Snettisham Parish Council

Minutes of the Snettisham Parish Council Meeting held at 6pm on Tuesday 9 September 2025 at the Royal British Legion Hall, Snettisham, PE31 7NJ.

217 Attendance, apologies and acceptance for absence

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

Clerk: Roberta Mason

Also present: 8 members of the public and Cllr Stuart Dark

Apologies: Cllr M Harpley (unwell), G Deverick (hospital appointment)

218 Members' declarations of interest
None received

219 Co- Option of new Councillors
Two new Councillors were co-opted. Councillors Stephen Howell and Callum Manley took their seats. Declarations of acceptance of office were signed.

220 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.

No comments from the public

221 Reports

Norfolk County Councillor Stuart Dark

Cllr Dark spoke about Local Government reorganisation. He Mentioned he had engaged Highways at Red Barn and asked for a visit about the recent accident there. He also spoke about assisting with the Parking issues within the village.
He spoke about Lamsey Lane improvements that were about the start.
He mentioned a recycling survey about the location centres. He said he would send links over to the Clerk and would encourage people to do the survey.
Local Member fund was mentioned again. He spoke about money going into Ingoldisthorpe near the school.

BCKLWN District Councillor Stuart Dark
Funding going into Snettisham Pensioners party and the Christmas lights at the Church. He mentioned supporting the Memorial Hall VJ Day

222 Minutes
To approve and sign the minutes from the meeting on 8 July 2025
The minutes had been circulated and all agreed they represented a true and accurate record. The Chair Julie Smith signed the minutes. There was no meeting in August 2025.

223 Finance
223.1 To receive bank reconciliation reports for the end of August 2025 and note bank balances

Bank reconciliation reports had been circulated to Councillors and noted to reconcile with the current bank statements.

Bank Balances were as follows: -
Current Account: £440.85
Premium Account:273,484.20

223.2 To consider and approve the payments and receipts list, plus any additional payments circulated by the Clerk prior to the meeting.

The circulated payments for August (no meeting) and September were approved subject to the inclusion of the direct debit payment to the KLWNBC for Dog Bins. The Clerk will amend the August Payments list. The Chair signed the payments lists.

	PAYMENTS LIST - August 2025				
	DIRECT DEBITS		Net	VAT	Gross
	3 Mobile Phone inv 15.7.2025 (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
	KLWNBC (Dog Waste Bin collection)	DD			£ 692.06
	Wave Water inv 3.8.2025 (Allotment Water)	DD	£ 137.06	£ -	£ 137.06
	Tomato Energy inv (Street light Elect May 2025 MPAN Ending 851)	DD	£ 24.82	£ 1.24	£ 26.06
	Tomato Energyinv 11.8.2025 (Street light Elect JUL 2025 MPAN Ending 725)	DD	£ 124.68	£ 6.23	£ 130.91
	Tomato Energy inv 12.8.2025 (Street light Elect JUL 2025 MPAN Ending 804)	DD	£ 19.32	£ 0.97	£ 20.29
	PAYMENTS (to be approved)	Payment Type			
	Salaries, NI, PAYE & Pension payments	bacs	£3,956.99	£ -	£ 3,956.88
	EE Mobile phone SIM only contract	bacs	£ 7.84	£ 1.57	£ 9.41
	PG& M Ltd invoice 3175- (Grounds maintenance/ grass cutting)	bacs	£ 210.00	£ 42.00	£ 252.00
	SSE Energy inv iv01872028 6.11.2024 (disputed invoices settlement)	bacs	£ 3,137.84	£ 165.15	£ 3,302.99
	Office Cleaner Inv 1.7.2025	bacs	£ 68.75	£ -	£ 68.75
	ROPSA Inv 9.7.2025	bacs	£ 238.00	£ 47.60	£ 285.60
	Norfolk Parish Training inv 30.7.2025 (Whole council Training	bacs	£ 720.00	£ 144.00	£ 864.00
	Norfolk Parish Training inv 16.7.2025 (Managing Allotments Training)	bacs	£ 52.00	£ 10.40	£ 62.40
	Thomann Inv 30.7.2025 (Purchase Rostrum)	bacs	£ 290.83	£ 57.17	£ 349.00
	TBH Tree Care Inv 1.8.2025 (Emergency tree fell- Common)	bacs	£ 250.00	£ -	£ 250.00
	Amazon inv 1.5.2025 (Bunting for 80th VE Day- War memorial)	bacs	£ 22.47	£ 4.50	£ 26.97
	Wards Nurseries (War memorial Plants)	Debit card	£ 106.25	£ -	£ 106.25
	Tesco (Compost for War Memorial Planters)	bacs	£ 17.00	£ -	£ 17.00
	Witley Press Invoice Farmer's market Banners x 3	Debit card	£ 118.00	£ 23.60	£ 141.60
	Witley Press Invoice Farmer's market Flyers	bacs	£ 92.00	£ -	£ 92.00
	Witley Press invoice (Market Place Deeds scanning	Debit card	£ 18.00	£ 3.60	£ 21.60
	£ -	£ -	£ 9,771.11	£ 534.04	£ 10,998.10
	Income received				
	Market Pitches (Farmers Market)				£ 200.00
	Market Pitches (General)				£ 200.00
	Clothes Bank				£ 22.00
		£			£ 422.00

Chairman……………………………………

	PAYMENTS LIST - September 2025				
	DIRECT DEBITS		Net	VAT	Gross
	3 Business Mobile inv 15.8.2025 (Mobile Phone-monthly)	DD	£ 6.27	£ 1.25	£ 7.52
	ECS Computers inv 1.9.2025 (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 Inv 18.8.2025 (Land Line & Internet -Quarterly)	DD	£ 98.19	£ 19.64	£ 117.82
	BNP Parabis Inv 24.8.2025 (Office Printer- Quarterly)	DD	£ 206.70	£ 41.34	£ 248.04
	Wave inv 9.8.2025 (Office water)- (6 month period)	DD	£ 59.15	£ -	£ 59.15
	Tomato Energy inv 2.9.2025 (Street light Elect AUG 2025 MPAN Ending 851)	DD	£ 18.56	£ 0.93	£ 19.49
	Tomato Energy inv 11.8.2025 (War memorial)	DD	£ 0.65	£ 0.03	£ 0.68
	Tomato Energy inv 2.9.2025 (War memorial)	DD	£ 1.06	£ 0.05	£ 1.11
	PAYMENTS (to be approved)	Payment Type			
	Salaries, NI, PAYE & Pension payments	bacs	£3,753.92	£ -	£ 3,753.92
	Mileage Graham Burrows (3.7 miles @ £0.45 per mile)	bacs	£1.66	£ 1.66	£ 1.66
	EE Mobile inv 23.8.2025 (phone SIM only contract)	bacs	£ 7.18	£ 1.44	£ 8.62
	PG& M Ltd invoice 5.9.2025- (Grounds maintenance/ grass cutting)	bacs	£ 210.00	£ 42.00	£ 252.00
	Royal British Legion Hall Hire	bacs	£ 32.00	£ -	£ 32.00
	Office Cleaner Inv 1.8.2025	bacs	£ 60.00	£ -	£ 60.00
	Cozens UK Ltd inv 12.8.2025 (Street Light Maintenance)	bacs	£ 135.00	£ 27.00	£ 162.00
	Ceremonial Wreaths for 2.8.2025 & 9.11.2025 -Eric Langford	bacs	£ 37.50	£ -	£ 37.50
	Amazon order Flip chart pad, markers & clips (not vat on pens)	bacs	£ 15.60	£ 2.63	£ 18.23
	Sum- Up inv 1.9.2025 (card payment machine)	Auto Ded	£0.68	£ -	£ 0.68
	£ -	£ -	£ 5,373.83	£ 278.07	£ 5,650.23
	Income received				
	Market Place Pitches				£ 200.00
	Clothes Bank				£ 74.00
	Sold Spare Litter Bin to Ringstead PC				£ 170.00
					£ 444.00

223.3 **To consider quote for new streetlamp at Shelduck Drive.** The Quote for £230+vat was approved by all- Cllr Whyman – Naveh proposer Cllr MacKenzie seconded.

223.4 **To reconsider quotes for work at Market place**
It was noted that work still had not been done on the Market Place and that the Clerk had approached another contractor (who had quoted previously) to check if their quote was still valid. A site visit was requested. But it was **agreed by all** that as long as the updated quote comes within the budget set for the Market Place (this year £5000), the Council would proceed to ensure the work was done before the winter. Cllr Whyman – Naveh proposer- Cllr Berns Seconded

223.5 **To consider locksmith quote for flagpole**
Councillors did not wish to proceed to get the lock changed on the flagpole

223.6 **To consider quotes for the painting the play area fencing**
Two quotes were considered, and both were similar in cost circa £2000-2300. It was **agreed by all** that the council would accept the quote from the contactor who could do the job the soonest. Cllr Whyman – Naveh proposer- Cllr Howell Seconded

223.7 **To consider quotes for CCTV installation at the Church Road Play Area**
The expected quotes had not been received. There was a discussion about the use of a private specialist contractor to install the CCTV. The Clerk was asked to seek further quotes.

Chairman……………………………………

223.8 To consider quotes for new windows & door for the Parish office
3 quotes were considered for new front door and windows. The quote from West Norfolk glass was **agreed by all**, but the Clerk was asked to lower the specification slightly for white windows and a coloured composite door and revise the quote downwards accordingly. Cllr Smith proposer- Cllr Whyman – Naveh Seconded

223.9 To consider a quote for the painting of the bus shelter (Market Place)
A quote of £565 was **agreed by all**

223.10 To consider a quote for the installation of a bench (factor shop corner)
A quote of £235 was **agreed by all**

223.11 To consider a quote for the installation of 2 litter bins
A quote of £250 was **agreed by all**

223.12 To consider quotes for tree survey recommended Tree work
Neither of the quotes expected had arrived – the matter was deferred

223.13 To consider a request for a new dog litter bin at Beach Road.
It was **agreed by all** to instruct the Borough Council to fit a new dog bin on Beach Road near to Cedars/ Diglea caravan site at a cost of £250- Cllr Smith proposer- Cllr Whyman – Naveh Seconded.

224 Risk Management Assessment
To approve the Council's Risk Management Assessment 2025
This was deferred. Work has been completed but needs to be typed up.

225 **Personnel**
225.1 To discuss and approve the appointment of a handyman- *confidential staffing* details to be discussed at item 17.
It was **agreed by all** that the Council would appointment a handyman as soon as possible to carry out works in the village. Full discussion on terms and personnel to be discussed in closed session- see below.

225.2 To discuss the reappointment of an administrative assistant- *confidential* staffing details to be discussed at item 17.
Following the loss of the relatively new admin assistant, it was **agreed by all** that the Council would re-appoint someone as soon as possible. Full discussion on terms and personnel to be discussed in closed session- see below.

226 Allotments
226.1 To review and sign the Agreement with the Allotment Association
The agreement having been previously circulated, it was **agreed by all** to sign the Agreement with the Snettisham Allotment Association
226.2 To review and sign the Allotment Lease with the Ken Hill Estate.
Having been previously circulated, it was **agreed by all** to sign the new lease with Ken Hill Estate.

227 Church Road Play Area
To consider and approve spending on new equipment for the under 5's.
2 Quotes were considered and discussed. Subject to the possible moving of the play hut (away from boundary wall), the quote of Creative Play was **agreed by all**. The Clerk to proceed to make any necessary amendments with Creative Play as long as it remains within the budget of £15,000 plus vat. Proposer Cllr MacKenzie and Cllr Manely seconded.

228 The Common

228.1 To consider and approve of any works required and help from Gaywood Valley conservation group for winter maintenance.
2 dates were agreed for Gaywood valley to attend and do further maintenance at a cost of £190- **All agreed.**

228.2 **Note and discuss issues with a tree beetle affecting some pine trees and agree a course of action.**

The Clerk spoke of the Beetle problem attacking some of the pine trees at the Common and the various people who had been approached for advice. The Clerk is to meet with the Tree Officer at the woods to view the potential problem. Councillors **also agreed** to do a site visit to the Common as soon as possible. Early October was agreed.

229 Street Lighting
To discuss the Council's current street lighting maintenance contract- *commercially sensitive contract issues* to be discussed at item 18

It was noted that the Council wanted to terminate the contract with the current streetlight maintenance provider. The Clerk informed Councillors of some resistance on the part of the contractor and that discussions were ongoing.

230 Parking
To discuss the parking issues within the village
There was an update from the Clerk on ongoing discussions with Highways over the junction outside of The Old store and the situation at Hall Road. The owners of Torc Books and The Old Store had both been in touch regarding parking and other issues. The Clerk reported that several members of the public had complained about potential accidents at the junction. Highways had agreed to look at possible solutions for the junction. A site visit by Highways was planned. Highways said they would also look at the signage on Hall Road.
Discussion re possible solution to stop cars going up Hall Road.

Councillors discussed the wider issues of parking problems within the village including the lack of overall available parking; drivers were parking at junctions, on pavements and blocking the roads frequently. A discussion about options on the Market Place such as time limited parking was discussed briefly, but all agreed this sort of discussion was to be explored after more information is available. **It was agreed** that a working Group of Councillors and businesses would be set up initially to try and address the issues. The Clerk to invite all businesses in the centre that are affected and other key stakeholders like the school, Church, Doctors, Memorial Hall and others. **7 October was agreed**.

231 Clerk's report and other correspondence
To receive updates and deal with any correspondence received by the Clerk

Clerk reported that people had been camping at the Common and had filled the litter bin with human excrement. It was agreed to discuss this again after the visit to the common.

The Clerk has received a request for a donation from Magpas Air Ambulance service. Cllr Dark commented that the service did not cover West Norfolk and so Councillors declined to support with a donation.

232 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.
25/01379/F 55 Goose Green Road

This application was supported. **All Agreed**

 Chairman……………………………………

Chair offered further public participation

A member of the public asked if the Council meeting could be better set out so there was better communication between Councillors. Councillors agreed to look at the layout.

Member of the public also asked about the tree beetle and mentioned many dead trees at the Common. All to be discussed further after the site visits.

A member of public mentioned all the committed spending agreed tonight on maintenance and asked if the Council would consider that spending, when discussing the appointment of the handyman. Councillors mentioned the difficulties in getting contractors to do jobs for the Council, especially some of the smaller ones that were previously done by Kevin & Ralph (when they were on the Council). The current jobs approved for spending tonight had been waiting such a long time and were now very pressing, or some were too big for the Handyman.

233 Date of next meeting

Next Full Council – The next meeting is Tuesday **14** October 2025, 6pm

234 To resolve to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 S.1 (2) On the basis the discussions require confidentiality to protect individuals' identity, privacy and data and that contractual details of a sensitive commercial nature.

All agreed to move into closed session on grounds of confidentiality.

234.1 **To consider the contractual terms and potential personnel for items 9 above**.
The terms of employment were agreed. A 6 Month fixed term contract initially and to review after that. Hours would be flexible but minimum 15 hours. Days to be agreed but flexibility for both parties was the key. To start as soon as possible.

234.2 To discuss contractual issues relating to the existing street maintenance provider.

This was deferred as new information was being considered.

The meeting closed at 8.20pm.

Chairman……………………………………