

Snettisham Parish Council

Minutes of the Full Council Meeting held on Tuesday 14 April 2026 at 6.00pm

at the Royal British Legion Hall, Snettisham

The Chair confirmed the meeting was being recorded.

329 Attendance, Apologies and Acceptance for Absence

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

Apologies for absence were received from Cllr J Bailey-accepted by the Council.

330 Declarations of Interest

A declaration of interest was received by Cllr Howell in relation to Agenda Item 9* (Pavilion Funding).

331 Public Participation

Members of the public addressed the Council in relation to planning matters including:

- replacement roof and windows at the Bakehouse;
- proposed change of use of the Watermill to residential accommodation; and
- proposed development at 8 Common Road, including concerns regarding access arrangements, traffic impact and housing density.

General concerns were also raised regarding traffic congestion and the cumulative impact of further development within the village.

The Chair thanked members of the public for their comments.

332 Reports

Cllr Dark had sent his apologies. A written report from Cllr Dark was received and read aloud to members by the Chair. Noted £2000 funding had been obtained for the village for two village groups. Spoke about the water leak at church road and his liaison with Highways and Anglian water. Spoke about having called in the planning application v for the beach road development (if planning officers are minded to grant permission)

1.

Chair.....

Snettisham Parish Council

333 Minutes

The Minutes of the Full Council Meeting held on 10 March 2026 having previously been circulated were confirmed as a true and accurate record and signed by the Chair.

334 Finance

334.1 Bank Reconciliation and Bank Statements

The bank reconciliation reports and bank statements as circulated were considered.

Resolved: That the bank reconciliation and statements be noted and accepted. The Bank balances were as follows:

Current: £483.35

Premium (Savings): £269,772.86

334.2 Payments and Receipts

The schedule of payments and receipts, including street lighting repairs, energy billing adjustments and Pavilion car park trial expenditure, was considered.

Resolved: That the payments as presented be approved for payment.

Snettisham Parish Council

PAYMENTS & RECEIPTS LIST - April 2026					
DIRECT DEBITS			NET	VAT	GROSS
3 Business Mobile inv 15.3.2026(Mobile Phone-monthly)	DD	£	6.27	£	7.52
ECS Computers inv 1.4.2026 (Computer Support-monthly)	DD	£	123.80	£	148.56
KLWNBC 1.4.2026(Dog Bin collection-Annual Invoice)	DD	£	4,782.96	£	5,739.55
KLWNBC 1.4.2026(Office Bin collection-Annual Invoice)	DD	£	291.90	£	291.90
02 Sim Inv 9.4.2026 CCTV Play area	DD	£	25.50	£	30.60
ICO (Data Protection Fees)	DD	£	47.00	£	47.00
PAYMENTS (to be approved)					
Salaries, NI, PAYE & Pension payments (3 employees)	bacs		£4,935.62	£	4,935.62
Mileage -staff	bacs		£0.00	£	-
British Gas inv 5.2.2026 Office	bacs		£439.27	£	527.12
British Gas inv War Memorial 6.2.2026	bacs		£34.84	£	36.58
British Gas inv 6.4.2026 - Unmetered Street Light-MPAN Ending 804	bacs		£206.85	£	217.30
Smartest Energy Invoice 2.4.2026 (Office)	bacs		213.99	£	224.69
EE Mobile inv 23.3.2026 (phone SIM only contract)	bacs	£	3.18	£	3.82
PG& M Ltd invoice 2.4.2026 (Grounds maintenance/ grass cutting)	bacs	£	210.00	£	252.00
Heronwood Landscapes Invoice 31.3.2026	bacs	£	123.60	£	123.60
RBL Hall Hire invoice	bacs	£	32.00	£	32.00
MHT Inv 10.4.2026 (Car Park 6 Month Hire Trial)	bacs	£	375.00	£	375.00
Office Cleaner invoices (4 x wks) @ £15 per week	bacs	£	60.00	£	60.00
Timpsons Reciept (Key Cut)	bacs	£	10.00	£	10.00
Land Regsitry Search Fee (The Old Coalyard)	bacs	£	7.00	£	7.00
M&K Lighting Invoice (Damaged Lamp post- Poppyfields)	bacs	£	662.00	£	794.40
Huws Gray inv 25.3.2026 Decorating Materials	card	£	57.29	£	68.74
Huws Gray inv 23.3.2026 Decorating Materials	card	£	45.17	£	54.20
Huws Gray inv 1.4.2026 Wood & Architrave	card	£	59.01	£	70.81
B & Q Receipt Metal Paint	bacs	£	40.63	£	48.75
Brewers Invoice 30.3.2026 (Paint)	card	£	97.21	£	116.65
£	-	£	-	£	14,223.41
INCOME RECEIVED					
Market Pitches - Other					£ 100.00
Clothes Bank					£ 16.00
Precept (50% part payment)					£ 62,921.51
					£ 63,037.51

334.3 End of Year Accounts 2025/26

Members considered the year-end financial position and noted an underspend within the current financial year.

Resolved: That the End of Year Accounts for 2025/26 be received and accepted.

334.4 Review of Earmarked Reserves

The Council reviewed all earmarked reserve allocations. Clerk gave advice on possible transfers.

Resolved:

1. That the earmarked reserves for Commons, Village Signs, Bus Stops and Noticeboards be discontinued and transferred to general reserves.
2. That the Tree Maintenance Reserve be reduced to £3,000.
3. That reserves for Street Lighting, Play Area, Pavilion and Elections/Legal matters be retained.

Snettisham Parish Council

334.5 Purchase of Meeting Chairs

Members considered the purchase of replacement meeting chairs.

Resolved: That the purchase of 10 meeting chairs be approved. Chairs approved were £68 per chair, plus delivery

Proposer: Cllr Rod Mackenzie & Seconded by Cllr Stephen Howell.

334.6 CCTV Relocation – Play Area

Members considered proposals and a quote to relocate CCTV equipment to improve coverage of the play area. Costs £649.94, plus vat

Resolved: That the relocation of the CCTV equipment be approved.

Proposer: Cllr George Deverick & Seconded by Cllr James Mason.

334.7 Emergency Streetlight Replacement

The Clerk reported the requirement for a replacement streetlight at an estimated cost of approximately £1,189.56 plus VAT. Connection by UK Power Network will be separate This should be covered by insurance or third-party contractors.

Resolved:

1. That the emergency replacement works be approved.
2. That costs incurred be reclaimed from the relevant contractor where appropriate.

Proposer: Cllr Peter Berns & Seconded by Cllr Mick Harpley.

334.8 Financial Regulations

The revised Financial Regulations were considered.

Resolved: That the revised Financial Regulations be adopted subject to minor amendment.

Proposer: Cllr James Mason & Seconded by Cllr Peter Berns.

335 Annual Audit

335.1 Appointment of Internal Auditor

The previous auditor having withdrawn.

Resolved: That Sarah Hunt be appointed as Internal Auditor for the 2025/26 financial year.

Snettisham Parish Council

Proposer: Cllr Peter Berns & Seconded by Cllr James Mason.

335.2 AGAR Governance Statements

The Annual Governance and Accountability Return (AGAR) Governance Statements(assertions) were considered.

Resolved: That the AGAR Governance Statements be approved

Proposer: Cllr George Deverick & Seconded by Cllr Stephen Howell.

The AGAR was signed by the Chair and the Clerk.

336 Proposed Development – Beach Road

The Council received an update regarding the proposed Beach Road development and ongoing community petition. Members noted the continued strong level of public opposition to the proposed development.

Resolved:

1. That the petition continue to be promoted.
2. That further community engagement information be published on the Parish Council website.

337 Pavilion Funding

The Council considered the release of previously pledged funding for the Pavilion project. The Chair confirmed the clerk's advice had been received and noted by all.

Following in depth discussions, a vote was taken.

Resolved (by majority):

1. That the Council would overturn the previous motion of 11 March 2025 (as it was entitled to do)
2. That funding pledge of £50,000 be released to the Pavilion project.
3. That the funding comprise:
 - £15,000 from Community Infrastructure Levy (CIL) funds; and
 - £35,000 from earmarked reserves.
4. That payment be made as soon as practicable.

*Cllr Howell did not take part in the debate or decision. Cllr Deverick and Cllr Harpley voted against the proposal but were in a minority.

Proposer: Cllr Julie Smith & Seconded by Cllr Hannah Whyman- Naveh

5.

Chair.....

Snettisham Parish Council

338 Parking and Traffic Matters

338.1 Pavilion Car Park Trial

Members considered arrangements for the proposed six-month Pavilion car park trial in conjunction with the Memorial Hall.

Resolved:

1. That the six-month trial proceed.
2. That local businesses be informed and encouraged to utilise the facility.
3. That appropriate signage and public promotion be undertaken.

338.2 Old Store Traffic Regulation Order (TRO)

The Chair reported on discussions held with Borough Council and Highways representatives regarding the proposed TRO. It was noted if there are no objections the TRO will take a year and approx. 2 years if there are objections. It was noted the Borough will fund the TRO (at circa £11K), but not the build costs of changes. It was noted Highway will also look at some funding.

Resolved:

1. That the Council proceed with the TRO application.
2. That the proposed layout changes and signage improvements be supported.

338.3 Alma Road Traffic Issues

Members considered ongoing traffic concerns within Alma Road. Chair reported back on the meeting Highways and noted that Highways had said there was no way that double yellow or any one-way traffic was suitable for Alma Road. But that Traffic monitoring could be undertaken to collect data.

Resolved:

1. That a SAM2 speed monitoring device be installed on a new pole at Alma Road.
2. That Norfolk Police could be approached regarding possible speed enforcement activity.

338.4 Bunting's Pasture – Future Parking Provision

Members considered possible future parking opportunities at Bunting's Pasture. It was noted that during the meeting with Highways, Highways confirmed that there would be no foreseeable problems as far as Highways planning is concerned.

Snettisham Parish Council

Resolved: That further consideration be deferred pending the outcome of the Pavilion car park trial. Agreed to look at this option again in 6 months.

Dominic Buscall was thanked for his support.

339 Benches

339.1 Bus Stop Benches

Members considered seating options relating to bus stop benches at the new bus stops on Lynn Road, at the top of Strickland Avenue. Bus shelters were also briefly mentioned. The Clerk advised there was no budget for the provision of Bus shelters this year. It was noted Julian Patterson at Lynx was worth talking to re funding for shelters.

Resolved:

1. That Cllr Mick Harpley take the lead on this.
2. That the matter be deferred pending further information regarding funding and available options.

339.2 Memorial Bench – Edward Fountain

Members considered a request relating to a memorial plaque.

Resolved: That installation of a memorial plaque on bench be approved, with the plaque costs to be met by the family.

Proposer: Cllr Rod Mackenzie & Seconded by Cllr Hannah Whyman- Naveh

340 Community Event – 3 May 2026

Members received an update from Cllr Whyman- Naveh regarding arrangements for the community event scheduled for 3 May 2026, including stalls, entertainment, competitions and associated activities.

Resolved: That the Clerk and Councillors assist with logistical arrangements as required.

341 Clerk's Report and Correspondence

The Clerk's report and correspondence had been received and considered. Additional correspondence was read out by the Clerk in various matters.

Resolved:

1. All agreed Terence Parish should attend the Parish Council meetings if he requires
2. That vat consultancy advice (and 1 years Finance advice) at a cost of £500 plus VAT be approved.

Snettisham Parish Council

3. That the Clerk obtain quotations for CCTV provision at Lodge Park play area (for info purposes only).
4. That the junior football club funding request be considered in accordance with the Council's grants policy.

342 Planning Applications

The following planning applications were considered and decisions **agreed by all** were as follows:

- **26/00529/F- 60 The Avenue – Garage**
Resolved: Support.
- **26/00568/F -The Old Bakehouse – Roof and Window Replacement**
Resolved: Support.
- **26/00538/CU - The Watermill – Change of Use to Residential**
Resolved: Support.
- **25/02038/F- Nail Salon 113 Station road- Appeal**
Resolved: No further comment.

- **26/00556/O- The Anchorage 8 Common Road– Development Proposal**
Resolved: Objection – on grounds the proposal is not in accord with the Neighbourhood Plan. 4 votes to "no comment" 4 votes to object- Decision to Object on Chair's casting vote.

343 Public Participation

Members of the public raised points/ questions and comments relating to:

- Ask Highways to provide a P sign for the Parking
- Asked if a formal Agreement had been made with the Pavilion before the invoice is paid.
- Asked for Pavilion funding clarification
- There were general comments made in relation to planning and housing matters within the village including the Ken Hill project.

The Chair thanked members of the public for their attendance and comments.

344 Date of Next Meeting

The next meeting of the Full Council (AGM) will be held on Tuesday 12 May 2026 at 6.00pm.
Meeting closed 7.55pm