

Snettisham Parish Council

Minutes of the Snettisham Parish Council Meeting held at 6pm on **Tuesday 10 June 2025** at the Royal British Legion Hall, Snettisham, PE31 7NJ.

188 Attendance, apologies and acceptance for absence

Present: Councillors Cllr J Smith, R MacKenzie, M Harpley, G Deverick, J Bailey, Peter Berns

Clerk: Roberta Mason

Also present: 4 members of the public

Apologies: None received

189 Members' declarations of interest- None received

190 Public Participation - Any member of the public attending the meeting may speak and address the Council - None

191 Reports

Cllr S Dark sent his apologies

192 Minutes

The minutes of the meeting 13 May 2025 were agreed as representing a true and accurate record of the Annual meeting and the minutes were duly signed by the chair Cllr Smith.

193 Finance

193.1 Annual CIL report

The draft CIL (community Infrastructure levy) report having been circulated, the report was approved by all and signed by the Clerk and the Chair.

193.2 Bank reconciliation and bank balances to the end of May 2025

Bank reconciliation reports had been circulated, and it was noted by all that the accounts balance reports produced matched the bank statements.

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

The current account balance on 31 May 2025: £500.00

The premium account balance on 31 May 2025: £276,696.37

193.3 Payments & receipts list

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

193.4 Approval of costs for the public & employers liability Insurance

Quotes had been obtained and circulated prior to the meeting. Due to the renewal date falling between Council meetings and time constraints with the renewal date, this matter had already been considered by Councillors. The quote from Clear Councils (existing insurers) in the sum

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of £1,542.50 was formally approved. Proposer Cllr Deverick, Cllr MacKenzie seconded.
Agreed by all.

193.5 Quote for new computer Equipment

A quote from ECS computers for £1418.64 was approved. Proposer Cllr Berns, Cllr Smith seconded. **Agreed by all.**

193.6 Purchase of Moss & Lichen remover

For maintenance of benches and play areas. Costs of £35.89 were approved. **All agreed.**

193.7 Plants for the Newbridge seat garden area

The expenditure of £75 on plants for the Newbridge seat garden area was approved. These are to be planted by volunteers. Proposer Cllr Smith, Cllr Deverick seconded. **All agreed.**

193.8 Payment of invoice for Factory Corner renovation

This was discussed and **all agreed** to pay the invoice.

193.9 Additional Plants for the factory corner flower bed

Expenditure of £75 on additional plants for the bed was approved. These are to be planted by volunteers. Proposer Cllr Mackenzie, Cllr Harpley seconded. **All agreed.**

193.10 Purchase of a bench for the bus stop in the Market Place

4 Quotes have been obtained ranging from £513 to £955 depending on the quality and exact specification. All are wooden benches with a remembrance message. Councillors were happy with all the quotes, and it was agreed to proceed, subject to discussions with Highways and finding a suitable installer. **All agreed** to proceed with the purchase of a bench. Cllr Smith proposer, Cllr Mackenzie seconded.

193.11 Installation costs for the bench (above)

This item was deferred pending further quotes.

193.12 Signage for Church Road Play Area

The clerk had received a quote from East Costs signs (in late correspondence) for the signage in the Church road play area. The quote for £318 (vat inc) was **agreed by all**. Proposer Cllr Deverick, Cllr Mackenzie seconded.

193.13 Welding Church Road Play Area

A welding quote was obtained from Anvil Engineering £150 to fix a missing rod in the metal fence and to fix some old faulty welding on the multi-play equipment. The quote was **agreed by all**. Proposer Cllr Harpley, Cllr Berns seconded

194 Internal Auditors report

The Internal Auditors report was discussed and noted.

195 Policies and Documents

195.1 Terms of reference for the personnel committee

A terms of reference document had been circulated and **all agreed** to adopt. Cllr Deverick proposer, Cllr Mackenzie seconded

195.2 Flag Policy and appointment of new Flag master

The previous flag policy was reviewed, and it was agreed to re-adopt the policy without revision. There was a discussion about whether a new Flag Master should be chosen as the current Flag Master was no longer on the Parish Council. It was felt from a civic ceremony point of view that the Flag Master ought to be a member of the Parish Council. Cllr Harpley proposed Cllr Rod MacKenzie. This was seconded by Cllr Deverick and **all agreed** to appoint Cllr Mackenzie as the new Flag Master.

It was further agreed that the clerk should be asked to write to David Bocking thanking him for his many years of service as Flag Master and to ask for return of the key to the flag pole.

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196 Clerk's report and other correspondence

Play Areas

Both will have ROSPA inspections in June.

Church Road-clerk has agreed with the play equipment contractor to extend the platform on the zip wire and fix the skittles. The clerk reported that the fencing was about to be repainted, but the contractor had withdrawn at the last moment. So further quotes are needed. The clerk had written to the Memorial Hall about the fence being painted and the MHT has no issues with that. Signage for the Play area is almost ready with a design agreed. The installation date is awaited.

CCTV

The clerk has also been consulting with the MHT about the proposed use of CCTV at the play area needed to prevent vandalism and safety.

The clerk had also spoken to the local beat-manager and Norfolk police, and he had suggested CCTV is not a problem and is very common in play areas to minimize vandalism and anti- social behaviour.

New Admin assistant

The clerk reported that the new admin assistant has started and all is going very well.

Kerb-side vegetation

The clerk reported they had been working with the borough council to resolve the significant overgrowth in the kerb-side road channels. It was noted the borough council had workers in the village today addressing the problem.

Bus Shelter-Market place

The decorating contractor had withdrawn at the last moment. So further quotes are needed.

Tree survey

The clerk reported a tree survey had been conducted in May and the report has been received and will be circulated shortly. The report does suggest work is needed. It was noted that the tree surveys are recommended by the tree officer, and also needed for public liability insurance purposes. Surveys are suggested biennially.

Farmer's market

The clerk reported this is going well with positive feedback. The next market is this Friday. Cllrs Mackenzie and Bailey are assisting the clerk with the set up for Friday.

Correspondence

Royal British Legion - clerk had received and phone call and text from chairman of Royal British Legion requesting collaboration over VJ Day events. There was a discussion, and **all were agreed** due to the significant work and budget that went into VE day, the council would like to see the RBL lead the VJ day arrangements, and the council would be willing to support, but not lead.

Friends of Snettisham School - clerk had received a request for funding from the primary school to help fund the new library. The clerk was asked to invite the school to apply using the new grant policy application, recently introduced.

197 Booking Memorial Recreation Field

There was a discussion around problems with booking the recreation field for village events. Cllr Deverick had tried booking the field every 3rd Saturday over the summer for Car boots

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and other village fund raising events. He had been advised the field was not available, although 20 September 2025 was free. This date has been provisionally booked. Cllr Deverick proposed the council formally write to the Memorial Hall Trust to book the field for the forthcoming year for every 3rd Saturday between April and September 2026.

There was a discussion about logistics and the need for volunteers for such events. Some councillors expressed doubt that the council itself should organise car boots every month due to the time commitments needed and lack of volunteers. It was proposed that the council organises the car boot 20 September 2025 and that there is a review after that event. It was further proposed that the clerk write to village groups to see if they want such events and ask if they will commit some volunteers. It was also agreed the clerk would enquire of the Memorial Hall Trust, the dates that are currently available for such events in 2026. **All agreed** that was a way forward.

UK power network

The council had received further correspondence from the UK power network requesting consent to access the common at some stage to carry out work on overhead power cables. The clerk had been in ongoing correspondence re the nature of the work and how it would be carried out. **All agreed** the work would have to be done and that consent should be given. Cllr Berns proposer, and Cllr Smith seconded. It was noted the work is not due to start for approx. 2 years

198 Planning

Applications had been circulated since the agenda had been circulated.

25/00824/F & 25/00867/LB- The Round House

The application was supported.

25/00872/PAGD- 52 The Beach Shepherds Port

There was no objection to the application

199 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 the accounts would be available to look at. The clerk advised they would all be on the website shortly as part of the annual audit process.

A member of the public asked if watering the new beds was in hand. Watering is agreed with the contractor for the duration of the current hot weather.

A member of the public asked if the village garden club could not be asked to donate plants for the village. The suggestion was noted.

200 Dates of Next Meeting

Next meeting 8 July 2025 at RBL Hall, Church Road, 6.00pm at the RBL Hall

The meeting closed at 8.00pm.