Snettisham Parish Council

Minutes of the Snettisham Parish Council Meeting held at 6pm on Tuesday 16 December 2025 at the Royal British Legion Hall, Snettisham, PE31 7NJ.

267 Attendance, apologies and acceptance for absence

Present: Councillors J Smith (Chair), H Whyman- Naveh, R MacKenzie, G Deverick, M Harpley, J Mason, S Howell, C Manley & P Berns

Clerk: Roberta Mason

Also present: 9 members of the public and Cllr Stuart Dark

Apologies: None received

268 Members' declarations of interest
Cllr Whyman- Naveh declared an interest in a planning application under item 14

269 Public Participation - Any member of the public attending the meeting may speak and address the Council, on any item of Parish Council business. Maximum 3 minutes per speaker and 15 minutes in total for all speakers.

A member of the public asked if the Christmas lights expenditure, would include the lights being taken down and stored and put up again. Cllr Smith clarified the lights were purchased and so belong to the PC. The lights will be taken down and that is included in the costs already paid. PC will pay for annual storage (circa £125 pa) and installation next year.

270 Co-Option of Councillors
There were no Co-Option issues to consider, as no applications had been received.

271 Reports

Cllr Stuart Dark

Cllr Dark spoke about Local Government re-organisation again. At the end on January 2026 there will be a call to determine if the Mayoral elections are to be delayed until 2027. Local Council elections should still go ahead in 2026.
He spoke of Lamsey Lane improvements and advised they should be completed ahead of schedule

Cllr Dark thanks Councillors as volunteers and said he wanted to give a big shout out for all the volunteers in the village.

He advised that a recent proposal by Reform at Borough level to withdrawn the 'Net Zero' commitments was eventually withdrawn, but he expected a slightly amended motion to be presented at some point. This withdrawal appeared to be led by concerns over local coastal erosion.
He advised that the current leadership at the Council still stand committed to 'Net Zero'.

272 Minutes

The minutes 11 November 2025 had been circulated, and **all agreed** they represented a true and accurate record. The Chair signed the minutes.

Snettisham Parish Council

273 Finance

273.1 Bank reconciliation reports from the accounting software were not available for November, but would be circulated at the earliest opportunity. Bank balances as per the latest bank statements as at 30.11.2025 were as follows: -

Current Account: £500.00
Premium Account: £327,563.94

273.2 Approval of the payments

The circulated payments for December 2025 were considered and **approved by all.** The Chair signed the payments list. It was noted the water bill for the office was unusually high, due to a water leak.

PAYMENTS & RECEIPTS LIST - DECEMBER 2025				
DIRECT DEBITS		**NET**	**VAT**	**GROSS**
3 Business Mobile inv 15.11.2025 (Mobile Phone-monthly)	DD	£ 6.27	£ 1.25	£ 7.52
ECS Computers inv 1.12.2025 (Computer Support-monthly)	DD	£ 123.80	£ 24.76	£ 148.56
KLWNBC 1.4.2025 (Office Bin collection-monthly)	DD	£ 29.19	£ -	£ 29.19
KLWNBC 1.4.2025(Dog Bin collection-monthly)	DD	£ 576.72	£ 115.34	£ 692.06
BT Invoice 18.11.2025- Phone and Internet (Quarterly)	DD	£ 100.73	£ 20.15	£ 120.88
Parabis Leasing Invoice (Printer- Quarterly)	DD	£ 206.70	£ 41.34	£ 248.04
WAVE Office Water invoice (following Leak)	DD	£ 1,027.37	£ -	£ 1,027.37
WAVE Allotment Water invoice (following Leak)	DD	£ 354.01	£ -	£ 354.01
PAYMENTS (to be approved)				
Salaries, NI, PAYE & Pension payments (3 employees)	bacs	£4,805.55	£ -	£ 4,805.55
Mileage x 2 staff (180 miles+91 miles)	bacs	£121.95	£ -	£ 121.95
EE Mobile inv 23.10.2025 (phone SIM only contract)	bacs	£ 7.18	£ 1.44	£ 8.62
02 Sim Card monthly payment for CCTV Play area	bacs			£ 28.80
Kurtis Green Inv (For Xmas Tree)	bacs	£ 320.00	£ -	£ 320.00
PG& M Ltd invoice 2.12.2025 (Grounds maintenance/ grass cutting)	bacs	£ 210.00	£ 42.00	£ 252.00
CTS Invoice (for Alarm disconnect on new Door contacts)	bacs	£ 165.00	£ 33.00	£ 198.00
M& K lighting Services (2 x new street lamps)	bacs	£ 460.00	£ 92.00	£ 552.00
Amazon Invoices (post box & key safe)	bacs	£ 90.77	£ 18.16	£ 108.93
Replacement Keys Inv (Additional Keys for new Door)	card	£ 19.90	£ 4.95	£ 24.85
NPTS Inv Charities Training online	bacs	£ 52.00	£ 10.40	£ 62.40
NPTS Inv Asertion 10 Training online	bacs	£ 36.00	£ 7.20	£ 43.20
NPTS Inv Parish Online Mappling Trainings		£ 24.00	£ 4.80	£ 28.80
Royal British Legion Hall Hire 16.12.25	bacs	£ 32.00	£ -	£ 32.00
Office Cleaner Inv **1.11**.2025	bacs	£ 60.00	£ -	£ 60.00
B&Q / Brewers x 2 Invoices(Handyman materials- shelving paint & varnish)	bacs	£ 109.05	£ 4.13	£ 113.18
PKF Littlejohn LLP Inv (External auditor - Annual Audit)	bacs	£ 420.00	£ 84.00	£ 504.00
Huws Gray ins x3 (timber preservers, screws for Planters)	bacs	£ 242.07	£ 48.42	£ 290.49
Office Furniture Online 2 x Office Chairs & Laptop riser	card	£ 197.00	£ 39.40	£ 236.40
Open Spaces Society Annual Subscription	bacs	£ 45.00	£ -	£ 45.00
Creative Play Invoice (New Play Equipment)	bacs	£ 14,502.00	£ 2,900.40	£ 17,402.40
£ -	**£ -**	**£ 24,344.26**	**£ 3,493.14**	**£ 27,866.20**
INCOME RECEIVED				
Bank Interest (on savings)				£ 960.99
Market Pitches - Farmer's Market				£ 140.00
Market Pitches - Other				£ 100.00
Allotment Water received				£ 354.01
Clothes Bank				£ 18.00
UKPN - Wayleave Payment				£ 36.60
				£ 1,609.60

273.3 To note the Invoice and 100% credit note from ABC for work on the Christmas Tree

Councillors acknowledged and wanted to send a formal thank you to Andy Crook of ABC and his team (& volunteers) for the work done to erect the Christmas tree. It was noted that over 5 hours work was involved and that ABC sent a credit note for the entire amount of labour, effectively doing the work free of charge for the village.

273.4 Quotes for Alarm/ intercom/ CCTV for the Parish office

Councillors considered 3 quotes and **all approved** the quote of Dan Read dated 18.11.2025 to install a new security alarm. In terms of the security for staff to see who was at the front door, it was **agreed by all** to purchase and fit a “Ring door bell”. Proposer Cllr Deverick, seconded Cllr Whyman-Naveh

273.5 To consider donation to St Mary’s Church Christmas lights
It was **agreed by all** to donate £400 towards the Church’s Christmas display. Proposer Cllr Smith. Seconded Cllr Deverick.

273.6 To approve costs for signage at the common
£400 costs to improve signage at the common was **agreed by all** Proposer Cllr Deverick. Seconded Cllr Howell.

274 Projects & CIL Funding
274.1 Projects
There were lengthy discussions and the following projects and budgets were agreed for 2026-2027

1. **Common improvements** (new picnic benches, ‘car parking’ area improvements to the surface, improved signage and a new nature trail) - £10K - All agreed
2. **Lodge Walk- improvements** (was agreed a village survey was essential to form the basis of the project, but new landscaping, new picnic benches trees and some new additional equipment was considered.) Agreed needed to budget for £50K (proposer Cllr Deverick- seconded Cllr Howell) - 6 voted in favour and 3 votes against- motion carried.
3. **Goosegreen / Strickland Ave Corner & Alma Rd Goosegreen corner** (3 new benches, some planters and landscaping) - £3k (proposer Cllr Harpley- seconded Cllr Deverick)- All agreed.
4. **Car Parking outside old store**- All agreed the Council needs to start accumulating reserves for the potential purchase of land and or the funding of road scheme changes in the centre of the village. Cllr Berns proposed budgeting £25k for 2026-2027 and the same amount £25K for the following year. Seconded by Cllr Mason. All agreed.
5. **TROD -** Proposed by Cllr Deverick to allocate £25k, with the expectation the Parish Partnership Scheme would match fund a similar amount. Cllr Deverick is to take on the project and speak with Highways as to costs. Proposer Cllr Deverick / seconded by Cllr Harpley- All agreed.
6. **Events-** Village events a Music event is proposed as well as something for the children. Cllr Deverick proposed to allocate £10k, seconded Cllr Whyman-Naveh. **All agreed.**
7. **Parking Generally-** discussion around solving the parking issue in the village more generally. All agreed there was a need to put aside some reserves for future costs or potential land purchase and the creation of a car park. £25K was proposed for reserves. **All agreed** Proposer Cllr Howell seconded Cllr Berns.
8. **Bus Shelter factory shop-** Cllr Mason proposed making it nicer around the bus shelter with some landscaping and planters. Clerk not our land but permission could be sought from Highways. Cllr Mason proposed £5K budget. Seconded by Cllr Deverick. **All agreed**

There was a discussion about Buriel provision and finding some suitable land. However, it was agreed that this was not this years budget.
There was a discussion around IT provision for safety reasons. The Clerk is looking at Councillor emails/ shared documents etc. Agreed this is not a project but an admin

274.2 CIL Funding
There was **agreement by all** to apply for CIL funding were appropriate on the above projects.

that met the KLWNBC criteria 2026-2027 – Proposer Cllr Smith. Seconded Cllr Whyman-Naveh

275 Budget 2026-2027 review
Councillors reviewed the latest version of the draft budget and Councilors asked various queries, all dealt with by the Clerk. All Councillors noted the progress on the budget so far and agreed it was comprehensive. **It was noted** that all Councillors were happy with the budget preparation so far.

The Clerk spoke about the bank balance in the savings account for clarification. The Clerk explained that although there is circa £340K, almost £140K, is allocated to 'earmarked reserves' (those are items the Council is already financially committed to, that cannot be used for any other spending). Additionally, the Council has a policy of retaining 6 months annual running costs in 'general reserves' (this is additional to earmarked reserves). The bank balance also includes the precept amount (paid in lump sums for the whole year). This is to cover this year's expenditure through 31 March 2026.

Reserves were discussed generally and it was felt the finance group should look at the reserves and make recommendations for what is to be held in earmarked and general reserves. The Clerk will produce the reserves report for all Councillors to review.

276 Parking -Traffic on Hall Road/outside the Old Store
276.1 Old Store Highways have said more than 1 year to obtain a TRO (Traffic regulation order) and
276.2 Hall Road- Highways have agreed to a timber bollard outside Torc Books

Parking generally- The Clerk updated that the GP surgery has said no to assisting with parking provision. The school has agreed to assist with a few spaces during school holidays. And the MHT has said they will assist with parking during school holiday and on Farmer's market days. Confirmed Ken Hill meeting in January 2026 to discuss whether they will assist.

277 Councillors Surgeries
Cllr Peter Berns agreed to take on the role of arranging the Councill

278 Newsletter
It was agreed that Cllr Whyman-Naveh would take on the responsibility for writing the newsletter and that a copy deadline of 13.1.2026 was agreed. The next newsletter is to go out end of January 2026

279 Clerk's report and other correspondence
The Clerk's written report for work completed within the last month had been circulated amongst Councillors.

Correspondence

Tomato energy having gone bust we are looking for and about to sign new energy contracts- Details of new tariffs have been circulated.

Memorial Hall Trust correspondence was received from to say works on drainage would be carried out at the Church Road play area first week in January 2026 to replace the old salt clay drains. The play area or part of it will need to be closed off. Time scales or the full details are not yet available.

Hunstanton Town Council- Environment committee invite for information gathering. Cllrs S Howell and Cllr P Berns expressed an interest to attend and **all agreed**.

 Chairman……………………………………

Barclays Bank have written to say our bank account is being transferred to a business account. There is no clear explanation, but it is thought it is due to the number of transactions increasing.

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

Applications had been circulated.

25/00277/TREEA – Tree work 2 Old Church Road-This application -no objection.
25/01912/F - 105 Strickland Close- This application was supported
25/00292/TREEA – Tree work Rose & Crown- This application was supported
25/01965/F- Snettisham Park Visitors centre- This application was supported (Cllr Whyman-Naveh abstained)
25/02038/F - 113 Station Road- No Objection

281 Public Participation
Member of the public asked if we would be working with the other events groups in the village over the events planned. Cllr Smith responded that the Parish Council will talk to the other groups re events.

Member of the public also thanked Councillors for volunteering and wished everyone on the Council a good Christmas

Member of the public raised an issue that in Lodge walk there is a large branch hanging down from the large pine

Cllr Rod Mackenzie raised the point that the Snettisham events committee had run an excellent pensioners lunch and that they should be thanked for an excellent event. All agreed a letter of support/ thanks should be sent to the events committee.

282 Date of next meeting

Next Full Council –Tuesday **13 January 2026, 6pm**
Cllr P Berns sent his apologies in advance due to holidays.

The meeting closed at 8.00 pm.

**Chairman……………………………………