



All Councillors are hereby summoned to the Parish Council meeting of Southery 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
Email: parishclerk1@hotmail.co.uk
Phone: 07522 137101

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

2. Co-option of a Councillor for the 1 vacancy

No applications.

3. Declarations of Interest

None.

4. Public Speaking

- a. Members of the Public, none in attendance.
- b. District & County Councillors, Councillor Martin Storey reported on Local Government Reorganisation and confirmed that KLWNBC has submitted a proposal to support a three-tier unitary council. NCC favour the single unitary council structure. Mayoral elections for the unitary council are scheduled for May 2026. The unitary structure, yet to be confirmed, will replace the current borough and county councils of Suffolk and Norfolk. There should be a government public consultation in November 2025. An update on the QEH hospital in Kings Lynn. Norwich Castle Keep has re-opened following a £27 mil 5-year redevelopment, made possible with more than £13m from the National Lottery Heritage Fund, as well as £12m from Norfolk County Council. Norfolk County Council, in partnership with Roadtechs Group, has successfully completed a record-breaking road rejuvenation project on the A1066 near Thetford - delivering long-term benefits for local communities, businesses, and the environment.
Cllr Storey also committed £1000.00 of his membership fund towards the parish partnership scheme application for a SAM3 machine, results expected in March 2026.

5. Minutes

The minutes of the Parish Council meeting held on 10th September 2025 were

APPROVED as a true and correct record of the meeting and signed by the Chair.

6. 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 has spent time calling and emailing HMRC, still in-progress.
- b. Orchard Way Lighting Update, Hayes & Storr solicitors have been chased, awaiting response.
- c. Update on gov.uk domain, website & emails, Clerk took photos 8.10.25 to populate the new website. Councillors new email addresses to be circulated once received from RLS Computers. The quote of £45.00 for RLS to re-direct traffic from the old website to the new one was APPROVED.
- d. Update from British Sugar and Recreation ground Car Park, the Site General Manager, has stated they are awaiting suitable stocks of chippings.
- e. Update on the noticeboard refurbishment, in progress, it was AGREED for the Community Payback team to remove the noticeboard outside the school and level. Cllr D Smith to contact school to consider something to replace it.
- f. Update on the Parish Partnership Scheme Application for a SAM3, was submitted 30/9/25.
- g. Update to reinstate the seat in the bus shelter at the end of Orchard Way. Cllr D Edwards updated that this should be completed shortly and the BSIP application has been submitted for 80% of the cost.
- h. Lockable rubbish bin donation from school, Cllr D Smith, no update, in progress.
- i. Update on playground signage, New entrance signage, play area signage and skate park signage designs were AGREED, Clerk to be ordered from JD'Signs within a budget of £150.00.
- j. It was noted that the new climbing wall has been installed and received positive feedback.
- k. Update on fire risk assessment at the pavilion, this is required and it was AGREED to schedule with the best quote under £450.00, Clerk to arrange, and electrical inspection has been scheduled for 9/10/2025 with JBT Electrical Ltd at the pavilion at a cost of £145.00 + VAT.
- l. A quote has been sourced for £978.00 + VAT to remove the tree stumps, remove the current fence posts, tree roots and rubble and erect a new post rail fence at the recreation ground entrance was APPROVED, Cllr A Osler to arrange.
- m. Update on fascia repairs on garage at recreation ground, Cllr D Smith has sourced timber and expanding foam, Cllrs D Smith and C Stabile-Barnett to repair wood and erect fascia, it was noted that a volunteer has repaired all brickwork and the wood has been creosoted by the Community Payback team and Cllr C Edwards.

7. Finances

- a. An accounts update was received. The notice of conclusion of audit from the external auditors PKF Littlejohn has been received and published. Section 3 of the AGAR, External Auditors report and certificate has been received and published. Comments from the external auditors were;
"The AGAR was not accurately completed before submission for review.
• *Section 2, Box 2 for the prior year is incorrect due to a typographical error and should read £25,000.*

• *Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2, Box 9. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.*" To be actioned.

- b. Up-to-date bank reconciliations were received; it was noted that the second precept instalment has been received, see Annex A.
- c. The payments and receipts, as presented were APPROVED, see Annex B.

8. Planning

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

9. Correspondence

- a. Email from Norfolk County Council from the Flood Risk Manager, regarding a questionnaire on Property Flood Resilience schemes. It was noted that there is no known evidence of properties flooding within Southery, Cllr D Smith & Clerk to complete questionnaire.

10. Administration & Policies

- a. The Kings Lynn & West Norfolk Borough Council, Parish Councillor Code of Conduct was considered and APPROVED.
- b. The Co-Option policy and application form was reviewed and APPROVED.
- c. The Norfolk Parish & Training Support (NPTS) template Standing Orders were received and APPROVED.
- d. The NPTS template Financial Regulations were reviewed and APPROVED.
- e. The Bad Debt Policy was circulated prior to the meeting, reviewed and APPROVED.
- f. The keyholder list was reviewed, it was AGREED an additional pavilion and toilet set to be cut and given to Cllr C Stabile-Barnett. Cllr D Smith to enquire access to noticeboards.
- g. The asset register was circulated, to be reviewed at the next meeting.

11. Highways

- a. To receive an update on highways reports. (Cllr I Goodwin)
The chevron and sign at Ferrybank have been reported.
- b. To receive the SAM2 results and any further actions. Cllr C Stabile-Barnett circulated the results.
 - i. The Westcotec quote for additional SAM2 brackets was APPROVED, total for two brackets including delivery £111.50 + VAT.
- c. Update on the A10 junction speed concerns, and update from Terry Jermy MP included apologies for delay in response and after the site meeting a discussion has been had with NCC Highways engineer and will be followed up with a discussion with the Network Safety Manager. Terry Jermy's case officer is also investigating the volume of HGV vehicles using Lynn Road and is enquiring if anything else can be done to reduce the traffic. It was AGREED for the Clerk to

contact Terry Jermy's office, Highways Engineer and Network Safety Manager with the photographs of the recent incident at Ferrybank where the chevron and sign have been damaged.

12. Events

- a. Future events update. There is a Christmas Event 21st December 2025, it was AGREED to purchase and donate two trees for SWISH and the village hall, approximate cost £50.00 each. British Sugar have confirmed that they are able to provide barriers for the Memorial Day on 9th November, Cllr A Osler main contact to delivery and collection of barriers.

13. Playing Field

- a. An update on the playground project.
 - i. Cllr C Stabile-Barnett reported that the Sports England funding is still in progress, a contribution from the Parish Council should be considered once the draft is ready for approval, next meeting.
- b. Pavilion
 - i. An update on the pavilion refurbishment project was received from Cllr C Stabile-Barnett, the funding initiative for a full replacement is no longer available. The structure has been determined as safe and suitable for a refurbishment; it was AGREED to pursue a refurbishment.
 - 1. Family Hub Community Fund application. £10,000 is available within 25/26, it was AGREED for the working group to meet and come to next meeting with a recommendation.
 - 2. It was NOTED that an additional quotation for an internal refurbishment has been requested, and for Cllr D Edwards to contact original contractor who quoted for an internal and external refurbishment and upgrade, to quote for an internal refurbishment only, next meeting.
 - 3. Update on potential storage containers for SWISH & GKAcademy, Cllr D Smith to investigate contact information for SWISH as no response received. GKAcademy contacting Football Foundation for potential funding, Cllr C Stabile-Barnett to assist.

14. Open Spaces

- a. Update on the Community Payback Projects from Cllr D Edwards.

The memorial has been cleaned and painted, the gate has been repaired, bench has been fitted and treated at the end of Recreation Drive and Cllr C Edwards will be installing the Anglian Water plaque as they donated it. Next week improvement works on the cemetery fences and benches will begin.

15. Items of the next agenda

- a. To consider the grounds maintenance quotes for 2026.
- b. To consider a Speedwatch team and traffic concerns within the village.

16. Date of the next meetings

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

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. Update onto the pipe investigation, no further correspondence from Anglian Water, location of pipework is unknown.

18. Recreation Ground

- a. An update on the boundary. It was AGREED to contact the Bowls Club for any potential assistance with removing the current fence leaning against the conifer hedge, which is in an unsuitable state, and to source quotes for concrete post and chain link fence and allow access to maintain the conifer hedge within the Parish Council's boundary.

Meeting Closed: 20:50

Signed:

Dated: