



Minutes of the meeting of Southery Parish Council held on Wednesday 6th August 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, Chris Stabile-Barnett, Sue Welch, Christine Feltwell & Annette Osler (Chair)

Members of the public: 0

Clerk: Lolly Dawson, Parish Clerk & RFO

1. Apologies for absence

Apologies were accepted for Cllrs Javey Osler & Roger Whitehead due to alternative commitments.

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

None received.

3. Declarations of Interest

None.

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

- a. Members of the Public, none.
- b. District & County Councillors, none.

5. Minutes

The minutes of the Parish Council meeting held on 9th July 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

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, Hayes & Storr have contacted Fraser Dawbarns on behalf of the Council, awaiting further updates. It was noted that Fraser Dawbarns have agreed that the Parish Council will pay no legal fees for the process to be completed.
- c. The garage and football club rental fees were APPROVED to be £150 back-pay electric from January 2023 to June 2025 and £160 garage rental from December 2022 to December 2025. Clerk to invoice GKAcademy.
- d. The replacement Bus Shelter was installed on 5th August 2025.
- e. Update on gov.uk domain and emails, this has been actioned, website design and colour scheme was AGREED.

7. Finances

- a. An accounts update was RECEIVED.
- b. An up-to-date bank reconciliation was RECEIVED.

A	Bank Reconciliation at 31/07/2025			
	Cash in Hand 01/04/2025			41,680.29
	ADD Receipts 01/04/2025 - 31/07/2025			19,025.21
	SUBTRACT Payments 01/04/2025 - 31/07/2025			60,705.50
	Cash in Hand 31/07/2025 (per Cash Book)			27,574.15
B	Cash in hand per Bank Statements			
	Petty Cash 31/07/2025	0.00		
	Lloyds Treasurer Account 31/07/2025	3,083.93		
	Lloyds Business Account 31/07/2025	33,502.67		
				36,586.60
	Less unrepresented payments			9,012.45
				27,574.15
	Plus unrepresented receipts			
	Adjusted Bank Balance			27,574.15
	A = B Checks out OK			

c. The payments and receipts, as presented were APPROVED.

Voucher	Code	Date	Minute	Description	Cost Code	Supplier	Net	VAT	Total
PAYMENTS									
64	General Village Maintenance	18/07/2025	6/8/2025	Community Payback Steel Wool (Refund D Edwards)	Payment - Community Payback Expense	Amazon EU Sarl UK Branch	-£ 9.98	-£ 2.00	-£ 11.98
51	Cemetery Water	21/07/2025	6/8/2025	Cemetery Water 25.4.25 - 20.7.25	Payment - Cemetery Water	Anglian Water	-£ 12.45	-£ -	-£ 12.45
52	Admin expenses	22/07/2025	6/8/2025	Bank Fee 22/7/25	Payment - Bank Fee	Lloyds Bank	-£ 4.25	-£ -	-£ 4.25
53	Clerk Salary	24/07/2025	6/8/2025	Month 4 payroll	Payment - Clerk Pay		-£ 926.13	-£ -	-£ 926.13
55	HMRC	24/07/2025	6/8/2025	Month 4 HMRC	Payment - HMRC	HMRC	-£ 186.43	-£ -	-£ 186.43
56	HMRC	24/07/2025	6/8/2025	Month 4 HMRC (minus as unallocated payments used)	Payment - HMRC	HMRC	-£ 186.43	-£ -	-£ 186.43
61	Clerk Expenses and Allowance	24/07/2025	6/8/2025	Mileage Month 4	Payment - Clerk Expense		-£ 21.60	-£ -	-£ 21.60
54	Pension	24/07/2025	6/8/2025	Month 4 Pension	Payment - Pension Contributions	Norfolk Pension Fund	-£ 300.48	-£ -	-£ 300.48
50	Bus Shelter	24/07/2025	6/8/2025	Bus Shelter Replacement	Payment - Bus Shelter Replacement	Speedy Street Solutions Ltd	-£ 6,910.00	-£ 1,382.00	-£ 8,292.00
57	SAM2 expenses	24/07/2025	6/8/2025	SAM2 repairs	Payment - SAM2	Westcotec	-£ 261.00	-£ 52.20	-£ 313.20
65	General Village Maintenance	30/07/2025	6/8/2025	Community Payback scrapers (Refund D Edwards)	Payment - Community Payback Expense	huizhoushichen - amazon supplier	-£ 5.99	-£ -	-£ 5.99
60	Playground Maintenance	31/07/2025	6/8/2025	Play Area Annual Inspection	Payment - Play area Inspection	Wickstead Leisure Ltd	-£ 300.00	-£ 60.00	-£ 360.00
62	Repairs and Renewals	31/07/2025	6/8/2025	Garage Fascia Replacements (Refund D Edwards)	Payment - Repairs	PVC Cladding	-£ 91.67	-£ 18.33	-£ 110.00
63	General Village Maintenance	31/07/2025	6/8/2025	Community Payback Paintbrushes (Refund D Edwards)	Payment - Community Payback Expense	Cantium Trading Ltd	-£ 4.99	-£ 1.00	-£ 5.99
66	General Village Maintenance	31/07/2025	6/8/2025	Community Payback Brushes	Payment - Community Payback Expense	JINANMINGLU DIANZHIKEJIYOUXIAN GONGSI - Amazon Supplier	-£ 7.99	-£ 1.60	-£ 9.59
59	Playground Equipment	31/07/2025	6/8/2025	Climbing Wall	Payment - Play Equipment	Finding Fitness Ltd	-£ 7,200.00	-£ 1,440.00	-£ 8,640.00
58	Streetlight Maintenance	01/08/2025	6/8/2025	9498 Streetlight Maintenance August 25	Payment - Streetlight Maintenance	K&M Lighting Services	-£ 58.20	-£ 11.64	-£ 69.84
67	Bin collection	01/08/2025	6/8/2025	INV 2559 SAM2 & Dog Bin	Payment - Handymen Jobs	Mr Sparkle	-£ 12.00	-£ -	-£ 12.00
67	SAM2 expenses	01/08/2025	6/8/2025	INV 2559 SAM2 & Dog Bin	Payment - Handymen Jobs	Mr Sparkle	-£ 72.00	-£ -	-£ 72.00
68	Village Grass-Cutting	05/08/2025	6/8/2025	Grounds Maintenance July 2025 368349	Payment - Grounds Maintenance	Nurture	-£ 617.67	-£ 123.53	-£ 741.20
69	Tree Work	05/08/2025	6/8/2025	Tree Works	Payment - Trees	T G Bird Tree and Garden Services Ltd	-£ 875.00	-£ 175.00	-£ 1,050.00
PAYMENTS TOTAL							-£ 17,691.40	-£ 3,267.30	-£ 20,958.70
RECEIPTS									
9	Bus Shelter	24/10/2025	6/8/2025	pps Bus Shelter NCC contri	Receipt - Parish Partnership Bus Shelter	Norfolk County Council	£ 5,528.00	£ -	£ 5,528.00
10	Bank interest	09/07/2025	6/8/2025	Bank Interest 9/7/25	Receipt - Bank Interest	Lloyds Bank	£ 19.23	£ -	£ 19.23
RECEIPT TOTAL							£ 5,547.23	£ -	£ 5,547.23

8. Planning

- Planning applications received from Kings Lynn and West Norfolk Borough Council prior to the meeting:**
 - None received.
- Planning decisions made by Kings Lynn and West Norfolk Borough Council:**
 - 25/00823/PART14, Application to determine if prior approval is required for Installation of Solar PV - 504 Panels for a 236.88 kWp system. To be located on two agricultural buildings (as identified in supporting information) (Schedule 2, Part 14, Class J) Towlers Farm Southery Road Feltwell Thetford, IP26 4ER. Prior Approval – Approved 11 July 2025, Delegated Decision.

9. Correspondence

- Cllr C Feltwell has contacted British Sugar for assistance in re-surfacing the recreation ground car park, awaiting further update.
- Correspondence from resident regarding weeds outside Church / common Lane was received and it was noted that NCC highways are responsible for public

footpaths and will be contacted with regard to weed spraying.

10. Administration & Policies

- a. Funding opportunities were considered, it was AGREED to pursue the Football Foundation funding available for a Storage Container, Clerk & Cllr D Edwards to contact GKAcademy.
- b. The 2025-2030 action plan was reviewed, a number of items had been achieved and were noted, an updated version will be uploaded to the council website.

11. Highways

- a. Cllr I Goodwin reported that the Mill Lane sign has been rectified. It was noted that the Westgate Street Sign is overgrown, to be reported, and the footpath from Feltwell Road is overgrown, to be reported.
 - i. The footpath section that was not repaired on Churchgate Street has been investigated, the building adjacent has been reported to CNC Building Control and Highways have been contacted to request an update on the re-surfacing of the footpath in that section.
- b. No streetlight reports were received.
- c. SAM2 update, data is now being downloaded by Cllr C Stabile-Barnett and the new locations have been approved by Highways. It was AGREED to apply for the Parish Partnership Funding scheme, which is 50% funding available from Norfolk County Council, for a SAM3 machine at £3445.00 + VAT and the installation of an additional post on the Ferrybank location at £195.00 + VAT.
- d. It was AGREED to source quotes to reinstate a seat in the bus shelter at the end of Orchard Way in metal. Cllrs C Feltwell & A Osler to source quotes, Clerk to contact NCC Highways for funding support.
- e. Parish Councillors met with MP Terry Jermy on 12th July 2025 and discussed ongoing community concerns regarding the A10 junctions into the village, and options for addressing these concerns. Clerk to contact MP's office for further updates on support available.
- f. A quote of £200.00 from a local contractor to carrying out weed spraying on the public footpaths was received, no update from Highways received on their weed spraying schedule. Clerk to chase NCC Highways.

12. Open Spaces

a. Playing Field

- i. An update on the playground project was received. It was AGREED to apply to Sport England Fund for the Wicksteed 3 x Gym Equipment pieces at a cost of £8250.90 + VAT APPROVED, plus an additional flood light, quote from K&M lighting to be sourced. Cllr C Stabile-Barnett & Clerk to action. It was also APPROVED to apply for the Tesco funding to contribute to the new and replacement playground equipment.
 - 1. It was NOTED that the National Lottery Community Fund, climbing wall application has been successful for £7200.00, which is 100% of the cost of the climbing wall, installation scheduled for 25th September 2025, Cllr D Edwards to be on site and confirm location with supplier.

2. The current playground signage was considered, it was AGREED for the Clerk to design and source quotes for; New main Entrance sign, Dogs on Leads & Please pick up after your dog sign, New Skate Park Sign & New playground entrance sign.
- ii. Update on the pavilion refurbishment project.
 1. Cllr C Stabile-Barnett has circulated a draft application for the Family Hub Community Fund application. It was AGREED to consider either a refurbishment project of the current building, or consider the potential for a re-build if possible through the fund. A further meeting with Family Hub Community Fund to be scheduled to investigate the opportunities further. Quotes to be sourced by the Pavilion Improvement Working Group.
- iii. The annual playground and skate park inspections were received; it was APPROVED to purchase a replacement cradle swing from Wicksteed and purchase a padlock for the maintenance gate as the ROSPA inspection identified as High Risk.
- iv. To note no additional bookings requested at the recreation ground.
- v. Cllr I Goodwin reported that the Pavilion Risk Assessment is in progress. It was AGREED for Cllr I Goodwin to draft a Parish Council Health & Safety policy, Recreation Ground Risk Assessment and Cemetery Risk Assessment.
- vi. Potential uses for the land behind the garages were considered it was APPROVED to apply to the Norfolk Community Fund for up to £2500.00, which is specifically for Community-led projects. Cllr D Edwards to contact Local groups who may want to be involved. The project will be to create a sensory and well-being garden including benches, Wildflower meadow sections and sensory items as included in the Wicksteed Quote, also in this area. Cllrs C Stabile-Barnett, D Edwards & Clerk to progress.
- vii. The damaged fence at the entrance to the recreation ground was considered it was noted that the Community Payback can install concrete posts. Cllr D Edwards to source quotes for materials required for a chain link fence.
- viii. Cllr C Feltwell reported that British Sugar have been contacted for potential recreation ground car park improvements and awaiting further update.
- b. Community Payback Update on works, the playground area works have been completed, the garage doors have been painted and fascia's to be fitted on the garage by Cllrs D Smith and C Stabile-Barnett. Payback team to move to improving the war memorial fencing next visit scheduled 27th August.
- c. The current noticeboards and locations were considered, it was noted that the noticeboard outside the school is water damaged, it was AGREED for Cllr C Edwards to repair by replacing with magnetic backing instead, and the whole noticeboard to be re-fitted next to the current one at the end Recreation Drive, Street Furniture application to be submitted.

13. Items of the next agenda

Updates from on-going projects.

14. The date of the next meetings were confirmed.

- a. Wednesday 10th September 2025, Ten Mile Bank Village Hall & Wednesday 8th October 2025, location TBC, both 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.

15. Cemetery

- a. Anglian Water attended the cemetery site, some plans showed a pipe but specific location was unable to be identified.
- b. The removal of trees planted in breach of the rules & regulations are to be removed.

16. Recreation Ground

- a. An update on the current boundary. It was APPROVED to action ALS Quote £655.00 + VAT to survey the recreation ground boundary. If a site visit it required it was AGREED for the Clerk, Cllr S Welch & Cllr C Stabile-Barnett to attend.

17. Staffing

- a. It was NOTED that the 2025/2026 Local Government Services Pay Agreement has been published, back-pay for 2025/2026 due to the Clerk.

Meeting Closed: 21:00

Signed:

Dated: