



All Councillors are hereby summoned to the Parish Council meeting of Southern Parish Council to be held on Wednesday 10th September 2025 at 7.00 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: 5th September 2025

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

- 1. To accept apologies for absence**
- 2. To consider any applications for the co-option of a Councillor for the 1 vacancy.**
- 3. To receive Declarations of Interest on Agenda Items and Dispensation Requests**
- 4. Public Speaking** (*3 minutes per person, a maximum of 15 minutes*)
 - a. Members of the Public
 - b. District & County Councillors
- 5. To approve the minutes of the Parish Council meeting held on 6th August 2025.**
- 6. To receive 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.
 - c. Update on gov.uk domain and emails
 - d. Update from British Sugar and Recreation ground Car Park.
 - e. Update on the noticeboard refurbishment.
 - f. Update on the Parish Partnership Scheme Application for a SAM3.
- 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.
- 8. Planning**
 - a. **To consider any planning applications received from Kings Lynn and West Norfolk Borough Council prior to the meeting:**
 - i. 25/01396/CU, Change of use of hardstanding used by Anglian Water to agricultural to be used as beet pad. At Land North of Feltwell Road.
Deadline for response 22 September 2025.
 - b. **To note any planning decisions made by Kings Lynn and West Norfolk Borough Council:**
 - i. None received prior to agenda being published.

9. Correspondence

- a. To receive invitation to the National Police Memorial Day Service, and consider attendance.
- b. To receive correspondence from resident regarding speeding and lorries on Lynn Road.
- c. To receive invitation from KLWNBC to the Climate Change Expo on 23rd September 2025.

10. Administration & Policies

- a. To consider New Councillor training.
- b. To consider Full Council training and receive the SLCC Model Councillor Officer Protocol.
- c. To receive and approve the Health & Safety Policy.
- d. To receive and approve the Cemetery Risk Assessment.
- e. To receive and approve the Pavilion Risk Assessment.
- f. To receive and approve the Recreation Ground Risk Assessment.

11. Highways

- a. To receive an update on highways reports. (Cllr I Goodwin)
 - i. To receive an update on the footpath not repaired on Churchgate Street.
- b. To consider receive quotes to reinstate the seat in the bus shelter at the end of Orchard Way, note the bricks have been removed by Cllr C Edwards and update on the funding.
- c. To receive the SAM2 results for August 2025.
- d. To receive an update on the A10 junction speed concerns, and update from Terry Jermy MP if received.

12. Events

- a. To consider any future events, including 2026.
- b. To receive an update on the Sunday 9th November memorial.

13. Playing Field

- a. To receive an update on the playground project.
 - i. To consider the current playground signage and any further actions.
 - ii. To receive an update on the Sports England funding application for gym equipment.
 - iii. To note the climbing wall installation has moved to 29th September 2025.
- b. Pavilion
 - i. To note that from 8 September, E.on will be collecting electricity data every 30 minutes to use half-hourly data settlement, there will be no impact to the tariff.
 - ii. To receive an update on the pavilion refurbishment project.
 - 1. To consider and approve the Pavilion Refurbishment Working Groups Terms of Reference and consider members and elect a Chair.
 - 2. To receive an update on the Family Hub Community Fund application.
 - 3. To receive any plans and quotes for the project.

4. To consider the requirement for storage containers, how many and the location.
 - a. To receive an update on the Football Foundation storage container grant application and receive an update on the meeting with GKAcademy.
- c. To receive an update on the wildflower, sensory meadow in the land behind the garages.
 - i. To consider the Norfolk Community Fund initiative.
<https://www.crowdfunder.co.uk/funds/norfolk-community-fund>
- d. To consider the requirement for a fire risk assessment at the pavilion and toilet blocks.
- e. To receive a copy of the electrical inspection of the pavilion and toilet blocks, required every 5 years.
- f. To receive any requests for bookings.
- g. To consider quotes to repair the fence at the entrance to the recreation ground and any further actions.

14. Open Spaces

- a. To receive an update on the Community Payback Projects.
- b. To consider the correspondence from resident requesting a shield be fitted on a streetlight at a cost of approximately £130.00 + VAT.
- c. To note update from npower, the streetlight electricity supplier, that the Market-wide Half-Hourly Settlement (MHHS) is going live in September 2025.
- d. To consider the donation of a lockable rubbish bin from Southery Academy (Cllr D Smith).
- e. To consider any further requirements for mole catching at the recreation ground.

15. Items of the next agenda

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

- a. Wednesday 8th October 2025 at 7pm.

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 onto the pipe investigation.
- b. To consider approval of additional inscription on memorial, A F Holman.

18. Recreation Ground

- a. To receive an update on the current boundary.

19. Staffing

- a. To note the Clerks annual appraisal has been carried out and consider and approve Parish Clerk & RFO job description.