



All Councillors are hereby summoned to the Annual Parish Council meeting of Southern Parish Council to be held on Wednesday 14th May at 7.30 pm in 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: 9th May 2025

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

AGENDA

- 1. To elect a chair and sign the declaration of acceptance.**
- 2. To elect a Vice Chair and sign the declaration of acceptance.**
- 3. To accept apologies for absence**
- 4. To receive Declarations of Interest on Agenda Items and Dispensation Requests**
- 5. To consider any applications for the co-option of the 1 Parish Councillor vacancy.**
- 6. Public Speaking** (*3 minutes per person, a maximum of 15 minutes*)
 - a. Members of the Public
 - b. District & County Councillors
- 7. To approve the minutes of the Parish Council meeting held on 8th April 2025.**
- 8. To receive updates from previous minutes and consider any further actions**
 - a. Orchard Way Lighting Update.
 - b. To receive an update on the bench and trees on recreation drive.
 - c. The garage and football club rental fees are in progress.
 - d. Update on the beacon location, and receive advice from highways and the insurance company and agree the location.
 - e. Update on mole catching at the Werehen and playing field.
 - f. Update on laurel planting at Ferrybank.
 - g. Credit Card Update, application is in progress.
 - h. Update on VE Day event.
- 9. 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.

Company	Description	Net	Vat	Gross
Nurture	INV363730 -Grounds Maintenance for April	£617.67	£123.53	£741.20
Dunstone Pest Control	Mole Control – playing field	£80.00	£0.00	£80.00
T&A Logic	Tree Survey	£320.00	£0.00	£320.00
Staff Costs	April 2025 Month 1 – including expenses/overtime/ER contributions	£1287.45	£0.00	£1287.45
Staff Costs	May 2025 Month 2	TBC		
K&M	Streetlight maintenance May 2025	£58.20	£11.64	£69.84
Mr Sparkle	SAM2 & bin emptying April 2025 INV 37	£42.00	£0.00	£42.00
Westcotec	SAM2 device assessment (as not downloading data)	£45.00	£9.00	£54.00
Screwfix	3 x 9L fence paint, Yellow hazard paint Masking tape. Comm Payback projects. (Refund L Dawson)	£48.30	£9.66	£57.96
Lloyds	Service Charge 1.1.25	£4.25	£0.00	£4.25
Lloyds	Service Charge 29.4.25	£4.25	£0.00	£4.25
The White Bell	Donation for VE Day Event	£250.00	£0.00	£250.00
INCOME				
A.J Coggles	Second interment	£96.00	£0.00	£96.00
BCKLWN	Precept Installment	£15602.94	£0.00	£15602.94
Norfolk Community foundation	NCF Grant – VE Day	£250.00	£0.00	£250.00

- d. To note VAT reclaim has been submitted for 22-23 via VAT126, for £2806.35, awaiting new VAT relief number to complete 23-24 and 24-25.
- e. To consider the insurance renewal quote of £2171.38 with Clear Councils, renewal 1st June 2025.
- f. To review and confirm the current bank signatories.

10. Planning

- a. **To consider any planning applications received from Kings Lynn and West Norfolk Borough Council prior to the meeting:**
 - i. None received prior to agenda being published.
- b. **To note any planning decisions made by Kings Lynn and West Norfolk Borough Council:**
 - i. None received prior to agenda being published.

11. Administration & Policies

- a. To consider an Action Plan for 2025-2030 and any additional items.

12. Highways

- a. To receive an update on highways reports. (Cllr I Goodwin)
- b. To consider and approve the SAM2 locations.
- c. To consider an application for Bus Shelter Improvement Plan (BSIP) via Norfolk County Council, for a new bus shelter. £8000 available.

13. Open Spaces

- a. To consider any quotes for recommended tree works.
- b. To consider the dog bin emptying schedule at the recreation ground, £6 per empty, currently monthly. Contractor Mr Sparkle.
- c. **Playing Field**
 - i. To receive an update on the playground project.
 - 1. To receive and consider the quotes for the playground improvements.
 - 2. To receive an update on the climbing wall application.
 - 3. To consider any further actions regarding the BMX track and note is has been cleared by Cllr J Osler.
 - ii. To consider the quote from Wicksteed for the annual playground and skate park inspection of £150.00.
 - iii. Bookings
 - 1. Southery Academy request to book in May 2026 for a travelling circus.

14. Correspondence

- a. To note email invitation from Norfolk County council to meetings regarding the Local Government Reorganisation.

15. Items of the next agenda

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

- a. Wednesday 25th June 2025, at 7pm, Parish Council Meeting.

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.

17. Cemetery

- a. To receive an update on Scribe Cemetery software.
- b. To receive an update on the letter to plot holder breaching terms.
- c. To receive an update onto the pipe investigation. (Cllr C Feltwell).

18. To receive an update on the staff pension scheme.