

Snettisham Parish Council

Minutes of the Full Council Meeting held on Tuesday 16 June 2026 at 6.00pm

at the Royal British Legion Hall, Snettisham

The Chair confirmed the meeting was being recorded.

1. Attendance & Apologies (16.6.2026/1)

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

Apologies for absence were received from Cllrs J Smith and G Deverick.

Resolved: That the apologies be accepted.

2. Declarations of Interest (16.6.2026/2)

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

No declarations of interest were received.

Public Participation

3. Public Participation (16.6.2026/3)

No matters were raised.

Reports

4. Norfolk County Councillor (16.6.2026/4)

A written report had been received from Cllr Costley and circulated with the agenda pack.

Members noted the report.

No report was received from the Borough Councillor.

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Minutes

5. Minutes (16.6.2026/5)

The Minutes of the Full Council Meeting held on 12 May 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.

Finance

6.1 Bank Statements and Bank Reconciliation Reports (16.6.2026/6.1)

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

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

Current Account: £527.32

Savings Account: £261,892.06

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

6.2 Payments and Receipts List (16.6.2026/6.2)

The schedule of payments and receipts as circulated was considered.

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

6.3 Publication of Reserves on Website (16.6.2026/6.3)

Members considered whether details of the Council's reserves should be published on the Council website.

The Clerk advised that publication was not a statutory requirement but had been recommended by the Internal Auditor as good practice and in the interests of transparency.

Resolved: That the Council's reserves report be published on the Council website.

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Proposed by: Cllr Hannah Whyman-Naveh

Seconded by: Cllr Rod MacKenzie

6.4 CIL Report 2025/2026 (16.6.2026/6.4)

Members considered the Community Infrastructure Levy (CIL) Report for 2025/2026.

The Clerk explained that the report detailed CIL monies brought forward, receipts received during the year, expenditure incurred and planned future expenditure.

Resolved: That the Community Infrastructure Levy Report for 2025/2026 be approved for submission to the Borough Council.

Proposed by: Cllr Stephen Howell

Seconded by: Cllr Rod MacKenzie

Action: Vice-Chair and Clerk to sign the report and submit it to the Borough Council.

6.5 Bench Projects – Goose Green and Strickland (16.6.2026/6.5)

Members considered quotations for materials required for the bench installation projects at Goose Green and Strickland Avenue.

Two quotations for materials had been obtained by the Council's handyman. Members also noted that Cllr Deverick had offered the use of his cement mixer and trailer to assist with the works.

Members considered quotations of **£359.26** and **£215.26** and agreed that the lower quotation represented the best value.

Resolved: That the quotation for **£215.26** be accepted and the materials purchased to enable the bench projects to proceed.

Proposed by: Cllr Rod MacKenzie

Seconded by: Cllr Peter Berns

6.6 Review of Employee Mileage Rate (16.6.2026/6.6)

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Members considered the mileage rate payable to employees following changes to the HMRC Approved Mileage Allowance Payments.

The Clerk advised that the HMRC rate had increased from **45 pence per mile** to **55 pence per mile**. It was noted that mileage claims were generally limited and mainly related to the Groundsman collecting materials on behalf of the Council.

Resolved: That the employee mileage rate be increased to **55 pence per mile** with immediate effect.

Proposed by: Cllr Stephen Howell

Seconded by: Cllr Rod MacKenzie

Annual Audit

7.1 Internal Auditor's Report (16.6.2026/7.1)

Members received the Internal Auditor's Report and Internal Audit Certificate for the financial year 2025- 2026.

The Clerk advised that the Internal Auditor had completed the audit and confirmed compliance with all relevant governance and financial control requirements. Members noted the positive outcome of the audit and that the Internal Auditor positive comments.

The Clerk drew Members' attention to a number of recommendations contained within the report, including a review of the Council's insurance values for street lighting, publication of committee minutes where applicable and the role of the Clerk as a bank signatory. It was noted that these were recommendations relating to good practice rather than matters of non-compliance.

Members agreed that the observations relating to banking arrangements and asset valuations should be considered further by the Finance Working Group and, where appropriate, advice sought from the Council's insurers.

Resolved: That the Internal Auditor's Report be received and noted.

Action: Finance Working Group to review the auditor's recommendations regarding banking arrangements and asset valuations.

7.2 Annual Governance and Accountability Return (AGAR) 2025/2026 (16.6.2026/7.2)

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Members considered the **Annual Governance and Accountability Return (AGAR) 2025/2026**, together with the Annual Governance Statement and Accounting Statements.

The Clerk advised that the documents had previously been considered by the Council but, following the Internal Auditor's recommendations, were presented again for formal approval prior to submission. Members noted that the accounting figures reflected those contained within the Council's approved year-end accounts.

Resolved: That the Annual Governance Statement and Accounting Statements for 2025/2026 be approved.

Proposed by: Cllr James Mason

Seconded by: Cllr Peter Berns

The Vice-Chair and Responsible Financial Officer signed the AGAR on behalf of the Council.

7.3 Notice of Public Rights (16.6.2026/7.3)

Members considered the proposed dates for the exercise of public rights in respect of the Council's accounts.

The Clerk advised that the inspection period would run from **6 July 2026 to 14 August 2026**, as the cCerk was on Holiday the first week in July.

Resolved: That the period for the exercise of public rights be approved as **6 July 2026 to 14 August 2026** and that the required notice be published.

Parking

8.1 Drainage and Resurfacing Works at the Common (16.6.2026/8.1)

Members considered drainage and resurfacing works to the Common car park following recent heavy rainfall.

Cllr James Mason reported that recent storms had highlighted drainage issues within the car park, resulting in surface erosion, standing water and the movement of previously laid hardcore. Members discussed options for improving drainage, including the installation of shallow drainage grips to divert surface water away from the parking area.

It was noted that additional hardcore had been obtained and that the Council would seek to level and spread the material when practical. Members discussed the possible use of

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volunteer labour and machinery but recognised the need to ensure appropriate insurance cover, competence and risk assessments before any work commenced.

Members agreed that no works should proceed until the Clerk had sought advice from the Council's insurers and Cllr George Deverick was available to assist with planning the project.

Resolved: That drainage and resurfacing works at the Common car park be progressed following confirmation of appropriate insurance arrangements and risk assessments.

Action: Clerk to seek advice from the Council's insurers regarding volunteer use of plant and machinery and report back to Members.

Action: Works to be arranged following the Clerk's return from annual leave.

8.2 Parking Issues at Snettisham Beach (16.6.2026/8.2)

Members considered concerns regarding parking enforcement at the privately operated beach car park.

The Clerk advised that the Parish Council regularly received complaints from members of the public who believed the car park was operated by the Parish Council. It was noted that the car park was privately owned by Ken Hill Estate and managed by a commercial parking operator.

Members expressed concern that the volume of complaints and parking enforcement issues could have a negative impact on visitors' perceptions of the village.

Resolved: That the Clerk write to Ken Hill Estate to make them aware of the concerns raised by residents and visitors regarding the operation of the beach car park.

Resolved: That information be added to the Parish Council website clarifying that the beach car park is privately owned and directing enquiries to the appropriate operator.

Street Lighting

9. Replacement of Street Lighting Column – Poppy Fields (16.6.2026/9)

Members considered the replacement of the street lighting column opposite Cameron Crescent, Poppy Fields, which had previously been damaged and removed for safety reasons.

The Clerk reported that, despite enquiries, responsibility for the damage had not been established. Quotations had been obtained for reinstatement of the column and reconnection of the electricity supply.

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Members recognised the importance of maintaining adequate lighting at the location and considered the financial implications of reinstatement.

Resolved: That the street lighting column be reinstated and that the Council submit an insurance claim in respect of the costs incurred.

Proposed by: Cllr Hannah Whyman-Naveh

Seconded by: Cllr Stephen Howell

Community Events

10. Community Event – 30 August 2026 (16.6.2026/10)

The Vice-Chair updated Members on arrangements for the Community Event to be held on **30 August 2026**.

Members noted that quotations would be obtained for the provision of a stage, lighting, sound equipment and generator, together with further quotations from entertainers and food vendors. It was agreed that the event would take place between **3.00 pm and 8.00 pm**, with live music, food vendors and family entertainment. Two marquees had already been booked.

The Council agreed that no road closure would be required. Members noted that the necessary licences, risk assessments and insurance arrangements would be completed prior to the event. It was also agreed that the Memorial Hall bar area should be booked to provide toilet facilities and, if available, bar facilities.

Resolved: That admission to the event remain free, with voluntary donations invited from those attending.

Resolved: That any donations received be shared equally between **Breast of Friends** and **Norfolk Blood Bikes**.

Proposed by: Cllr Peter Berns

Seconded by: Cllr James Mason

Action: Vice-Chair to obtain quotations for presentation to the July meeting.

Action: Community Events Working Group to meet prior to the event to finalise arrangements.

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Clerk's Report and Correspondence

11. Clerk's Report and Correspondence (16.6.2026/11)

The Clerk updated Members on work undertaken by the Groundsman, including the clearance of kerb channels within the village. Members discussed whether this work should form part of the Groundsman's ongoing duties and agreed that the matter should be considered further at the July meeting.

Action: Clerk to include Maintenance Responsibilities as an agenda item for the July meeting.

The Clerk advised that the annual play area inspection by **ROSPA** was due to take place during June.

Members considered a request from the **Gaywood Valley Conservation Group** to undertake winter conservation work on behalf of the Council for a further season.

Resolved: That the Gaywood Valley Conservation Group be engaged to undertake winter conservation works for the forthcoming season.

Proposed by: Cllr Hannah Whyman-Naveh

Seconded by: Cllr Rod MacKenzie

The Clerk reported;

Receipt of an invitation to the Gallipoli Memorial Service at All Saints Church, King's Lynn

Correspondence from Professor Tim Holt- Wilson of the **Norfolk Geodiversity Partnership** commending the Council for its management of the geological site at Snettisham Common known as the Sand Pit at the common.

Members also noted correspondence relating to:

- the refusal of the planning application at Snettisham Watermill and the applicant's thanks for the Council's support;
- Beach car park correspondence;
- A request for financial assistance from Citizens Advice;
- Arrangements for a community skip; and
- The commencement of consultation on the Borough Council's new Local Plan.

All correspondence was noted.

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Planning

12.1 Planning Applications (16.6.2026/12.1)

Members considered the following planning applications received from the Local Planning Authority.

45 Parkside

Members considered the amended application, noting that the proposed external materials had been revised.

Resolved: That the Council supports the application.

The Hollies

Members considered the proposed internal alterations and reinstatement of an original window.

Resolved: That the Council supports the application.

101 Lynn Road

Members considered the application for a side and rear extension.

Resolved: That the Council supports the application.

Heacham Bottom

Members considered the application for the change of use of an existing barn to provide a training/classroom facility.

Resolved: That the Council supports the application.

12.2 Land East of Station Road – Pigeon Development Proposal (16.6.2026/12.2)

Members considered the revised information submitted in support of the proposed development at Land East of Station Road.

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Following discussion, Members agreed to maintain the Council's existing objection to the application and considered the appointment of an independent planning consultant to advise the Council on the planning process and the merits of its objection.

Resolved: That the Council maintains its objection to the proposed development.

Proposed by: Cllr Hannah Whyman-Naveh

Seconded by: Cllr James Mason

Resolved: That the Clerk be authorised to appoint an independent planning consultant to provide an initial assessment of the application.

Proposed by: Cllr Rod MacKenzie

Seconded by: Cllr Stephen Howell

Resolved: That a budget of up to **£2,000 plus VAT** be approved from the Council's General Reserves for the initial consultancy work.

Proposed by: Cllr Stephen Howell

Seconded by: Cllr Hannah Whyman-Naveh

13. Public Participation (16.6.2026/13)

A member of the public raised concerns regarding the damage to the streetlight on Poppy Fields and whether sufficient evidence had been sought to recover costs from those responsible. Members explained that enquiries had been made but no evidence had been obtained identifying the party responsible, and the Council had therefore resolved to pursue an insurance claim.

A member of the public suggested that copies of the monthly bank reconciliation reports should be made available in paper form for those attending meetings, in the interests of transparency. Members noted that the information was already published with the agenda papers on the Council's website and agreed to consider providing additional paper copies for attendees where practical.

Cllr Harpley reported that the Events Committee had requested that the Christmas Lights be switched on earlier this year at **4.00 pm**. The Clerk advised that Christmas lights would be included on the **July agenda**.

Cllr Whyman-Naveh also suggested exploring the possibility of combining the Farmers' Market with the Christmas Lights event to create a larger community event. It was **agreed that this be considered at the July meeting**.

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14. Date of Next Meeting (16.6.2026/14)

The next meeting of the Parish Council will be held on **Tuesday 14 July 2026 at 6.00 pm** in the Royal British Legion Hall.

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

15. Confidential Business (16.6.2026/15)

The Council considered quotations for obtaining independent legal advice regarding the ownership of village assets and the Council's tax position.

Resolved: To appoint **Wellers Law** to provide independent legal advice at an estimated cost of **£1,000 plus VAT**, including a written advice note and follow-up meeting over Teams. The advice is to be published once received.

Proposed: Cllr Whyman-Naveh

Seconded: Cllr MacKenzie

The Council also considered specialist VAT advice.

Resolved: To appoint **Parkinson Partnership** to provide specialist tax advice and ongoing financial advice for a period of one year at a fixed cost of **£500 plus VAT**.

Proposed by: Cllr Whyman-Naveh

Seconded: Cllr Howell.

Meeting closed at 7.55pm