

Snettisham Parish Council

Full Council Agenda

Councillors are summoned and members of the press and public are invited to a meeting of Snettisham Parish Council to be held on **Tuesday 16 June 2026 at 6.00pm**. The meeting will be held in Royal British Legion Hall, Old Church Road, Snettisham, PE31 7NJ.

Parish Clerk
Roberta Mason

Summons issued 9.6.2026

1 To note members attendance & receive apologies

2 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 a dispensation to remain in the meeting during the item and vote on such matters.

3 Public Participation - Any member of the public attending the meeting may speak and address the Council, on any item of Parish Council business on the agenda. Maximum 3 minutes per speaker and 15 minutes in total for all speakers.

4 Reports

Norfolk County Councillor (Cllr Costley's apologies received)
BCKLWN District Councillor

5 Minutes

To approve and sign the minutes from the meeting on 12 May 2026

6 Finance

- 6.1 To receive bank statements and bank reconciliation reports for the end of May 2026 and note bank balances
- 6.2 To consider and approve the payments and receipts list, plus any additional payments circulated by the clerk
- 6.3 To consider publication of reserves on website
- 6.4 To review and approve CIL Report 2025-2026
- 6.5 To consider costs for materials for bench projects at Goosegreen/ Strickland
- 6.6 To review mileage rate payable to employees in light of HMRC changes and fuel cost increases

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7 Annual Audit

- 7.1 To receive and note the internal auditors report
- 7.2 To review, approve and sign the AGAR
- 7.3 To agree dates for Notice of Public Rights

8 Parking

- 8.1 To consider drainage and re-surfacing work at the Common
- 8.2 To discuss parking issues at Snettisham Beach

9 Street Lighting

To consider whether to replace lamppost on Poppyfields (opposite Cameron Crescent)

10 Event 30 August 2026

To discuss the plan and any actions required for the event on 30 August 2026 (Cllr Whyman- Nevah)

11 Clerk's update and other correspondence

Clerk's update and deal with any correspondence received by the clerk

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 - 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 10 minutes in total for all speakers.

14 Date of next meeting

Next Full Council– The next meeting is Tuesday **14 July 2026**, 6pm. Will be held at the RBL Hall, Church Road.

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 discussions require confidentiality to discuss obtaining financial advice, legal advice and quotes which are of a commercially sensitive nature.

Snettisham Parish Council

Applications to the Borough Council of Kings Lynn & West Norfolk

The Hollies 12 Lynn Road - Planning ref 26/00875/LB
Snettisham
PE31 7LS

Reinstatement of a window on the front elevation of the building. Removal of partition walls in the kitchen area.

[26/00875/LB | Reinstatement of a window on the front elevation of the building. Removal of partition walls in the kitchen area. | The Hollies 12 Lynn Road Snettisham King's Lynn Norfolk PE31 7LS](#)

Heacham Bottom Farm Lynn Road – Planning ref 26/00765/FM
Heacham KINGS
LYNN Norfolk PE31 7PQ

Temporary use of grain store (up to five years) and external amendments in connection with planning permission

[26/00765/FM | Application for temporary use of grain store \(up to five years\) and external amendments in connection with planning permission 22/01648/FM | Heacham Bottom Farm Lynn Road Heacham KINGS LYNN Norfolk PE31 7PQ](#)

45 Parkside Snettisham – Planning ref 26/00879/F
PE31 7QF

Extension & Alterations to Dwelling

[26/00879/F | HOUSEHOLDER - Extension & Alterations to Dwelling | 45 Parkside Snettisham King's Lynn Norfolk PE31 7QF](#)

Snettisham Parish Council

Decisions by Borough Council of Kings Lynn & West Norfolk

26/00568/F HOUSEHOLDER: Re-roofing of
existing property and replacement
of windows

The Old Bakehouse
2 Old Church Road
Snettisham
KINGS LYNN
Norfolk
Application Permitted
13 May 2026
Delegated Decision
PE31 7LX

Appeals

Location	54 Shepherds Port The Beach Snettisham King's Lynn
Proposed Development	Siting of new caravan and shed
Appellant	J T Glowczyk
Appeal Reference	APP/V2635/A/08/2065392/NWF
LPA Reference	07/02128/F

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Location	9 Shepherds Port Road	Shepherds Port	Snettisham	King's Lynn
Proposed Development	Variation of Condition 1 of planning permission 04/02060/F to extend the occupation to twelve months			
Appellant	Melanie Green			
Appeal Reference	6010304			
LPA Reference	25/02110/F			

County Councillor Report from Cllr Julie Costley for Parish Councils of:

Docking, Sedgeford, Heacham, Snettisham, The Birchams, The Rudhams

June 2026

1) The AGM was held on 28th May. Cllr Julian Kirk was elected as Chair of the County Council and Cllr Mike Westman as vice-chair. Councillors from all parties paid tribute to the outgoing chair, Tom FitzPatrick. Cllr David Bick was elected as Leader of the Council and Robin Hunter-Clarke as Deputy Leader.

Details of the appointments to Cabinet and Committees are on the Norfolk County Council (NCC) website. Cabinet are meeting on 29th June to set the priorities.

2) Local Government Reorganisation (LGR). On 3rd June 2026 the Reform UK deputy leader of Norfolk County Council, Cllr Robin Hunter-Clarke, wrote to the Secretary of State formally stating the administration's position on LGR. This follows the issuing of a pre-action protocol letter in May 2026 setting out our concerns that the decision is unlawful. His letter states:

"1. There is no public mandate for this change

During the recent local election campaign, residents across Norfolk consistently expressed opposition to the abolition of district councils and the break-up of the county. They were clear that they did not wish to see scarce public resources diverted into structural reorganisation at the expense of local services. The election results provide little evidence of support for the Government's proposals. Labour secured just one of the 84 seats on Norfolk County Council and lost control of Norwich City Council. While elections are influenced by many factors, these outcomes cannot reasonably be interpreted as an endorsement of local government reorganisation. We also note the limited response to the Government's consultation. Only 1,737 out of 940,000 Norfolk residents participated. This falls far short of demonstrating a meaningful public mandate for a fundamental restructuring of local government.

2. The costs are unaffordable and the savings uncertain

The business case estimates a one-off implementation cost of £96 million, with any savings not expected to offset those costs for several years. The fundamental issue is that there is no identified funding source for this expenditure. The Government's proposed contribution of £2.7 million leaves Norfolk taxpayers exposed to a funding gap of more than £93 million. At the same time, Norfolk County Council is already managing significant financial pressures. Even after delivering £18.6 million of planned savings in 2027/28, the council is forecasting a budget gap is more than £34 million, with further pressures expected in subsequent years. The debt inherited from the Conservative administration is £900 million. We are unconvinced by the projected savings set out in the business case. The council has previously highlighted significant weaknesses in the underlying assumptions and questioned whether many of the claimed efficiencies are achievable. Norfolk residents should not be expected to fund an unwanted reorganisation that risks reducing local services while providing uncertain financial benefits.

3. The timetable is unrealistic and creates unnecessary and unprecedented risk

The scale of the programme that the Government is seeking to deliver is unprecedented. Restructuring local government across multiple areas simultaneously will place significant pressure on the capacity of councils, suppliers and regulators. We have been advised that key digital and technology providers may not have sufficient capacity to support the number of reorganisations proposed within the Government's

timetable. This risks either substantial additional costs or delays to implementation. There are also serious concerns about the impact on frontline services. Particularly concerning is the risk to Norfolk's Children's Services which have recently been rated as Outstanding. We should not place crucial high-performing services at unnecessary risk in pursuit of a structural change that lacks both public support and a compelling business case. In summary, we do not believe there is a public mandate for these proposals, a credible financial case for implementation, or a realistic timetable for delivery. Given these concerns, I want to leave no doubt about the strength of this administration's opposition to local government reorganisation in Norfolk.

We intend to pursue all lawful and appropriate avenues to challenge these proposals and to preserve the existing two-tier system. Accordingly, the administration will not support work to implement LGR in Norfolk in advance of any Structural Changes Order being enacted, nor will we participate in voluntary implementation arrangements, including voluntary Joint Committees. I urge you to reconsider these proposals and to act in the best interests of Norfolk residents by withdrawing the requirement for local government reorganisation in our county."

As your County Councillor I will keep Parish Council updated on this matter.

3) Norfolk County Council - supporting carers week 8-14 June 2026

[Carers Week](#) is a national campaign recognising the contribution unpaid carers make to families, communities and public services. For Norfolk County Council, it is also an opportunity to highlight the importance of unpaid carers in supporting residents across the county and the value of helping carers identify themselves and access support earlier.

Norfolk County Council supports colleagues and unpaid carers through local awareness and support, including the [Norfolk Carers Charter](#), developed jointly by councillors and carers, and the [Carer Friendly Tick Award](#).

4) Children's Services in Norfolk judged outstanding across the board

Children's Services in Norfolk has been rated outstanding in all areas in its latest Ofsted inspection. It is now one of the top performing Children's Services departments in the country. Further information is available on the NCC website.

5) Reporting potholes

Norfolk County Council encourages councillors and residents to report potholes directly to the county council. During the reporting process, you can also see on a map whether a pothole has already been reported by someone else. The reporting form can be accessed at www.norfolk.gov.uk/potholes

By reporting potholes to the county council online, you can:

Track the progress of your report

- Receive automatic email updates
- Log an issue while you are out and about
- Upload photos to help us assess the problem

During the summer, the county council carries out preventative work, known as surface dressing. This gives roads a new seal, to prevent potholes forming, and provides a new, skid-resistant surface to reduce the risk of accidents. This year, we are treating 351 miles of roads. The work continues until September. Further information is available on NCC website.

6) Keeping safe on or near water

Recent national coverage about the risks of outdoor swimming provides a timely opportunity to highlight Norfolk County Council's role in promoting water safety locally.

In Norfolk, this is particularly relevant given the county's 91 miles of coastline and more than 200 miles of inland waterways.

National water safety experts have recently warned about the dangers of swimming in open water following a number of drownings across the UK, as people sought to cool off during May's heatwave. The [UK's National Water Safety Forum](#) also released data showing that water-related deaths increased in May and remained high through the summer, with more than half of incidents taking place in inland waterways rather than on the coast.

In Norfolk, the County Council works with partners through Norfolk's Water Safety Forum to help prevent incidents, reduce risk and raise public awareness about staying safe in and around open water.

Further information and advice on staying safe on or near water can be found on the NCC website.

7) Finalists in Norfolk Rural Business Awards announced

Norfolk Rural Business Awards are organised by Norfolk County Council in partnership with the Royal Norfolk Agricultural Association to showcase a wide range of our best businesses, community groups and people. The finalists were announced on 12 May - further information is available on NCC website.

8) Norfolk and Suffolk at the UKREiiF

Norfolk & Suffolk recently attended the UK's Real Estate Investment and Infrastructure Forum (UKREiiF) with a joint investment offer showcasing more than 60 development and regeneration opportunities for potential investors. Over 16,000 investors, developers, local authorities and partners came together from across the UK's real estate and infrastructure sectors. With a dedicated Norfolk & Suffolk Pavilion and packed schedule of events, the region was able to showcase what makes it stand out from other areas.

[Norfolk Business Board](#) Chair Nick Steven-Jones attended alongside representatives from across the public and private sectors. Further information is available on NCC website.

9) Childcare costs

The [Government has announced](#) new action on hidden childcare charges, including a request for the Competition and Markets Authority (CMA) to examine fees such as deposits, compulsory add-ons and additional hours linked to funded childcare places. The Government says these costs are preventing some families from accessing the support they are entitled to. Nearly three

quarters (72%) of parents say they are using savings to cover extra charges, while more than one in four (27%) say cost remains the biggest barrier to accessing the childcare they need.

The Government has also launched a new free cost of living tool at www.childcare.beststartinlife.gov.uk to help parents understand what childcare support they can access and plan for costs.

Locally, Norfolk County Council provides support and advice on finding, choosing and paying for childcare in Norfolk. Find out more at www.norfolk.gov.uk/childcareadvice

10) The number of young people not in education, employment or training (NEET) and specific data on Norfolk

In November 2025, the Government commissioned Alan Milburn to examine the rise in the number of young people not in education, employment or training (NEET). The full report, due later this year, will set out what a coherent participation system for early adulthood should look like, including responsibility, funding, accountability and how it reaches the young people the current system fails.

The [interim report](#), published on 28 May 2026, warns that the number of NEET young people aged 16 to 24 in the UK could rise to more than 16%, or 1.25 million, by the early 2030s. It challenges the view that young people do not want to work, noting that 84% of those surveyed said they wanted a job or training.

While not presenting solutions, the report says it is no longer credible to do nothing and assume economic growth alone will solve the problem. It argues that growth will not absorb young people who have never worked, whose health prevents participation, whose anxiety levels are higher, or whose career ladders have become harder to climb. It also says the UK has long paid the cost of youth inactivity rather than investing in prevention, and that there is no common mechanism to support young people's transition from school to work.

The report also warns that youth disengagement is becoming a strategic economic risk for Britain as an ageing population becomes increasingly reliant on the next generation.

Related data on Norfolk's economy and labour market is available on www.norfolkinsight.org.uk including measures of economic activity and worklessness. In Norfolk, 3.8% of 16 to 17 year olds are NEET, compared with 4% in England. As of April 2026, 17,565 people aged 16 and over in Norfolk were claiming out-of-work benefits, of whom 4.4% were aged 16 to 24.

11) Blue Badge Scheme

It takes an average of 12 weeks for the Council to process applications for a blue badge. A little reminder for residents about this scheme.

A blue badge is a pass that enables the holder to access a number of parking concessions for on-street parking. It allows the holder to park without charge or time limit in otherwise restricted on-street parking areas e.g. it allows them to park and yellow lines for up to three hours. Badge holders can also park in disabled parking spaces.

Who can apply for a blue badge? Blue badges are to help people with severe mobility problems to access goods and services by allowing them to park closer to their destination. In 2019, the government extended the eligibility of the scheme to include people with hidden and non-visible disabilities (for example anxiety disorders or a brain injury).

You can apply for a blue badge whether you travel as a driver or as a passenger.

The government has set out detailed guidance for local authorities on how to operate a blue badge scheme, including how to determine eligibility of applicants. The county council follows this guidance. More detailed information about eligibility is available at www.norfolk.gov.uk/bluebadge

12) Trading Standards update

Following inspections carried out as a result of intelligence received by Norfolk Trading Standards, over 5,700 illicit cigarettes, 24 illegal vapes and hand-rolling tobacco has been seized from businesses in Great Yarmouth.

The inspections were carried out with Norfolk Constabulary on 28 May as part of Norfolk Trading Standards ongoing work to tackle the sale of illegal tobacco products and protect the public.

This is a useful reminder of the role of Trading Standards, which helps ensure businesses trade fairly and legally, investigates scams and rogue traders, and works to keep consumers safe.

Further information about Trading Standards, including advice and support for businesses and consumers, is available on NCC website.

Residents are urged to report concerns about the illegal sale of vapes, cigarettes or tobacco to Citizens Advice on 0808 223 1133.

Anyone being coerced into preparing, distributing or selling illegal tobacco, can report it to HMRC online by searching 'report fraud HMRC' on GOV.UK or by contacting the HMRC Fraud hotline on 0800 788 887.

13) Norfolk Fire and Rescue Service – staying safe with lithium batteries

Recent incidents in Norfolk have highlighted the risks associated with lithium batteries.

This reflects a wider national increase in lithium battery fires, linked to the growing use of items such as e-bikes and e-scooters.

Norfolk Fire and Rescue Service is working with Norfolk Trading Standards to help prevent these incidents by promoting safety advice on buying batteries and devices safely, charging them correctly, using e-bikes and e-scooters safely, and disposing of lithium-ion batteries appropriately.

Guidance can be found at www.norfolk.gov.uk/lithiumbatteries

14) And finally! Since being elected here is a brief overview of what I've been up to:

- Spending time at County Hall on the County Councillor induction receiving presentations from the key areas and meeting Officers

- I have been appointed Chair of the Planning (Regulatory) Committee. I will also represent the County Council on the Eastern Inshore Fisheries and Conservation Authority.
- Liaising with village Speedwatch teams to understand where/how I can help with initiatives that the teams and/or Parish Councils are interested in
- Attended Heacham Parish Council & Snettisham Village Assembly meetings
- Visited Highways in King's Lynn for an introduction meeting and initial discussions on a number of topical matters around the villages that residents are raising with me
- I am meeting the Kings Lynn & West Norfolk Borough Council team on 8th June and look forward to learning about their strategic plan and service areas
- I will continue making my way to more Parish Council meetings and responding to emails from residents

Cllr Julie Costley
Docking Ward

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)

1

Chair's signature.....

Snettisham Parish Council

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				
		NET	VAT	GROSS
DIRECT DEBITS				
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 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
Huw's 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
OD 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- Naveh would arrange the presentation and publicity.

Action: Cllr Whyman-Naveh 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

Snettisham Parish Council

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

Snettisham Parish Council

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)

Snettisham Parish Council

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.

Snettisham Parish Council

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

15 June 2026 (2026-2027)

Snettisham Parish Council
RECONCILIATION - Current Account Barclays 31-05-2026

From Accounts	£527.32
---------------------	---------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£527.32
----------------------------------	----------------

03 June 2026 (2026-2027)

Snettisham Parish Council
RECONCILIATION - Premium Account Barclays 31-05-2026

From Accounts	£261,892.06
-------------------------	-------------

Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£261,892.06
--------------------------------------	--------------------

Snettisham Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Market Square	1,400.00				1,400.00
Office	4,092.80		81.52		4,011.28
Legal Fees & Elections	2,500.00				2,500.00
Commons	1,000.00	-1,000.00			0.00
Village Signs	250.00	-250.00			0.00
Bus Stops	250.00	-250.00			0.00
Noticeboards	500.00	-500.00			0.00
Street Lighting Upgrades	4,000.00				4,000.00
Pavilion Project	50,000.00				50,000.00
Play Area Upgrade 2024	9,916.36			53.40	9,969.76
Tree Maintenance	6,000.00	-3,000.00			3,000.00
CIL Monies	48,218.78		15,000.00	3,155.03	36,373.81
Total Earmarked	128,127.94	-5,000.00	15,081.52	3,208.43	111,254.85
TOTAL RESERVE	128,127.94	-5,000.00	15,081.52	3,208.43	111,254.85
GENERAL FUND					156,082.10
TOTAL FUNDS					267,336.95

Parish CIL Annual Report

Parish: Snettisham

Statutory Neighbourhood CIL Payments made for development in the Parish/Town.

This report should not include CIL Infrastructure funding approved/received/spent, through the application process.

Reporting Year: 1 April 2025 to 31 March 2026

A	Total CIL income carried over from previous years	£13,962.79
B	Total CIL income received (receipts)	£25,768.99
C	Total CIL spent (expenditure)	£15,907.00
D	Total CIL repaid following a repayment notice	£0
E	Total CIL retained at year end (A+B-C-D)	£23,824.78

CIL Expenditure:

Details of CIL Funding Spent - Item / Purpose	Amount spent
New under 5' Children's play equipment	£14,502.00
Renovation of Bus Stops/ Shelters	£1,405.00
Total spent	£

CIL Allocated Funds:

Details of CIL Funding Allocated - not yet spent:	Amount Allocated
£15,000 Allocated for 2026-2027 for Village Pavilion renovation project	£15,000
£2,500 Allocated for 2026-2027 for maintenance on Play Area Fencing	£2,500.

Signed: _____

Position: Parish Clerk

Verified: _____

Position: Parish Chair

Publish on PC website and send copy to the BCKLWN CIL Officer at CIL@west-norfolk.gov.uk no later than 30th June. Please include physical ink signatures.

Clerk | Snettisham Parish Council

From: [REDACTED]
Sent: 04 June 2026 10:06
To: Clerk | Snettisham Parish Council
Subject: Estimate for 2 Concrete pads

I think I have thought of everything! If you need to speak please phone me or whatsapp.

[REDACTED]

Estimate for 2 Concrete pads 1metre by 2 metres

Timber for pad formers: 3 x 4.8m lengths £16.56

Reinforcing mesh for bases £22

2 battens for framing £6.62

Bolts, Brackets, screws.

2 x Bolt pack (5 in a pack), £13.58

8 x Brackets £15.12

2 x screws (5 in pack), £5.38

Total: £79.26

Concrete for 2 benches:

Choice 1: Premixed 40N bags, 20 bags per pad @ £6.95 per bag

Total cost £280 (I could mix in a wheel barrow)

Choice 2: separate bags of ballast and concrete, 12 bags of ballast around £4.50 per bag, 2 bags of cement £7.00 per bag.

Total cost £136. (This will require a cement mixer)

Two totals with Concrete options

Choice 1: £359.26

Choice 2: £215.26



HM Revenue
& Customs

Guidance

Travel — mileage and fuel rates and allowances

Updated 21 May 2026

Contents

Approved mileage rates from tax year 2026 to 2027

Approved mileage rates from tax year 2011 to 2026

Passenger payments — cars and vans

Company cars

Company vans

Fuel charges — company cars and vans

Advisory fuel rates — company cars

Company car and car fuel calculator — company cars

OGL

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Approved mileage rates from tax year 2026 to 2027

Vehicle type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	55p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Approved mileage rates from tax year 2011 to 2026

Vehicle type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Annual Internal Audit Report 2025/26

Snettisham Parish Council

<https://snettishamparishcouncil.gov.uk>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

04/06/2026

07/06/2026

10/06/2026

Sarah Hunt

Signature of person who carried out the internal audit



Date

10/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Snettisham Parish Council

Internal Audit Report
Financial Year 2025/26

Prepared by Sarah Hunt
4th, 7th, 10th June 2026

I have completed an internal audit of the accounts for Snettisham Parish Council for the year ending March 2026.

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes. Scribe software used.
	Is the cashbook arithmetically correct?	Yes. Software calculates.
	Is the cashbook regularly balanced?	Yes.
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes. Yes.
	Date Standing Orders last reviewed	Taken to Council 13 th May 2025. Agreed to review in 2026. Reviewed May 2026.
	Date Financial Regulations last reviewed	Taken to Council 13 th May 2025. Working meeting agreed. Reviewed May 2026.
	Has a Responsible finance officer been appointed with specific duties?	Yes – minuted June 2024. Checked at last audit.
	Are payments in the cashbook supported by invoices, authorised and minuted?	Most invoices uploaded to Scribe. Payment schedules taken to each meeting.
	Has VAT on payments been identified, recorded and reclaimed?	Yes.
	Is s137 expenditure separately recorded and within statutory limits?	Yes The limit for 2026-27 is £11.60 per elector. The limits should be advised to Councillors annually.
	Have S137 payments been approved and included in the minutes as such?	No. S137 payments must be identified as such within the minutes.
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No. I note that the clerk is a signatory on the account – the Clerk should be an administrator and only Councillors should be signatories. The review of signatories on the May minutes did not record that that Clerk is also a signatory.

	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Risk Management Assessment approved 10.2.26 – Item 302.3
	Is insurance cover appropriate and adequate?	The asset register does not align with the insurance schedule – £140,000 of streetlights exceeds the total street furniture sum without additional items. I would recommend that the insurance is checked across to all assets held to reassure council it is not underinsured. The Council office is insured for the value of £192,140. A desktop rebuild assessment can be commissioned to ensure this is adequate for any demolition/rebuild purposes. Council will want to ensure that it holds on file both a risk assessment and a register for attendees for any councillor/volunteer work that it undertakes. Any subcontractor should provide insurance proof to be held on file.
	Are internal financial controls documented and regularly reviewed?	Internal Controls reviewed and adopted 15 th April 2025
Internal control	Test	Observations
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	25/26 – January 14th 2025. Item 125.3 26/27 – January 13th 2026. Item 290.1
	Has the precept been calculated from the budget and been approved?	25/26 – recorded as £125,843.00 (January 14th 2025 Item 125.4). 26/27 – recorded as £125,843.02 (January 13th 2026 Item 290.2)
	Does the budget include an actual completed year?	2026-2027 – Yes.
	Is actual expenditure against budget regularly reported to the council?	Yes

	Are there any significant unexplained variances from budget?	Overall Council operated within Budget and regular reviews ensure Councillors are aware.
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Cashbook: £62921.51 Received 30.4.25 and 30.9.25
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	Yes - (Balance of 10p remaining, petty cash being phased out of use)
	Is petty cash expenditure reported to each council meeting?	As utilized.
	Is petty cash reimbursement carried out regularly?	N/A – balance being reduced.
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Checked in 2024-2025 by internal auditor. Confirmed at July 2024. Contracts provided and re-checked.
	Do salaries paid agree with those approved by the council?	All salary payments presented to Council for agreement.
	Are salaries above the National Living Wage/Minimum Wage?	Yes
	Are other payments to employees reasonable and approved by the council?	Yes
	Has the Council complied with Pension Re-enrolment duties?	Yes - re-enrolled 2 nd February 2026.
	Have PAYE/NIC been properly operated by the council as an employer?	Yes – HMRC Basics utilized – payroll managed in house.
Internal control	Test	Observations
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Not included within scribe and no completed Form 3 agar forwarded. Also not recorded on explanation of variances form provided as not included within scribe. This will want to be manually added to Form 3 before submission to the external

		auditor. Council will want to satisfy itself that the figures on the agar and variance form agree to the asset register and this includes all assets/disposals/acquisitions, and all items are covered by insurance.
	Are the assets and Investments registers up to date? When were these last reviewed?	These are not documented as having been reviewed by Council during the year. All acquisitions should be minuted as should all disposals – I am unable to ascertain the change from 2025-26 to 2026-27 evidenced through the minutes.
	Do asset insurance valuations agree with those in the asset register?	No.
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes. Minuted monthly.
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes.
	Are there any unexplained balancing entries in any reconciliation?	No.
	Is the value of investments held summarised on the reconciliation?	Yes
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, R&P
	Do accounts agree with the cash book?	AGAR – £ 270,261.81 Statements; - *326 £ 483.35 *436 £269,772.86 PETTY CASH £5.60.
	Has a year-end bank reconciliation been undertaken?	Reconciliation - £ 270,261.81
	Is there an audit trail from underlying financial records to the accounts?	Yes – spot checks undertaken.
	Where appropriate, have debtors and creditors been properly recorded?	N/A

Procedural	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council and actioned?	Yes
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	N/A –full council minutes are on the website but committee minutes are missing. Good practice is for committee minutes to be published.
	Agendas for whole year on website?	N/A – for good practice committee agenda's should also be available.
	Payments over £100 detailed on website?	N/A – all payments within minutes.
Internal control	Test	Observations
	Electors' rights advertised on website?	Yes. 17 th June to 28 th July 2025.
	Councillors' responsibilities detailed on website?	No.
	Last financial year's AGAR on website?	Yes.
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	No.
Burial Authorities only	Are fees levied in accordance with the Council's approved scale of fees and charges?	N/A
	Have fees for the cemetery been reviewed and agreed by Council?	N/A
	Have burial books been kept up to date and are they safely stored?	N/A
Allotments only	Has a list of allotment holders with amounts paid to Council been submitted?	Not administered by the Council.
	Have fees for the allotments been reviewed and agreed by Council?	N/A

Councils with charities only	Have Charities reported and accounted separately?	Yes
	Has the Council been named as Sole Trustee on the Charity Commission Register?	Yes
	Are the Charity meetings and accounts recorded separately from those of the Council?	Yes
ICO	Is data processed appropriately / Is Council registered with the Information Commissioners Office?	Yes. Expires 28 th April 2027.
General Data Protection Regulations	Has the Council adopted a Data Protection Policy?	Adopted 7 th November 2018. It may be prudent to review this given the recent changes.
Internal control	Test	Observations
	Has the Council put in place Privacy Notices?	No. Privacy notice tab on website links to Data Protection Policy above.
Assertion 10 – Digital and Data compliance	Email address - Does authority must have a generic email account hosted on an authority owned domain,	Yes. clerk@snettishamparishcouncil.gov.uk
	Website – Does website meet legal accessibility guidelines	Yes. Up to date accessibility policy in place reflecting recent law changes.
	Has IT policy been adopted?	Yes. 10 th February 2026.
	Has a data audit been undertaken?	No.

Thank you to Roberta for supplying everything so promptly.

Council holds all funds within Barclays Bank – the sums appear to exceed the FSCS limits of protection with one institution of £120,000 per business. Council may wish to consider spreading this risk and holding money in other interest bearing accounts for reserves.

Sarah Hunt
Internal auditor

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Snettisham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DATE OF APPROVAL

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

ENTER PUB www.snettishamparishcouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

Snettisham Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	218,385	232,717	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	115,600	125,843	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	40,003	66,146	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	33,517	47,272	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	108,205	107,172	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	232,717	270,262	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	232,717	270,262	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	232,987	251,228	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

SNETTISHAM PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement (a) 17 June 2026 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to: (b) ROBERTA MASON (RFO), 73 Lynn Road, Snettisham TEL: 07916 177196, EMAIL: clerk@snettishamparishcouncil.gov.uk commencing on (c) Monday 6 July 2026 and ending on (d) Friday 14 August 2026 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com) 5. This announcement is made by (e) ROBERTA MASON (RFO)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

SNETTISHAM PARISH COUNCIL

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the

SNETTISHAM PARISH COUNCIL

period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.





From: PScan1
Subject: FW: 26/0366/OM Beach Road Snettisham

From: Josie Jennings <[REDACTED]>
Sent: 09 June 2026 15:17
To: Claire Dorgan [REDACTED]
Cc: Kimberley Kaddish [REDACTED]; Ryan Bruty [REDACTED]; Jon Jennings
Subject: #7057 Re. 26/0366/OM Beach Road Snettisham

[External Email]

[Confirm the senders email address is genuine, before clicking on links and replying]

Dear Claire,

With regard to our meeting reference Beach Road Snettisham on 20th May 2026, please find attached revised indicative layout plan and accompanying highway and transport technical note.

I trust this is sufficient to allow you to reconsult within the agreed time period. If you require further information, please do not hesitate to contact myself or Jon Jennings, Planning Director.

Kind Regards

Josie Jennings MSc
Planning and Heritage advisor

[REDACTED]
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Norwich, Norfolk, NR7 0ET

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monitor email traffic data and also the content of email for the purposes of security and staff training.

Regards

Josie Jennings MSc
Planning and Heritage advisor



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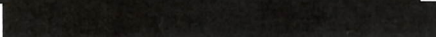
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From: Kimberley Kaddish 
Sent: 05 June 2026 13:40
To: Jon Jennings 
Cc: Darren Gleave ; Ryan Bruty 
Subject: RE: #7057 Re. 26/0366/OM Beach Road Snettisham

Hi Jon,

I hope that you are well.

Further to the below please find attached a Highways Technical Note to address the consultation response that has been received from Norfolk County Council.

I would be grateful if you could also submit the updated layout prepared by Darren (also attached for ease of reference) which also addresses a number of points raised. Please keep me copied in.

Let me know if there is anything you would like to discuss.

Kind regards

Kimberley



Kimberley Kaddish
Head of Commercial Planning



Linden Square, 146 Kings Road, Bury St Edmunds, IP33 3DJ



This communication from Pigeon is for the attention of the named recipient only and should not be passed on to any other person.
It is sent in good faith, in confidence, and without legal responsibility.

From: Jon Jennings [REDACTED]
Sent: 20 May 2026 15:13
To: Claire Dorgan <[REDACTED]>
Cc: Kimberley Kaddish [REDACTED]; Ryan Bruty <[REDACTED]> Darren Gleave
Subject: #7057 Re. 26/0366/OM Beach Road Snettisham

Dear Claire,

Thank you for taking the time to meet with us today. As discussed, I can confirm that we are happy to extend the extension of time from the 6th June to the 22nd October 2026, which will allow sufficient time to agree a Section 106 agreement on the basis that the committee resolve to approve the application.

I can also confirm that we are happy to amend the description of development to read: *Outline application for residential development comprising up to 31 dwellings, with all matters reserved except access.*

I note the comments you have made with regard to the Public Right of Way across the site. I can confirm that the clients have a definitive statement confirming the alignment of the PRoW and this has been used to inform the current layout plan.

We are currently arranging to amend the access plan, which will be sent to you before the 12th June.

I trust the above is of assistance and please do not hesitate to contact me if you require further assistance.

Kind Regards

Jon Jennings BA(Hons) DipTP, MRTPI
- **Director of Planning**



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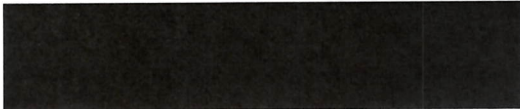
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Regards

Jon Jennings BA(Hons) DipTP, MRTPI
Director of Planning



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TECHNICAL NOTE

Project Name: Land at Beach Road, Snettisham
Client: Pigeon (Snettisham) Limited
Job No: 250777
TN Status / No: Final
Date: June 2026
Prepared By: Jon Ashcroft
Checked By: Chris Elliott

1. Introduction

- 1.1 Rappor Consultants Ltd. (Rappor) has been instructed by Pigeon (Snettisham) Ltd (the applicant) to provide highways and transport advice in support of an outline planning application with all matters reserved expect access, for a residential development of up to 31 dwellings on Land at Beach Road, Snettisham, Norfolk.
- 1.2 The site is located within Norfolk, with Norfolk County Council (NCC) being the Local Highway Authority (LHA) for the site and King's Lynn and West Norfolk Borough Council (KLWNBC) operating as the Local Planning Application (LPA) for the site.
- 1.3 The site is bound by existing residential development to the west, Beach Road to the south, A149 Dersingham Bypass to the east and an access road to a car dealership and a small number of residential properties to the north. The site, which is located approximately 1.5kms to the south west of Snettisham village centre, comprises of two parcels of Land divided by an existing Public Right of Way (PRoW).
- 1.4 The site has been subject to a pre-application submission to KLWNBC (Reference No. 25/0027/PREAPP) and a response was received on 27th May 2025 including comments from NCC as the Local Highway Authority (LHA). In summary the LHA requested the following:
 - a) The provision of a shared use footway / cycleway between the site and A149;
 - b) Amendments to the existing Beach Road / A149 junction to allow suitable crossing (north to south) and shared use provision to the south of the junction;
 - c) Suitable crossing of the A149 in the form of a toucan crossing; and
 - d) Shared use provision along the east side of A149 up to/into Beach Road.



- 1.5 These improvements have been provided as part of the package of off-site highway improvements to support the development together with footway / cycleway improvements on the east side of the A149 and the north side of Beach Road between the proposed TOUCAN crossing and Poppyfields Drive.
- 1.6 The full planning application was submitted in February 2026 and was supported by a Transport Assessment (TA) prepared by Rappor (planning ref: 26/00366/OM).
- 1.7 The TA concluded that the scheme will not result in an unacceptable impact on highway safety and the residual cumulative impact on the road network will not be severe. Therefore, the scheme should be supported on highways grounds as it satisfies the requirements of paragraph 117 of the NPPF.
- 1.8 NCC provided its formal response to the planning application on 15 April 2026 requesting some amendments to the site access and off-site highway improvement plans together with confirmation of the on-site parking provision.
- 1.9 Accordingly, this Technical Note has been prepared to respond to the comments from NCC, a full copy of which is presented at **Appendix A**.

2. Response to NCC Comments

Access and Highway Works

Pedestrian Visibility Splays

- 2.1 Pedestrian visibility splays of 1.5m x 160m have been added in the relevant direction at the proposed new TOUCAN crossing on the A149. These are shown on drawing 25-0777-TP-32-1 P04 presented in **Appendix B**. It is acknowledged that vegetation may need to be trimmed to provide the required visibility splay.

Shared Footway / Cycleway on Beach Road

- 2.2 The proposed 3.0m shared footway / cycleway on the north side of Beach Road has been extended to the Poppyfields Drive junction and this is shown on the drawing presented in **Appendix B**.

Pedestrian Improvements to between the Site and Snettisham Common Car Park

- 2.3 Following a site visit it is apparent that the footway on the southern side of Beach Road between the western end of the PRoW and the Snettisham Common car park has recently been improved. These improvements consist of footway surfacing and a dropped kerb crossing that connect the site to the car park and beyond to Snettisham Beach via further PRoWs. These improvements are shown in the photographs below.



Figure 2.1 | Dropped Kerb Crossing on Beach Road



Figure 2.2 | Surfaced Footway on South Side of Beach Road

Site Access Arrangements

- 2.4 As requested, the footway around the eastern radii of the proposed access junction has been removed. The proposed footway around the western radii has also been removed on the basis that footway FP33 will be extended to Beach Road where a dropped kerb crossing will be provided to connect to the existing footway on the southern side of Beach Road. The junction radii have been added to the access arrangement drawing. The above amendments are shown on drawing 25-0777-TP-3200 Rev P04 presented in **Appendix C**.

Site Layout

- 2.5 Several issues relating to the site layout have been raised which it should be noted is only indicative on the basis that the planning application is in outline at this stage. Notwithstanding, the site layout plan has been updated to address most of the issues raised at this stage. Any issues that have not been addressed will be addressed at the appropriate reserved matters (RM) stage. The revised site layout plan is presented at **Appendix D**.
- 2.6 In relation to on-site parking, 6 visitor bays are proposed which complies with the parking standards of 1 space per 5 dwellings. The proposed level of on plot parking also appears to comply with the parking standards but any shortfall that is identified will be addressed at the RM stage.



Appendix A – Consultation Response from NCC Highways



Norfolk County Council

County Hall
Martineau Lane
Norwich
NR1 2SG

Claire Dorgan
Borough Council of King's Lynn & West Norfolk
planning.econsultation@West-Norfolk.gov.uk

NCC contact number: 0344 800 8020
Text Relay - 18001 0344 800 8020

Your Ref: 26/00366/OM
Date: 15 April 2026

My Ref: 9/2/26/0366

Email

Dear Claire

**Snettisham: Outline application for residential development comprising 31 dwellings, with all matters reserved except access
SNETTISHAM - Land Rear of 50 To 54 Common Road**

Thank you for your consultation.

As you'll be aware the site is on the west side of A149, whereas the majority of the village and local services are to the east. To provide safe walking and cycling links between the two the applicant is proposing a signal controlled toucan crossing with associated shared use footway/cycleway. The principle of such a crossing is acceptable to the highway authority, albeit some amendments to the extent of new footway / cycleway should be provided. Should permission be granted we would expect suitably worded conditions to be imposed on the consent notice relating to both the detailed design and the delivery of the highway works. In the event permissions is granted the developer would be expected to enter into a S278 Agreement with the highway authority to ensure the design and delivery of the works is in accordance with the highway authority's standards.

Access and Highway Works

As per the Stage 1 Safety Audit, should the application be approved the detailed design will need to consider changes in vertical levels. This is both adjacent the site (the site is lower than the carriageway) and beside the ditch to the east of A149.

Pedestrian visibility splays will be expected from both sides of the new crossing onto A149. This may potentially require some degree of vegetation trimming / clearance.

The layout of the proposed works (at present) directs cyclists to enter / exit Beach Road within roughly 30m of the A149 junction. Given the likely desire between the proposed development and Poppyfields Drive (to access existing café & retail facilities and a route to primary school) the proposed footway / cycleway should be extended further along Beach Road up to the junction with Poppyfields Drive. As already clear from drawing 25-0777-RAP-XX-XX-DR-TP-3201-P03 the proposed works in part be reliant on some narrowing of the existing carriageway. The detailed design will need to consider the impact of the proposed narrowing on Beach Road as well as highway drainage.

East of the site is Snettisham Common. Informal pedestrian provision currently exists along Beach Road east of the site toward Snettisham Common car park. It is reasonable to assume the proposed development may increase pedestrian activity east along Beach Road for recreational use of the Common. Options should be considered for the upgrading of the existing informal provision to better cater for the increased pedestrian movements.

PROW FP33 cuts through the site. If not done so already NCCs PROW Team should be consulted on the proposed scheme for comment. The proposed development should design the existing PROW into its layout.

Given the proposed toucan crossing of A149, there is no need to provide footway round the eastern radii of the proposed access junction.

On the west side of the proposed access junction there is no need to duplicate footway i.e. around the radius of the junction and a surfaced upgrade to FP33. The proposed footway around the radius can be removed, and in doing so ensure the surfaced footway FP33 extends to Beach Road and pram crossings are provided on both sides of the carriageway.

For the avoidance of doubt, what radii are proposed at the site access onto Beach Road?

Layout

It is recognised layout is not marked for consideration as part of this application, but the following comments are offered for information:

- If SUDS is provided directly adjacent the estate road the absolute minimum width for a filter drain is 2.5m. Swales would likely be a lot wider.
- The radii between the side and main arms of a size 3 turning head should be 6m.
- Unless otherwise agreed, visibility at internal road junctions should be 2.4m x 33m
- A size 3 turning head is proposed opposite plot 20. Why? The current layout would encourage turning of vehicles across a PROW.
- It is not clear what height the proposed vegetation would be, but FP33 is proposed to run between 2 areas of landscaping with potentially little natural surveillance. This could potentially result in personal safety concerns.
- FP33 is not designated for cycle use. Consequently, the proposed footway / cycleway should link direct to the road with footways.
- How will pedestrians access the proposed play space? The current layout relies on access via a shared private drive.
- Rather than 2 shared surface road cul-de-sacs, consider options for a loop road.
- Visitor parking spaces should be provided at a ratio of 1 space per 5 dwellings. Visitor spaces should be spread through the proposed layout.
- Triple end on parking should be avoided. 4 bedroom dwellings should be provided with side by side spaces.
- Parking for plots 4 & 29 appears to be to the rear of each property. Rear parking is not supported.
- 2 & 3 bedroom dwellings should have at least 2 parking spaces excluding a garage). 4 bedroom dwellings should have at least 3 parking spaces.
- Parking spaces accessed direct from a shared surface road should have a minimum length of 6m, or 11m where tandem spaces are proposed.

- Where the entrance to dwellings is more than 45m from an estate road (such as plot 31) a size 3 turning head is required.
- Shared private drives will require communal bin collection points to the rear of the adjacent footway / estate road.

On receipt of revised plans we will comment further.

Yours sincerely

Graham Worsfold

Graham Worsfold
Engineer (Major and Estate Development)
for Lead Director – Infrastructure, Director of Highways, Transport & Waste

It is the Applicant's responsibility to clarify the boundary with the Public Highway, which includes a Public Right of Way. Private features such as fences, hedges or walls will not be permitted on highway land. The highway boundary may not match the applicant's title plan. For further details please contact the highway research team at highway.boundaries@norfolk.gov.uk



Appendix B: Toucan Crossing Arrangement and Visibility Assessment

Notes:

1. Do not scale from this drawing. All dimensions are in metres, unless stated otherwise.
2. This drawing is based on the architect's layout by Chaplin Farrant, drawing number 7057-CF-ZZ-XX-SK-A-0003_SketchSitePlanOption2-S3-P1, dated February 2025.
3. Highway boundary information has been provided by Norfolk County Council, received November 2022 and May 2026, and has been overlaid by Rappor onto the Ordnance Survey on a best fits basis.
4. The topographical survey was received from Survey Solutions, drawing number 18066ea-01A, 18066ea-02A and 18066ea-03A, dated August 2016.
5. Ordnance Survey, (c) Crown Copyright 2020. All rights reserved. Licence 100022432.
6. Drawing to be read in conjunction with all other drawings. Any discrepancies are to be reported to the engineer 5 working days in advance of undertaking any work.

Key:

- Indicative Site Boundary
- Adopted Highway Boundary
- 160m Forward Visibility to Signal Head (Based on 50mph speed limit)
- 1.5m x 160m Pedestrian Visibility
- Public Right of Way

Obstructions above 260mm within visibility splay, such as vegetation to be removed

Proposed toucan crossing to replace existing traffic island

Indicative active travel tie into masterplan

Culvert to be extended and existing ditch to be infilled

3m wide shared footway / cycleway along A149.

Proposed footway to extend to connect with existing footway on Poppyfields Drive

Cyclist transition back onto carriageway on Beach Road

Uncontrolled pedestrian crossing across Beach Road

P05	03.06.26	Updated Highway Boundary	SBe	EC	JA
P04	05.05.26	Final Issue	LJ	JM	JA
P03	20.02.26	Final Issue	EC	JA	CE
P02	13.11.25	Additional Topo Survey Added	CE	CE	CE
P01	29.10.25	Access Location Amended	CE	CE	CE
Rev	Date	Details	By	Chk'd	App'd

rappor

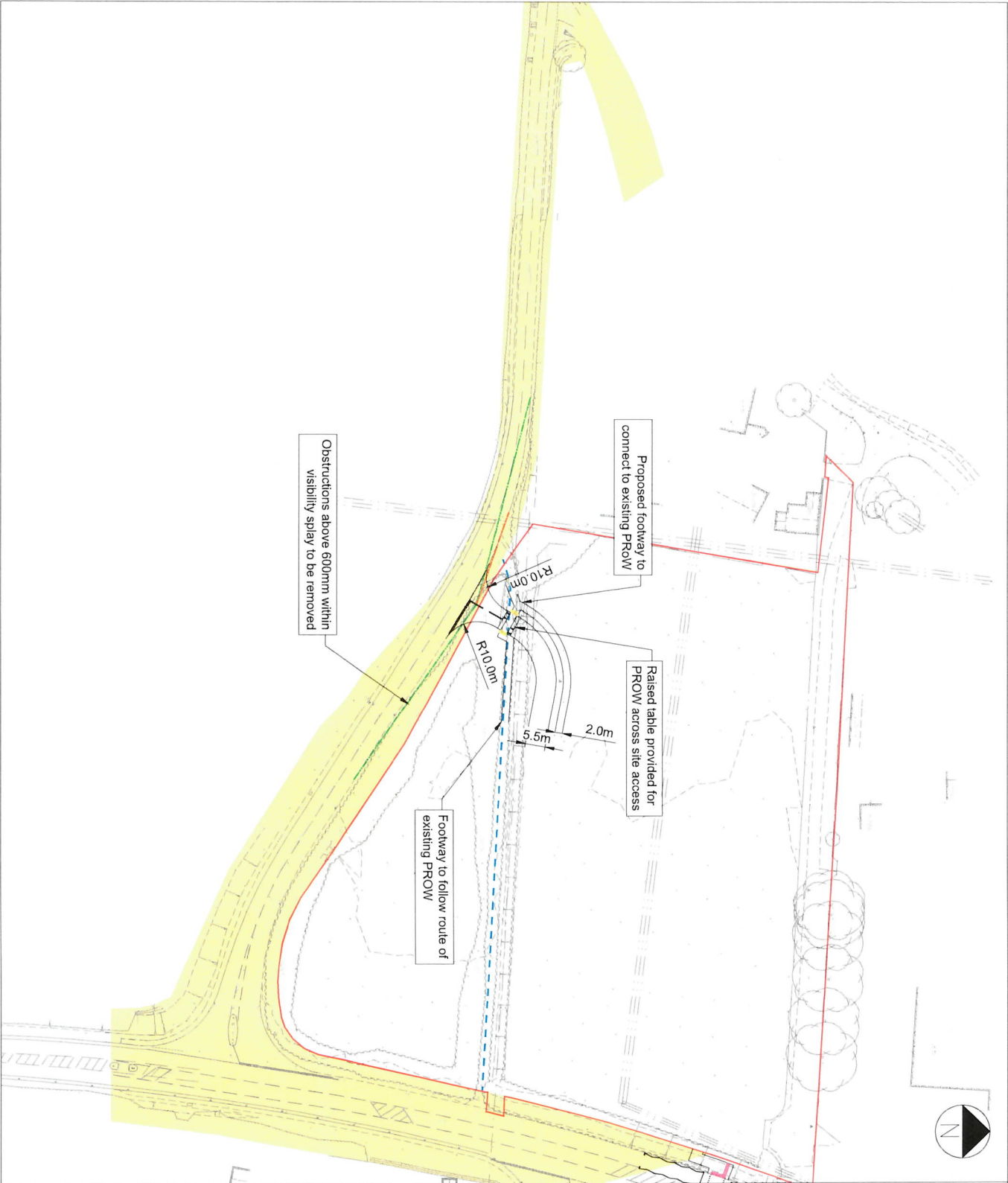


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CLIENT	Pigeon (Snettisham) Limited				
PROJECT	Land at Beach Road, Snettisham				
TITLE	Toucan Crossing Arrangement & Visibility Assessment				
STATUS	Final				Scale 60 N 1:1000
DRAWING NO	25-0777-RAP-XX-XX-DR-TP-3201				REVISION P05



Appendix C – Proposed Site Access Arrangements



Notes:

1. Do not scale from this drawing. All dimensions are in metres, unless stated otherwise.
2. This drawing is based on the architect's layout by Chaplin Farrar, drawing number 7057-CF-ZZ-XX-SK-A-0003, SketchUp/PlanOpto2-S3-P1, dated February 2025.
3. Highway boundary information has been provided by Norfolk County Council, Received November 2022, and has been overlaid by Rappor onto the Ordnance Survey on a best fits basis.
4. The topographical survey was received from Survey Solutions, drawing number 18056ea-01A, 18056ea-02A and 18056ea-03A, dated August 2016.
5. Ordnance Survey (c) Crown Copyright 2025. All rights reserved. Licence 100024232.
6. Drawing to be read in conjunction with all other drawings. Any discrepancies are to be reported to the engineer 5 working days in advance of undertaking any work.

Key:

- Indicative Site Boundary
- Adopted Highway Boundary
- 2.4m x 59m Junction Visibility Splay (Based on 35 mph/85th Percentile Speed)
- 2.4m Junction Visibility Splay to Tangential Point of Kerb
- Public Right of Way

P04	05.05.20	Final Issue	LI	JA	JA
P03	20.02.20	Final Issue	EC	JA	CE
P02	13.11.25	Additional Topo Survey Added	CE	CE	CE
P01	29.10.25	Access Location Amended	CE	CE	CE
Rev	Date	Details	By	Check	App'd

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CLIENT

Pigeon (Snettisham) Limited
Land at Beach Road,
Snettisham

PROJECT

Proposed Site Access
Arrangements

TITLE

SCALE

Final

1:1000

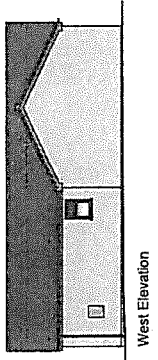
DATE

25.07.25

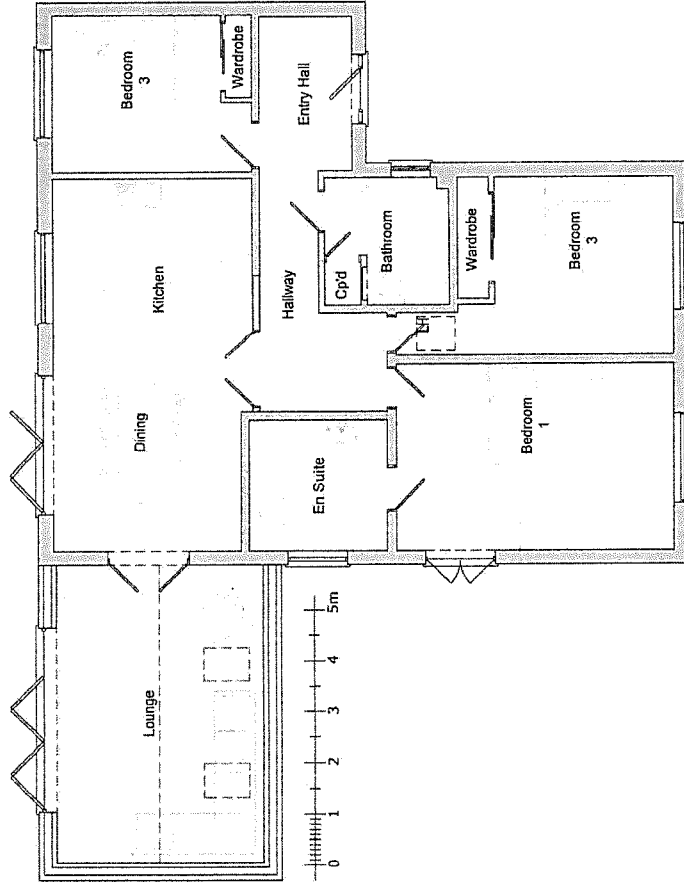
25-0777-RAP-XX-XX-DR-TP-3200 P04



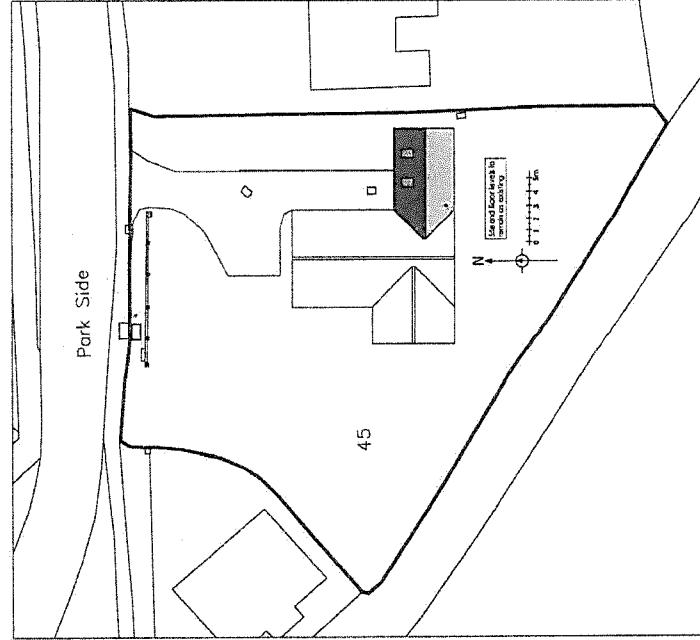
Appendix D – Indicative Proposed Site Plan



West Elevation



Floor Plan 1:50



Site Plan 1:200

- Materials to be:**
- Buff Brickwork
 - Off-White Render
 - Cedar Weatherboard
 - UPVC Windows
 - Aluminium Bifold Doors

Vertex
Architecture

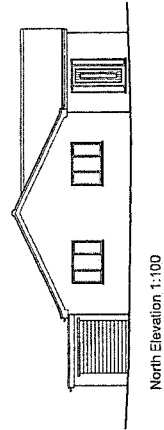
2 - 3 Montague Avenue, Marazion, Cornwall TR26 3LA
10 Ounce 3 1/2oz Marazion, Cornwall TR26 3LA

Project:
45 Parkside, Snettisham
Norfolk. PE31 7QF

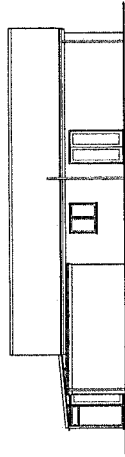
**Extension & Alterations to Dwelling
Proposed Plans, Elevations & Site**

Date	May 2025	Grades	1:50, 1:100, 1:200
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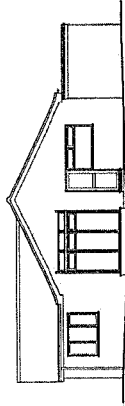
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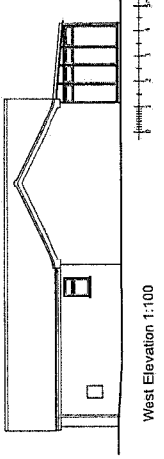
North Elevation 1:100



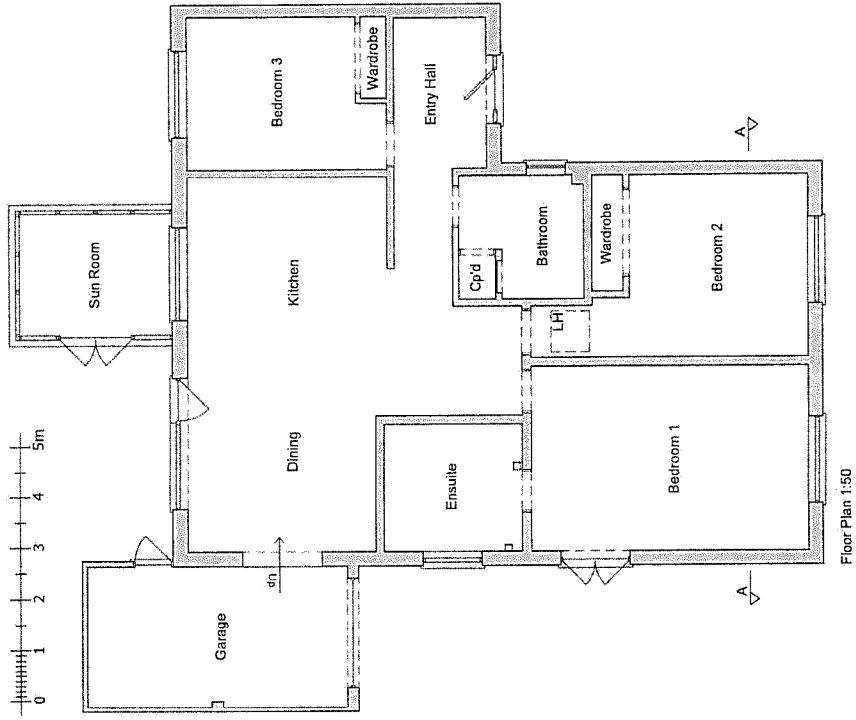
East Elevation 1:100



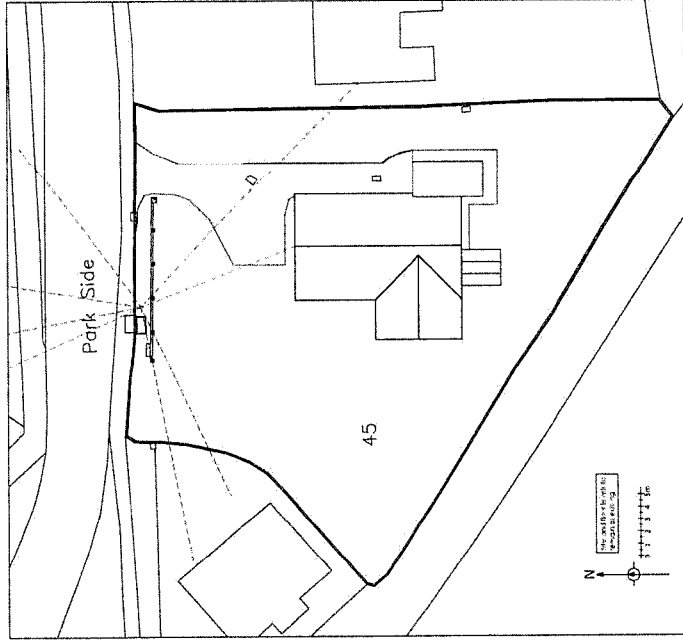
South Elevation 1:100



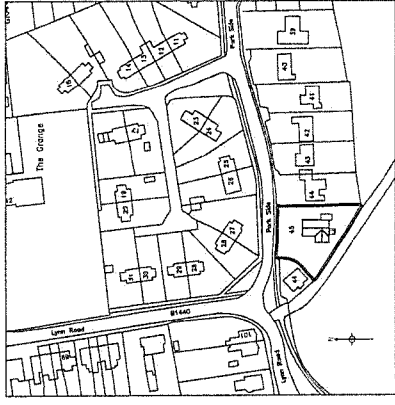
West Elevation 1:100



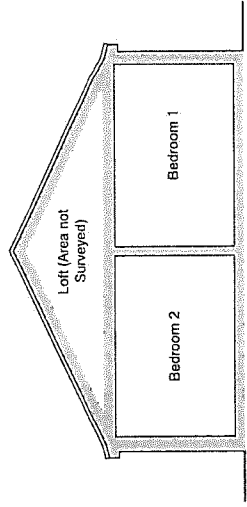
Floor Plan 1:50



Site Plan 1:200



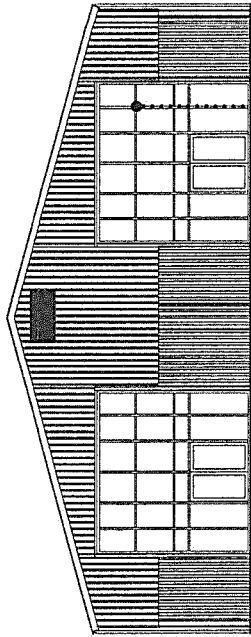
Location Plan 1:1250



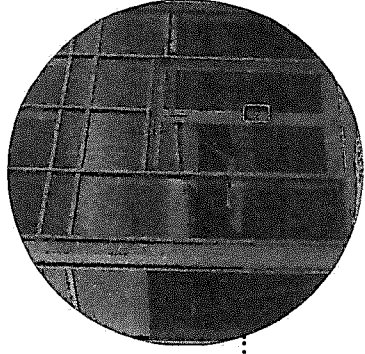
Section A-A 1:50

Vertex
Architecture

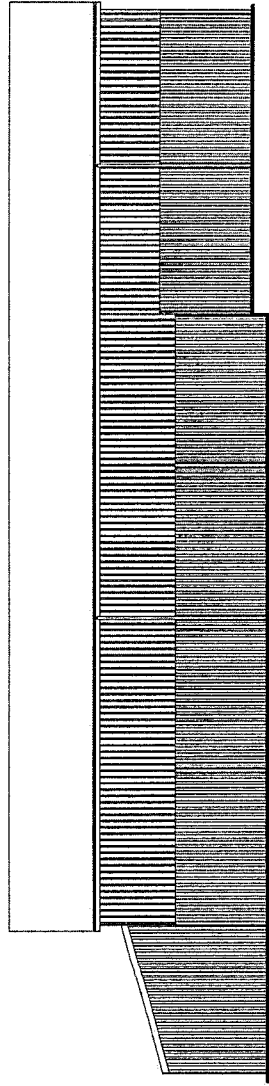
Project	45 Parkside, Snettisham, Norfolk, PE31 7QF
Client	Existing Plans, Elevations, Section & Site
Date	May 2026
Scale	1:50, 1:100, 1:200 & 1:1250 @ A1
Sheet No.	26035
Sheet Title	01
Sheet Code	A



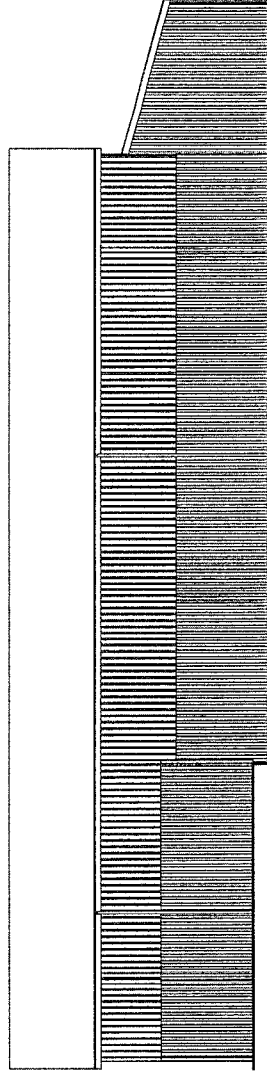
North Elevation



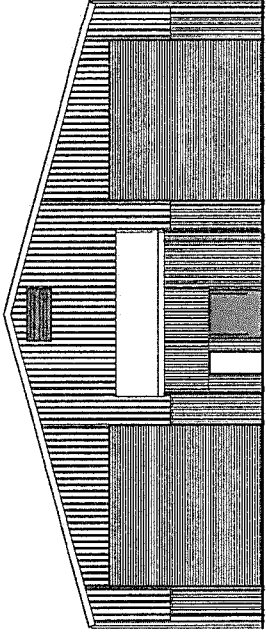
Curtain Walling



East Elevation



West Elevation



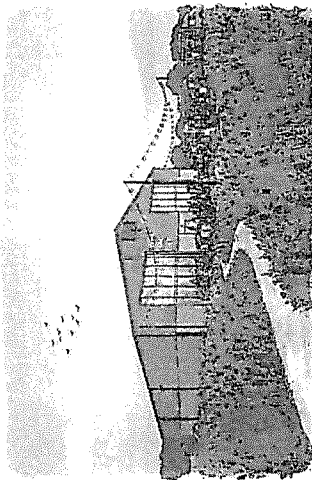
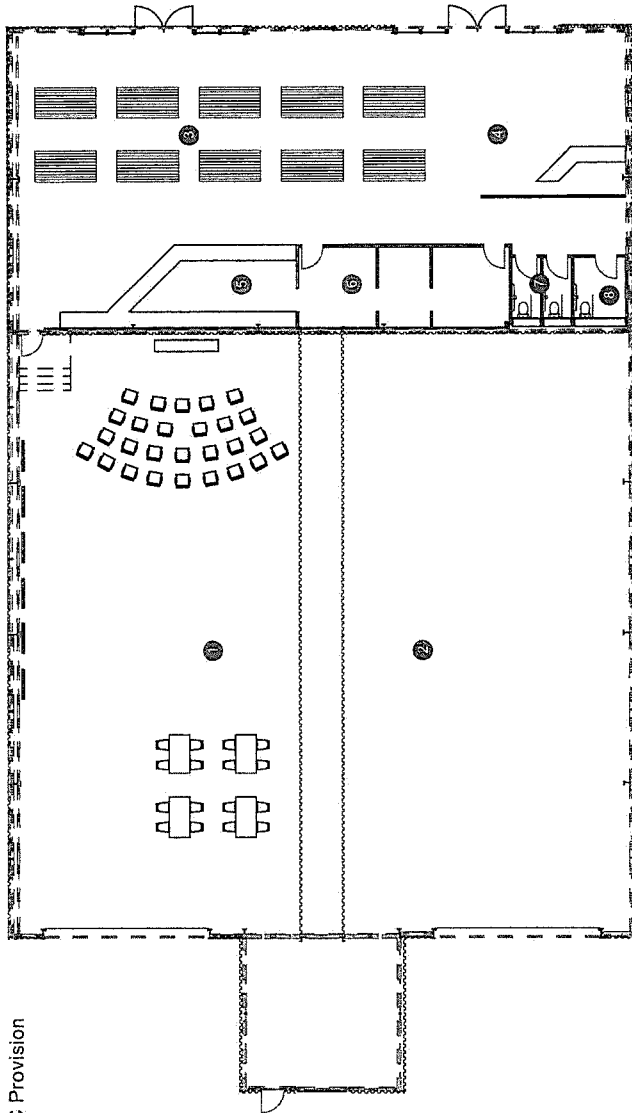
South Elevation



GRAIN STORE FLOOR PLAN_AS PROPOSED 1:200 @ A3

Floor Plan Key

- 1 Education Space
- 2 Storage
- 3 Eating Space
- 4 Welcome Space
- 5 Servery
- 6 Kitchen Space
- 7 Toilet Provision
- 8 WC Provision



Floor Plan

