



Minutes of the Southery Parish Council meeting held on Wednesday 9th July 2025 at 7.00 pm in The Village Hall, Ten Mile Bank, Station Road, Ten Mile Bank, Downham Market, PE38 0EP.

Lolly Dawson
Parish Clerk & Responsible Financial Officer
Email: parishclerk1@hotmail.co.uk
Phone: 07522 137101

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

Members of the public: 0

Clerk: Lolly Dawson, Parish Clerk & RFO.

1. Apologies for absence

None.

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

No applications.

3. Declarations of Interest

None.

- a. Parish Councillor Register of members interests' forms are now updated with Kings Lynn and West Norfolk Borough Council Councillors to send updated forms to Clerk if there are any changes.

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

- a. Members of the Public, none.
- b. District & County Councillors, no reports.

5. Minutes

The minutes of the Parish Council meeting held on 15th June 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 Clerk to call HMRC and chase.
- b. Orchard Way Lighting Update, the Clerk has contacted Fraser Dawbarns and Hayes & Storr Solicitors and is awaiting a further update.
- c. The garage and football club rental fees are in progress.
- d. An update on the Bus Shelter Improvement Plan (BSIP), funding has been successful for 80% of the total cost £6,334, the remaining 20% to be paid by Parish Council. Put on Facebook page. Cllr C Stabile-Barnett & Clerk to finalise paperwork and instruct contractors.

7. Finances

- a. An accounts update was RECEIVED.

- b. An up-to-date bank reconciliation was RECIEVED.

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		41,680.29
	ADD Receipts 01/04/2025 - 30/06/2025		18,824.99
	SUBTRACT Payments 01/04/2025 - 30/06/2025		60,505.28 13,175.21
	Cash in Hand 30/06/2025 (per Cash Book)		47,330.07
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Lloyds Treasurer Account 30/06/2025	13,846.63	
	Lloyds Business Account 30/06/2025	33,483.44	
			47,330.07
	Less unrepresented payments		
			47,330.07
	Plus unrepresented receipts		
	Adjusted Bank Balance		47,330.07
	A = B Checks out OK		

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

Company	Description	Net	Vat	Gross
Mr Sparkle	SAM2, dog bin emptying INV 2547	£48.00	£0.00	£48.00
Nurture	INV366463 June 2025 grounds maintenance	£617.67	£123.53	£741.20
K&M Lighting	Streetlight maintenance July 2025 INV 9444	£58.20	£11.64	£69.84
Staff Costs	Months 2 & 3 including expenses	£2163.75	£0.00	£2163.75
NALC	Website Hosting Annual Fee	£70.00	£14.00	£84.00
Anglian Water	Cemetery Water	£4.92	£0.00	£4.92
Lloyds Bank	Bank Fee	£4.25	£0.00	£4.25
Land Registry	Refund Sue Welch	£36.00	£0.00	£36.00

- d. Donation to St. Marys Church for the clock service, no grant request received, no further action at present.
- e. It was AGREED to consider an application to the Parish Partnership scheme, deadline December 2025, at the October meeting.

8. Planning

- a. **Planning applications received from Kings Lynn and West Norfolk Borough Council prior to the meeting:**
- i. None received.
- b. **Planning decisions made by Kings Lynn and West Norfolk Borough Council:**
- i. None received.

9. Correspondence

- a. Correspondence from Anglian Water regarding repairing the fences, it was noted that they will be reinstated, Cllr D Edwards to correspond with Anglian Water.
- b. Correspondence from Police, SNAP meeting 15th July 2025 was noted.

10. Administration & Policies

- a. The quotes for implementing gov.uk domain name website and email addresses for Clerk & Councillors were received it was AGREED to accept the RLS computers quote. Councillors emailed to be FirstNameInitial.SecondNameInitial@southeryparishcouncil.gov.uk.
- b. The Internal Controls Policy was considered and APPROVED.
- c. It was APPROVED to add Cllr D Smith as an additional Facebook administrator.

11. Highways

- a. Cllr I Goodwin has uploaded all reports to Highways on behalf of the Council.
- b. Streetlight update, no reports received.

12. Open Spaces

- a. **Playing Field**
 - i. An update on the playground project, funding is currently being sourced, Cllr C Stabile-Barnett looked into Sport England funding. It was AGREED to pursue a renovation project at the pavilion building, Cllrs D Edwards, D Smith, A Osler & C Stabile-Barnett were elected as project leads and are to put together a proposal of works and quotes for the next meeting.
 - ii. Bookings
 - 1. Southery Academy, 10th July, approved.
 - 2. Southery Stars moved 21st August to 23rd August, approved.
- b. Community Payback update on works, Cllr D Edwards has provided weekly updates on the works list, the garage doors have been painted, litter pick at the field, football hut cleared and swept, bench on the play area stained, thanks to Councillors and the team for their hard work. It was APPROVED to purchase white replacement fascias for the garage, within a budget of £250.00, Cllrs D Smith & C Stabile-Barnett to fit.
- c. The EON Next business plan renewal due 16th August 2025 was reviewed it was AGREED to accept a 2-year fixed plan.

13. Items of the next agenda

- a. To consider potential funding opportunities.
- b. To consider potential uses for the land behind the garages.
- c. To consider reinstating a seat in the bus shelter at the end of Orchard Way.
- d. To receive a SAM2 update.
- e. To review the action plan.
- f. To receive an update for the meeting with MP Terry Jermy scheduled on 12th July 2025.
- g. To consider the fence at the entrance to the recreation ground.

14. Date of the next meetings

- a. Wednesday 6th August 2025, Wednesday 10th September 2025 & Wednesday 8th October 2025 at 7pm.

Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the Council RESOLVED to move 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. An update onto the pipe investigation, no update, Cllr T Feltwell to chase.
- b. An update on the removal of trees planted in breach of the rules & regulations, it was AGREED that the removal of trees is to be carried out by two Councillors, free of charge.

16. Recreation Ground

- a. An update on the current boundary, a letter has been sent to a neighbouring property to reinstate the boundary, it was AGREED to send a recorded delivery letter if not response within 2 weeks and to source quotes for a surveyor withing a maximum budget of £1000 and Clerk to action.

Meeting Closed: 20:59

