

Snettisham Parish Council

Minutes of Snettisham Parish Council Meeting held at 6pm on Tuesday **15 April 2025** at the Royal British Legion Hall, Snettisham.

Present: Cllr J Smith (Chair)

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

Clerk: Roberta Mason

Also present: Cllr Stuart Dark and 10 members of the public

156 Member interests, Apologies and consideration of acceptance for absence

None received

157 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 an interest in item 10- the Planning applications.

158 Co- Option of new Councillors

New members Peter Berns and James Mason were co-opted on to the Council.

Peter Berns- Proposer G Deverick/ seconded M Harpley. All in favour.

James Mason - Proposed by G Deverick and R Mackenzie seconded. All in favour.

Acceptance of Office and Code of Conduct forms were signed. Cllrs Mason and Berns, then took their seats.

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

Member of public mentioned heavy traffic down Old Church Road and particularly heavy lorries. Asked about traffic calming. Agreed to talk to Highways at Norfolk County Council. The overhanging hedge on Old Church Road was also mentioned. This is also a highways issue.

Organiser of the Flea Market made a plea for support from the Council and asked for collaboration over the events on 10 May 2025. Councillors indicated their general support for the organiser of the flea market. The Clerk to speak to her afterwards.

160 Norfolk County Councillor Stuart Dark

Cllr Dark spoke of the review of the local plan on silica sand mining and confirmed after a recent review the Norfolk plan still holds good. Cllr Dark to email the Clerk.

Cllr Dark spoke of the recycling center and the message was "*use it or lose it*"

Cllr Dark made reference to the VE day road closure application fee refund.

Cllr Dark mentioned his local members' fund for highways and environmental issues has just been reset.

Cllr Dark made reference to the "report a pothole" service of the NCC website and confirmed NCC operate strict time limits for dealing with them. 48 hours for urgent repairs or 7 days for other repairs.

Cllr Bocking asked for an update on Lamsey Lane. Cllr Dark mentioned the election period, meant he cannot say much, but "watch this space".

BCKLWN District Councillor Stuart Dark

Cllr Dark spoke of issues over the administration for the billing for dog waste bins. It was noted by Councillors that the fees have substantially increased (more than doubled) and the billing is now in advance, so Parish Councils have received 2 invoices in 1 year. Other

Snettisham Parish Council

Councils are concerned and have written to the Borough. The Clerk was asked to write to the Brough Council expressing concerns.

Cllr Dark encouraged the Council to publicise, the "Bulky Items Collection Service" offered by the Borough Council.

161 Minutes

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

162 Finance

162.1 Bank reconciliation and bank balances to the end of March 2025

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

The current account balance on 31 March 2025: £500.00

The premium account balance on 31 March 2025: £232,216.72.

It was also noted that the February 2025 Bank reconciliation reports had also been circulated amongst Councillors.

162.2 Payments & receipts list

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

PAYMENTS LIST APRIL 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
Tomato Energy (Office Electric) inv 5.4.2025 (March elect)	DD	£ 208.10	£ 10.41	£ 218.51
Tomato Energy (Street light Electric Marcg 25 MPAN Ending 804) inv 2.4.2025	DD	£ 26.81	£ 1.34	£ 28.15
Tomato Energy (Street light Electric FEB 25 MPAN Ending 576) inv 14.3. 2025DD		£ 69.77	£ 3.49	£ 73.26
Tomato Energy (Street light Electric March 25 MPAN Ending 725) inv 3.3. 2025	DD	£ 168.93	£ 8.45	£ 177.38
Tomato Energy (Street light Electric March 25 MPAN Ending 725) inv 2.4.2025	DD	£ 172.81	£ 8.64	£ 181.45
ICO Data protection Annual Fee	DD	£ 47.00	£ -	£ 47.00
PAYMENTS (to be approved)	Payment Type			
Salaries, NI, PAYE & Pension payments	bacs	£2,481.73	£ -	£ 2,481.73
EE Mobile phone SIM only contract	bacs	£ 7.00	£ 1.40	£ 8.40
ADC(East Anglia) Ltd Invoice 12.3.2025- Drainage	bacs	£ 1,000.00	£ 200.00	£ 1,200.00
House of Flags Invoice 17.3.2025	bacs	£ 80.00	£ 16.00	£ 96.00
PG& M Ltd invoice 2721- (Grounds maintenance/ grass cutting)	bacs	£ 210.00	£ 42.00	£ 252.00
Parish Print inv 31.3.2025 2 x A1 posters	bacs	£ 28.00	£ 5.60	£ 33.60
Office Cleaner	bacs	£ 55.00	£ -	£ 55.00
UK Power Network Claim settlement	bacs	£ 2,984.07	£ -	£ 2,984.07
KLWNBC Annual invoice 1.4.2025 Dog Litter bins	bacs	£ 4,613.70	£ 922.74	£ 5,536.44
KLWNBC Annual invoice 1.4.2025 General Litter bins	bacs	£ 291.90	£ -	£ 291.90
£ -	£ -	£ 12,547.47	£ 1,240.60	£ 13,788.07
Income Recieved				
Clothes Bank		£ 15.00	£ -	£ 15.00
Farmer's market Pitch Fees		£ 160.00	£ -	£ 160.00
Memorial Hall Trust 50% contribution to ADC Drainage invoice		£ 600.00	£ -	£ 600.00
Norfolk County Council Road Closure App- VE Day Celebrations 10.5.2025		£ 45.00	£ -	£ 45.00
50% Parish Precept Payment		£ 62,921.51	£ -	£ 62,921.51
				£ 63,741.51

Snettisham Parish Council

162.3 Internal auditor

Councillors discussed the appointment of an internal auditor, and all were agreed in favour of the appointment of Per Pro Services at a cost of £140. Proposer Cllr Whyman-Nevah Cllr Deverick seconded,

162.4 Quotes for the bus shelters

Quotes for the improvements to the bus shelters had been obtained by the Clerk, However Councilors decided not to proceed with any major overhaul and just to look to freshen up the paintwork, improve notice boards within, and replace the bench in the factory shop corner shelter. Councillors also reiterated the plan to buy a bench next to the bus stop. The Clerk to get new quotes.

163 Clerk's report and other correspondence

A member of the public had written in expressing concerns about ducks in the village. Councillors declined to intervene on the issue.

Incoming correspondence from Memorial Hall Trust regarding arrangements for VE Day was discussed.

A member of the public has written in expressing concerns car parking on footpaths in the village, preventing free passage by wheelchair users. It was noted the Clerk had advised the matter was a policing/ Highways issue and so Councillors declined to intervene on the issue.

A request for sponsorship from the Smithdon Cluster Sports academy was considered. The Council to donate £250. Proposed by Cllr MacKenzie / Cllr H Whyman- Nevah seconded. All in favour.

Damaged traffic signs at Sedgeford road (by the cemetery) had been raised with Highways. More substantial wooden replacements had been considered. Highways advised costs of £250 per bollard. Fitting by a specialist contractor was noted to be a requirement. It was agreed to discuss the issue in more detail at a working meeting.

The Clerk referred to correspondence from Hunstanton Town Council about an invitation to discuss the proposed Wash Barrage/ Port. The meeting was noted to be on 22 May 2025 at 6.00pm. It was noted it was not a public meeting.

The Clerk referred to correspondence from PKF Littlejohn, the external auditors about the Annual Governance Audit and the general timetable for the Audit.

The Clerk referred to correspondence from a website provider about the costs of providing a new website. All were agreed the Council should explore options and costs for a new website as soon as possible, in view of the decision to leave NALC, (who currently provide website hosting services)

Renewal of NALC membership was discussed. The Clerk provided costs of NALC membership and NPTS who are an alternative training and support service for Parish Councils. All were in favour of joining NPTS for the coming year and not renewing the NALC membership this year.

Proposed by Cllr H Whyman- Nevah Cllr Devrick / seconded. All in favour.

Sam 2 Traffic sign battery charger needed. Westcotec have quoted £84+vat. All Agreed we need to purchase a charger.

Discussed whether the Council wanted to explore booking a ceilidh in October. It was felt overall spending over VE & VJ day needed to be considered and so it was agreed to park this item for now,

Snettisham Parish Council

164 Policies & Procedures

The following policies and procedures had been circulated and discussed. **All were in agreement** to the adoption of the following policy and procedure documents: -

1. Co-Option
2. Grants & Donations
3. Volunteer Policy
4. Publication Scheme
5. Internal Control Procedure

Internal controls: It was generally felt a Councillor not on the bank mandate should do the checks.

Proposer Cllrs MacKenzie / Cllr H Whyman- Nevah seconded. **All in favour** (Cllr Berns abstained as he had not seen the policies).

165 Allotments

The agreement with Allotment Association had been circulated, but Councillors felt it was appropriate to consider this in conjunction with the new lease that is being proposed. There the agenda **item was deferred**.

166 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 further planning meeting was arranged for 28 April to try and finalise plans and responsibilities.

167 Play Areas

Lodge Walk play area

Cllr Smith gave a report back on a site visit to Lodge Walk. Cllrs Smith and Whyman- Nevah were both in agreement the site needs some garden maintenance work. Councillors were all encouraged to undertake their own visits to the site before the next working meeting on 28 April 2025. For further discussion.

CCTV for Church Road Play Area

This item was suggested for initial discussion by Cllr Smith, following several incidents of vandalism at the play area in recent months. The Clerk mentioned the Memorial Hall Trust had queried whether there would be consultation.

Cllr S Dark interjected and suggested the whole issue of CCTV use was complex and needed careful consideration, due to privacy and safeguarding issues. Cllr Dark suggested contacting the Borough who operate their CCTV, and also perhaps the Neighbourhood Policing Team for advice (crime reduction officer). Also ask for increased foot patrols.

All agreed this needed careful consideration and proper implementation of it proceeds. All agreed more information is needed. Agreed to ask MH Trust for any views.

Updating equipment further for the under 5's.

A member of the public had written, expressing concern regarding the lack of equipment for smaller children in the Church Road play area. Councillors noted Cllr Smith was trying to arrange a meeting with the person.

The Clerk advised Councillors of an accident in the Church Road Play area on the old play equipment (not the new equipment) and that the member of the public just wanted to report the matter and had no complaints. She thanked the council for the new equipment.

All agreed this issue should be **deferred** until a resolution to the vandalism problem can be found.

Snettisham Parish Council

168 Personnel Committee/ working Group

There was a general discussion on the need to review the personnel committee members, following the recent resignation and changes in the Council members. Whilst there was no formal vote or proposal, it was felt by most that all should be on the Committee.

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

No applications or decisions to consider.

8.18pm Cllr David Bocking tendered his resignation at this point and handed out his resignation statement to Councillors and members of the Public. David Bocking left the meeting at this point.

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

Cllr S Dark raised the national events taking place on VE day itself. Reference was made to the VE80.com website. A discussion around the VE day events were: The VE day Proclamation, Church bells being rung at 6.30pm and lighting of the Beacon at 9.30pm. Cllr MacKenzie agreed to read out the Proclamation at 9.00 at the war memorial.

Member of the Memorial Hall Trust asked about signage on the Play area. Advised this was underway.

171. Date of next meeting

Next Full Council – The next meeting is Tuesday 13 May 2025, 6pm at the RBL Hall

The meeting closed at 8.30pm.