



All Councillors are hereby summoned to a meeting of Southery Parish Council to be held on Wednesday 13th November 2024 at 7.00 pm in the Southery Village Hall

Members of the Public and Press Welcome to Attend

Agenda published: 8th November 2024

Lolly Dawson
Parish Clerk & Responsible Financial Officer
Email: parishclerk1@hotmail.co.uk
Phone: 07522 137101

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 Parish Councillors**
- 4. Public Speaking**
 - a. Members of the Public
 - b. District & County Councillors
- 5. To approve the minutes of the Parish Council meeting held on 9th October 2024.**
- 6. To receive updates from previous minutes and any further actions**
 - a. To receive an update on the 15 saplings and planting at the cemetery.
 - i. To consider the purchase of protective sleeves.
 - ii. To agree the quote for a contractor to plant the trees.
 - b. To receive an update on the bench and trees on recreation drive.
 - i. To consider the purchase of a plaque for the bench.
 - ii. To note the bench location has been agreed.
 - iii. To clarify the exact position of the 3 x cherry trees.
 - c. To receive an update on the A10 road safety petition.
 - d. To receive an update on British Sugar regarding their proposed expansion.
- 7. Finances**
 - a. To consider the current Asset Register and agree any amendments including adding the new laptop.
 - b. To consider any quotes for an internal auditor for 2024/2025.
 - c. To receive an accounts update.
 - d. To approve payments and receipts, as presented and any additional payments received before the meeting:

Company	Description	Net	VAT	Gross
EXPENDITURE				

K&M Lighting Services	Orchard Way, alter wiring, connect cut outs, converted lights to LED.	£255.00	£51.00	£306.00
Mr Sparkle	INV2627 9/10/24 SAM2 camera and dog bin emptying	£29.00	£0.00	£29.00
Staff Costs	September & October 2024 Paid as Month 7	£929.75	£0.00	£929.75
Staff Costs	HMRC Month 7	£302.43	£0.00	£302.43
INCOME				
PPS	Refund of PPS	£10,375	£0.00	£10,375
Cemetery	Ashes interment Fee	£90.00	£0.00	£90.00
Cemetery	Interment in earthen grave	£96.00	£0.00	£96.00

- e. CIL Update
 - i. To consider appropriate projects for the £754.65 balance.
- f. To consider a donation to the village hall towards the lights project.

8. Planning

- a. **To consider any planning applications received from Kings Lynn and West Norfolk Borough Council prior to the meeting:**
 - i. Ref. no: 24/01824/F – Single Storey Rear Extension at 12 Westgate Street, Southery, PE38 0PA. Deadline 14th November 2024.
- b. **To note any planning decisions made by Kings Lynn and West Norfolk Borough Council:**

9. Administration & Policies

- a. To consider the purchase of a new lockable storage cabinet for the Council's files, to be held at the Village Hall.
- b. To consider the re-binding of old minute books, and binding of more recent minutes, then submission to the archive centre. Pear Tree Binding quote £45.00 per book.

10. Highways

- a. To receive any quotes to replace or repair the Bus Shelter.
- b. To consider a highways representative.
- c. To receive an update on highways reports.
 - i. Damage to wooden rail on Feltwell Road bridge has been reported.
- d. To receive an update on the Speed Watch group.
- e. To consider the current SAM2 administration.

11. Open Spaces

- a. To consider an update on the play area refurbishment and any potential funding.
- b. Orchard Way lighting update.
- c. To consider any necessary additional grass-cutting at a cost of Playing field £82.47 +VAT, Village greens £33.00 +VAT, Play area at the playing field £49.00 +VAT & Burial Ground £264.00 +VAT.
- d. To consider the purchase of an additional defibrillator, potential funding available from London Hearts, match funding £750 with external locked cabinet or £660 for

internal cabinet.

12. Correspondence

13. Items of the next agenda

- a. To consider the draft budget for 2025/2026.

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

- a. To approve the 2025 meeting dates
- b. Wednesday 11 December 2024 at 7.00pm at the Village Hall (24/25 Budget-Setting)

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 Matters

- a. To note the local government, pay agreement for 2024/2025.
- b. To receive the Clerk's timesheet and consider overtime worked.

16. Cemetery

- a. To receive an update on the current interment requests.
- b. To approve memorial headstone inscriptions.
- c. To receive the current cemetery deeds and consider any further actions.

17. Parish Council Land

- a. To receive the land registry boundaries for the playing field, and consider and further actions.