



All Councillors are hereby summoned to the Parish Council meeting of Southern Parish Council to be held on Wednesday 12th November 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: 7th November 2025

Lolly Dawson
Parish Clerk & Responsible Financial Officer
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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 8th October 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, website & emails.
 - d. Update on the noticeboard refurbishment.
 - e. Update on the installation of the seat in the bus shelter at the end of Orchard Way.
 - f. Update on lockable rubbish bin, Cllr D Smith.
 - g. Update on playground signage.
 - h. Update on fire risk assessment and electrical inspection at the pavilion.
 - i. Update on repair the fence at the entrance to the recreation ground and any further actions.
 - j. Update on fascia repairs on garage at recreation ground.
- 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.
 - d. To consider the internal audit quotes for 25/26.
 - e. To consider a donation to "Littleport and District Patients & users, lenders of special equipment" (Pulse) charity number 1098510, to replace the battery at the defibrillator at The Old White Bell.

- f. To note CIL funding applications will be open 1 March 2026 and close 1 May 2025. Clerk attended training session on 4 November 2025 on new application process.
- g. To consider setting up a Direct Debit for Wave, water supplier for Recreation Ground.

8. Planning

- a. **To consider any planning applications received from Kings Lynn and West Norfolk Borough Council prior to the meeting:**
 - i. 25/01716/FM. Proposed extensions to agricultural grading shed and box store at Northfield Farm. Northfield Farm, Lynn Road, Southery, Downham Market, Norfolk. PE38 0HT. Link [HERE](#). Deadline for response 18 November 2025.
 - ii. 25/01695/F. Retrospective planning application for lean-to cold store. Towlers Farm, Southery Road, Feltwell, Thetford, Norfolk, IP26 4ER. Link [HERE](#). Deadline for response 18 November 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. Administration & Policies

- a. To consider the quote of £81.00 + VAT for Parish Online.
- b. To consider a Southery Newsletter.
- c. To consider and review any **policies** circulated prior to the meeting date.
 - i. To consider and review the Grant Awarding Policy.
 - ii. To consider and adopt the LGPS Pension Policy.
 - iii. To consider and adopt the Risk Management Policy.
- d. To review the asset register.
- e. To consider budget of £35.00 for stationary order.

10. Highways

- a. To receive an update on highways reports. (Cllr I Goodwin)
 - i. Reports in progress.
 - 1. Overgrown hedge on Southery B Road B1160, reported 30.10.25.
 - 2. Missing or faded markings on Southery Bypass A10, reported 10.9.25.
 - 3. Standing water on Churchgate Street, reported 10.9.25.
 - ii. Completed Reports since the last meeting.
 - 1. Non-illuminated road sign, faded, on Ferrybank. Reported 30.10.25. Case closed 4.11.25. Reason: A site visit has been carried out, and this issue has been resolved.; Note Defect Inspected and resolved by officer.
 - 2. Overgrown Hedge on Westgate Street, reported 30.10.25. Case closed 4.11.25. Reason: A site visit has been carried out, and this issue has been resolved. Case closed 6.11.25. Reason: We have investigated and will be sending a letter to the responsible party to resolve this issue, Letter sent to landowner.

3. Damaged post at Ferrybank reported 8.10.25. Case Closed 13.10.25. Reason: A site visit carried out and issue has been resolved.
- b. To receive the SAM2 results and update. (Cllr C Stabile-Barnett)
- c. To receive an update on the A10 junction speed concerns.
- d. To consider any action required, due to damage to trees at Ferry Bank.
- e. To consider any comments for the proposed diversion of part of bridleway no.15, Methwold, Further details circulated.

11. Events

- a. To consider any future events.
- b. To consider a contribution to the Christmas Event.
 - i. To consider the new Christmas Tree quote.

12. Playing Field

- a. To consider the current floodlights.
- b. To receive an update on the playground project.
 - i. To receive and consider the draft Sports England funding application for gym equipment & Parish Council contribution. (Cllr C Stabile-Barnett)
 1. To consider additional flood lighting and quotes.
 2. To consider a jogging track.
 3. To consider additional gym equipment pieces.
- c. Pavilion.
 - i. To receive an update on the pavilion refurbishment project.
 1. To receive an update on the Family Hub Community Fund application.
 2. To receive any plans and quotes for the project.
 3. To receive an update on potential storage containers.
- d. To receive quotes for the boundary fence project, including skip hire to remove the old fence and a new chain link fence.

13. Open Spaces

- a. To receive an update on the Community Payback Projects.
- b. Streetlights update
 - i. To note the flickering streetlight reported on Halls Close has been sent to the streetlight contractor to investigate.
- c. To consider the grounds maintenance quotes for 2026.

14. Items of the next agenda

15. To confirm the date of the next meetings

- a. Wednesday 10th December 2025 at 7pm.
- b. To agree the meeting dates for 2026.