Little Snoring Parish Council

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To: Pamela Brazier, Sophie Kill (Chair), Ian Marcroft, Catherine Redford, Liz Spanton,
Cc: Victoria Holliday (County Councillor), Tom FitzPatrick (District Councillor) SNT Fakenham

You are summoned to a meeting of the **Parish Council**
on Wednesday 18 November 2026 at 7.30 pm in the Community Room

Signed: Date:

AGENDA

Welcome

1. To consider **apologies** and reasons for absence.
2. To note that Stephen Harvey has resigned.

3. **Declarations of pecuniary interest** by Councillors in any of the agenda items listed below.

4. **Minutes of the previous Meeting** on 15 July to be approved and signed (the meeting on 16 September was not quorate)

5. **Matters arising:** Progress on items from previous meetings for information or reminders only. Items not on this agenda requiring decisions will be placed on the agenda for the next meeting.

6. To consider **co-opting** to fill the two vacancies.

7. **The meeting will be temporarily closed for Parishioners to express any concerns they may have and for District and County Councillors to report.**
   The Chair will re-open the meeting

8. **Highways**:
   i. **Items to** report to: https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem

   ii. Results of speed survey data carried out by Traffic Justice Service. 'The results indicate a level of non-compliance that supports further enforcement activity. The survey recorded:
   - Average speed: 30.9mph
   - 85th percentile speed: 37mph
   - Vehicles exceeding the 30mph speed limit: 48.8%
   - Vehicles at or above the NPCC enforcement threshold (35mph): 25.4%

   'With almost half of all vehicles exceeding the speed limit and over a quarter travelling at enforcement speeds, the data demonstrates a clear speeding concern. We are therefore reviewing suitable locations from which enforcement can be safely carried out and will look to undertake enforcement visits going forward.'

   iii. Feedback from County Councillor's query regarding a trod on The Street to the bus stop. The Highway's Engineer has confirmed that it would be very expensive, even for the Bus Stop Improvement Scheme. He is going to talk to colleagues about an implied footway along parts of The Street which is a poor substitute but perhaps better than nothing.

   iv. To note that signage already in place – repeater signs for 30 mph, and 'pedestrians on road'

   v. To consider if there are any highway improvements to apply for 50% funding through the **Parish Partnership Scheme** (deadline 1 December) (information circulated).

9. **SAM3**
   i. To approve Traffic Speed Management Policy for operating SAM3
   ii. To appoint members to the Traffic Speed Management Team

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10. **Planning**
    i. **Applications received**
    ii. **Decisions made by NNDC**
        a. RV/26/0431: Conversion of former dairy building to dwelling, without complying to condition 2 (approved plans) of planning permission PF/03/1703, allow alterations to internal layout, materials and fenestration, and larger rear extension at **The Old Dairy Thursford Road**. APPROVED.
        b. PF/26/1408: Erection of one and a half storey side extension at **7 Green Farm Barns Thursford Road.** APPROVED.

    iii. Other planning matters
        a. To note that Gary Brown would be interested in helping with an information panel for the new development 'Mosquito Close'.

11. **Donations**: To resolve that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
    i. £400 to the PCC (approx.. 50% of the cost of cutting the grass in the churchyard).

12. **Financial Business**
    i. To add Ian Mancroft as a **signatory** to the bank accounts to include online banking. To approve and sign change of mandate forms.

    ii. **Receipts** 30 June- 30 Oct: £74.89 recycling credits; £1,000 Groundwork UK (Tesco blue tokens); £4,682 PPS (SAM3); £500.03 grass cutting rebate; £150 hire fee; £34.89 interest; £12,500 Precept.
    iii. **Regular payments** 30 June – 30 Oct: £60 water; £4,050 grass cutting; Salary & on-costs.
    iv. **Bank balances** as at 30 Oct: Savings ac £21,220.67 Current ac £2,373.11.

    v. To **approve the following payments**

to whom (details of payment)	Ref	Amount	Date
Countrystyle Recycling Ltd	I74893	£4.20	19/08/26
Westcotec Ltd (SAM3)	17931	£5,618.40	30/08/26
Joanna Otte (expenses)	Aug/Sept	£44.76	09/09/26
Walsingham Parish Council (printing newsletter)	August	£27.60	09/09/26
Norfolk Assoc of Local Councils (website domain renewal)	3382	£67.20	09/09/26
Countrystyle Recycling Ltd	I86757	£6.00	13/10/26
Steward Safety Supplies (annual fire extinguisher insp.	INV-287899	£30.00	13/10/26
Joanna Otte (expenses)	Oct/Nov	£59.45	
Walsingham Parish Council (printing newsletter)	October	£34.50	

13. Employment
    i. Salary increase for 2026-27. The National Joint Council (NJC for Local Government Services has agreed a 3.3% increase across all NJC pay points, together with a 3.3% increase to relevant allowances. The new rates should be applied retrospectively from 1 April 2026.
        a. SCP 19 increased to £17.17 per hour. Back pay for 2026-27 April to August: £59.58 (incl employee's pension contributions £3.28); employer's pension contributions £11.62.
        b. Changes to standing order instructions to the bank to be approved.

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14. **To consider and set the Budget and Precept for 2026-27**

i. Review the figures including review of six monthly budget (see attached).
Expected bank balance at the end of March 2027: **£17,131**
This is made up reserved and restricted funds in **£7,381** for new swings. It is possible add to the money that has already been raised for the swings, because the County Councillor covered the Parish Council's 50% share of the Parish Partnership Scheme to purchase the SAM3 – thus releasing £2,341 from the budget.
(See spreadsheet for full list of reserved and restricted funds)
Projected expenditure for 2027-28:
£27,400 (including a further £2,000 towards new swings)

ii. Determine whether or not there are any other likely calls on planned expenditure.

iii. Agree the precept for 2027-28.
   a. It is possible to reduce the precept by £1,000 (to £24,000) and still have enough to cover the expected costs, including £2,000 towards the swings.

iv. Complete the Precept form for the District Council

15. To confirm Internal Auditor

i. Di Dann has quoted £45 (plus travel expenses if required) to carry out the Internal Audit for 2027/28. In line with the new regulations within 'Governance and Accountability March 2025' she provides evidence which supports her competency: retired member of Society of Local Council Clerks, partner in Norfolk Parish Training and Support, retired Parish and Town Clerk, CiLCA, FiLCA and PiALC qualified and she is independent from the Parish Council.

16. Parish Council Assets

i. Report on visual inspection of assets
   a. To consider a request from a resident to make a small flower bed on the green at the corner of Holt Road/The Croft.
   b. To note that an issue has been raised about wheelie bins left out blocking the pavement on Kettlestone Road. To consider what action the Parish Council can take.

ii. Maintenance
   a. Car park: sign ready to be put up
   b. Signage for playing field – dogs on leads
   c. Bus shelter – a couple of tiles have been damaged

iii. To consider a request for a bench on Kettlestone Road.

17. **Playground**

i. Visual inspection report

ii. To consider installation of swings
   a. Application to the **National Lottery** for funding to purchase a set of swings and another picnic bench was unsuccessful.
   b. Quotes for supply and installation of swings
      1. NGF Play (2 x flat and 1 x toddler): £5,222 + VAT
      2. Hand Made Places (2 x flat, 2 x toddler) £8,094 + VAT
   c. Funding already in place: £1,381 (from Summer Fetes and donations from Cuppa) and £1,000 from Tesco blue tokens; £5,000 from Parish Council savings: **total £7,381.**

18. **Community Room**

i. Bookings:
   a. Cuppa in the Community: usually first Monday in the month
   b. Church fundraising Coffee Morning 15 December 10am -12noon.

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ii. Repairs

a. Exterior light over Community Room door has been redirected and is working again Thank you to Neil Brodie for doing this.
b. Recommendation to put a band around the exterior of the building to provide stability.
c. To note that the meter box was damaged again. Gary Youngs has repaired it. The police were informed and asked to include the playing field on their rounds.

19. Recycling

i. The Clerk has contacted ASTCO to provide a textile recycling containing. They will have to see if they have capacity at the moment

20. **Correspondence:** circulated as usual.

21. Next meeting: **Wednesday 20 January 2027** at 7.30 pm in the Community Room.

Chair to close the Parish Council meeting

Meeting of Little Snoring Playing Field Association

Following the Parish Council meeting on Wednesday 18 November 2026.

1. **Minutes** of last meeting (14 July 2026) to be approved and signed.

2. **Financial business:**
   - **i.** New current and savings accounts have been opened with the Co-operative Bank.
     - **a.** Receipts since 1 April: rent £105; interest 22p
     - **b.** Balance as at 10 November 2026: current account £70; savings account £2,175.67
   - **ii.** To add new signatories
   - **iii.** To consider making a donation towards the purchase of swings for the play area

3. **Other business**