



## SURLINGHAM PARISH COUNCIL

### Minutes of the meeting on Tuesday 16 October 2018 at the Parish hall

**Present:** Chair John Broom, Councillors: Phil Reeve, Barbara Rix Liz Robertson and Pat Scowen, Clerk Janet Rogers and 7 members of the public

1. Welcome from the Chairman
2. To receive and accepts apologies and approval of absences – **Apologies Heidi Dimmock, Sheryl Hackney and Vic Thomson**
3. To receive declarations of Interest on agenda items – **None**
4. Resolution to approve as accurate the minutes of meetings on 18/09/2018 - Approved (5)
5. To receive Clerks report on matters arising - **Dog Bins** – SNDC confirmed the locations Councillors Broom and Reeve to install bins. **Date for installation of School signs** – I have written to inform the school council of the progress so far and returned the originals of the posters. Councillor Vic Thomson has agreed to fund the cost of these from his ward budget. Arrangements will be made with NCC for this to be refunded. Installation may take place during half term.  
**Groundsman** – Last payment this month and will monitor over the winter and inform the Council when cutting begins in the Spring
6. Update on final details of the WW1 commemoration – Clerk gave update on behalf of Councillor Dimmock. **School children will be singing, giving readings and poetry. There will be a display of their work and they are finding out how their ancestors were involved in the war. They are making clay poppies which will be displayed in the hall and bunting. They may also dress up. The hall will be available all day on Saturday 10<sup>th</sup> for any on to come and bring any contributions they may have.** The programme (subject to change) so far; Hall open from 5:30 to view displays of information, memorabilia and following the church service, the personalised poppies will be brought to the hall. Poppies can also be added to the display at the hall and refreshments. Just before 7:00 all move out to the playground to have the 9 names on the role of honour read, 4<sup>th</sup> verse of Laurence Binyon's poem "For the Fallen". "They shall grow not old... 2 minutes silence ending with the Lighting of the Beacon of Light. Then Back into the hall for more tea, cake and songs. **All contributions of cake(s) gratefully received.** It has been established that another soldier from Surlingham has been discovered Alfred James Tooley lived with his brother John James at Cut Loke Cottage both served in the Navy. We would like the Council to authorise payment for Alfred's name to be added to the Lych gate.

**The wood carver can do this in time for the 11<sup>th</sup> and there is enough money to in the WW1 fund to cover the cost £150. Authorised (5)**

7. To receive reports from the County and District Councillor – **None received**
8. The Chair will open the meeting for Parishioners Questions and Statements in respect of the business **on the Agenda** (15 minutes) – **None raised**
9. To approve quarterly report to 30 September 2018 – **Approved (5)**
10. To consider quotes and select contractors for Hall: Roof, Smoke Heat alarms, LED Lighting, Heating and independent Meter for school kitchen – Contractor for roof selected. Chair to observe re insulation when work starts. Electrical contractor selected. LED lights on hold and use funds for playground fence. Types of heaters to be clarified. **Agreed (5)**
11. Village Plan – Proposal to set up a working party to start work on an audit of village assets as part of the community-led planning process – **Councillors Broom and Scowen explained this is not just a list of assets; Staithe, playground equipment, Parish hall but also the actual physicality of how the village is made up footpaths SSIs etc. To consult with the residents to find out what is important to them. How they want the village to develop. Review current housing and establish need. Councillor to provide Clerk with details inviting volunteers to join the working party, to post on the Surlingham.org**
12. Planning2018/2100 Location: Agricultural Buildings - Green Farm 5 The Green Surlingham. Conversion of two small agricultural barns/stables into two holiday lets – **Questions with land owners re the issues with access were clarified – Supported (5)**  
 2018/2197 Location: Broad Cottage Common Road Surlingham NR14 7AW  
 Proposal: Single storey extension to utility room. Replacement of existing roof over single storey extension including insertion of 3 new skylights. Erection of two bay car lodge to rear – **Supported (5)**
13. To consider action re Playground repairs – The fence and gates are rotten as is the post on the gate at the top of the path off New Road. Only one gate required at the playground so long as it's wide enough for buggies. **Councillors requested Clerk obtain 3 quotes for replacement of the fence like for like including the post for the gate at the top of the path.**
14. Correspondence –  
 1) **Email from the Ferry House for funding of Defibrillator – Donation of £400 from Heart2 Heart so £640 to go and they are having a quiz on 26<sup>th</sup> to raise more funds. I have advised them to also contact the Surlingham Charities. Councillors may wish to consider a donation at year end.**  
 2) **Notification from school of combined over 60s and school lunch on 8 November which will fit with bringing the older and younger generations together prior to WW1 Remembrance weekend. You do not need to have a grandchild at the school to attend it's for all over 60s in the village contact the school secretary to book a place. 3) A resident contacted the Clerk re cyclists not using bells when approaching pedestrians from behind. Posted a note on the website for them to be**

aware. It was established the more inconsiderate cyclists are from outside the village and at weekends racing.

**4) An email from a concerned resident: Dear Fellow Residents, I have been aware for some time of divisive issues in the village and though we are all entitled to an opinion, some have become hurtful and personal and damaging to our community. We have had a lovely year of village events please let us now build on them in fellowship and without rancour. Today we celebrated 'Harvest' and St. Mary's Church is decorated with flowers as it would have been done through so many years of the village history, do come and see.**

- 15. Finance - To authorise payments/cheques as per schedule – Salaries £414.62, Groundsman (October) £30, HMRC PAYE £181, Hollinger Printers £40, NALC training £36. Retrospective payments: NCC Traffic Signs (to be refunded) £1232, Stationery £21.29 – Authorised (5)**
- 16. To note items for inclusion on the next council agenda  
Updates: Outcome of WW1 Events, Planning Working Party, Playground Quotes, Progress report on hall repairs. Some discussion on the red box condition etc. Councillors requested Clerk to post notice on Surlingham.org to ask the residents what the red box could realistically be used for and volunteers to maintain it.**
- 17. To confirm the date of the next meeting 20 November 2018  
Meeting closed at 9:00p.m.**