

Snettisham Parish Council

Full Council Agenda- Annual Meeting

Councillors are summoned and members of the press and public are invited to the annual meeting of Snettisham Parish Council to be held on **Tuesday 12 May 2026 at 6.00pm**. The meeting will be held in the Royal British Legion Hall, Church Road, Snettisham, PE31 7NJ

Parish Clerk
Roberta Mason

Summons issued 6th May 2026

1 To elect a Chair for the year

2 To elect a Vice-Chair for the year

To record the signing of the Chair and Vice-Chair's declaration of acceptance of office.

3 Apologies and consideration of acceptance for absence

4 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 dispensation to vote on such matters.

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

6 Minutes

To receive, approve and sign, the minutes from the meeting held on Tuesday 14 April 2026.

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7 Finance

- 7.1 To confirm bank signatories for the current term of office
- 7.2 To receive a brief update from the Finance working group
- 7.3 To receive bank reconciliation for the end of April and note bank balances
- 7.4 To consider and approve the circulated payments and receipts list, plus any additional payments circulated by the clerk prior to the meeting
- 7.5 To consider and approve an annual regular payments list
- 7.6 To consider and approve Insurance Renewal Quote
- 7.7 To agree and handover a donation of £507.15 to “Breast of Friends” charity raised at the 3 May 2026 village event. (Cllr Whyman-Naveh)
- 7.8 To agree a donation of £300 to Old Hunstanton Flower Festival for hire of the marquees for the 3 May & 30 August 2026 village events. (Cllr Whyman-Naveh)

8 To consider and approve policies and documents

- 8.1 To consider and approve any amendments required to Standing Orders
- 8.2 To consider and approve the Internal Controls procedure
- 8.3 To consider and approve Risk Management Plan
- 8.4 To consider and approve the Council’s Protocol for use of CIL Money
- 8.5 To consider and approve the Council's Freedom of Information Policy
- 8.6 To consider and approve the Council’s Publication Scheme
- 8.7 To consider and approve the Council’s Code of Conduct
- 8.8 To consider and approve the Council’s Complaints Procedure
- 8.9 To consider and approve the Council’s Grants and Donations Policy

9 To consider Committees/ Working Groups and nominations of members

- 9.1 Personnel
- 9.2 Finance Group
- 9.3 To consider any new Working Groups or Committees

10 To consider nominations of Cllrs to represent the Parish Council on local bodies

- 10.1 Halls Foundation
- 10.2 Memorial Hall Trust

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11 Reports

11.1 Norfolk County Councillor

11.2 BCKLWN District Councillor

12 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.

13 Public participation - To allow for questions from members of the Public, on items discussed on the agenda at this meeting – maximum 10 minutes in total.

14 Dates of Next Meetings

To consider and agree dates of full Council meetings for the year ahead.

2026

9 June 2026

14 July 2026

August – No Meeting

8 September 2026

13 October 2026

10 November 2026

8 December 2026

2027

12 January 2027

9 February 2027

9 March 2027

Next meeting **9 June 2026** at RBL Hall, Church Road, 6.00pm

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- 15 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 discussion requires confidentiality to protect individuals' identity, privacy and data.**

To consider the resignation of the current Administrative Assistant

Snettisham Parish Council

Applications to Borough Council of Kings Lynn & West Norfolk

25/01379/NMA_1	Snettisham E: 568224 N: 333887	NON MATERIAL AMENDMENT TO PLANNING CONSENT 25/01379/F :Householder: Single storey front and rear extensions to bungalow. 55 Goose Green Road Snettisham King's Lynn Norfolk PE31 7PW	http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TD8VSJIVLC600
26/00716/F	Snettisham E: 568166 N: 333634	Extend single sided dropped kerb to frontage of No.61A Station Road and alteration of exiting frontage boundary wall as shown on submission drawing dd26_1254_GA1000 61A Station Road Snettisham King's Lynn Norfolk PE31 7QJ	http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TE4D93IVLAG00

Decisions by Borough Council of Kings Lynn & West Norfolk

25/01700/F	Snettisham E: 568533 N: 333976	Conversion of Methodist Chapel to Two Domestic Dwellings. Snettisham Methodist Church 24 Lynn Road Snettisham Norfolk Application Permitted 30 April 2026 Delegated Decision	http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T453TYIVMF100
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