

Snettisham Parish Council

Full Council Agenda

Councillors are summoned and members of the press and public are invited to a meeting of Snettisham Parish Council to be held on **Tuesday 10 February 2026 at 6.00pm**. The meeting will be held in the Royal British Legion Hall, Church Road, Snettisham, PE317NJ.

Parish Clerk
Roberta Mason

Summons issued 4.2.2026

1 To note members attendance & receive apologies

2 Members' declarations of interest

Members are invited to declare any financial or other interest, relating to any item on the agenda, that may be a conflict of interest, and to ask for a dispensation to remain in the meeting during the item and vote on such matters.

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

4 Reports

Norfolk County Councillor Stuart Dark
BCKLWN District Councillor Stuart Dark

5 Minutes

To approve and sign the minutes from the meeting on 13 January 2026

6 Finance

- 6.1** To receive bank reconciliation reports for the end of January 2026 and note bank balances
- 6.2** To consider and approve the payments and receipts list, plus any additional payments circulated by the clerk.
- 6.3** To agree a Terms of reference for the Finance Working Group (Cllr Berns)

7 Policies

- 7.1** To approve the draft IT Policy
- 7.2** To approve the draft CCTV Policy
- 7.3** To approve the Risk Management Assessment

8 Training

To approve the following staff, volunteer and Councillor online training courses: -

- 1. Accessibility for digital content - Clerk & Administrator
- 2. Freedom of Information - Clerk & Administrator
- 3. First Aid Course - Clerk & Administrator
- 4. Health & Safety - all staff and Volunteers
- 5. GDPR Update - Clerk & Administrator
- 6. Email security - all staff and Councillors

Snettisham Parish Council

9 Committees Roles and Responsibilities

To discuss what committees, working groups and individual roles are required to deliver projects and events and non-routine Council services. Who will lead.

10 Councillor Surgeries

10.1 To review any issues arising from the last Council surgeries

10.2 A proposal to hold surgeries at MHT coffee mornings (Cllr Harpley)

11 Events

To discuss proposals for events in 2026-2027 and who will lead on the event management

12 Clerk's report and other correspondence

To receive the Clerk's update and deal with any correspondence received by the Clerk

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

See attached list of applications and decisions received to the Borough Council Planning website. Any further applications received up to the date of the Council meeting, will also be considered.

14 Public Participation - Any member of the public attending the meeting may speak and address the Council, on any further issues of Parish Council business not on the agenda. Maximum 3 minutes per speaker and 15 minutes in total for all speakers.

15 Date of next meeting

Next Full Council – The next meeting is Tuesday **10 March 2026**, 6pm

16 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 viz-a-viz seeking Legal Advice on matters affecting the Council

Snettisham Parish Council

Applications to the Borough Council of Kings Lynn & West Norfolk

25/02040/F	Snettisham	Householder: Proposed two single storey side extensions.	http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T703ECIV0KZ00
	E: 568515 N: 333669	45 Parkside Snettisham King's Lynn Norfolk PE31 7QF	

Decisions by Borough Council of Kings Lynn & West Norfolk

25/01965/F	Snettisham	Change of use from an Agricultural Barn (Use Class E(d) current / Class D2 pre-2020) to a Play and Activity Barn (Use Class E(d)) with ancillary refreshments area (Use Class E(b)) at Park Farm, Snettisham.	Application Permitted 26 January 2026 Delegated Decision	http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T6ENU4IVIKZ00
	E: 569133 N: 333798	Snettisham Park Visitor Centre Park Farm Bircham Road Snettisham KINGS LYNN Norfolk PE31 7NG		
