



**Minutes of the meeting of Southern Parish Council held on
Wednesday 14th January 2026 at 7.00 pm in The Village Hall, Ten Mile Bank, Station
Road, Ten Mile Bank, Downham Market, PE38 0EP.**

New Email: clerk@southeryparishcouncil.gov.uk

Phone: 07522 137101

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

Members of the public: 1, Cllr Martin Storey.

Clerk: Miss Lolly Dawson.

1. Apologies for absence

Apologies were accepted for Cllr Chris Edwards & Darren Smith.

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

No applicants received.

3. Declarations of Interest

None.

4. Public Speaking

- a. Members of the Public, none in attendance.
- b. District & County Councillor Martin Storey reported that NCC is doing their 26/27 budget which will be confirmed in February, NCC appreciated all responses to the public consultation, adult social care and children's services are approximately 70% of the budget, maximum of 5% increase. NCC elections are scheduled to take place on 4th May 2026, awaiting on central government to confirm whether they will go ahead. The government has delayed the Mayoral election until May 2028. NCC has been carrying out gritting of the roads covering 2200 miles across Norfolk. Highways budget has been given more money and gritting footpaths is being considered. QEH no further updates.

5. Minutes

The minutes of the Parish Council meeting held on 10th December 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; it was NOTED that 23/24 requested £1,088.67 & 24/25 requested £3,100.64, both returns processed on 29.12.2025.
- b. Orchard Way Lighting Update, S38 agreement received by Hayes & Storr, awaiting hard copies of documents to be sent to NCC.
- c. Installation of the seat in the bus shelter at the end of Orchard Way, not yet installed, Cllr D Edwards has chased the company; shelter has been swept and ready.
- d. Update on playground signage, all fitted by Cllr I Goodwin.

- e. It was NOTED that the fire signage and logbook for the pavilion has been ordered and will be placed in the pavilion ready for the refurbishment.
- f. Update on fascia repairs on garage at recreation ground, in progress.
- g. Updates on the asset register, circulated.
- h. Update on the Rural Community Small Grant Scheme, for the inclusive sensory totem £1252.00 and Double Zig Zag Twister, £2223.40 plus carriage and installation. Deadline 11th January 2026, was submitted on time, spend deadline of 31st March 26 has been extended, should be confirmed within two weeks.

7. Finances

- a. An accounts update was received, Cllrs who would like access to Scribe Accounting software to contact the Clerk.
It was noted that at the last meeting the BSIP grant income had not yet been received, this should be within 30 days.
- b. Up-to-date bank reconciliations, see annex A.
- c. The payments and receipts, as presented and any additional payments received before the meeting were APPROVED, see Annex B.
- d. A grant request from Southery Academy for £4,000.00 was considered, it was AGREED not to accept as the Parish Council does not have available funds, due to several refurbishment projects on it's own assets for 26/27.

8. Planning

- a. **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. 25/02063/AG, Agricultural Prior Notification: Proposed new agricultural hardstanding, Land At E561771 N295645, Lynn Road, Southery, Norfolk. Prior Approval Not Required, 6 January 2026, Delegated Decision.

9. Highways

- a. Update on highways reports. (Cllr I Goodwin)
 - i. Report on 10 September 2025, missing or faded marking on Southery Bypass A10, case open.
 - ii. Report on 8 January 2026, damaged footway on Southery B Road B1160, case open.
 - iii. Report on 9 January 2026, damaged road on Feltwell Road reported, 12 January Highways closed, Reason: A site visit has been carried out and this issue has been resolved; Note Defect Inspected and resolved by officer.
 - iv. Cllr I Goodwin (highways representative) to report overgrown hedges, Cllr S Welch to send locations.
 - v. Cllr I Goodwin to report pothole at entrance to Village Hall.
- b. The SAM2 results were reported by Cllr C Stable-Barnett for Feltwell Road and Lynn Road over the Christmas period, average speeds appropriate.

- c. An update on the A10 junction speed concerns were received, a meeting was held on 14/1/26. Cllrs A Osler, S Welch, D Edwards & C Stabile-Barnett attended along with Cllr Martin Storey and Highways Engineer and a rep from MP Terry Jermy's office. MP Terry Jermy is going to write to Norfolk County Council for support in improving traffic and road safety. It was suggested that a yellow line opposite the school on Westgate Street to Upgate Street is painted and is being put forward, re-lining the south end junction of Lynn Road to the A10, potential lighting at Ferrybank, bollards and signage at Ferrybank, and speed proposed to be reduced to 50mph A10 past both junctions on the A10 will be considered. It was noted that the police and highways safety team should be made aware.
- d. The quote of £500 + VAT for Nurture to clear the damaged trees at Ferry Bank was received, it was noted that the insurance company has been contacted, awaiting response, next meeting.

10. Playing Field

- a. Update on the playground project.
 - i. Cllr C Stabile-Barnett provided an update on the Sports England funding application. It has been submitted, they requested additional information and this has been sent, going to committee for consideration in two weeks' time. Awaiting response.
- b. Pavilion.
 - i. Cllr c Stabile-Barnett provided an update on the pavilion refurbishment project the aim is still for a grant of around £12,000 to cover material costs to refurbish the inside of the pavilion building, and volunteers and community payback team to assist with labour.
 - 1. The Family Hub Community Fund application, adjustments have been made and all relevant documents have been sent, awaiting response.

11. Open Spaces

- a. update on the Community Payback Projects, due to weather the team are not currently on site.
 - i. Update on the boundary fence removal, scheduled for February awaiting formal date. Clerk to send letter to neighbouring landowner.
 - ii. Future projects for the team; assistance with pavilion refurbishments, litter-picking and refurbishing the noticeboard outside the school.
- b. Streetlights update
 - i. Three on Feltwell Road and Two on Recreation Drive lights reported as permanently, Cllr C Edwards has reported, K&M lighting are investigating.
 - ii. No cover on post on Lynn Road, to be reported by Cllr C Edwards.
- c. An additional noticeboard at the Recreation Drive junction was considered and quotes received, it was AGREED not to proceed with project and instead refurbish noticeboard outside the school.

12. Correspondence

- a. Invitation to Norfolk Constabulary Neighbourhood Policing meeting, 20th January 2026, consider attendance.
- b. Attendance for the Police Neighbourhood meeting on 20th January 2026, Downham Market Town Hall at 7pm, it was AGREED for Cllr C Stabile-Barnett to

attend and represent the Council, specifically for support with the road safety concerns.

13. Items of the next agenda

- To consider improvement to the pathway into playing field due to flooding.
- To receive the quote from Nurture to remove the bush on the headstone in the cemetery.
- To approve Southery Stars to book recreation ground on Monday 28th March 2026 from 1-4pm.
- To consider meetings dates, day and time, and hall availability.

14. To confirm the date of the next meetings

- Wednesday 11th February 2026 at 7pm at Southery Village Hall.

Meeting Closed: 20:34

Annex A

Bank Reconciliation

A	Bank Reconciliation at 31/12/2025			
	Cash in Hand 01/04/2025			41,680.29
	ADD Receipts 01/04/2025 - 31/12/2025			48,430.64
	SUBTRACT Payments 01/04/2025 - 31/12/2025			90,110.93
				54,365.60
	Cash in Hand 31/12/2025 (per Cash Book)			35,745.33
B	Cash in hand per Bank Statements			
	Petty Cash	31/12/2025	0.00	
	Lloyds Treasurer Account	31/12/2025	4,909.81	
	Lloyds Business Account	31/12/2025	25,202.65	
	Lloyds Credit Card	31/12/2025	0.00	
				30,112.46
	Less unrepresented payments			319.53
				29,792.93
	Plus unrepresented receipts			5,952.40
	Adjusted Bank Balance			35,745.33
	A = B Checks out OK			

Annex B

Payments List Approved

SOUTHERY PARISH COUNCIL PAYMENTS & RECEIPTS APPROVED 14/01/2026

Voucher	Code	Date	Minute	Payment Ref.	Supplier	Net	VAT	Total
149	Memberships & Subscriptions	30/11/2025	14/01/2026	Scribe Cemetery Software	Starboard Systems Limited	-£ 240.00	-£ 48.00	-£ 288.00
145	Remembrance Wreath	01/12/2025	14/01/2026	Wreath RBL	Royal British Legion Downham Branch	-£ 40.00	£ -	-£ 40.00
144	Cemetery Water	01/12/2025	14/01/2026	Cemetery Water 21.7.25 - 27.10.25	Anglian Water	-£ 14.17	£ -	-£ 14.17
24	Bank interest	09/12/2025	14/01/2026	Bank Interest 9/12/25	Lloyds Bank	£ 12.01	£ -	£ 12.01
142	Bank Charges	09/12/2025	14/01/2026	Bank Fee 9/12/25	Lloyds Bank	-£ 4.25	£ -	-£ 4.25
146	Streetlight Electric	19/12/2025	14/01/2026	streetlight electric 1.11.25 - 30.11.25	NPower	-£ 365.37	-£ 18.27	-£ 383.64
140	HMRC	24/12/2025	14/01/2026	Month 9 HMRC	HMRC	-£ 111.61	£ -	-£ 111.61
141	Pension	24/12/2025	14/01/2026	Pension Month 9	Norfolk Pension Fund	-£ 240.36	£ -	-£ 240.36
148	Grant Funding	29/12/2025	14/01/2026	Donation agreed 11.12.24	Southery Village Hall	-£ 2,000.00	£ -	-£ 2,000.00
147	Playground Equipment	29/12/2025	14/01/2026	Fire Signs for Pavilion	Safety Signs 4 Less	-£ 26.27	£ 5.26	-£ 31.53
139	Clerk Salary	31/12/2025	14/01/2026	Payroll Month 9		-£ 765.82	£ -	-£ 765.82
143	Admin expenses	06/01/2026	14/01/2026	Bank Fee 6/1/26	Lloyds Bank	-£ 4.75	£ -	-£ 4.75
150	Streetlight Maintenance	06/01/2026	14/01/2026	Streetlight Maintenance Jan 26	K&M Lighting Services	-£ 58.20	-£ 11.64	-£ 69.84
151	SAM2 expenses	06/01/2026	14/01/2026	Sam2 & dog bins December 25	Mr Sparkle	-£ 18.00	£ -	-£ 18.00
151	Bin collection	06/01/2026	14/01/2026	Sam2 & dog bins December 25	Mr Sparkle	-£ 12.00	£ -	-£ 12.00
152	Grant Funding	08/01/2026	14/01/2026	Gift Voucher for volunteer (Refund Di Edwards)	Morrisons	-£ 50.00	£ -	-£ 50.00
153	Grant Funding	08/01/2026	14/01/2026	Hamper for Comm Payback	Cadbury	-£ 40.83	-£ 8.17	-£ 49.00
153	Grant Funding	08/01/2026	14/01/2026	Hamper for Comm Payback	Cadbury	-£ 3.99	£ -	-£ 3.99
154	Christmas Event	09/01/2026	14/01/2026	Xmas Tree SWISH	Swish	-£ 35.00	£ -	-£ 35.00
						TOTAL -£ 4,018.61	-£ 91.34	-£ 4,109.95

DRAFT