

Snettisham Parish Council

Minutes of the Snettisham Parish Council Meeting held at 6pm on Tuesday 14 October 2025 at the Royal British Legion Hall, Snettisham, PE31 7NJ.

235 Attendance, apologies and acceptance for absence

Present: Councillors Cllr J Smith, R MacKenzie, G Deverick, M Harpley, J Bailey J Mason, S Howell & C Manley.

Clerk: Roberta Mason

Also present: 5 members of the public and Cllr Stuart Dark

Apologies: Cllr P Berns (unwell), Cllr H Whyman- Naveh (unwell)

236 Members' declarations of interest

Cllr Bailey declared an interest in item 14.2

237 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

238 Oliver Brice (CAN)

Mr Brice did not attend the meeting

239 Reports

Norfolk County Councillor Stuart Dark

Cllr Dark spoke about Local Government reorganisation and the various models being put forward. Proposals have been put to Ministers and decision is expected in the new year. But there is a further proposal for an interim.
He mentioned the Police and Crime commissioner has been advised her powers are going to the new mayor.
Elections next May for Mayor for Norfolk & Suffolk. Elections for new interim Council the following May.

Red Barn & Parking & Highways

Highways willing to come out

He advised they are looking at putting slow signs on the road and refreshing paint road markings. Plus additional signage at the junction.

White lines being refreshed in the centre of the village

£11K fund is now spent out this year. £5k new Grant money to support local community groups(County patch money)

BCKLWN District Councillor Stuart Dark

Spending Xmas lights, pensioners' Christmas meal. Cllr Deverick gave special thanks for the maintenance of the TROD

Snettisham Parish Council

240 Minutes

To approve and sign the minutes from the meeting on 9 September 2025

The minutes had been circulated and all agreed they represented a true and accurate record.
The Chair signed the minutes.

241 Finance

241.1 Bank reconciliation reports had not been available at the time of the meeting due to work pressure, but the Clerk to circulate as soon as possible.

The current bank statements.

Bank Balances were as follows: -

Current Account: £500.00

Premium Account: £331.418.35

241.2 Quarterly reports

Quarterly finance reports were circulated and reviewed. Receipt of further precept payment noted.

241.3 Budget for 2026/2027

Initial budget review looking at last years budget figures. Some discussion on points to note. It was agreed the Clerk would arrange a working meeting of Councillors as soon as possible to look at budgets in detail.

241.4 Approval of the payments and receipts list, plus any additional payments circulated

The circulated payments for October were considered and subject to an amendment re Hall Hire fees the payments for MHT & RBL, the payments were approved. The Clerk will amend the October payments list for signature by the Chair

Snettisham Parish Council

AMENDED PAYMENTS LIST - October 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
Tomato Energy inv 11.9.2025 (Street light Elect AUGSEPT 2025 MPAN Ending 576)		£ 146.64	£ 7.33	£ 153.97
Tomato Energy inv 11.9.2025 (Street light Elect AUG 2025 MPAN Ending 725)	DD	£ 124.68	£ 6.23	£ 130.91
Tomato Energy inv 2.10.2025 (War memorial)	DD	£ 1.75	£ 0.09	£ 1.84
Tomato Energy inv 3.10.2025 (office Electric)	DD	£ 50.81	£ 2.54	£ 53.35
PAYMENTS (to be approved)	Payment Type			
Salaries, NI, PAYE & Pension payments	bacs	£4,425.16	£ -	£ 4,425.16
Mileage -staff (30 miles @ £0.45 per mile)	bacs	£13.50	£ -	£ 13.50
EE Mobile inv 23.9.2025 (phone SIM only contract)	bacs	£ 7.18	£ 1.44	£ 8.62
PG& M Ltd invoice 5.10.2025- (Grounds maintenance/ grass cutting)	bacs	£ 210.00	£ 42.00	£ 252.00
Royal British Legion Hall Hire 14.10.25	bacs	£ 124.00	£ -	£ 124.00
Memorial Hall- Hall Hire (Parking Meeting)	bacs	£ 40.00	£ -	£ 40.00
Office Cleaner Inv 1.9.2025	bacs	£ 75.00	£ -	£ 75.00
Parish Online Mapping - Training NPTS	bacs	£ 24.00	£ 4.80	£ 28.80
Turkish Gifts 3 Calendars 2 Books- Richard P Gibbs	bacs	£ 54.00	£ -	£ 54.00
Turkish Gifts _ Biscuits	bacs	£ 32.00	£ -	£ 32.00
Turkish Wreaths- Eric Langford	bacs	£ 48.00	£ -	£ 48.00
Norfolk CC Road Closure App- Farmer's Market	bacs	£ 40.55	£ -	£ 40.55
Viking Stationary Order (A4 paper)	bacs	£ 67.96	£ 13.59	£ 81.55
New Defibrillator Battery - Community Heartbeat	bacs	£ 300.00	£ 60.00	£ 360.00
Office Supplies receipt- Coop 13.9.2025	bacs	£ 10.45	£ 1.74	£ 11.90
Grass Seed & Weed Killer- Mounlam & Horn	bacs	£ 57.19	£ -	£ 57.19
Memorial Bench Invoice- Memorial Benches UK	bacs	£ 679.15	£ 135.83	£ 814.98
£ -	£ -	£ 7,268.00	£ 416.94	£ 7,684.65
Income received				
Precept (2nd Payment)				£ 62,921.51
Bank Interest				£ 932.17
Market Pitches - Farmer's Market				£ 220.00
Market Pitches - Other				£ 100.00
Clothes Bank				£ 36.00
				£ 64,209.68

241.5 To consider quote for CCTV installation at the Church Road Play Area

3 quotes considered. Councillors were generally happy with all the quotes, which were all of a similar amount. Cllr Harpley raised a query about whether CTS had done a site survey as their quote said, 'subject to site survey'. The Clerk suggested clarifying a site visit had been undertaken as the basis for accepting any quote. CTS's quote **was agreed by all** on the basis, they could install within 3 months and had done a site visit. The Clerk to investigate and report back. It was agreed Nuav's quote would be accepted as second choice, if required.

241.6 Quote for plumbing work at the Parish office

A quote from the plumber who had fitted the boiler had been obtained. The quote was from 27/11/2024. The Clerk confirmed the plumber had been approached and a 10% increase of £88 (due to increases in materials) would be applied, bringing the quote to £968.00. **All agreed** to approve the quote. Proposer Cllr Devrick/ Seconded by Cllr Howell.

Snettisham Parish Council

241.7 Quote for Tree work

Work arising from the annual Tree survey and some Tree disease considered.
2 quotes of £700 and £ 2900 + vat from TBH Tree care were **agreed by all**

241.8 PS Speaker/ Microphone equipment for VE Day

A budget of £500+vat was **agreed by all**, for the purchase of a PA Speaker and microphone equipment for Remembrance Day and other public events. The Clerk to purchase as soon as possible. Proposer Cllr Howell/ seconded by Cllr Deverick

241.9 Costs of materials for replacement timber bollards at The Common and road verges

An estimate of materials of just under £500 was **approved by all**. Work to be completed by the handyman.

241.10 Quotes for Christmas lights

At very short notice quotes were sought for the provision of Christmas village lights, as John Bailey announced he is no longer able to put on his usual Christmas display.
2 contractors quoted. It was noted that the costs were not budgeted for this year, (as the issue was not known about at budget setting in January 2025). The Clerk confirmed there was sufficient funds in Reserves to meet the costs. It was **agreed by All** to accept the quote of NUAV Ltd in the sum of £7,847.22 +vat. Proposer Cllr Howell / seconded by Cllr Manley.

242 Highways & Parking

242.1 Goose Green/ Strickland Avenue

Cllr Howell spoke of concerns of residents re speeding and parking issues at Goose Green and Strickland Avenue respectively. Problems are worse when the A149 is closed. There was general agreement that the estate would be better with an overall speed limit of 20mph. There was general agreement that the Parish Council are in the hands of the Highways Team at Norfolk County Council, but that the Parish Council are trying to work with Highways to pressure for changes. A meeting with Highway is planned. The Parish Council are also trying to address more wider issues with the Parking working group.

242.2 Safety Red barn- Bircham Road/ Shernborne Road

This was not discussed further, having been dealt with during Cllr Stuart Dark's County Council report- see above.

242.3 Parking Working Group

Following the initial meeting of the working Group on 7 October 2025, it was **agreed by all** the Clerk should write to the School, The GP Surgery and the Memorial Hill (and follow up matters with Ken Hill) re working with them all to address the Parking issues. The Clerk to write to the MHT and School to see if some car parking spaces could be utilised Monday-Friday during school holidays. A more general letter to the GP practice to open up a discussion about use of the GP car park.
All felt Cllr Stuart Dark would be helpful to get Highways on board with the problems around Hall Road and The Old Store.

243 Trustee Roles

243.1 It was agreed the propose the following Councillors as Trustees for the Halls Foundation Exhibition

Cllr Julie Smith & Cllr James Mason

Proposer Cllr Howell/ seconded Cllr Manley - **All Agreed**

243.2 It was agreed the propose the following Councillors as Trustees for the Memorial Hall Trust

Cllr Stephen Howell & Cllr Mick Harpley

Proposer Cllr Smith / seconded Cllr Mackenzie - **All Agreed**

244 Christmas Lights

Not discussed further due to decision in 241.100- above

Snettisham Parish Council

245 Lodge Walk

245.1 Remembrance tree & seating area

It was **Agreed** to approach landscapers to come up with an idea to implement this project, within this years budget.

245.2 Additional Trees

It was noted the Clerk had secured some sapling trees from UK Power Network and that they should be used at Lodge walk as required.

245.3 Raised Beds

There was discussion around this, but this was **deferred** due to a wider discussion about exploring a full landscaping plan for Lodge walk.

245.4 Removal of Equipment

There was a general discussion about whether to look at removing the play equipment. Cllr Deverick suggested a mini village survey on what should be done with Lodge walk.

It was **Agreed** the Clerk would:

Explore the costs of removal of the equipment

Undertake a min survey residents(once more information is available)

245.5 Spending for Lodge Walk

It was **Agreed by All** That the remaining budget for this financial year of £5000 (for play areas) is to be spent on Lodge Walk

The Clerk was asked to approach landscapers to come up with a landscaping idea for the whole of Lodge Walk. It was noted this could be a potential project for the next financial year or beyond and could be considered as part of this year's budget process

246 The Common

246.1 Maintenance budget for new signage

All agreed budget spend of £1000 for some initial signage.

246.2 To consider new seating

Agreed to get quotes for new picnic benches for around the entrance

246.3 To consider provision of new litter bin

Agreed by all to put a Parish Council litter bin at the Common, near to the dog waste bin

246.4 To consider maintenance at the Sandpit

Agreed by all the leave the sandpit to nature and take the metal bench out.

246.5 To consider winter Tree work

Some trees are noted to be dead / diseased and need some work to cut down or remove. Cllr Manley offered to cut back some of the trees. Risk assessments will need to be in place for insurance purposes.

Cllr Deverick also said he would approach Mick George for some materials to improve the parking area.

247 Personnel

In accordance with the annual review of salaries, it was agreed that salaries should remain in line with the Local Government Pay Services Agreement for 2025/2026. The two new staff (having just been recruited), their salaries to remain the same until next year's pay settlement. The Clerk's salary to be reviewed in closed session below to protect confidentiality

Snettisham Parish Council

248 Clerk's report and other correspondence

To receive updates and deal with any correspondence received by the Clerk

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

248.1 Memorial Hall- Correspondence

The Memorial Hall Trust was asking if the parish wanted to book the field for date next year. It was **Agreed** dates around the bank holidays in May and August are to be explored for 2 events.

248.2 Phoenix House- (marketplace) Correspondence

Issues having been raised by the Fire officer at Norfolk County Council, it was **Agreed by all** to purchase some trough style planters to place on the marketplace to prevent cars parking immediately in front of the entrance and the fire escape to Phoenix House. – Budget of £500 agreed by all.

248.3 Other Correspondence

Kate Walker locum Clerk had provided details of her fees and confirmation she was available for the December meeting when the Clerk is away. It was agreed to use Kate Walker. The Clerk to discuss requirements with Kate.

Snettisham Events Committee had written and asked for any donation towards the Annual Pensioners Christmas dinner

Cllr Deverick proposed donations be given. It was **Agreed by All** to make donations to both the Children's and the Pensioners' Christmas parties in the sum of £500 to each.

Help was also requested for the Christmas Market stalls. Cllr Manley offered assistance.

Ben Holden had also requested the Parish Council promote the workshops for the Ken Hill Project. It was agreed to promote on the website on the basis of a number of statements:-

- The Council will be attending a session
- The Council has no position on the project, until more is known about the ultimate proposal.
- That Council are mindful of our Neighbourhood plan and will only look to form a view on the project when full details are known
- This is a Ken Hill project not the Council's

249 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.

Chair offered further public participation

A Member of the public suggested that if the development at Home Farm goes ahead, that the Council might consider approaching Ken Hill to incorporate a Car Park

A Member of the public suggested that, if removal of the equipment at Lodge walk was approved, that moving it to the play park at Poppyfields might be explored, if it passes Health and Safety tests.

Snettisham Parish Council

A Member of the public asked why support for the village Hall had been withdrawn for the Hall Hire for Parish Meetings when there was not Wi-Fi, no hearing loop, no car parking and poor heating. Cllr Smith advised we could not book back in May and it went from there.

250 Date of next meeting

Next Full Council – The next meeting is Tuesday **11 November 2025, 6pm**

251 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 contractual details of a sensitive nature.

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

All agreed the Clerk's salary should reflect the latest Local Government Pay Services Agreement for 2025/2026. It was also noted the Clerk had been in post for over 19 Months and should move to SCP 30 as per her contract of employment as at 1.4.2025, with appropriate back pay.

The meeting closed at 8.00 pm.