

Snettisham Parish Council

Minutes of the Snettisham Parish Council Meeting held at 6pm on Tuesday 11 November 2025 at the Royal British Legion Hall, Snettisham, PE31 7NJ.

252 Attendance, apologies and acceptance for absence

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

Clerk: Roberta Mason

Also present: 14 members of the public and Cllr Stuart Dark

Apologies: None all present

253 Members' declarations of interest

Cllr Mackenzie declared an interest in item 9.

Cllr Bailey declared an interest in correspondence sent to the Clerk- item 13.

254 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.

Comments from the public concerned Lodge Walk play area and a suggestion that the Parish Council were going to remove the children's play equipment. 3 Members of the public spoke about the area and there was a difference of opinion between the public on whether Lodge Walk Play Area was suitable as a play area. One MOP made the point that the area is safe for children as it is away from all traffic. One MOP said it was never designated as a Play Area and was designated as an Open Space.

Councillors confirmed no decisions had been taken to remove the equipment and that various costs were being explored for various ideas for Lodge Walk. Councillors said a mini-Village Survey will be conducted before any decisions are taken.

255 Co-Option of Councillors

No one stepped forward for Co-Option at the meeting.

256 Reports

Cllr Stuart Dark

Cllr Dark spoke about Local Government re-organisation again.

Governments response to the proposals put forward by the various authorities is expected in the new year.

He spoke about £46m savings needed at the County Council.

He also spoke about the good work done in the village for Remembrance Day and said it was a real credit to the village.

257 Minutes

The minutes 14 October 2025 had been circulated, and **all agreed** they represented a true and accurate record. The Chair signed the minutes.

Snettisham Parish Council

258 Finance

258.1 Bank reconciliation reports had been circulated, and it was noted the reports from the accounting software, showed balances as per the latest bank statements.

Bank Balances were as follows: -

Current Account: £578.94

Premium Account: £342,607.29

258.2 Approval of the payments

The circulated payments for November were considered and **approved by all**. The Chair signed the payments list.

PAYMENTS & RECEIPTS LIST - NOVEMBER 2025				
		NET	VAT	GROSS
DIRECT DEBITS				
3 Business Mobile inv 15.10.2025 (Mobile Phone-monthly)	DD	£ 6.27	£ 1.25	£ 7.52
ECS Computers inv 1.11.2025 (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
Tomato Energy inv 15.10.2025 MPAN 804 (Street light)	DD	£ 18.08	£ 0.90	£ 18.98
Tomato Energy inv 15.10.2025 MPAN 725 (Street light)	DD	£ 116.63	£ 5.83	£ 122.46
Tomato Energy inv 2.11.2025 (War memorial)	DD	£ 2.91	£ 0.15	£ 3.06
Tomato Energy inv 2.11.2025 (office Electric)	DD	£ 152.93	£ 7.65	£ 160.58
PAYMENTS (to be approved)				
Salaries, NI, PAYE & Pension payments	bacs	£4,797.43	£ -	£ 4,797.43
EE Mobile inv 23.10.2025 (phone SIM only contract)	bacs	£ 7.18	£ 1.44	£ 8.62
PG& M Ltd invoice (Grounds maintenance/ grass cutting)	bacs	£ 210.00	£ 42.00	£ 252.00
Heronwood Landscapes 31.10.2025	bacs	£ 247.20	£ -	£ 247.20
Cozens UK Ltd(Street light maintenance) quarterly inn	bacs	£ 135.00	£ 27.00	£ 162.00
DAC Beachcrofts (Solicitors) VAT INV	bacs		£ 290.40	£ 290.04
NPTS _ Budgetting Training online x 2	bacs	£ 96.00	£ 19.20	£ 115.20
Royal British Legion Hall Hire 11.11.25	bacs	£ 32.00	£ -	£ 32.00
Office Cleaner Inv 1.9.2025	bacs	£ 60.00	£ -	£ 60.00
Wards Nursery's (Plants)	Card	£ 111.70	£ -	£ 111.70
Dell's nursery (Plant)	Card	£ 12.00	£ -	£ 12.00
ABC Bench installation costs at Shelduck Close	bacs	£ 360.00	£ -	£ 360.00
Allotments Annual Rent- Ken Hill Estate	bacs	£ 1,060.00	£ -	£ 1,060.00
Allotments Water- Wave inv	DD	£ 354.01	£ -	£ 354.01
East Anglia PAT Testing inv	bacs	£ 106.26	£ -	£ 106.26
Brandin Tool Hire	bacs	£ 115.79	£ -	£ 115.79
Office cleaning supplies	bacs	£ 10.36	£ 2.95	£ 13.31
Gear4 Music- PS & Speaker inv	card	£ 413.49	£ 82.70	£ 496.19
NUAV Ltd inv (Xmas Lights)	bacs	£ 7,847.22	£ 1,569.45	£ 9,416.67
NUAV Ltd inv (CCTV)	bacs	£ 2,586.62	£ 517.33	£ 3,103.95
Sandringham Saw Mill- Timber Bollards	Card	£ 288.18	£ 57.63	£ 345.81
Huws Gray ins x 6	bacs	£ 213.11	£ 42.62	£ 255.73
Peter Sorensen Inv- Various jobs (Bus Shelters/ bins/ Benches)	bacs	£ 1,405.00	£ -	£ 1,405.00
RBL Remembrance Wreath	bacs	£ 25.00	£ -	£ 25.00
Office Supplies receipt- Coop 13.9.2025	card	£ 16.45	£ -	£ 16.45
Dry Cleaning- High viz jackets	bacs	£ 20.00	£ -	£ 20.00
Memorial Bench Invoice- Memorial Benches UK	bacs	£ 679.15	£ 135.83	£ 814.98
Witley Press Printing	card	£ 15.00	£ -	£ 18.00
Witley Press Remembrance Banner	bacs	£ 33.50	£ 6.70	£ 40.20
Food Granary	cash	£ 54.40	£ -	£ 54.40
£ -	£ -	£ 22,338.58	£ 2,951.13	£ 25,292.35
INCOME RECEIVED				
CIL Monies received viz a viz Spires Development				£ 25,768.99
Vat Reclaim				£ 4,402.99
Allotment Water in received				£ 137.90
Market Pitches - Farmer's Market				£ 240.00
Market Pitches - Other				£ 100.00
Clothes Bank				£ 36.00
UKPN - Wayleave Payment				£ 78.94
				£ 30,764.82

Snettisham Parish Council

258.3 Approval of works/ costs at the Parish office

Approval of a quote from Gelder Electrical 11.11.2025, for electrical works at the parish office (for additional plug sockets was **agreed by all**

Costs of decorating materials and flooring as costed by the Handyman were **approved by all**. All works to be completed by the handyman.

Councillors declined to approve MDF panelling, which had been proposed by the Clerk to cover up unsightly pipework, plastic conduit and other unattractive features in the office.

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

This was **deferred** for more quotes and discussion as to the requirement to provide a secure and safe office for staff who were lone working.

258.5 Costs for Signage for the Church Road play area

Costs in the sums of £68.00 and £35.50 +vat were **agreed by all** for some additional signage.

259 Training

Cllrs P Berns and C Manley would like to attend the new Councillors online training. Cllr J Smith would like to attend the online course on Charities and Trustees. **All agreed** for the training to be arranged

260 Grant Applications

An Application by Excelsior Bowls club was considered (Cllr R Mackenzie left the room). The Clerk confirmed there was sufficient remaining budget.

A proposal of £2000 grant was **approved by all**. Proposer was Cllr Deverick. Seconded by Cllr S Howell.

261 Christmas Lights

Councillors discussed the new Christmas lights and requested the Clerk arrange a 'Lights Switch on' for next Thursday 20th November 2025

The Clerk referred to correspondence from Pheonix House re the use of their electricity and lights, including John Bailey's nativity scene. It was felt there was not sufficient time to arrange specialist electrical testing and that insurance (as the items do not belong to the PC) was a significant issue.

It was **agreed by all**, that the PC would take charge of the lights on the Christmas Tree, but not John Bailey's personal lights. John would have the PC permission to put up any of his lights on PC land as usual.

262 Parking & Traffic- Hall Road/ The Old Store

Councillors had reviewed the correspondence from Highways following the site visit to Hall Road/ The Old store 7 November 2025. The highways engineer had suggested 2 potential solutions: -

- A full stopping up of the highway
- A prohibition a vehicles TRO to prevent vehicular access to this area (with potential for property to access from School Road)

Councillors **all agreed** to pursue the option 2 (A prohibition a vehicles TRO to prevent vehicular access to this area (with potential for property to access from School Road)). The Clerk was also instructed to look at Parish Partnership scheme funding, although it was noted the deadlines for this year were imminent.

Snettisham Parish Council

263 Projects & CIL Funding

263.1 There was **agreement by all** that a project for a nature trail at the common was a good idea and the Clerk was instructed to explore the costs.

Cllr Manley talked about 2 possible projects he would like to see: -

- 'Skills share' project where villagers share skills with others at no cost.
- 'Snettisham Athlete' award supported by business sponsorship.

Cllr Dark raised the issue that the Halls Foundation may be interested in those projects and that perhaps the Council might consider a subscription for all the village groups- it is an online funding platform of all the fund raising available in the area. Costs were said to be circa £450 per annum. Cllr Dark to send details

Councillors felt other projects should be discussed amongst Councillors at a working meeting (to be arranged by Councillors, as the Clerk is away on leave very shortly). The Clerk advised there is pressure to make decisions on projects at the December meeting at the latest, as the budget for 2026-2027 needs figures for any projects including.

263.2 CIL Funding

There was agreement in principle to apply for CIL funding were appropriate, but this was deferred pending a discussion by Councillors, on what projects they wish to undertake in 2026-2027

264 Clerk's report and other correspondence

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

SAM2 Traffic sign- The traffic sign is not working properly again and so has been removed pending further assessment by Westcotec. The Clerk will arrange for the assessment in Dereham.

Planters outside Pheonix House- the Clerk had investigated the costs of planters, and the costs were all outside of the agreed budget. So, options were to increase the budget or ask the Handyman to source and make the planters for the agreed budget of £500. A wooden style planter was agreed.

The Memorial Hall Trust have agreed in principle to the PC booking the recreation field on Sundays around the May and August bank holiday weekends. They still await the Sports fixtures in January 2026 and will confirm the exact dates then.

Street clean up at Kings Lynn and West Norfolk have said regular clearing of the vegetation in the road kerb channels is not viable, but they will attend to some of the additional areas requested by the Clerk.

Tomato Energy, the current energy supplier for office, war memorial and all the streetlights has gone into administration. The regulator Ofgem will appoint an energy supplier for the remainder of the contract. The Clerk advised it would be wise to budget for potentially twice the previous costs Tomato used to bill.

Halls Foundation – further correspondence has been received from the administrator who wanted the PC to re-endorse 2 ex parish Councillors. Councillors all felt they were not in a position to endorse ex parish Councillors, specifically as they are no longer on the Council.

Snettisham Parish Council

- 265 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.

25/01383/F- This application was supported.
25/01700/F- This application was supported
25/01599/F- This application was supported

- 266 Date of next meeting**

Next Full Council – Due to the Clerks’ annual leave **it was agreed** to push to date of the next meeting to Tuesday **16 December 2025, 6pm**

The meeting closed at 8.00 pm.