



**Minutes of the Parish Council meeting of Southerny Parish Council held on Wednesday 25<sup>th</sup> June 2025 at 7.30 pm in The Village Hall, Ten Mile Bank, Station Road, Ten Mile Bank, Downham Market, PE38 0EP.**

Lolly Dawson  
Parish Clerk & Responsible Financial Officer  
Email: [parishclerk1@hotmail.co.uk](mailto:parishclerk1@hotmail.co.uk)  
Phone: 07522 137101

**In attendance:** Cllrs Chris Edwards, Diane Edwards, Ian Goodwin, Darren Smith, Chris Stabile-Barnett, Sue Welch (Chair) & Roger Whitehead.

**Members of the public:** 0

**Clerk:** Lolly Dawson, Parish Clerk & RFO

**1. Apologies for absence**

Apologies were accepted for Cllrs Annette Osler, Javey Osler & Christine Feltwell.

**2. Applications for the co-option of a Councillor for the 1 vacancy.**

None received.

**3. Declarations of Interest**

None.

**4. Public Speaking**

- a. Members of the Public, none.
- b. District & County Councillors, none.

**5. Minutes**

The minutes of the Parish Council meeting held on 14<sup>th</sup> May 2025 were APPROVED as a true and correct record and signed by the Chair.

**6. Updates from previous minutes and consider any further actions**

- a. VAT reclaim, still awaiting new VAT relief number to process 23/24 & 24/25.
- b. Orchard Way Lighting Update, awaiting a response from Fraser Dawbarns with an update, they have been chased.
- c. The garage and football club rental fees are in progress, it is AGREED to continue to charge £1 per week garage rental fee, currently due from January 2024 onwards. Usage fee of £25.00 per year moving forwards to cover contribution towards water and light usage.
- d. Update on mole catching at the playing field, additional catching is required.

**7. Finances**

- a. Accounts update.
  - i. The Internal Audit report for 2024/25 was received. The report is available on the council's website and via the Clerk.

- ii. The 2024/2025 Annual Governance and Accountability Return (AGAR) was received.
- iii. It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statement.
- iv. It was RESOLVED to approve Section 2 of the AGAR the Accounting Statement.
- v. The publication of rights as 27 June to 7 July 2025 were NOTED.
- vi. The analysis of variances report was RECEIVED.
- b. The up-to-date bank reconciliations were RECEIVED including, end of year 31.03.2025, 30.04.2025 & 31.05.2025.
- c. The payments and receipts, as presented were APPROVED.

| Company               | Description                                                        | Net     | Vat     | Gross   |
|-----------------------|--------------------------------------------------------------------|---------|---------|---------|
| Nurture               | INV 365144 Grounds Maintenance May 2025                            | £617.67 | £123.53 | £741.20 |
| K&M Lighting          | INV 9390 Maintenance June 2025                                     | £58.20  | £11.64  | £69.84  |
| EON                   | 1 <sup>st</sup> March – 31 <sup>st</sup> May 2025 electricity      | £69.99  | £3.00   | £62.99  |
| Screwfix              | Paint & sand paper for payback projects (Refund Di Edwards)        | £104.79 | £20.96  | £125.75 |
| Thomas B Bonnett      | Paint, thinner & post mix for payback projects (Refund Di Edwards) | £157.42 | £31.48  | £188.90 |
| Mr Sparkle            | Invoice 3747, Sam2, dog bin and clear cemetery                     | £62.00  | £0.00   | £62.00  |
| Ten Mile Bank         | 8 <sup>th</sup> April & 14 <sup>th</sup> May 2025                  | £22.50  | £0.00   | £22.50  |
| Sonya Blythe          | Internal Audit 24/25                                               | £120.00 | £0.00   | £120.00 |
| Peartree Bindery      | Minutes Books                                                      | £360.00 | £0.00   | £360.00 |
| Westcotec             | SAM2 repair including assessment approved May 2025.                | £261.00 | £52.20  | £313.20 |
| NPTS                  | Annual Subscription                                                | £312.05 | £62.41  | £374.46 |
| Thomas B Bonnett      | Yellow and Blue Paint – Refund Cllr Di Edwards                     | £66.67  | £13.33  | £80.00  |
| Land Registry         | Refund Cllr S Welch                                                | £48.00  | £0.00   | £48.00  |
| Screwfix              | Refund Cllr I Goodwin                                              |         |         | £58.98  |
| <b>INCOME</b>         |                                                                    |         |         |         |
| Chris Stabile-Barnett | Purchase of unused laurels                                         | £98.00  | £0.00   | £98.00  |

An invoice was received from Smith & Derby with a request to pay for the church clock service, it was AGREED for the grant awarding policy to be shared with the church to ensure a grant request is received by the Parish Council prior to any monies being granted. Smith & Derby will be instructed to invoice the church directly in future.

- d. The quote of £80.00 to set mole traps at the recreation ground and £20 per mole caught was APPROVED.
- e. It was APPROVED to allocate the £4105.61 of CIL to the playground improvement project. The annual CIL report for 24/25, was APPROVED and signed, it was confirmed that £754.65 is allocated to the bus shelter replacement

project. Information on CIL spending [HERE](#).

## **8. Planning**

- a. **Planning applications received from Kings Lynn and West Norfolk Borough Council prior to the meeting:**
  - i. 25/00943/AG, Agricultural Prior Notification: Sugar Beet pad extending to 36m<sup>2</sup>. Land at E563280 N294767, Feltwell Road, Southery. It was AGREED to respond with NO OBJECTION.
- b. **Planning decisions made by Kings Lynn and West Norfolk Borough Council were NOTED:**
  - i. 25/00001/PACU6, Prior notification for prior approval (Section 2, Part 3, Class R) – change of use of agricultural building to B8 storage. Manor Farm, Ferry Bank, Southery. Prior approval – Refused 30 May 2025. Delegated Decision.
  - ii. 25/00567/LDP, LAWFUL DEVELOPMENT CERTIFICATE -Proposal is for a new detached garage in the rear of the property and alter the current rear access to the garden to provide access to the garage from existing front driveway. 7 Hall Close Southery Downham Market. Decision: Would be lawful, 19 May 2025, Delegated Decision.
  - iii. 25/00014/TPO, 2/TPO/00351: T1 - Lime on driveway - reduce in height to 5m. Reason: evidence of basal decay. T2 - Large Horse-chestnut to the side of the house - Laterally reduce the overhang to the house by 2-3m. Reason: Proximity to building. T3 Willow in rear garden - Re-pollard to previous points. Reason: To maintain in the pollarded form. Northfield House 78 Lynn Road Southery. Decision: TPO Decision Consent, 19 May 2025, Delegated Decision.

## **9. Administration & Policies**

- a. It was APPROVED to implement gov.uk domain name website migration and email addresses for Clerk & Councillors, RLS quote of £140.00 for website, gov.uk domain and emails, £190.00 website annual fee thereafter.
- b. VJ Day 80<sup>th</sup> anniversary on 15<sup>th</sup> August 2025, no further action.
- c. Internal Controls Policy, next meeting.

## **10. Highways**

- a. Cllr I Goodwin provided an update on current highways reports.
- b. The SAM2 locations were considered and APPROVED.
- c. It was APPROVED to submit an application to the Bus Shelter Improvement Plan (BSIP) via Norfolk County Council, for a new bus shelter, £8000 available. The Parish Council APPROVED to write a letter to confirm contribution of 20% of the cost, and also to submit the Street Furniture Application for future maintenance and responsibility. It was NOTED that the Bus company have supported the application, and the public have supported as well via a Facebook post on the Southery Village page. The Speedy Street quote was APPROVED. Cllr C Stabile-Barnett to make submission to BSIP.
- d. Streetlight update, no reports.

## **11. Open Spaces**

- a. **Playing Field**

- i. An update on the playground project, the Wicksteed quotes for preferred equipment was APPROVED, it was AGREED to start finding grant funding opportunities including, Sport England's potential grants for exercise equipment.
  1. The application to the National Lottery fund for the climbing wall was submitted 7/5/25.
- ii. Bookings
  1. The recreation ground and pavilion hiring agreement was APPROVED. It was AGREED that the Pavilion and field is to be made available free of charge to local community groups and charities.
  2. It was AGREED for Cllr I Goodwin to carry out a visual review of the building, and draft risk assessments and a Health & Safety policy for review by the Council.
  3. Southery Stars – Saturday 28<sup>th</sup> June (Cancer Research Fundraiser), Saturday 26<sup>th</sup> July, Wednesday 30<sup>th</sup> July & Thursday 21<sup>st</sup> August 2025. All bookings APPROVED.
  4. SWISH – Saturday 12<sup>th</sup> July 2025. It was NOTED that the TENS License has been applied for, reference 25/00656/LA\_TEN, insurance and risk assessments have been requested.
  5. GKAcademy – Sunday 27<sup>th</sup> July 2025, booking APPROVED.
  6. Southery Academy, 19<sup>th</sup> June Sports Day & 20<sup>th</sup> June Colour Run, risk assessment received prior to the event, it was NOTED that the contractor was requested to cut the grass prior to the event but due to unforeseen circumstances was unable to attend. Council worked with the organisers to resolve this issue to make the field suitable for the event.

## **12. Correspondence**

- a. Email update from Norfolk County Council regarding the Local Government Reorganisation.
- b. Correspondence from resident regarding speeding on Lynn Road was received.

## **13. Items of the next agenda**

- a. To consider an application to the Parish Partnership scheme.
- b. Update from Anglian Water regarding fences.
- c. Correspondence from Police, SNAP meeting 15<sup>th</sup> July 2025.
- d. Community Payback Update on works.
- e. To review Parish Councillor Register of members interests' forms.
- f. To consider quotes for the repair of the pavilion bathroom ceiling.
- g. To consider the current noticeboard locations.

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

- a. Wednesday 9<sup>th</sup> July 2025, at 7pm, Parish Council Meeting.
- b. Wednesday 10<sup>th</sup> September 2025 at 7pm, Parish Council Meeting.

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

**15. Cemetery**

- a. Update onto the pipe investigation, still awaiting response from Anglian Water.

**16. Recreation Ground**

- a. The current boundary and land registry documents were received; it was AGREED to write a letter to request the neighbouring property reinstate the boundaries as per the deeds.

Meeting Closed: 21:30

Signed:

Deleted: