



SURLINGHAM PARISH COUNCIL

Minutes of the meeting held on Tuesday 19 December 2017 at 7:30 at the Parish hall

Present: Chair John Broom, Councillors: Heidi Dimmock, Peter Hiscocks, Barbara Rix, Liz Robertson and Pat Scowen, Clerk Janet Rogers, and 8 members of the public

Apologies: Councillor Phil Reeve, County and District Councillor Vic Thomson

1. **Apologies and approval of absences** – Noted as indicated above
2. **Declarations of Interest and requests for dispensation** – None
3. **To approve as accurate the minutes of the meeting on 21 November 2017**
Minutes were signed by the Chairman as correct record of the meeting
4. **Matters arising from the previous minutes:**
 - Item 5
 - a) Flooding - Highways engineer who has agreed to send a gang to clear worst effected drains in the village. Emailed 27/11/17 JR to follow-up
 - b) School – discussed the Road Safety poster project - *Letter sent to the School Council traffic calming poster project 03/12/17 and is in progress JR*

Item 7 Flooding on Mill Road in the event of heavy prolonged rainfall remains a concern after the flash flooding. *Councillor Broom suggested a joint meeting between the Highways engineer and the landowners to be arranged to see if there are any improvements that can be made. JR – to follow-up on previous email 27/11/17*

Concern was registered at the lack of courtesy to other road users by the contractors working on behalf of Grange Farm, resulting in several near-misses. *Contact Tim Mack to request details of the contractors. Emailed 24/11/17 JR to follow-up and letter of complaint to be sent. JR*

Boardwalk by the gun club has deteriorated and needs repairs. Currently proving to be dangerous – repeat contact made to NCC and Online report made 08/12/17 and enquiry to be monitored

Item 10 Hall Servery new kettle required and query re PAT testing – Kettle replaced 25/11/17 and contacts identified for quotes for testing to be carried out in New Year

5. Progress reports for information: Councillors/Clerk

The clerk had attended the NALC Budget Training Course. The clerk stressed the benefit of attending training courses not only for the content but also for networking with other clerks/councillors. There are several vacancies for Parish Councillors on the NALC

panel for the South Norfolk area. The committee works with NALC to lobby NCC and the Government on issues that affect local councils.

The Town and Parish Clerks meeting at SNDC. Speakers discussed the following:
 Plans for joint working with Broadland – Early days as yet, more concrete information in June. Bite sized training courses held in pubs around South Norfolk targeted at volunteers wishing to set up new groups. Advice on Training and using volunteers, finance etc. Community Connectors – based in GP surgeries in Loddon and Poringland to provide support and signposting to services available in the local area. Audit of Community Assets and transfer of running costs to Town/Parish Councils. e.g. open spaces, Toilets and car parks.

Registration of the Pond. Plan has been obtained of the Pond area and information needs to be collated regarding the involvement the Parish Council has already had regarding upkeep etc.

Tom Blythe-Bartram – Duke of Edinburgh (silver) Tom has completed his voluntary service (Cutting the grass on the footpath) for the award and the clerk has signed off the online assessor's report. He was thanked on behalf of the PC for his work. *Perhaps the PC should consider extending the grass cutting of the playground to include the footpath as he had made such a good job of looking after it.*

6. **To receive report from the County and District Councillor – NCC Budget letter and response to a member's question regarding the Bus Subsidy** See attached
7. **Public Question Time (15 minutes)**

There was much discussion regarding the threat to the No 85 bus due to the potential cut in subsidy. Subjects ranged from isolation and preventing residents of all ages from accessing services to complaints that the service was already poor: buses breaking down, not arriving on schedule or drivers not knowing the route. The consultation period ends on 2 January 2018. Clive Evans suggested a leaflet be designed and a copy given to every household to complete and forward to NCC. The PC agreed to fund it. A copy of the leaflet was also emailed to the Clerks of Rockland St Mary and Bramerton for information. Also leaflets were delivered to the residents of Kirby Cane who are without a Clerk at present. The PC will also write to; NCC – Have your say and to County Councillors Vic Thomson and Martin Wilby Chair Environment, Development and Transportation Committee. – Copy of both documents attached.

Thanks - Clive Evans offered his thanks to the clerk having been in post for a year, for her work with regard to dissemination of information and in particular in getting the submissions to him for the newsletter, often at short notice. His comments were echoed by the Councillors.

8. **Planning application** - 2017/2696 Applicant: Mr & Mrs S Ferrey
Proposal: Proposed Loft Conversion - Councillors had no comment to make regarding this application
9. **WW1 Centenary Commemoration Sunday 11 November 2018 – Update**
Nothing more to add at this time. It was noted that following the building survey of St Mary's it may not now be possible to ring the bells on that day.
10. **Community Orchard** - Pat Scowen advised that volunteers will be clearing the site early in the new year and planting will take place gradually over the next 3 years. The volunteers would like to form an association with the Parish Council to be able to apply for grants. The Councillors were not clear exactly what the implications were for the PC. Among other things the Community Orchard Project would need a bank account and also be audited to be transparent to the community. This item deferred to the next meeting to allow more concrete details of the project and grant applications to demonstrate to the Councillors exactly what the Parish Council's responsibility would be.
11. **Correspondence:** NCC Transport Subsidy and Budget – This item discussed in conjunction with item 7 Public Question time
12. **Urgent item: Renewal of the Electricity Contract for the hall.** Indigo Swan Energy Brokers have been recommended by Sapientia Academy. The hall's 3year electricity contract with Eon is due for renewal early in the new year. The clerk requested agreement from the councillors that the brokers can be appointed to find the best energy option available. There is no cost to the PC. Councillors agreed
13. **Finance**
 - To authorise payments/cheques –**
 - Salaries and expenses Booking Clerk, Cleaner and Clerk total £474.85
 - Kettle £10 Replacement door key £4.80
 - NALC training £30.00 also NALC Bursary income received £25
 - Land Registry Plan for the pond £7.00
14. **To note items for inclusion on the next council agenda**
 - Agree a process for the appointment of Surlingham Charities Trustees**
 - WW1 Commemoration – Update
 - Red Box
 - Community Orchard
 - Playing Field Association – Subscription £20
 - Approve financial statement 3rd Quarter
 - Final Budget 2018/19
 - Complete 2018/19 Precept application
15. **To confirm the date of the next meeting 16 January 2018**

The meeting closed at 9:00 p.m.

A wide selection of refreshments was provided by the Councillors and it was agreed that in future tea and coffee would be available at every meeting