

# Snettisham Parish Council

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**Minutes of the Snettisham Parish Council Meeting held at 6pm on Tuesday 10 February 2026 at the Royal British Legion Hall, Snettisham, PE31 7NJ.**

**296 Attendance, apologies and acceptance for absence**

Present: Councillors J Smith (Chair), H Whyman- Naveh, R MacKenzie, G Deverick, M Harpley, J Mason, S Howell, J Bailey.

Clerk: Roberta Mason

Also present: 7 members of the public and Cllr Stuart Dark

**Apologies:** Apologies received from Cllr Berns (bereavement)

**297 Members declarations of interest**

None declared.

**298 Public Participation -**

A member of the public asked for an update on the Pavilion Pledge. Cllr Smith updated saying that an update meeting had been held with some of the Pavilion steering group. The Council were waiting for more information on the costs of completing the ground floor and updates on other key pledges before making any further decisions. The pledge is likely to be on the March 2026 Parish Council agenda, if all the information is to hand.

18.05pm Cllr Whyman – Nevah entered the meeting giving her apologies for her slightly late arrival

**299 Reports**

Cllr Dark spoke again at length about Government re-organisation and the history of devolution. He mentioned that Norfolk received the 2<sup>nd</sup> lowest settlement in the country, for the Police budget. He spoke about the Governments delays over the elections and the latest legal challenge to the Governments decision to delay the elections. Cllr Dark spoke of how 80 out of 84 Councillors for Norfolk will stay on to carry out their elected duties. Cllr Dark reassured that whatever the re-organisation brings he expects there will always be local delivery of services.

He mentioned supporting the Bowls club and other village groups during the month.

**300 Minutes**

The minutes of 13 January 2026 had been circulated, and **all agreed** they represented a true and accurate record. The Chair signed the minutes.

**301 Finance**

**301.1** Bank reconciliation reports from the accounting software for January 2026, had been circulated and it was noted the reports from the accounting software, showed balances as per the bank statements.

Bank balances as per the latest bank statements as at 30.1.2026 were as follows: -

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Current Account: £492.80  
Premium Account: £285,875.87

## 301.2 Approval of the payments

The circulated payments for February 2026 were considered and **approved by all**. The Chair signed the payments list.

| PAYMENTS & RECEIPTS LIST - FEBRUARY 2026                                     |      |            |          |            |  |
|------------------------------------------------------------------------------|------|------------|----------|------------|--|
| DIRECT DEBITS                                                                |      | NET        | VAT      | GROSS      |  |
| 3 Business Mobile inv 15.1.2026( Mobile Phone-monthly)                       | DD   | £ 6.27     | £ 1.25   | £ 7.52     |  |
| ECS Computers inv 1.2.2026 ( 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   |  |
| 02 Sim Inv CCTV Play area                                                    | DD   | £ 24.00    | £ 4.80   | £ 28.80    |  |
| Smart Energy Invoice 4.2.2026- Parish Office                                 | DD   | £ 127.79   | £ 25.56  | £ 153.35   |  |
| PAYMENTS (to be approved)                                                    |      |            |          |            |  |
| Salaries, NI, PAYE & Pension payments ( 3 employees)                         | bacs | £4,201.02  | £ -      | £ 4,201.02 |  |
| Mileage -staff                                                               | bacs | £0.00      | £ -      | £ -        |  |
| British Gas inv 30.1.2026 - Unmetered Street Light-MPAN Ending 804           | bacs | £216.43    | £ 10.82  | £ 227.25   |  |
| EE Mobile inv 23.12.2025 (phone SIM only contract)                           | bacs | £ 7.18     | £ 1.44   | £ 8.62     |  |
| PG& M Ltd invoice 12.1.2026 (Grounds maintenance/ grass cutting)             | bacs | £ 210.00   | £ 42.00  | £ 252.00   |  |
| Royal British Legion Hall Hire 10.2.2026                                     | bacs | £ 32.00    | £ -      | £ 32.00    |  |
| Amazon Order 28.1.2026 (office supplies)                                     | bacs | £ 8.73     | £ 1.75   | £ 10.48    |  |
| Amazon Order 3.2.2026 (office supplies)                                      | bacs | £ 12.48    | £ 2.50   | £ 14.98    |  |
| B&Q (Gloves & Masks, Lining paper & adhesive)                                | bacs | £ 30.22    | £ 6.04   | £ 36.26    |  |
| B&Q ( Work Tops & Taps)                                                      | bacs | £ 63.33    | £ 12.67  | £ 76.00    |  |
| Gaywood Valley Conservation Group                                            | bacs | £ 190.00   | £ -      | £ 190.00   |  |
| Gelder Electrical inv 26.1.2026 (Office Electrical work)                     | bacs | £ 472.17   | £ 94.43  | £ 566.60   |  |
| Pro Plumbing Inv 28.1.2026 (Office Plumbing work)                            | bacs | £ 968.00   | £ 193.60 | £ 1,161.60 |  |
| RLS Computers Inv 22.1.2026 ( Website & Hosting)                             | bacs | £ 230.00   | £ 46.00  | £ 276.00   |  |
| Norfolk Parish Training & Support inv 23.1.2026 ( Induction for Councillors) | bacs | £ 64.00    | £ 12.80  | £ 76.80    |  |
| East Coast Signs Inv 30.1.2026 (childrens play area signage materials)       | bacs | £ 41.20    | £ 8.24   | £ 49.44    |  |
| Office Cleaner ( 1 x wk - 3 hours deep Clean)                                | bacs | £ 52.50    | £ -      | £ 52.50    |  |
| Replacement Keys Invoice 3.2.2026 (additional front door keys)               | card | £ 19.04    | £ 3.81   | £ 22.85    |  |
| £ -                                                                          | £ -  | £ 7,706.07 | £ 607.81 | £ 8,313.88 |  |
| INCOME RECEIVED                                                              |      |            |          |            |  |
| Market Pitches - Other                                                       |      |            |          | £ 100.00   |  |
| Farmer's Market Pitches                                                      |      |            |          | £ 80.00    |  |
| Clothes Bank                                                                 |      |            |          | £ 68.40    |  |
|                                                                              |      |            |          | £ 248.40   |  |

## 301.3 Terms of reference for Finance Group

The Terms of reference had been circulated, were considered and **approved by all**. Cllr Deverick proposer. Cllr Whyman- Nevah seconded

## 302 Policies

Draft policies and the Management Risk assessment had been circulated ahead of the meeting

### 302.1 IT Policy

The proposed IT policy was **approved by All**. Cllr Deverick Proposer. Cllr Howell Seconded

### 302.2 CCTV Policy

The proposed CCTV policy was **approved by All**. Cllr Harpley Proposer. Cllr Mackenzie Seconded

### 302.3 Risk Management Assessment

The Risk Management Assessment that had previously been worked on by all, was **approved by All**. Cllr Howell Proposer. Cllr Deverick seconded

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## 303 Training Courses

1. Accessibility for digital content - Clerk & Administrator

**All agreed** both should attend

2. Freedom of Information - Clerk & Administrator

**All agreed** the Clerk should attend

3. First Aid Course - Clerk & Administrator

**All agreed** both should attend

4. Health & Safety - all staff and Volunteers

**All agreed** All staff and volunteers should attend. Cllr Smith and Cllr Mason would also like to attend. **All agreed**

5. GDPR Update - Clerk & Administrator

**All agreed** the Clerk should attend

Proposer for the above Cllr Mackenzie. Seconded Cllr Howell.

6. Email security - all staff and Councillors

This **was deferred** on the basis the clerk would see what the above courses covered and report back to councilors as to which courses

## 304 Committees Roles and Responsibilities

The following projects and events were discussed and the following Councillors agreed to take the lead on those:

**Benches on Strickland/ Goosegreen-** Cllr Mick Harpley will take the lead

**Events** 3 May & 30 August 2026- Cllr H Whyman- Nevah & Cllr Smith will take the lead

**Farmer's Market-** Cllr Whyman- Nevah will take the lead and attend the monthly Market

**SAM2 Traffic Group-** No one volunteered- Cllr Smith to consider

**Common Maintenance** - No one volunteered- Cllr Mason to consider

**Lodge Walk-** Cllr J Smith will take the lead

**Common improvements project-** Cllr Mason & Cllr Deverick to consider

## 305 Councillor Surgeries

**305.1 Last surgery-** Concerns were raised by a resident that the council would not be changing the appearance of the marketplace too drastically. She was reassured there are no plans currently.

### 305.2 MHT Coffee Mornings

A Proposal was put forward by Cllr Harpley to hold Councillor surgeries at the MHT coffee mornings on the last Friday of each month. There were to replace the Tuesday sessions. **All agreed.** Proposer Cllr Harpley. Seconded by Cllr Smith

## 306 Events

Dates from MHT Sunday 3 May 2026 and Sunday 30 August 2026 have been agreed to book the recreation field.

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Cllr Mackenzie suggested that the Snettisham Events Committee be approached to see if we could work together on the events. Cllr Whyman-Nevah expressed some concerns over boundaries and who would lead.

A children's fair and a music event were discussed. The children's fair will most likely be the first event and the music event at the end of August. Cllr Whyman- Nevah & Cllr Smith to lead on those events. Councillors will get together to start planning.

## 307 Clerk's report and other correspondence

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

### Correspondence

- Correspondence read from new owner of the watermill. New owner is happy to open up the watermill for open days and wonder is the Parish Council or any village group would like to do something- **It was agreed** Cllr Mick Harpley & Cllr Rod Mackenzie would arrange a meeting with the new owner.
- Read letter of thanks from Snettisham events committee
- Correspondence read from Highways re the cut through between 71 and 73 Station Road. Highways confirmed the land was not registered as a public right of way and is not maintainable at the public expense. Cllrs **all agreed** that the Parish Council should not spend public money on the maintenance of private land.
- Clerk spoke about the streetlight outside 25 Park Avenue. The light is not faulty but too bright and intrusive to a nearby property. The owners are concerned. Cllr Berns has had a look and M&K Lighting had been out to assess. The cost of fixing the problem is circa £100. **All agreed** to ask M&K Lighting to go ahead and fix the problem. Cllr Deverick Proposer and Cllr Whyman- Nevah seconded.

## 308 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.

**25/02040/F - 45 Parkside, Snettisham-** Councillors felt the proposal was not in keeping with neighboring properties and that the Conservations officers' views were also correct. So, proposal was to **Object-** Proposer Cllr Devrick/ Cllr Howell seconded. **All agreed**

**26/00174/F - 18 Cedars- Beach Road -** Councillors felt the proposal was not in keeping with the Emergency Planning officers' views due to risks from flooding. So, proposal was to **Object-** Proposer Cllr Mason / Cllr Howell seconded. **All agreed**

## 309 Public Participation

Member of the public asked what GDPR stood for. Clerk informed the General Data Protection Regulations.

Stuart Dark spoke on behalf of the Pavilion steering committee to give an update on the work at the Pavilion. He also welcomed the very constructive dialogue with the Parish Council. He confirmed the Parish Council are not delaying matters and understands it will be on the March agenda for discussion.

Phase 1- The outside of the building has been done and is complete. He advised phase 1 has not cost anyone in the village any money. All has been paid for (including the asbestos work)

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by others outside the village. He also said that the MHT are working flat out inside to tidy all the rooms such as the changing rooms and the kitchen. He said everything will be open for the summer months. He also said the PSC are in constructive discussions with others to release their agreed pledges so work can be recommenced.

Members of the public asked about the Factory Shop and if the Parish Council has any information. The answer was that no official information was given. But unofficial information is unclear.

Cllr Harpley mentioned the bollards around the Marketplace and on Ladies Walk are looking unsightly. Suggested the handyman could take a look when he gets

Member of the public spoke on the planning app for 45 Parkside and asked for a copy of the application as she felt something had gone wrong.

## **310 Date of next meeting**

Next Full Council –Tuesday **10 March 2026, 6pm**

## **311 Closed Session**

Councillors **resolved** to move into closed session on the grounds of confidentiality in that, the discussions involved whether to seek legal advice on matters affecting the Council

**All agreed** and the clerk was instructed to seek some legal advice on two issues:-

1. A potential Vat issue
2. The full legal status and implications of Council property/ land and issues currently affecting or potentially affecting the Council in relation thereto.

The meeting closed at **7.40 pm**.