



All Councillors are hereby summoned to a meeting of Southern Parish Council to be held on Wednesday 12th March 2025 at 7.00 pm in the The Village Hall, Ten Mile Bank, Station Road, Ten Mile Bank, Downham Market, PE38 0EP.

Members of the Public and Press Welcome to Attend

Agenda published: 7th March 2025

Lolly Dawson
Parish Clerk & Responsible Financial Officer
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AGENDA

- 1. To accept apologies for absence**
- 2. To receive Declarations of Interest on Agenda Items and Dispensation Requests**
- 3. To consider any applications for the co-option of the 1 Parish Councillor vacancy.**
- 4. Public Speaking** (3 minutes per person, a maximum of 15 minutes)
 - a. Elliott Fisher, Site General Manager & Kriss Flynn Project Manager from British Sugar plc, invited.
 - b. Members of the Public
 - c. District & County Councillors
- 5. To approve the minutes of the Parish Council meeting held on 12th February 2025.**
- 6. To receive updates from previous minutes and consider any further actions**
 - a. To note that the K&M Lighting maintenance contract for 2025 was agreed for 3 years.
 - b. Orchard Way Lighting Update.
 - c. To receive an update on the bench and trees on recreation drive.
 - d. Minute book binding update.
 - e. The garage and football club rental fees are in progress.
 - f. Update on the beacon location.
 - g. Update on mole catching at the Werehen and playing field.
 - h. Update on laurel planting at Ferrybank.
 - i. Update on SAM2 administration.
 - j. To note that T&A Tree Logic will be carrying out the tree survey in March.
- 7. Finances**
 - a. To receive an accounts update.
 - b. To receive up-to-date bank reconciliations.
 - c. To approve payments and receipts, as presented and any additional payments received before the meeting.

- d. To note that Lloyds will now be charging a account maintenance fee of £4.25 per month for each account.
- e. To note that Lloyds have changed the the Lloyds treasurers account to a Community Account.
- f. To consider applying for a company credit card for online purchases.
- g. To consider the quote of £1095.00 excl VAT for an external heated locked defibrillator cabinet and Mindray C1A defibrillator. The AED battery has a 5 year life span, cost of replacement is £235.00 excl VAT, and that the pads have a 3 year life span and require replacing if used, £47.00 excl VAT to replace.
- h. To consider the membership to Norfolk ALC of £235.22 for 25/26 and National ALC of £91.07 Total cost £326.29.
- i. To consider the membership to NPTS for 25/26 at a cost of £312.05.

8. Planning

- a. **To consider any planning applications received from Kings Lynn and West Norfolk Borough Council prior to the meeting:**
 - i. Ref 25/00240/F – HOUSEHOLDER - Proposed side extension replacement and detached garage. 7 Hall Close, Southery. Deadline 7 March 2025. Extended to 14th March 2025.
 - ii. 25/00306/DM – Prior notification demolition – The building is a two-storey building of red brick construction with pitched slate roof and a chimney. At Farthings Drove Farm, Farthing Drove, Brandon Creek, Southery. Deadline 17 March 2025.
- b. **To note any planning decisions made by Kings Lynn and West Norfolk Borough Council:**
 - i.

9. Administration & Policies

- a. To consider and approve the Safeguarding Policy
- b. To review and approve the Equality Policy
- c. To consider an Action Plan for 2025-2030.
- d. To consider the implementation of a Parish Council Facebook Page.
- e. To receive an update on the VE Day event, 8th May 2025.
- f. To consider the road closure and Remembrance Day event on 9th November 2025.

10. Highways

- a. To note that highways have confirmed that roundels have been ordered to be painted in the 20mph zone, they will be issued to the contractor in April for completion in Summer 2025.
- b. To receive an update on the bus shelter removal and receive quotes for a replacement.
- c. To receive an update on highways reports. (Cllr I Goodwin)
 - i. Campsey Lane sign has been reported as leaning against hedge.
 - ii. Chevrons at junction of Ferrybank reported as no longer reflective.

11. Open Spaces

- a. **Playing Field**

- i. To consider playing field booking for the Southery Yard Sale, so hold a Car Boot Sale.
 - ii. To receive an update on the playground project.
 - iii. To receive an update on the funding for a climbing wall and confirm location if successful.
- b. To receive an update on Community Payback Projects and elect a representative(s) to be on site for works.

12. Correspondence

- a. Email from resident regarding dog waste on Upgate Street and consider any further actions.

13. Items of the next agenda

14. To confirm the date of the next meeting(s)

- a. Tuesday 8th April 2025 Annual Parish Assembly followed by Parish Council meeting, at 7pm at the Village Hall, main room.
Wednesday 14th May 2025, at 7pm Annual Parish Council Meeting.
- b. To consider cancelling 11th June and moving to 25th June 2025 to be able to receive and approve the Internal Audit Report for 24/25.

Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the Council will move to exclude the press and public for the remaining items of the agenda, by reason of the confidential nature of the business.

15. Staffing

- a. To receive the Clerks probationary review, and receive recommendations from the Staffing Committee.

16. Cemetery

- a. To receive information for the land adjacent to the cemetery.
- b. To review the cemetery fees.
- c. To receive an update on Scribe Cemetery software.
- d. To consider the letter to plot 1983 Block A, Row A 27 & 28, for breach of the cemetery rules.