

# **Snettisham Parish Council**

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## **Minutes of the Full Council Meeting held on Tuesday 14 July 2026 at 6.00pm**

### **at the Royal British Legion Hall, Snettisham**

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The Chair confirmed the meeting was being recorded.

#### **1. Attendance & Apologies (14.7.2026/1)**

Present: Cllrs J Smith (Chair), H Whyman-Naveh (Vice-Chair), G Deverick, S Howell, R MacKenzie, P Berns, J Mason, M Harpley and J Bailey.

No apologies for absence were received, as all present.

Also attending Cllr Julie Costley and 9 members of the public.

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#### **2. Declarations of Interest (14.7.2026/2)**

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

Cllr Deverick declared an interest in Agenda Item 6.5 (Gallipoli Service Wreath) and Agenda Cllr Mick Harpley Item 14 (Visit from Turkish Links) as a member of the Royal British Legion and Poppy Appeal organiser.

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### **Public Participation**

#### **3. Public Participation (14.7.2026/3)**

A member of the public raised concerns regarding the proposal for the Parish Council to undertake maintenance responsibilities currently carried out by the Borough Council and Norfolk County Council. Concerns were expressed that undertaking such work could encourage other authorities to reduce their own maintenance responsibilities. Members acknowledged the concerns and noted that the matter would be considered later in the meeting.

A member of the public provided background information on the proposed visit from representatives of Snettisham's Turkish links in October 2026. Members were advised that the visit formed part of the ongoing Gallipoli remembrance and friendship initiative and that a formal civic invitation from the Parish Council would assist the visiting delegation with

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official arrangements. It was also suggested that the Council consider presenting a civic gift during the visit. The information was noted for discussion under Agenda Item 14.

No further matters were raised.

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## 4. Norfolk County Councillor (14.7.2026/4)

The Council received a report from Norfolk County Councillor Julie Costley, which had been circulated with the agenda.

Cllr Costley updated Members on Norfolk County Council's proposed Local Government Reorganisation and the County Council's application for Judicial Review. Members were also advised that the Local Member Highways Fund and Norfolk Community Fund had been withdrawn, with funding reallocated to highways maintenance and Norfolk Fire and Rescue Service respectively. A new community grant scheme was expected to be introduced later in the year.

Members noted that electrical waste recycling facilities had resumed at Heacham Recycling Centre and received an update on support available for veterans through the Royal British Legion Councillor Network.

During questions, Members raised concerns regarding the standard of highway verge maintenance within the village and requested that these concerns be raised with Norfolk Highways. A request was also made for a further inspection of the reported sinkhole on Alma Road.

Members noted the report.

No report was received from the Borough Councillor as there is no member in situ. By Election for the Borough 6 August 2026.

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## 5. Minutes (14.7.2026/5)

The Minutes of the Full Council Meeting held on 16 June 2026, having previously been circulated, were considered.

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

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## Finance

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## 6.1 Bank Statements and Bank Reconciliation Reports (14.7.2026/6.1)

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

The bank balances at the end of June 2026 were noted as follows:

- Current Account: **£569.40**
- Savings Account: **£252,746.65**

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

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## 6.2 Payments and Receipts List (14.7.2026/6.2)

The schedule of payments and receipts as circulated was considered.

The Clerk advised Members of ongoing billing issues with British Gas following the transfer from Tomato Energy and confirmed that a number of revised invoices and credit notes had been received. Members also noted the recent ROSPA inspection of the Council's play areas and an increase in printing charges from the Council's photocopier provider.

**Resolved:** That the payments and receipts list be approved and signed by the Chair.

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## 6.3 Market Place and War Memorial Planters (14.7.2026/6.3)

Members considered expenditure on replacement planting for the Market Place planters and the War Memorial.

It was noted that planting had been delayed due to the prolonged dry weather.

**Resolved:** That a budget of **up to £300** be approved for replacement planting.

**Proposed by:** Cllr George Deverick

**Seconded by:** Cllr Mick Harpley

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## 6.4 Disposal of Remaining Petty Cash (14.7.2026/6.4)

Members considered the disposal of the remaining petty cash balance of **£0.10**.

**Resolved:** That the remaining petty cash be donated to a local charity.

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## 6.5 Gallipoli and Dardanelles Service Wreath (14.7.2026/6.5)

Members considered the purchase of a wreath for the Gallipoli and Dardanelles Service to be held on 1 August 2026.

**Resolved:** That a wreath be purchased at a cost of approximately **£23** and laid on behalf of the Parish Council.

**Action:** Clerk to arrange the purchase of the wreath.

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## 6.6 Farmers' Market Signage (14.7.2026/6.6)

Members considered the purchase of additional promotional signage and publicity material for the Farmers' Market.

It was noted that new banners, flyers and village signage would assist in promoting the market.

**Resolved:** That expenditure of **up to £150** be approved from the Farmers' Market budget.

**Proposed by:** Cllr Rod MacKenzie

**Seconded by:** Cllr George Deverick

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## 6.7 West Norfolk Befriending Service (14.7.2026/6.7)

Members considered a request for financial assistance from the West Norfolk Befriending Service.

It was noted that all grant applications should be considered in accordance with the Council's Grants Policy.

**Resolved:** That the Clerk issue the Council's grant application form to the West Norfolk Befriending Service for completion.

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## 7. Market Place (14.7.2026/7)

Members considered the renovation of the village artwork sign, including reinstatement of the village shield.

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**Resolved:** That the village shield be reinstated as part of the refurbishment of the sign.

**Proposed by:** Cllr Hannah Whyman-Naveh

**Seconded by:** Cllr George Deverick

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## Parking

### 8.1 Proposed Traffic Regulation Order (TRO) – Old Store (14.7.2026/8.1)

Members received an update following a meeting with Norfolk County Council Highways regarding the proposed Traffic Regulation Order outside the Old Store.

It was reported that an objection had been received from a nearby resident; however, officers remained supportive of progressing the proposal and had commenced consultation with the emergency services. Members noted that the process was likely to take a considerable time to complete of circa 2 years (if objections) or 1 year if no objections.

The update was noted.

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### 8.2 Pavilion Car Park – Parking Permits (14.7.2026/8.2)

Members considered the introduction of a permit system for the Pavilion Car Park as part of the six-month trial to encourage business owners and employees to park away from the Market Place.

Following discussion regarding enforcement and monitoring, Members agreed that permits should be introduced for the duration of the trial, with the scheme to be reviewed during the trial period.

**Resolved:** That a permit system be introduced for the Pavilion Car Park for the six-month trial period, with a mid-term review.

**Proposed by:** Cllr Rod MacKenzie

**Seconded by:** Cllr Stephen Howell

**Voting:** Carried (6 For, 3 Against).

**Action:** Clerk to write to village businesses inviting participation in the scheme.

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## 8.3 Market Place Signage (14.7.2026/8.3)

Members considered the installation of signage within the Market Place that vehicles park for no longer than 90 minutes, with the aim of increasing the turnover of parking spaces and supporting village businesses.

**Resolved:** That signage be installed within the Market Place for parking up to a maximum stay of 90 minutes.

**Proposed by:** Cllr George Deverick

**Seconded by:** Cllr Julie Smith

**Voting:** Carried (6 For, 3 Against).

Members also considered a budget for the manufacture and installation of the required signage.

**Resolved:** That a budget of **up to £2,000** be approved for the design, manufacture and installation of the required signage.

**Proposed by:** Cllr George Deverick

**Seconded by:** Cllr Rod MacKenzie.

## 9. Pavilion (14.7.2026/9)

Members considered making a formal request to the Memorial Hall Trust for an update on expenditure of the Parish Council's **£50,000** contribution towards the Pavilion project and to request a site visit.

Members agreed that it was appropriate for the Council to receive an update on progress and to view the works undertaken. It was noted that the Memorial Hall Trust was proposing to hold an open day for councillors and members of the public once the next phase of works had been completed.

**Resolved:** That the Clerk write formally to the Memorial Hall Trust requesting an update on expenditure of the Parish Council's contribution and to arrange a site visit for Members.

**Proposed by:** Cllr George Deverick

**Seconded by:** Cllrs Mick Harpley & John Bailey

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## 10. Farmers' Market (14.7.2026/10)

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Members considered operational matters relating to the Farmers' Market.

Following discussion, Members agreed that:

- regular traders would continue to be invoiced **quarterly**;
- traders would be expected to retain and pay for their allocated pitch for the invoiced period whether or not they attended individual markets;
- traders failing to pay or repeatedly failing to attend risked forfeiting their pitch;
- No Cash is to be accepted from traders
- the Market Manager (Cllr Whyman-Nevah), could accept payments on Market day using the Council's card payment system (Sum-up machine) where appropriate.

Members also noted that additional promotional signage had been approved earlier in the meeting and encouraged traders to promote their own attendance through social media.

**Resolved:** That quarterly invoicing for regular traders be adopted as the standard operating procedure for the Farmers' Market.

**Proposed by:** Cllr Hannah Whyman-Naveh

**Seconded by:** Cllr Rod MacKenzie

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## 11. Lodge Walk (14.7.2026/11)

Members considered the results of the recent public consultation regarding improvements to Lodge Walk.

The survey demonstrated broad public support for improvements to the area. Members discussed a range of possible enhancements, including improvements to the entrance, replacement planting, additional trees and play equipment for younger children. Cllr Howell also proposed removal of the bench nearest Bewick Close and the locate it at the factory shop corner.

**Resolved:** That a working group ( Cllrs Howell, Mason ,Whyman- Nevah & Smith) be established to develop proposals, obtain costings and bring recommendations back to a future meeting. The bench to be removed and relocated to the factory shop, if approvals from Highways are obtained.

**Action:** Working group to undertake a site visit and report back to Council.

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## 12. Summer Event – 30 August 2026 (14.7.2026/12)

Members received an update on arrangements for the proposed Summer Event.

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It was reported that, despite extensive enquiries, suitable bands and entertainment were unavailable at short notice.

**Resolved:** That the 2026 Summer Event be cancelled and arrangements made for the event to be held in **2027**, with existing bookings transferred where possible.

**Action:** Event organiser to secure a suitable date and transfer existing bookings where practicable.

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## 13. Christmas

### 13.1 Christmas Lights Switch-On and Road Closure (14.7.2026/13.1)

Members considered arrangements for the 2026 Christmas Lights Switch-On event.

It was noted that the Snettisham Events Committee had confirmed that the event would take place on **Saturday 5 December 2026** and had requested that the Parish Council apply for a road closure between **2.00 pm and 8.30 pm**.

Members also agreed that the Christmas lights should be illuminated from **3.30 pm** to coincide with school finishing times and approved the Farmers' Market Manager approaching the Snettisham Events Committee to explore holding a Farmers' Market as part of the event.

**Resolved:**

- That the Clerk submit the application for the required road closure.
  - That the Christmas lights be programmed to switch on from **3.30 pm**.
  - That the Farmers' Market Manager liaise with the Snettisham Events Committee regarding the inclusion of the Farmers' Market within the Christmas event.
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### 13.2 Additional Christmas Lights(14.7.2026/13.2)

Members considered extending the Christmas lights display to additional areas of the village.

It was agreed that quotations should be obtained for extending the display to include the area around the **Old Store, Hope House/The Hollies**, and **Ladies Walk**, together with investigating whether existing privately owned lights could be incorporated into the display if suitable.

**Resolved:** That the Council's Christmas lights contractor be requested to survey the proposed locations and provide quotations for extending the display, together with advice on the possible use of existing lights.

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**Proposed by:** Cllr Stephen Howell

**Seconded by:** Cllr Julie Smith

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## 14. Turkish Links Visit (14.7.2026/14)

Members considered arrangements for the proposed visit from representatives of Snettisham's Turkish links.

Members agreed that the visit should be organised jointly with the **Snettisham Royal British Legion**, with both organisations working together to plan the programme and associated hospitality. It was noted that a formal invitation from the Parish Council was required to support the visitors' travel arrangements.

### **Resolved:**

- That the Parish Council work jointly with the Snettisham Royal British Legion to coordinate the visit.
  - That the Clerk issue a formal invitation to the Headman and his wife on behalf of the Parish Council.
  - That a proposed programme and budget be brought to the September meeting for consideration.
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## 15. Village Maintenance (14.7.2026/15)

Members considered whether the Parish Council should undertake additional maintenance of areas within the village where works were no longer being carried out by Norfolk County Council or the Borough Council.

Following discussion, Members agreed that the appearance of the village was a priority and that the Council should undertake maintenance where appropriate, subject to budget and responsibility.

### **Resolved:**

- That the Council undertake additional maintenance of priority areas within the village where appropriate.
- That **PG&M** be asked to provide a quotation for additional maintenance works at **Southgate Lane**.
- That the Handyman be asked to identify the worst areas around the village requiring the most pressing attention and the clerk to report back to Councillors.

**Proposed by:** Cllr Julie Smith

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**Seconded by:** Cllr James Mason

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## **16. Village Gateways (14.7.2026/16)**

Members reviewed the proposal to install village gateway features.

It was noted that the estimated costs remained significantly higher than originally anticipated due to highway requirements.

**Resolved:** That the project be deferred pending the availability of external grant funding, including the Parish Partnership Scheme, and that the proposal be reviewed when funding opportunities become available.

**Proposed by:** Cllr Julie Smith

**Seconded by:** Cllr Rod MacKenzie

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## **17. Bus Shelter Grant Scheme (14.7.2026/17)**

Members considered Norfolk County Council's Bus Shelter Grant Scheme.

Following discussion, Members agreed that further information should be obtained regarding the available options before making a final decision.

**Resolved:** That the Council continue to explore the Bus Shelter Grant Scheme and bring detailed proposals back to a future meeting for consideration. Cllr Mick Harpley to lead on the issue.

**Proposed by:** Cllr George Deverick

**Seconded by:** Cllr Mick Harpley

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## **18. Clerk's Report and Correspondence (14.7.2026/18)**

The Clerk presented a report on work undertaken since the previous meeting, including updates on highways matters, the Pavilion car park agreement and correspondence received.

Members considered correspondence relating to the proposed extension of the Snettisham Carstone Quarry.

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**Resolved:** That the planning consultants acting on behalf of the Quarry be invited to attend a future meeting to explain the proposal and answer Members' questions before the Council considers whether to express its support.

**Proposed by:** Cllr Peter Berns

**Seconded by:** Cllr Julie Smith

Members noted the remainder of the Clerk's report.

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## 19. Planning (14.7.2026/19)

Members considered planning applications and decisions received since publication of the agenda.

**Application:** Single-storey extension, **13 The Cedars, Beach Road**

**Resolved:** That the Parish Council supports the application.

Members noted the planning decisions received from the Borough Council.

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## 20. Public Participation (14.7.2026/20)

A member of the public sought clarification regarding responsibility for maintenance of highways grass cutting and public footpaths within the parish.

A further suggestion was made that suitable disclaimer signage should be installed if the Pavilion Car Park permit scheme proceeds.

Members also noted a report of damage to fencing within one of the Council's play areas.

The comments were noted.

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## 21. Date of Next Meeting (14.7.2026/21)

The next meeting of the Parish Council will be held on **Tuesday 8 September 2026 at 6.00 pm**.

There being no further business, the Chair closed the public meeting.

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The meeting then **Resolved** to move into **closed session** to consider confidential business.

## 22. Confidential Business

### 22.1 Confidential Parking Permit Arrangements (14.7.2026/22.1)

The Council considered confidential operational matters relating to the proposed administration of parking permits and arrangements for the Market Place car park.

**Resolved:** To proceed with the permit scheme in accordance with the decision, with permits being issued only to approved categories of users. Operational arrangements were confirmed and delegated to the Clerk for implementation.

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### 22.2 Farmers' Market – Vendor Administration (14.7.2026/22.2)

The Council considered a confidential matter relating to the administration of Farmers' Market pitches and payment procedures.

Members received an update regarding difficulties experienced in administering the payments from traders and compliance with the agreed market terms.

**Resolved:**

- To reaffirm that all pitch fees must be paid in accordance with the Council's agreed payment procedures.
- That cash payments will not be accepted other than through authorised Council procedures.
- To authorise the Farmers' Market manager (Cllr Whyman- Nevah), in consultation with the Clerk, to enforce the Council's market terms and conditions, including refusing future bookings where traders repeatedly fail to comply with payment or administrative requirements.
- To support the continued use of quarterly invoicing and the Council's agreed booking procedures.

Meeting closed at 8.15pm