Snettisham Parish Council

Minutes of the Snettisham Parish Council Meeting held at 6pm on **Tuesday 8 July 2025** at the Royal British Legion Hall, Snettisham, PE31 7NJ.

201 Attendance, apologies and acceptance for absence

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

Clerk: Roberta Mason

Also present: 2 members of the public

Apologies: None received - all present

202 Members' declarations of interest- None received.

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

Eric Langford spoke about Gallipoli & Dardanelles International and also the links the village has with villages in Turkey that are connected to the events in Gallipoli. Eric spoke of the exchange visits the two villages have had with Snettisham, aimed at developing social and cultural links. Eric made a plea to the Council to continue the links and send gifts and a wreath to Turkey this Autumn.
Eric also mentioned a memorial service for Gallipoli at Kings Lynn on 2 August 2025 and asked if the Council would agree to place a wreath at the service. Eric also mentioned the annual lunch in aid of Gallipoli and Dardanelles international in October and asked if the chair would attend.

Councillors discussed and agreed to maintain the links. A suggestion for a budget of £200 for gifts and 2 wreaths to be purchased was proposed by Cllr Whyman- Naveh and Cllr Mackenzie seconded- **All agreed.**

It was noted the annual lunch was on the agenda.

204 Reports
Cllr S Dark sent his apologies.

205 Minutes
The minutes of the meeting 10 June 2025 were agreed as representing a true and accurate record of the meeting and the minutes were duly signed by the chair Cllr Smith.

206 Finance

206.1 Model NALC Financial regulations
The chair mentioned that Councillors had looked over the model agreement at a working meeting and felt it was appropriate to set up a Finance Committee to consider the financial regulations in detail. **All were in agreement**. Members of the committee proposed and **agreed by all** were Cllr J Smith, Cllr P Berns, Cllr J Mason and the clerk. Proposer Cllr Mason, Cllr Berns seconded. The new committee will meet and draft Terms of Reference.

206.2 Bank reconciliation and bank balances to the end of June 2025.
Bank reconciliation reports had been circulated, and it was noted by all that the accounts reports produced matched the balances in the bank statements.

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

The current account balance on 30 June 2025: £421.66
The premium account balance on 30 June 2025: £294,876.39

206.3 Quarterly financial reports from the accounts had been produced and circulated by the clerk.
Councillors reviewed the reports and all agreed the budget reporting was more accurate this year and all looked in good order.

206.4 Payments & receipts list
The payments list for June 2025 had been circulated. The payments were **agreed by all and** signed by the Chair.

PAYMENTS LIST - 8 July 2025				
DIRECT DEBITS		Net	VAT	Gross
3 Mobile Phone (monthly)	DD	£ 6.27	£ 1.25	£ 7.52
ECS Computers (monthly)	DD	£ 123.80	£ 24.76	£ 148.56
KLWNBC (Office Bin collection)	DD	£ 29.19	£ -	£ 29.19
Tomato Energy (Office Electric) inv 2.7.2025 (June elect)	DD	£ 39.52	£ 1.98	£ 41.50
Tomato Energy (Street light Elect May 2025 MPAN Ending 576) inv 19.6.2025	DD	£ 74.61	£ 3.73	£ 78.34
Tomato Energy (Street light Elect May 2025 MPAN Ending 725) inv 11.6.2025	DD	£ 172.81	£ 8.64	£ 181.45
Tomato Energy (Street light Elect May 2025 MPAN Ending 804) inv 12.6.2025	DD	£ 26.81	£ 1.34	£ 28.15
PAYMENTS (to be approved)	Payment Type			
Salaries, NI, PAYE & Pension payments	bacs	£3,205.39	£ -	£ 3,205.39
EE Mobile phone SIM only contract	bacs	£ 7.18	£ 1.44	£ 8.62
PG& M Ltd Inv 3058 (Grounds maintenance/ grass cutting)	bacs	£ 210.00	£ 42.00	£ 252.00
PG& M Ltd inv 3059 (Lodge Walk)	bacs	£ 800.00	£ 160.00	£ 960.00
Heronwood Landscapes (May June)	bacs	£ 247.21	£ -	£ 247.21
ECS Computers (new iT equipment)	bacs	£ 1,422.14	£ 284.43	£ 1,706.57
Office Cleaner Inv 1.6.2025	bacs	£ 68.75	£ -	£ 68.75
RBL Hall Hire July 2025	bacs	£ 32.00	£ -	£ 32.00
Whitley Press invoice (Market Place Deeds scanning)	bacs	£ 9.17	£ 1.83	£ 11.00
Office Expenses(loo Roll, bleach Coffee, sugar)	bacs	£ 10.92	£ -	£ 10.92
East Coast Signs inv 30.6.2025 (Play area signage)	bacs	£ 265.00	£ 53.00	£ 318.00
K& M Lighting inv 17.6.2025 (Teal Close & Manor lane)	bacs	£ 1,496.84	£ 299.37	£ 1,796.21
Ashill Fire Protection inv 2.7.2025 (Fire Extinguisher checks & replacements	bacs	£ 139.00	£ 27.80	£ 166.80
Amazon Inv , Moss Remover x 10L	bacs	£ 43.08	£ 8.62	£ 51.70
Amazon Inv , Sack Hand Barrow	bacs	£ 31.65	£ 6.33	£ 37.98
Amazon Inv ID Badge	bacs	£ 8.73	£ 1.75	£ 10.48
Amazon inv Lamination Pouches	bacs	£ 9.49	£ -	£ 9.49
Wicksteed invoice 7.7.2025 Pentagon Key	bacs	£ 20.23	£ 4.05	£ 24.28
Westcotec inv 16978 - Battery Charger	bacs	£ 91.50	£ 18.30	£ 109.80
Anvil Engineering inv 10.6.2025 (Play Area Fence welding)	bacs	£ 150.00	£ 30.00	£ 180.00
Parish Online subscription	bacs	£ 120.00	£ 24.00	£ 144.00
£ -	£ -	£ 8,861.29	£ 1,004.62	£ 9,865.91
Income Recieved				
Clothes Bank		£ 46.00	£ -	£ 46.00
Insurance Claim Settlement- Aviva		£ 5,672.84	£ -	£ 5,672.84
Bank Interest Barclays		£ 876.59	£ -	£ 876.59
Farmer's market Pitch Fees x 9		£ 180.00	£ -	£ 180.00
VAT Reclaim		£ 19,051.69	£ -	£ 19,051.69
			£ -	
				£ 25,827.12

Chairman……………………………………

206.5 Approval of Payments for August

The clerk had circulated a list of regular direct debits and payments anticipated during August when there is no meeting. The clerk advised that until invoices arise, the full expenses for August are simply not known at this stage.

PAYMENTS LIST - August 2025				
DIRECT DEBITS		Net	VAT	Gross
3 Mobile Phone (monthly)	DD	£ 6.27	£ 1.25	£ 7.52
ECS Computers (monthly)	DD	£ 123.80	£ 24.76	£ 148.56
KLWNBC (Office Bin collection)	DD	£ 29.19	£ -	£ 29.19
Tomato Energy (Office Electric) inv*	DD	£ 39.52	£ 1.98	£ 41.50
Tomato Energy (Street light Elect May 2025 MPAN Ending 576)*	DD	£ -		£ 78.34
Tomato Energy (Street light Elect May 2025 MPAN Ending 725)*	DD	£ -		£ 181.45
Tomato Energy (Street light Elect May 2025 MPAN Ending 804)*	DD	£ -		£ 28.15
PAYMENTS (to be approved)	**Payment Type**			
Salaries, NI, PAYE & Pension payments	bacs		£ -	£ 3,100.00
EE Mobile phone SIM only contract*	bacs	£ -	£ -	£ 9.50
PG& M Ltd invoice2844- (Grounds maintenance/ grass cutting)	bacs	£ 210.00	£ 42.00	£ 252.00
Heronwood Landscapes (May June)*	bacs	£ 247.21	£ -	£ 247.21
Office Cleaner Inv 1.6.2025*	bacs	£ 68.75	£ -	£ 68.75
Witley Press Farmer's market materials	bacs			£ 250.00
Witley Press invoice (Market Place Deeds scanning)*	bacs	£ -	£ -	£ 40.00
£ -	£ -	£ 724.74	£ 69.99	**£ 4,482.17**
* Approx only Exact Payment amounts not known, until Invoices come through				

All agreed invoices need to be paid. **It was proposed to suspend any relevant standing orders or financial regulation for august** so payments could be made by the clerk / RFO subject to agreement with the chair. Proposer Cllr Deverick, Cllr MacKenzie seconded. **All agreed.**

206.6 Budget for Farmers Market
A budget of £250 for marketing materials was proposed and **agreed by all.** Cllr Whyman-Naveh proposer, Cllr Harpley Seconded

206.7 New Podium for Remembrance Day events
Quotes had been circulated. It was agreed to purchase the recommended Stairville Tour Stage Conductor 20 Bundle at £345 from Thomann website. **All agreed.**

206.8 All Quotes for fence painting were not available, so it was agreed **to defer**.

206.9 All Quotes for Bus shelter painting were not available, so it was agreed **to defer**.

206.10 All Quotes for litter bin installations were not available, so it was agreed **to defer**.

206.11 All Quotes for market Place bench installation were not available, so it was agreed **to defer**.

206.12 **All agreed** to proceed PAT Testing quote from East Anglia Pat Testing

207 Risk Management Assessment
It was noted the Councillors had reviewed their risk management assessment at a working meeting. The clerk is to finalise the document for approval at the next meeting.

 Chairman……………………………………

208 Turkish Links

It was agreed by all that the Chair and her husband should represent the Council at the annual lunch of the Gallipoli and Dardanelles international group to be held in October at a cost of £62 each.

209 Dog Bins

The clerk reported on the dog bin audit undertaken and gave some facts and figures that had been obtained from the Borough Council, who provide the emptying service. It was noted that one bin opposite the doctor's surgery needs immediate replacement, and all the village bins need lowering for health and safety reasons. There was a discussion regarding the overall usage and **all agreed to**:

1. Keep all existing bin numbers rather than reducing the service.
2. Replace the dog bin opposite the doctors at a cost of £250.
3. Instruct the Borough to lower all bins in the village at no cost to the Parish Council (costs to be borne by the Borough).

210 Training

Various quotes had been obtained for Allotment Management at £52; Training for the Chair and Vice Chair on Chairing successful meetings at £60 each and a full day whole Council bespoke Training at £600. **All agreed to** book all the training sessions with NPTS.

211 Trees

The clerk had circulated the latest tree survey undertaken by Golden Tree Surgeons of the trees in the village belonging to the Council. A number of trees need attention over the next year. The clerk was instructed to obtain quotes for the work required over the next 12 months. It was also noted the Council will need to consider obtaining a survey of the trees at The Common

212 Clerk's report and other correspondence

The clerk updated Councilors on an ongoing dispute with an old energy supplier SSE over invoicing for energy supply for street lighting. The accuracy of, and late invoicing were the issues in dispute. The Council had been invoiced in September 2024 for supplies from April 2023, that had never been brought the Council's attention when they left the energy supplier in July 2024. There was a debate about whether to settle the invoices, or proceed to the Energy regulator using the formal disputes procedure. **It was proposed** to settle the invoices, but not to pay a late "admin fee" that had been added to the latest statement. There was a **split vote with 4/4. The Chair used her casting vote** to pass the motion to settle the invoices (excluding the "admin fee")

The clerk update on the renewal of the energy supply contracts with Tomato energy. The clerk had circulated comparison figures.

All agreed to renew Tomato energy. Cllr Deverick proposer Cllr Mason seconded.

The clerk reported that Ken Hill has agreed to the requested break clauses in the Allotments lease currently being negotiated.

The clerk reported that the insurance claim for the damage to the lamp post at Teal Close has now been settled and payment received.

The clerk reported that a member of the public reported issues with another resident feeding the Ducks, leading to potential issues with vermin. Councillors declined to intervene as the appropriate authority is the Borough Council.

The clerk reported that a member of the public had raised issues about speeding vehicles down Teal Close and asked for signage. The clerk had visited, but there are no Council owned lamp posts on which signage can be attached. Councillors declined to intervene as the appropriate authority is the Highways authority at Norfolk County Council.

Chairman……………………………………

The clerk reported that a member of the public had raised issues about litter within the village and the fact the Council no longer employs a litter picker. Councillors noted the concern.

The clerk reported work continues with the Borough and the County Council over clearing the vegetation from the kerb channels.

The clerk reported work continues with the County Council over a number of Highways issues including requests for costs of village gateways and additional SAM 2 traffic posts. The clerk spoke of increasing concerns reported by members of the public about parking outside of The Old Store. The clerk was instructed to explore signage outside of The Old Store with the owners.

213 Planning

Applications had been circulated.

25/01062/F 10 Strickland Avenue

There was no objection to the application.

25/01083/F - 30 Lynn Road

There was no objection to the application.

25/01112/F- Teal close

Councillors did not wish to make comment on the application to vary a condition of the existing planning permission.

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

No public comments were received.

215 Dates of Next Meeting
Next meeting 9 September 2025 at RBL Hall, Church Road, 6.00pm at the RBL Hall

The meeting closed at 8.00pm.

216 **All agreed** to move into closed session on grounds of confidentiality to discuss the approval of an employee contract of employment. It was noted that the personnel group had reviewed the standard local government contract, and the clerk was instructed to issue the contract to the new employee.

Chairman……………………………………