

**Surlingham Parish Council**  
**Minutes of the meeting held 21 June 2022**

Present: Councillors John Broom, Pat Scowen, Dave Swinborne, Phil Reeve, Pam Wilson, Janet Rogers Parish Clerk, County, and District Councillor Vic Thomson and 4 members of the public.

1. Welcome by the Chairman – The Chairman John Broom opened the meeting
2. Apologies and approval of absences – Councillor Atkins sent his apologies
3. Declarations of Interest – There were none
4. To approve as accurate the minutes of the meeting on 17 May 2022 - Approved
5. Matters arising from those minutes – Item 6 Matters Arising – The WI bench at the Staithes has been repaired by Councillor Reeve. Item 7 Councillors updates. Councillor Broom provided a copy of the flood plan discussed briefly at the previous meeting. Clerk suggested this should be an agenda item at the next meeting to give councillors time to consider it.
6. Progress report for information on items not on the agenda: **Councillor Atkins** had provided an update on the Meeting held 16th June to discuss Wherryman's Way - hosted by NCC Trails Team. The meeting was attended by Councillor Atkins for Surlingham PC. Bramerton, Hardley + Langley, Chedgrave PCs were also present as was SNDC councillor Vic Thomson, the Broads Authority, and the Wherryman's Way Working Group. The phase 1 funding was confirmed, and the project plan was explained. **The significant news for us is that the restoration of Surlingham FP1 between its junction with FP3 and the Ferry House Pub, allowing Wherryman's Way to be returned to its original riverside route, is now confirmed in the scope of the plan.** Whilst current work is focused on the repairs in the Chedgrave, Langley, Hardley stretches work to attain the necessary permissions and consents for Surlingham FP1 and Bramerton FP5 can begin. NCC have agreed to issue the plan and full minutes of the meeting which will be published on the village website.  
**Clerk** – The damp in the storeroom was due to a blocked downpipe Sapientia staff have cleared it. A new lock is required for the front door of the Hall – Councillor Reeve has made an emergency repair until it can be replaced during the summer break.
7. To receive reports from the County and District Councillor – Information on the Platinum Jubilee events across the County. A £7.7million package of hardship support offering increased flexibility and choice in the way a broader range of households can access help. The council is topping up £6.7m of Government funding from the Household Support Fund with a further £1m to create a new Norfolk Cost of Living Support Scheme which will help people who are struggling to pay for food, energy and water bills, and other essentials. Residents who find themselves in hardship are encouraged to contact us on 0344 800 8020, so we can offer support either directly or through our partners. A full copy of the report has been posted on the village website.
8. Public Question Time 15 minutes unless directed by the chairman of the meeting. A parishioner had concerns about an overgrown footpath. As this footpath was not known to the Parish Council Councillor Thomson offered to help the resident. The Church Warden offered her thanks to the Council for arranging and contributing to the cost of



the repairs to the Lych gate. The Assistant Church Warden thanked the Council for the contribution to the flower festival from the Jubilee Grant. The event was a great success the knitted/crocheted food was of particular interest.

9. Finance – to approve and sign

- a) Annual Governance and Accountability Return (AGAR) - Certificate of Exemption - Approved
- b) AGAR - Section 1 Annual Governance Statement - Approved
- c) AGAR - Section 2 Accounting Statement 2021/22 - Approved
- d) 2021/22 Budget versus Actual expenditure – The overspend of £1679 was noted
- e) Payments to Authorise - R Hardingham £126.67, J Rogers £391.06, HMRC £285, Adepta £546.

10. Framingham school bus route – The Chair met with the coach operator to establish the reasons why the route has been changed. The coach operator is anxious about reversing to negotiate round Ferry Corner as he nearly hit a child who walked past the back of the coach. His other concern is the overgrown shrubs and trees that damage the coach. Councillors suggested the drop off for Ferry Road be moved round the corner to The Common. This will negate the risk of children walking behind the coach. Clerk to inform the operator. If the operator accepts the suggestion, then Councillors will approach property owners regarding trimming back the trees/shrubs. If the route can be reinstated this will prevent the coach passing the Primary School at the end of the school day. See the response below the Parish Council intend taking this matter further. *N.B. The Coach Operator responded as follows: I have explained a number of times the route will be staying as it currently is. We (as a company) are not prepared to change the route back to something we do not deem the safest / viable option.*

11. Community use of School Field – Sapientia provided a letting agreement for the school which the clerk has adapted for community use of the field. This has been returned to Sapientia for approval. It is hoped the field will be available in time for the summer break. Insurance needs to be addressed – Councillor Scowen is looking into this.

12. Utilities Emergency Road Closures – Norfolk County Council's Street Works Inspector explained that emergency closures happen at short notice and contractors use standard signage. A 'Businesses open as usual' sign is a standard sign and could have been used. Highways cannot divert traffic on to unclassified roads. The road from Bramerton through the village to Rockland St Mary is a classified road all others in and around the village are not. If the situation is repeated the clerk has the inspectors contact number and he will come out to investigate.

13. Resolution regarding use of Speed Activated Machine – The resolution proposed is to endorse Norfolk County Council's agreement concerning the use of the Speed Activated Machine, to maximise the efficacy of the system in relation to traffic calming. The speed monitor was purchased jointly by the parish council and a local donor on behalf of the parishioners of Surlingham and the council supports its use under the following conditions:

- 1 - those volunteers come forward who are prepared to move the system to and from the various locations and to download the data.
- 2 - the data to be posted on the village website.
- 3 - the system to be moved around the village, being placed at each of the 7 sites specified by NCC's Highways Department preferably in rotation, and



4 - the system must not be left for more than 4 weeks at a location and not returned to that location within 8 weeks. – Proposed Councillor Scowen, Seconded Councillor Wilson - Approved

14. Finalise and Approve –Staithes Risk Assessment – Approved with the addition of a water safety sign to be installed – Clerk to arrange - Pond Risk Assessment - Approved

15. Traffic Calming - Parish Gateway - Highways Maintenance Officer will check Mill Road when he is in the area. Match funding/fundraising will be required. The Parish Partnership Fund is not yet open for 2023/24.

16. Date of next meeting 19 July 2022

*Alison 19/7/22*