



All Councillors are hereby summoned to the Parish Council meeting of Southern Parish Council to be held on Wednesday 8th October 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: 3rd October 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 10th September 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 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, submitted 30/9/25.
 - g. Update on the reinstate the seat in the bus shelter at the end of Orchard Way, and BSIP application.
 - h. Update on lockable rubbish bin, Cllr D Smith.
 - i. Update on playground signage and receive quotes.
 - j. To note the new climbing wall has been installed.
 - k. Update on fire risk assessment and electrical inspection at the pavilion.
 - l. Update on repair the fence at the entrance to the recreation ground and any further actions.
 - m. 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.

8. 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.

9. Correspondence

- a. Email from Norfolk County Council from the Flood Risk Manager, regarding a questionnaire on Property Flood Resilience schemes.

10. Administration & Policies

- a. To consider and adopt the KLWNBC Parish Councillor Code of Conduct.
- b. To review and approve the Co-Option policy and application form.
- c. To consider and adopt the NPTS template Standing Orders.
- d. To consider and adopt the NPTS template Financial Regulations.
- e. To consider and review any other policies circulate prior to the meeting date.
- f. To receive the keyholder list and consider any additional keys to be cut.
- g. To review the asset register.

11. Highways

- a. To receive an update on highways reports. (Cllr I Goodwin)
- b. To receive the SAM2 results and any further actions.
 - i. To consider the quotes for additional SAM2 brackets.
- c. 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.

13. Playing Field

- a. To receive an update on the playground project.
 - i. To receive an update on the Sports England funding application for gym equipment.
- b. 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.

14. Open Spaces

- a. To receive an update on the Community Payback Projects.

15. Items of the next agenda

- a. To consider the grounds maintenance quotes for 2026.

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

- a. Wednesday 12th November 2025 at 7pm.
- b. Wednesday 10th December 2025 at 7pm. Budget-Setting.

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.

18. Recreation Ground

- a. To receive an update on the boundary.