

## SURLINGHAM PARISH COUNCIL

### Minutes of the meeting held on 18 January 2022

Present: Councillors Richard Atkins, John Broom, Dave Swinborne, Phil Reeve, Janet Rogers  
Parish Clerk, County and District Councillor Vic Thomson and two members of the public

1. Welcome by the Chairman Councillor Broom – Councillor Broom opened the meeting
2. Apologies and approval of absences – Councillor Scowen
3. Declarations of Interest - None
4. To approve as accurate the minutes of the meeting on 16 November 2021 - Approved
5. Matters arising from those minutes –
  - The Boardwalk is no longer showing as closed on the NCC trails map
  - Queen's Platinum Jubilee Celebration – Coldham hall 's suggestion of hog roast, band and fundraising event was the only suggestion. Councillors suggested the clerk emails the PCC they may wish to take up Coldham hall's offer with a view to raising funds for the repairs to the Church tower.
  - Funding application for Footpath repairs – See item 9
  - School Field Access – Legal advice received states *'It does appear you have contractual dispute for an implied contract, based on the previous correspondence and you should seek specific performance of the contract. You can argue it is ongoing on the basis that money has been accepted in accordance with the original terms and continues to be on an annual basis'*. Councillors to request meeting with NCC.
  - Councillor vacancies – to be readvertised shortly
  - Disruption due to extended road closures – When Utility companies are involved, they use third party contractors and NCC have no control over these closures.
  - Pig slurry running into the river – VT still waiting for a response from NCC
  - Flooding Councillor broom to contact landowners – JB has spoken with the local farmers and this matter is ongoing.
  - Emergency Leaflet – Has been printed and will be distributed with the church newsletter and posted on Surlingham.org.
  - Clerk pointed out as the December meeting did not take place there where decisions made informally or where responsibility had been delegated to the clerk that need to be ratified. These were as follows:
    - Lychgate/War Memorial – Approve decision to donate £750 towards the cost – Agreed
    - BT box – Approve decision to donate proceeds of £500 to the Church Tower Fund – Agreed.
    - Payments – R Hardingham £149.07, J Rogers £365.81, Hollinger Print £45 and £40, H&S check of Play Garden £144, Surlingham PCC donation towards upkeep of burial ground £250, Surlingham Primary School donation towards the upkeep of the school field, Orange Fox Ltd £95.38, HMRC £460.80, Zoom £14.39, Steam floor cleaner and filters £46.48. - Agreed





6. Progress report for information on items not on the agenda: Chairman/Councillors/Clerk Councillor Atkins advised the pantry had arrived and would be installed at the Parish Hall by the defibrillator. Morrisons supermarket had agreed to provide the groceries.
7. To receive reports from the County and District Councillor - Recycling the **Norwich South Recycling Centre** on Ipswich Road, Norwich NR4 6US. Opening times: 1 April to 30 September 9am-5pm, 7 days a week. 1 October to 31 March 9am-4pm, 7 days a week. Open as usual on bank holidays but closed on Christmas Day, Boxing Day and New Year's Day. **Register My Appliance Week** (17 to 21 January) Norfolk Fire and Rescue Service is urging residents to register their electrical appliances. This ensures in the event of a manufacturer's product safety recall they can be traced. A reminder to get your **Flu** and **Covid** jabs and boosters. **Second World War Anniversary** - The Norfolk Armed Forces Covenant Board has launched a fund to commemorate the 75th Anniversary of the end of the Second World War. **Save A&E** for life-threatening emergencies. If you need urgent care, contact NHS 111. They'll help you receive the right care in the right place for your medical needs and can book you into appointments. **See Surlingham.org for the full reports**
8. Public Question Time 15 minutes unless directed by the chairman of the meeting. 1) A resident has asked if the Parish Council could help with the flooding of the Covey by Padmaloka. – Clerk to contact the landowner to ask for his help to improve the drainage. 2) A request for the sluice on the marsh by the Church to be cleared – RA to contact the RSPB. 3) A request from a member of the SAM group of volunteers for confirmation of the location of the SAM machine and ask why a meeting between the council, SAM group and Highways Engineer had not taken place? – Councillors appreciated that a group of volunteers had come forward and reiterated their thanks. It was confirmed the SAM and equipment would be handed over to the group's representative on Saturday 22 January 2022. Highways response to the request for a meeting was that the terms of use for the machine was a contract between the Parish Council and NCC Highways and a meeting with the group was not necessary. A copy of the agreement had been circulated to the group. After further discussion it was agreed that the clerk would make a further request to the engineer for a meeting. A copy of the memorandum of understanding will be posted on Surlingham.org with these minutes.
9. Footpaths – Councillor Atkins updated on several issues. 1) The RSPB had repaired the footpath by the Church however, it now required a further top dressing of granite chips. Councillor Atkins would send a letter of thanks for the work already completed and asked the Council to agree to fund up to £150 towards the cost. These funds coming from the Litter Pick prize. – Agreed. 2) Confirmation had been received that the funding application for repairs to footpaths on the Wherryman's Way in Chedgrave, Surlingham and Bramerton. It is important that both Surlingham and Bramerton Parish Councils are involved in the planning stage to ensure the repairs meet both councils' requirements. 3) The Staithe clearance planned for December could not take place due to hightides. Some scrub had been cleared but clearance of the dyke will be dealt with as soon as weather/tides permitted. 4) Litter pick was well supported with a good turnout, again lots of needles included in the rubbish. Thank you to Sonia at The Ferry House whose provision of hot drinks was greatly appreciated.



10. Hall Storage area – The area has become congested, and it is difficult to access equipment. The school has removed some sports equipment. Other items are no longer in use and will also be removed. Councillor Atkins suggested a chair trolley would make storing the chairs easier. Councillors agreed. – Clerk to order trolley.
11. Finance – a) Quarterly Statement to 31 December 2021 - Agreed, b) Payments to authorise: R Hardingham £126.67, J Rogers £375.01, Fire Safe £95.76, Ink Cartridges £14.57, GS Computers £180.00, Microsoft Subs £59.99, McAfee Subs £89.99. ZOOM £14.39
12. Date of next meeting 15 February 2022.

### **Procedures for SAMs machine**

Under the Statement of Memorandum between the Parish Council and Norfolk County Council the system must not be left for more than 4 weeks at a location and not return to that location within 8 weeks. For Data to be specific to each location it should be downloaded each time the machine is moved.

### **NCC authorised the following 7 sites (10) options.**

Mill Road - Northern junction of The Croft on bend warning sign – Facing either way

School Lane - South of school, on school warning sign – Facing South

Walnut Hill - Opposite Fetherston House on bend warning sign – Facing East

Bramerton Road - North of Surlingham Lodge on 30mph repeater – Facing South

Bramerton Road South of Surlingham Lodge on bend sign – Facing North

The Green - Opposite No 26 on 30 mph repeater – Facing either way

The Street - Opposite No16 on 30mph repeater Facing either way

