint the fence, but did not know who to contact.

A member of the public asked if all the future meetings would be at the RBL Hall. Advised yes at the minute.

A member of the public commented that the sapling trees at Lodge Walk had died off.

A member of the public asked if all the accounts would be put on the website. Advised the public accounts are placed on the website at the conclusion of the audit, with the auditor's report and will be on the website shortly- the audit is still underway.

186 Dates of Next Meetings

Dates of Full Council meetings for the year were agreed as follows:-

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 at the RBL Hall

Snettisham Parish Council

- 187 **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.

Candidates were discussed and a favored candidate was chosen by Councillors. Agreed to formally offer the position to the chosen candidate, to start as soon as possible on 10 Hours per week pay scale SCP 10.

The meeting closed at 8.00pm.