

Snettisham Parish Council

Minutes of the Full Council Meeting (Annual Meeting) held on Tuesday 12 May 2026 at 6.00pm

at the Royal British Legion Hall, Snettisham

The Chair confirmed the meeting was being recorded.

Governance & Leadership

1. Election of Chair for the Year (12.5.2026/1)

Nominations were invited for the office of Chair of the Council.

Resolved: That Cllr Julie Smith be elected Chair of Snettisham Parish Council for the ensuing year.

Proposed by: Cllr Whyman- Naveh

Seconded by: Cllr Berns

The Chair advised members that, due to other commitments, she intended this to be her final year in the role and encouraged succession planning in advance of the next Annual Meeting.

The Chair signed the Declaration of Acceptance of Office.

2. Election of Vice-Chair for the Year (12.5.2026/2)

Nominations were invited for the office of Vice-Chair.

Resolved: That Cllr Hannah Whyman-Naveh be elected Vice-Chair for the ensuing year.

Proposed by: Cllr Smith

Seconded by: Cllr Harpley

The Vice-Chair signed the Declaration of Acceptance of Office.

3. Apologies and Acceptance for Absence (12.5.2026/3)

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

Apologies for absence were received from Cllrs Bailey & Deverick.

Resolved: That the apologies be accepted.

4. Declarations of Interest (12.5.2026/4)

Members were invited to declare any interests relating to items on the agenda.

No declarations of interest were received.

Public Participation

5. Public Participation (12.5.2026/5)

No matters were raised.

Minutes

6. Minutes (12.5.2026/6)

The Minutes of the Full Council Meeting held on 14 April 2026 having previously been circulated were considered.

Resolved: That the Minutes be approved as a true and accurate record and signed by the Chair.

Finance

7. Finance

7.1 Bank Signatories (12.5.2026/7.1)

The Council considered arrangements for bank signatories for the forthcoming municipal year.

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Resolved: That the current bank signatories remain unchanged and are Cllrs Smith, Whyman-Nevah, Mackenzie and Deverick.

7.2 Finance Working Group Update (12.5.2026/7.2)

Members received an update from the Finance Working Group.

It was reported that the Group had met and reviewed matters including financial regulations, banking arrangements and preparation of the Annual Governance and Accountability Return. Members noted future work would include review of banking arrangements, reserve holdings and updating of the Council's asset register.

Resolved: That the update be noted.

7.3 Bank Reconciliation and Balances (12.5.2026/7.3)

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

The Bank balances were noted as follows:

Current: £500.00

Premium (Savings): £279,072.62

Resolved: That the bank reconciliation and balances be received and noted.

7.4 Payments and Receipts List (12.5.2026/7.4)

The schedule of payments and receipts as circulated was considered.

Members noted expenditure including replacement chairs, CCTV works, benches, tree works and insurance-related matters.

Resolved: That the payments and receipts schedule be approved and signed by the chair.

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PAYMENTS & RECEIPTS LIST - May 2026				
DIRECT DEBITS				
		NET	VAT	GROSS
3 Business Mobile inv 15.4.2026(Mobile Phone-monthly)	DD	£ 6.55	£ 1.31	£ 7.86
ECS Computers inv 1.5.2026 (Computer Support-monthly)	DD	£ 123.80	£ 24.76	£ 148.56
KLWNBC 1.4.2026(Dog Bin collection-Annual Invoice)	DD	£ 4,782.96	£ 956.59	£ 5,739.55
KLWNBC 1.4.2026(Office Bin collection-Annual Invoice)	DD	£ 291.90	£ -	£ 291.90
02 Sim Inv 9.5.2026.2026 CCTV Play area	DD	£ 25.50	£ 5.10	£ 30.60
WAVE invoice- 3.5.2026 (Allotment Water	DD	£ 18.21	£ -	£ 18.21
Smartest Energy Invoice 5.5.2026 (Office)	DD	£1.89	£ 0.09	£ 1.98
Smartest Energy Invoice 5.5.2026 (War Memorial)	DD	£141.19	£ 7.06	£ 148.25
Smartest Energy Invoice 15.4.2026 (War Memorial)	DD	£ 6.89	£ 0.34	£ 7.23
British Gas inv 5.5.2026 - Unmetered Street Light-MPAN Ending 804	bacs	£153.96	£ 7.69	£ 161.65
PAYMENTS (to be approved)				
Salaries, NI, PAYE & Pension payments (3 employees)	bacs	£4,361.24	£ -	£ 4,361.24
Mileage -staff	bacs	£14.80	£ -	£ 14.80
Scribe Accounts Invoice 20.1.2026 (Annual Subscription)	bacs	£768.00	£ 153.60	£ 921.60
Cozens UK Ltd Invoice 6.5.2026 (Streetlight Maintenance)	bacs	£135.00	£ 27.00	£ 162.00
EE Mobile inv 23.4.2026 (phone SIM only contract)	bacs	£ 3.54	£ 0.71	£ 4.25
PG& M Ltd invoice 30.4.2026 (Grounds maintenance/ grass cutting)	bacs	£ 210.00	£ 42.00	£ 252.00
Heronwood Landscapes Invoice 30.4.2026	bacs	£ 123.60	£ -	£ 123.60
RBL Hall Hire invoice May 2026	bacs	£ 32.00	£ -	£ 32.00
MHT Hall Hire & Field Hire Invoice May 2026	bacs	£ 160.00	£ -	£ 160.00
Office Cleaner invoices (5 x wks) @ £15 per week	bacs	£ 75.00	£ -	£ 75.00
Office Stationary Invoice 28.4.2026 (Office Chairs)	bacs	£ 682.60	£ 136.52	£ 819.12
Memorial Benches UK Invoice 21.4.2026	card	£ 712.50	£ 142.50	£ 855.00
TBH Tree Care 17.4.2026	bacs	£ 1,800.00	£ 360.00	£ 2,160.00
NUAV Invoice 6.5.2026	bacs	£ 649.94	£ 129.99	£ 779.93
Land Registry Search Fee (x 3- MHT)	card	£ 21.00	£ -	£ 21.00
UK Power Networks Invoice 6.5.2026 (Damaged Lamp post- Poppyfields)	bacs	£ 1,468.00	£ 293.60	£ 1,761.60
Huws Gray inv 6.5.2026 Decorating Materials	card	£ 22.51	£ 4.50	£ 27.01
Accent Invoice 25.3.2026 (Fence Painting Play area)	bacs	£ 2,137.50	£ -	£ 2,137.50
Accent Invoice 5.5.2026 (Paint only- no labour)	bacs	£ 70.00	£ -	£ 70.00
PPL Invoice 27.4.2026 (Music License Village Event)	bacs	£ 49.52	£ 9.91	£ 59.43
Compost Man Invoice 21.4.2026 (Mkt Place Planter)	bacs	£ 95.00	£ -	£ 95.00
QD receipt Hunstanton 24.4.2026 (Office Hand Towels)	card	£ 7.98	£ -	£ 7.98
Moulam & Horn Receipt Grass Seed receipt 14.4.2026	Cash	£ 5.50	£ -	£ 5.50
Katie Venables Invoice 16.4.2026 (Music Artist 3.5.2026)	bacs	£ 100.00	£ -	£ 100.00
The Inventives invoice 3.5.2026 (Music Artist 3.5.2026)	bacs	£ 300.00	£ -	£ 300.00
Westcotec Co.uk Order 29.4.2026 (SAM 2 sign Bracket)	bacs	£ 66.50	£ 13.30	£ 79.80
iHasco Invoice 29.4.2026 (H&S Training subscription)	card	£ 110.00	£ 22.00	£ 132.00
Amazon Invoice Invoice 21.4.20269 (Paint)	card	£ 14.96	£ 2.99	£ 17.95
Amazon Invoice Invoice 22.4.2026 (Paint Touch-up pen)	card	£ 5.99	£ 1.20	£ 7.19
Amazon Invoice Invoice 23.4.2026 (Weathersheid Paint)	card	£ 74.48	£ 14.90	£ 89.38
Amazon Invoice Invoice 24.4.2026 (Office White Board)	card	£ 23.87	£ 4.77	£ 28.64
Amazon Invoice Invoice 26.4.2026 (Ring Door Bell)	card	£ 74.99	£ 15.00	£ 89.99
NPTS Invoice 11.5.2026 (FOI Training)	bacs	£ 52.00	£ 10.40	£ 62.40
NPTS Invoice 11.5.2026 (GDPR Training)	bacs	£ 41.60	£ 8.32	£ 49.92
£ -	£ -	£ 16,792.58	£ 2,293.36	£ 22,418.62
INCOME RECEIVED				
Market Pitches - Other				£ 100.00
Farmers Market Pitches (Quarterly invoices)				£ 420.00
Event Pitches 3.5.2026				£ 350.00
Refund of Electricity Charges SSE Energy				£ 1,247.56
Refund of Postal Charges re faulty Keys				£ 4.95
KLWNBC -(CIL payment)				£ 3,155.03
				£ 5,277.54

7.5 Annual Regular Payments List (12.5.2026/7.5)

Members considered the annual list of regular payments.

Resolved: That the annual regular payments list be approved.

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1		REGULAR PAYMENTS 2026-2027 - ANNUAL PAYMENTS LIST		
2				
3		DIRECT DEBITS		NET
4		ECS COMPUTERS - MONTHLY	DD	£ 123.80
5		KLWNBC (Dog Bin collection- ANNUAL	DD	£ 4,782.96
6		KLWNBC (Office Bin collection- ANNUAL	DD	£ 291.90
7		02 Sim ONLY CCTV Play area	DD	£ 25.50
8		WAVE (ALLOTMENT Water)- QUARTERLY	DD	Varies
9		WAVE (OFFICE Water)- QUARTERLY	DD	Varies
10		SMARTEST ENERGY (Office) - MONTHLY	DD	Varies
11		SMARTEST ENERGY (War Memorial) - MONTHLY	DD	Varies
12		BRITISH GAS UNMETERED STREET LIGHTING - MONTHLY	DD	Varies
13				
14		PAYMENTS (to be approved)		
15		SALARIES NI, PAYE & PENSIONS (3 employees)- MONTHLY	BACS	£ 4,361.24
16		PG& M LTD (Grounds maintenance/ grass cutting)- MONTHLY	BACS	£ 210.00
17		HERONWOOD LANDSCAPES- MONTHLY	BACS	£ 123.60
18		RBL HALL HIRE- MONTHLY	BACS	£ 32.00
19		OFFICE CLEANER- MONTHLY	BACS	£ 75.00
20		NPTS- ANNUAL	BACS	£ 575.00
21		SCRIBE ACCOUNTS- ANNUAL	BACS	£ 768.00

7.6 Insurance Renewal (12.5.2026/7.6)

Members considered the annual insurance renewal quotation.

It was noted that the renewal cost had increased only slightly due to previous claims made during the year. Other quotes had been requested but did not arrive on time. The Previous quote from Zurich was noted to be substantially more the previous year.

Proposed by: Cllr Mackenzie

Seconded by: Cllr Mason

Resolved: That the Clear Council's insurance renewal be approved subject to detailed review by the Finance Working Group within 3 months.

Action: Clerk to renew insurance and working Group to review suitability of insurance.

7.7 Donation – Breast of Friends Charity (12.5.2026/7.7)

Members considered a donation of funds raised at the village event held on 3 May 2026.

Resolved: That a donation of £507.15 be made to "Breast of Friends" charity, subject to receipts being provided.

Proposed by: Cllr Berns

Seconded by: Cllr Mackenzie

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Members noted that a formal presentation and publicity would be arranged.

Resolved: That Cllr Whyman- Nevah would arrange the presentation and publicity.

Action: Cllr Whyman-Nevah to arrange the presentation and publicity and provide the clerk with receipt

7.8 Donation – Old Hunstanton Flower Festival (12.5.2026/7.8)

Members considered a donation towards marquee hire for the two village events arranged by the Council this year.

Proposed by: Cllr Whyman- Naveh

Seconded by: Cllr Berns

Resolved: That a donation of £300 be approved towards marquee hire costs, subject to receipts being provided.

Action: Clerk to pay and obtain receipts

Policies and Documents Review

8. Policies and Documents

8.1 Standing Orders (12.5.2026/8.1)

Members considered amendments to Standing Orders and had a lengthy discussion working through the draft document.

Resolved: That Standing Orders be approved subject to amendments including:

1. Agenda items being submitted 5 working days before meetings.
2. 4 Councillors will be required to request a reversal of a decision made in the previous 6 months.
3. During debates councillors should individually speak for no more than 3 minutes.
4. The usual day upon which the council meets.
5. Meetings being limited to 2 hours 30 Minutes.
6. Public participation remaining limited to 15 minutes in total and 3 minutes per speaker.

Proposed by: Cllr Smith

Seconded by: Cllr Whyman-Naveh

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8.2 Internal Controls Procedure (12.5.2026/8.2)

Resolved: That the Internal Controls Procedure be approved.

Proposed by: Cllr Smith

Seconded by: Cllr Whyman-Naveh

8.3 Risk Management Plan (12.5.2026/8.3)

Resolved: That the Risk Management Plan be approved.

Proposed by: Cllr Whyman-Naveh

Seconded by: Cllr Howell

8.4 Protocol for Use of CIL Money (12.5.2026/8.4)

Resolved: That the Protocol for Use of CIL Money be approved.

Proposed by: Cllr Smith

Seconded by: Cllr Whyman- Naveh

8.5 Freedom of Information Policy (12.5.2026/8.5)

Resolved: That the Freedom of Information Policy be approved.

Proposed by: Cllr Berns

Seconded by: Cllr Mason

8.6 Publication Scheme (12.5.2026/8.6)

Resolved: That the Publication Scheme be approved.

Proposed by: Cllr Mackenzie

Seconded by: Cllr Howell

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8.7 Code of Conduct (12.5.2026/8.7)

Resolved: That the Code of Conduct be approved.

Proposed by: Cllr Whyman-Naveh

Seconded by: Cllr Mason

8.8 Complaints Procedure (12.5.2026/8.8)

Resolved: That the Complaints Procedure be approved.

Members noted a future detailed review to be undertaken within 3 months

Proposed by: Cllr Smith

Seconded by: Cllr Berns

Action: Clerk & Councillors to review Complaints procedure.

8.9 Grants and Donations Policy (12.5.2026/8.9)

Resolved: That the Grants and Donations Policy be approved.

Proposed by: Cllr Whyman-Naveh

Seconded by: Cllr Smith

Committees and Working Groups

9. Committees and Working Groups

9.1 Personnel Committee (12.5.2026/9.1)

Resolved: That Cllrs Julie Smith, Rod MacKenzie and George Deverick be appointed to the Personnel Committee.

Proposed by: Cllr Whyman-Naveh

Seconded by: Cllr Mason

9.2 Finance Working Group (12.5.2026/9.2)

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Resolved: That membership comprise Cllrs Peter Berns, James Mason, Julie Smith and the Clerk.

Proposed by: Cllr Whyman-Naveh

Seconded by: Cllr Howell

9.3 New Committees / Working Groups (12.5.2026/9.3)

Members considered whether any additional committees or working groups were required.

Resolved: That no additional groups or committees be established at this time.

Local Bodies

10. Local Bodies

10.1 Halls Foundation (12.5.2026/10.1)

Resolved: That Cllrs James Mason and Julie Smith be appointed as representatives.

Proposed by: Cllr Whyman- Naveh

Seconded by: Cllr Berns

Action: Clerk to contact Halls Foundation.

10.2 Memorial Hall Trust (12.5.2026/10.2)

Resolved: That Cllr Stephen Howell and Cllr Hannah Whyman-Naveh be appointed as representatives.

Proposed by: Cllr Smith

Seconded by: Cllr Berns

Action: Clerk to contact Memorial Hall Trust.

Reports

11. Reports

Snettisham Parish Council

11.1 Norfolk County Councillor (12.5.2026/11.1)

No report received from the newly elected member.

11.2 BCKLWN District Councillor (12.5.2026/11.2)

No report received from the newly elected member. Members noted new appointments were anticipated.

Planning

12.Planning Applications (12.5.2026/12)

The following applications were considered:

25/01379/NMA_1 55 Goose Green – Non material amendment to existing permission

Resolved: no objection

26/00716/F – 61A Station Road – Extension to dropped kerb

Resolved: Support.

Public Participation

13.Public Participation (12.5.2026/12)

Members of the public gave thanks to Councillors for their work and the recent village event. He also raised concerns regarding the condition of the Common parking area and requested consideration of repair works. Members advised that some interim repairs were already underway and further improvements would be considered in future works programmes.

Questions were also raised regarding newly installed traffic monitoring poles within the village and information was provided regarding the proposed SAM2 traffic monitoring equipment.

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

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Next Meetings

14. Dates of Next Meeting & other meetings throughout the year (12.5.2026/14)

It was noted that the next meeting of Full Council be held on Tuesday 9 June 2026 at 6.00pm at the Royal British Legion Hall.

A list of meeting dates for the year ahead and been provided and were **noted**.

Closed session

15. Exclusion of Press and Public (12.5.2026/15)

Resolved: That under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following confidential matter.

The Council considered staffing matters relating to the Administrative Assistant position as the member of staff had resigned.

Resolved: To advertise the Administrative Assistant's post as soon as possible.

Action: Clerk to advertise Post.

Meeting closed at 7.00pm