



Minutes of the Annual Parish Council meeting of Southery Parish Council 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.

Lolly Dawson
Parish Clerk & Responsible Financial Officer
Email: parishclerk1@hotmail.co.uk
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In attendance: Cllrs Christine Feltwell, Chris Edwards, Diane Edwards, Ian Goodwin, Annette Osler (Chair), Javey Osler, Darren Smith, Chris Stabile-Barnett, Sue Welch & Roger Whitehead.

Members of the public: 0

Clerk: Lolly Dawson, Parish Clerk & RFO

1. Elect a chair

It was RESOLVED to elect Cllr Annette Osler as Chair, PROPOSED Cllr D Edwards, seconded Cllr S Welch. The declaration of acceptance was signed.

2. Elect a Vice Chair

It was RESOLVED to elect Cllr Sue Welch as Vice Chair, PROPOSED Di Edwards seconded Ian Goodwin. The declaration of acceptance was signed.

3. Apologies for absence

None.

4. Declarations of Interest

Cllr A Osler declared an interest in item 9.c. as they are requesting a refund for the payment for flags. Cllr A Osler did not speak or vote on this item.

5. Co-option

No applicants

6. Public Speaking

a. Members of the Public

b. District & County Councillors

Councillor Martin Storey, reported that he has been a Borough Councillor for the Feltwell division for 38 years, and served on planning committee for 38 years. There was no election on 1st May for County Councillors as Norfolk County Council took the decision to moving to a unitary authority, NCC made a submission by 10th Jan 2025 to opt-in to the unitary council, and therefore postpone county councillor elections for 2025, Norfolk and Suffolk are to be combined, and the mayoral election to the unitary Council will happen in May

2026. Consultations are currently open for the public to comment. NCC have also increased weed spraying and verge cutting for 2025.

7. Minutes

The minutes of the Parish Council meeting held on 8th April 2025 were APPROVED as a true and correct record and signed by the Chair.

8. Updates from previous minutes and any further actions

- a. Orchard Way Lighting Update, awaiting response from Hayes + Storr Solicitors.
- b. It was noted that the trees have been planted on Recreation Drive and it was AGREED to purchase additional post concrete for the payback team to install the bench.
- c. The garage and football club rental fees are in progress.
- d. It was AGREED to leave the Beacon in the current position and not to light following insurance and highways update that it would be un-safe. To re-consider potential re-location at budget setting.
- e. An update on the mole catching at the Werehen and playing field noted that it has been successful but they were still not gone, it was AGREED to instruct Pest Controller to go back.
- f. It was NOTED that 3 groups of 3 x laurels have been planted at Ferrybank following locations being mapped and visited by councillors, it was AGREED not to plant any more at this time.
- g. It was NOTED that the Credit Card application had been completed, a Charge card was chosen and a direct debit set up for full monthly payment of any balance, L Dawson is the only cardholder.
- h. The VE Day event was well-attended, it was reported that there was some disappointment with the beacon not being lit, however it was communicated that the insurance company had provided requirements which could not be met in the current location, therefore if lit, it would not be insured. It was AGREED to write to The Bell to thank them for their support on behalf of the Council. It was AGREED for £400.00 to be donated towards the costs of the event, including £250.00 grant funding received.

9. Finances

- a. It was NOTED that the accounts for 2024/2025 are being finalised, and the internal audit is scheduled for the end of May.
- b. Up-to-date bank reconciliations, next meeting.
- c. The payments and receipts, as presented were APPROVED.

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	£400.00	£0.00	£400.00
Amazon	Flags refund - Cllr A Osler	£21.64	£4.34	£25.98
Downham Home & Garden	Stakes recreation trees – Refund Cllr Stabile-Barnett	£22.47	£4.50	£26.97
Barkers DBS	Community Payback buckets & soap – Refund Cllr A Osler	£6.43	£1.29	£7.72
INCOME				
A.J Coggles	Second interment	£96.00	£0.00	£96.00
BCKLWN	Precept Instalment	£15602.94	£0.00	£15602.94
Norfolk Community foundation	NCF Grant – VE Day	£250.00	£0.00	£250.00
Village Hall	Refund for Cabinet	£180.99	£0.00	£180.99

- d. It was NOTED that the 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. The insurance renewal quote of £2171.38 was considered and APPROVED with Clear Councils, renewal 1st June 2025.
- f. The current bank signatories were confirmed to be Sue Welch, Christine Feltwell, Roger Whitehead, Javey Osler & Lolly Dawson.

10. Planning

- a. **Planning applications received from Kings Lynn and West Norfolk Borough Council**
 - i. None received prior to agenda being published.
- b. **Planning decisions made by Kings Lynn and West Norfolk Borough Council**
 - i. None received prior to agenda being published.

11. Administration & Policies

- a. The Action Plan for 2025-2030 was received.

12. Highways

- a. Cllr I Goodwin provided an update on highways reports, the missing roadway markings & cats eyes within the village, the bollard at Ferrybank A10 junction damaged have been reported and it was AGREED to request a meeting with Highways Engineer to discuss further as highways stated no further action on bollards.
- b. All 8 locations were AGREED, Cllr Stabile-Barnett and Clerk to create formal working spreadsheet of locations and movements for contractor to follow, and submit to highways.

- c. It was AGREED to send an application to the Bus Shelter Improvement Plan (BSIP) via Norfolk County Council, for a new bus shelter. £8000 available. 30th June deadline. Cllr Stabile-Barnett investigated possibility of replacement of bus shelter for which the grant is suitable.

13. Open Spaces

- a. The quotes for recommended tree works were RECEIVED it was AGREED to accept T Bird including £600 + VAT to tidy the recreation ground hedge and £275.00 + VAT for the recommended works from the tree survey.
- b. The dog bin emptying schedule at the recreation ground was considered it is, £6 per empty, currently monthly, contractor Mr Sparkle. It was AGREED to increase to two per month until further notice.
- c. **Playing Field**
 - i. An update on the playground project was RECEIVED, councillors had met with two companies for quotes and discussed the plan was AGREED to remove the springer, move the bench to create more space and additional equipment to include a climbing tower with slide, two new spinners, sensory items for inclusivity and another piece of equipment if space. It was also AGREED to source quotes for a youth shelter to the left of the skate ramp, and 3-4 pieces of fitness equipment to the right of the skate ramp.
 - 1. The quotes for the playground improvements were received, it was AGREED to hold an informal meeting 21st May to consider the quotes in detail, all councillors invited.
 - 2. It was NOTED that the climbing wall application has been submitted to National Lottery.
 - 3. It was NOTED that the BMX track has been cleared by Cllr J Osler. A consultation quote for £750 + VAT was received for potential improvements. It was AGREED to contact the community payback team supervisor to see if they could tidy the area and create a dirt track.
 - ii. The Wicksteed quote for the annual playground and skate park inspections of £150.00 was APPROVED.
 - iii. Bookings
 - 1. Southery Academy request to book in May 2026 for a travelling circus was APPROVED.

14. Correspondence

- a. An email invitation from Norfolk County council to meetings regarding the Local Government Reorganisation was received.

15. Items of the next agenda

- a. To receive the internal audit report and AGAR documents.
- b. To receive an update on the playground improvements project.
- c. To receive an update on the potential new fitness equipment and potential grant funding.
- d. To consider the pavilion toilet blocks and receive a quote for improvement works.
- e. To receive an update on actions taken regarding the trees on Church Lane.

- f. To receive an update from British Sugar and any support they can offer with projects.
- g. To receive and update on the hall close weeds between footpath and road.
- h. To consider any further actions regarding the recreation ground car park.
- i. To consider any further action regarding the cemetery land.

16. Date of the next meetings

- a. Wednesday 25th June 2025, at 7pm, Parish Council Meeting at Ten Mile Bank.
- b. Wednesday 9th July 2025, at 7pm, Parish Council Meeting at Ten Mile Bank.
- c. Wednesday 10th September 2025, at 7pm, location TBC.

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.

17. Cemetery

- a. It was NOTED that more cemetery headstone auditing had been carried out, once completed they can be uploaded to the Scribe Cemetery software.
- b. The letter to plot holder breaching terms is still to be sent.
- c. It was NOTED that Anglian Water had attended the site, it appears there is no clean water pipe within the cemetery, so the dirty water team has been contacted to investigate further, awaiting an update.

- 18.** It was NOTED that the Norfolk Pension Fund application had been submitted and the employee should receive pension contributions back-dated to 1st April 2025.

Meeting Closed: 20:57