



**Minute of the Southery Parish Council meeting 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.**

Email: parishclerk1@hotmail.co.uk
Phone: 07522 137101

In attendance: Cllrs Chris Edwards, Diane Edwards, Ian Goodwin, Darren Smith, Sue Welch (Chair), Christine Feltwell, Javey Osler & Roger Whitehead.

Members of the public: 1, Cllr Martin Storey

Clerk: Lolly Dawson, Parish Clerk & RFO

1. Apologies for absence

Apologies were accepted for Cllrs Chris Stabile-Barnett & Annette Osler due to alternative commitments.

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

No applications.

3. Declarations of Interest and Dispensation Requests

None.

4. Public Speaking (3 minutes per person, a maximum of 15 minutes)

- a. Members of the Public, none in attendance.
- b. District & County Councillor Martin Storey reported apologies for non-attendance recently. The Local Government Reorganisation (LGR) is in progress, Kings Lynn and West Norfolk Borough Council (KLWNBC) and Norfolk County Council (NCC) must put forward their proposals by 26th September 25, and they have been in consultation with the public this year, NCC is favouring the single unitary, KLWNBC seems to favour the three tier unitary council. There is a meeting on 11th September for Parish and Town Councils to attend, invitation circulated. The Mayor to be elected in May 2026. It was noted that 65% of population in this Country is under a unitary Council. An update on the QE hospital in Kings Lynn. NCC is addressing concerns on the affect of the solar panel farm developments, and potential pylons which could be an eye-sore to the Norfolk countryside and are taking up valuable farming land. NCC ranked one of the most top performing local authorities in the UK, according to the last climate action score cards, third place among all County Council's in the UK. It was reported that 93% of planning applicants are dealt with under delegated powers, leaving 7% that go to the planning committee board, this will be changing in 6-8 months due to LGR.

5. Minutes

The minutes of the Parish Council meeting held on 6th August 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

6. Updates from previous minutes and any further actions

- a. VAT reclaim, still awaiting new VAT relief number to process 23/24 & 24/25.

- b. Orchard Way Lighting Update, the final agreement is in progress, awaiting update from Hayes & Storr.
- c. Update on gov.uk domain and emails, in progress.
- d. Cllr C Feltwell reported that British Sugar are prepared carry out improvements to the car park at the recreation ground, but are waiting for suitable material, hopefully end of October beginning of November 2025.
- e. Update on the noticeboard refurbishment, in progress, Cllr D Smith & C Edwards to remove. Cllr D Smith to contact the school for an alternative item for the space it will leave behind.
- f. Update on the Parish Partnership Scheme Application for a SAM3, awaiting response from Highways and Cllr Storey for support.

7. Finances

- a. An accounts update was received, contact Clerk for further information.
- b. Up-to-date bank reconciliations were RECEIVED, see Annex A.
It was NOTED that the second precept instalment has not yet been received.
- c. The payments and receipts, as presented were APPROVED, see Annex B.

8. Planning

- a. **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. It was RESOLVED to respond with NO OBJECTION.
- b. **Planning decisions made by Kings Lynn and West Norfolk Borough Council:**
 - i. None received.

9. Correspondence

- a. The invitation to the National Police Memorial Day Service was received it was AGREED for Cllr D Smith to attend, if available. Clerk to send information.
- b. Correspondence from resident regarding speeding and lorries on Lynn Road. It was AGREED to push the speed watch volunteer group again, and pursue SAM3 application, as well as continue to contact MP Terry Jermy and Highways for support as traffic, highways and speed, is under the authority of Norfolk County Council.
- c. Invitation from KLWNBC to the Climate Change Expo on 23rd September 2025 was circulated.

10. Administration & Policies

- a. The New Councillor training for Cllr C Stabile-Barnett was APPROVED.
- b. Full Council training to go through the SLCC Model Councillor Officer Protocol was APPROVED, L Dawson Clerk & RFO to arrange and put together material.
- c. The Health & Safety Policy is in progress.
- d. The Cemetery Risk Assessment, to be circulated and APPROVED.
- e. The Pavilion Risk Assessment, is in progress, it was noted quotes have been received for refurbishment. It was AGREED for the electrics to be certified by a professional as soon as possible due to requirement from insurance of one being

carried out within the last 5 years, and the one on file is from 2019. Clerk & Cllr C Edwards to organise, best value to be accepted. It was NOTED that the building used for storage only, so determined Fire Risk Assessment not necessary at present and to be carried out once refurbished and in full use, Cllr D Smith to check this with a qualified person and report back.

- f. The Recreation Ground Risk Assessment is in progress, to be able to complete it was AGREED to action the 6 and above risk factor items reported on the annual playground inspection, the Community payback team to action all they can and quotes to be sourced for anything they cannot do. All equipment required was APPROVED to be purchased. It is also required for weekly visual inspections to be carried out, it was AGREED for Cllrs D Smith, S Welch, C Edwards, C Stabile-Barnett and Clerk to arrange a rota, spreadsheet has already been circulated.

11. Highways

- a. Update on highways reports from Cllr I Goodwin included; Flooding on Orchard Way drains were reported, Flooding Westgate and Upgate Street were reported, Signage coming into Village from Downham Market in Ferrybank is covered by trees, has been reported. White lining at the top end of Lynn Road coming out, as no longer visible, has been reported.
 - i. Update on the footpath section not repaired on Churchgate Street, this has been reported to Highways, KLWNBC & Building Control, no further action at present.
- b. Quotes were received to reinstate the seat in the bus shelter at the end of Orchard Way, it was noted that the bricks from the old bench have been removed by Cllr C Edwards. It was APPROVED to accept Nicholsons quote of £530.50 for the Stainless Steel option for materials and installation, and contact Highways for BSIP, thank you Cllr C Edwards for sourcing the quote.
- c. The SAM2 results for August 2025 were RECEIVED.
- d. Update on the A10 junction speed concerns, it was NOTED that there has been no update from Terry Jermy MP, following site visit, Clerk to chase.

12. Events

- a. Events including 2026, none planned.
- b. An update on the Sunday 9th November memorial was received. It was AGREED to purchase 6 x road barriers at a cost of within a budget of £140.94+VAT. Delivery to Cllr D Edwards to be stored in the garage or pavilion.

13. Playing Field

- a. An update on the playground project was received.
 - i. The current playground signage was considered, and it was AGREED to replace the No dogs off leads on playing field sign at entrance, a new Skate Park sign & Children's play area sign, the signs are to be designed by the Clerk in red, circulated and quote sourced from JD Signs.
 - ii. The Sports England funding application for gym equipment is in progress, Cllr C Stabile-Barnett to complete.
 - iii. It was NOTED that the climbing wall installation has moved to 29th September 2025.
- b. Pavilion

- i. It was NOTED that on 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. An update on the pavilion refurbishment project was received.
 1. The Pavilion Refurbishment Working Groups Terms of Reference was APPROVED and members confirmed to be Cllrs C Stabile-Barnett (Chair), D Edwards, A Osler & D Smith.
 2. An update on the Family Hub Community Fund application was received.
 3. Plans and quotes for the project update, awaiting second quote from local contractor to include a modular unit price as an alternative option, first quotation received £60,000 for pavilion and £20,000 for toilet block. It was AGREED to purchase 4 x brackets and repair the guttering on the toilet block, Cllr I Goodwin to action.
 4. The requirement for storage containers were considered, it was AGREED to pursue two containers, one for SWISH items currently in pavilion, should they want one, and one for GKAcademy for their items using Football Foundation funding, Cllr C Stabile-Barnett to assist with grant application. Clerk & Cllrs D Smith and D Edwards to contact SWISH with proposal.
 - a. Football Foundation storage container grant application, in progress.
- c. Update on the wildflower, sensory meadow in the land behind the garages, a proposal from Cllr C Stabile-Barnett was received, it was AGREED to put this project on hold until other urgent projects are completed, and clear the area.
 - i. The Norfolk Community Fund initiative was noted.
<https://www.crowdfunder.co.uk/funds/norfolk-community-fund>
- d. Fire risk assessment at the pavilion and toilet blocks. See item 10.e.
- e. Electrical inspection of the pavilion and toilet blocks required every 5 years. See item 10.e.
- f. Request for bookings at the recreation ground, none received.
- g. Quote to be received to repair the fence at the entrance to the recreation ground, Cllr D Edwards sourcing, to include making the area safe, clearing the area free of charge and remove tree trunks.

14. Open Spaces

- a. Cllr C Edwards provided an update on the Community Payback Projects, they are currently doing the fencing around the memorial and repairing the entrance gate to the memorial. It was AGREED to purchase additional black hammarite paint.
- b. The correspondence from resident requesting a shield be fitted on a streetlight at a cost of approximately £130.00 + VAT, was received it was AGREED for no further action to be taken.
- c. Update from npower, the streetlight electricity supplier, that the Market-wide Half-Hourly Settlement (MHHS) is going live in September 2025.
- d. Southery Academy have offered to donate a lockable rubbish bin, Cllr D Smith to check and circulate update.
- e. Mole catching at the recreation ground, no further action at present.

15. Items of the next agenda

- a. To consider a Christmas Event, Christmas Trees and carol service.
- b. To consider writing to local agricultural companies to remind them of the 20mph speed limit and as winter is coming to please keep the roads clean mud.
- c. To receive an update on weeds in the village.

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 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. No further update on the pipe investigation with Anglian Water.
- b. The additional inscription on memorial was APPROVED, A F Holman.

18. Recreation Ground

- a. An update on the current boundary was received, the land survey carried out was circulated, it was noted that, according to the survey, the neighbouring property has encroached onto the Parish Council's land, a meeting to be arranged with Clerk, property owner and Cllr S Welch & Cllr Stabile-Barnett to address and request to reinstate boundary fence to correct boundary within a suitable timeframe. If not reinstated, then it was AGREED to purchase and erect a fence on the Parish boundary, correspondence to be sent recorded delivery in the post.

19. Staffing

- a. It was NOTED the Clerks annual appraisal has been carried out and the Parish Clerk & RFO job description was circulated.

Annex A.

A	Bank Reconciliation at 29/08/2025		
	Cash in Hand 01/04/2025		41,680.29
	ADD Receipts 01/04/2025 - 29/08/2025		26,306.42
	SUBTRACT Payments 01/04/2025 - 29/08/2025		67,986.71
			37,301.88
	Cash in Hand 29/08/2025 (per Cash Book)		30,684.83
B	Cash in hand per Bank Statements		
	Petty Cash 29/08/2025	0.00	
	Lloyds Treasurer Account 29/08/2025	15,435.83	
	Lloyds Business Account 29/08/2025	24,943.88	
			40,379.71
	Less unrepresented payments		9,694.88
			30,684.83
	Plus unrepresented receipts		
	Adjusted Bank Balance		30,684.83
	A = B Checks out OK		

Annex B.

PAYMENTS APPROVED AT PARISH COUNCIL MEETING HELD 10th SEPTEMBER 2025

Code	Minute	Description	Supplier	Net	VAT	Total
RECEIPTS						
Burial Fees	10/9/25	Add. Inscription Roy Ernest Prior Smith	A.F. Holman & Son	£ 60.00	£ -	£ 60.00
Playground Equipment	10.9.25	National Lottery Fund - Climbing Wall	National Lottery Community Fund	£ 7,200.00	£ -	£ 7,200.00
Bank interest	10/9/25	Bank Interest 11/8/25	Lloyds Bank	£ 21.21	£ -	£ 21.21
TOTAL				£ 7,281.21	£ -	£ 7,281.21
PAYMENTS						
Training Clerk and Cllrs	10.9.25	Councillor Training	Norfolk Parish Training & Support	-£ 52.00	-£ 10.40	-£ 62.40
Admin expenses	10.9.25	Land Survey - Recreation Ground	Anglia Land Surveys Ltd	-£ 655.00	-£ 131.00	-£ 786.00
Bank Interest	10/9/25	Bank Fee 19/8/25	Lloyds Bank	-£ 4.25	£ -	-£ 4.25
Clerk Salary	10.9.25	Month 5 Payroll		-£ 741.98	£ -	-£ 741.98
HMRC	10.9.25	Month 5 Payroll	HMRC	-£ 76.10	£ -	-£ 76.10
Clerk Expenses and Allowance	10/9/25	Month 5 mileage		-£ 21.60	£ -	-£ 21.60
Pension	10.9.25	Month 5 Pension	Norfolk Pension Fund	-£ 231.58	£ -	-£ 231.58
Playground Equipment	10.9.25	New Cradle Seat	Wickstead Leisure Ltd	-£ 149.19	-£ 29.84	-£ 179.03
Village Grass-Cutting	10/9/25	1MID 369788	Nurture	-£ 617.67	-£ 123.53	-£ 741.20
Streetlight Maintenance	10/9/25	Streetlight Maintenance Sept 25	K&M Lighting Services	-£ 58.20	-£ 11.64	-£ 69.84
Playing Field Electric	10/9/25	Football Hut electric 1.6.25 - 31.8.25	Eon Next (Football hut electric)	-£ 84.93	-£ 4.25	-£ 89.18
SAM2 expenses	10/9/25	Handyman August 25 2560	Mr Sparkle	-£ 36.00	£ -	-£ 36.00
Bin collection	10/9/25	Handyman August 25 2560	Mr Sparkle	-£ 12.00	£ -	-£ 12.00
Bank Interest	10/9/25	Bank Fee 16/9/25	Lloyds Bank	-£ 4.25	£ -	-£ 4.25
TOTAL				-£ 2,744.75	-£ 310.66	-£ 3,055.41

Meeting Closed: 21:00

Signed:

Dated: