

Surlingham Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 11th July 2023 in The Village Hall, Surlingham

(Subject to amendment until signed by the Chair at the next meeting)

Parish Councillors present	John Broom (Chair), Martin White (Vice-Chair), Pat Scowen, Dave Swinborne, Richard Atkins, Pam Wilson
Apologies for absence	Tim Mack
District Councillor	Vic Thomson
Also in attendance	Charlotte Rust, Parish Clerk
Members of the public (MOP)	Two

23.35 Welcome from the Chair

The Chair welcomed all in attendance.

23.36 To receive and approve apologies for absence.

Cllr T Mack sent his apologies.

23.37 To receive any declarations of interest from Members & consider requests for dispensation.

Cllr J Broom informed the Cllrs of his declaration of interest in minute 23.44.1.

23.38 To approve the minutes of the Parish Council meeting held on 13th June 2023.

Approved and signed per one amendment to minute 23.31.4 (item 10.1 on the June's agenda).

23.39 Adjournment for Public Participation (15 minutes allowed for). This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.

None.

23.40 Reports from:

23.40.1 Parish Clerk.

The Clerk provided her report, including:

- Submitted VAT claim for period April – June 2023.
- Update on Community Cinema – the Clerk had spoken with two neighbouring parishes to gain further guidance. The Clerk will contact those who expressed their interest to gain an idea of numbers for volunteering.
- Confirmed work are programmed by NCC for the potholes on Holloway Road.

23.40.2 County/District Councillor, Cllr Vic Thomson – left the meeting at 20:16pm.

Cllr V Thomson provided an overview of his report, a full copy of this will be available on the website: SNDC are starting budgets for 2024/25.

- Several activities for children are planned for the over the Summer, please keep a look out on social media platforms.
- Running a 'float to live' campaign, highlighting water safety.
- Harry Lowman is a representative of County Broadband and will be contacting parishioners. He can be contacted on harry.lowman@countybroadband.co.uk. Further details will be added the website.

Cllr P Scowen asked for clarification over whether the applicant can appeal the refusal decision of planning application 2022/1505. Cllr V Thomson confirmed that the applicant can appeal, and it will be reviewed by HM inspectors if the appeal is granted.

The Clerk asked about the recent road closures affecting Surlingham, as the road signs seems to divert parishioners unnecessarily. Cllr V Thomson confirmed that sometimes there re emergency road closures of which SNDC are not aware. The road signs are put in place by companies hired by the utility companies. For planned road closures, parishioners are invited to visit www.one.org

Cllr D Swinborne received a letter of complaint regarding the state of the road surfaces since being resurfaced. Cllr V Thomson confirmed the roads had been swept since and it is back on the works programme to be resurfaced. He was unable to provide any timescales of when this would be actioned. Cllr M White raised a query as to noise pollution coming from a nearby Parish. Cllr V Thomson confirmed this issue had been reported.

23.40.3 Cllr M White – School Agreement.

Cllr M White has met with the school representative to discuss this. Both parties have additions/amendments they wish to add to the agreement, which are currently being drawn up and Cllr M White will bring these to a future Parish Council meeting for consideration. The Clerk is to contact the school's maintenance person to enquire about small maintenance jobs for the village hall.

23.40.4 Cllr R Aktins – Rivers, Cycle/Footpaths.

Cllr R Aktins was not able to attend the recent Wherryman's Way meeting but has received the minutes from the meeting and will forward them on the Cllrs.

The weed growth on the Staithe is quite bad and needs removing. The Clerk is to find out when the dredging next needs to be completed on the Staithe.

The pond has a lot of algae, a parishioner has offered to assist Cllr R Aktins in clearing this.

Following concerns raised by the Coldham Sailing Club regarding water safety, Cllr P Scowen will create wording to be put in the Eleven Says July/August edition. The Clerk will add this to the website and Facebook. This was proposed by Cllr M White and seconded by Cllr D Swinborne, all six Cllrs agreed.

On behalf of the Parish Council, the Clerk is to contact Coldham Sailing Club confirming their support towards water safety.

23.40.5 Cllr P Scowen – Flooding in the Village.

Cllr P Scowen and Cllr J Broom meet with SNDC's Water and Flood Management Officer (WFMO) and his assistant to discuss the flooding in the village. The WFMO will contact NCC to obtain maps to see the setup of drains etc and Highways. The WFMO confirmed that the Environmental Agency would not resolve this as their involvement is only triggered when a significant number of houses are flooded internally. Cllr P Scowen is to chase the WFMO for an update. Cllr J Broom proposed continuing discussing resolving the flooding issue, seconded by Cllr M White – all six Cllrs agreed.

23.41 Matters arising from May's meeting:

23.41.1 Door quote for kitchen.

Cllr J Broom will chase for the quotes and forward them onto the Clerk. He confirmed that the quotes will be for a quick release fire door.

23.41.2 SAM2/Volunteers.

The Clerk confirmed she had received only three volunteers and asked if it was possible to run the SAM2 with this number – this was confirmed. The Clerk is to create an agreement between the Parish Council and the volunteers to be signed.

23.41.3 Film night.

Please refer to minute 23.40.1.

23.41.4 Hall usage/Heating engineers.

Cllr J Broom will chase heating engineers. The Clerk created a hall usage profile.

23.41.5 Village Hall sign.

The Clerk confirmed this is ready for collection and will bring this to September's meeting or to Cllr J Broom for him to put up.

23.41.6 Timers in Village Hall.

The Clerk took photos of the timers to send to Orange Fox. Concerns were raised about how effective the thermostat is in the village hall, the Clerk will ask Orange Fox to investigate this.

23.41.7 Steps outside the Village Hall.

Cllr J Broom confirmed he will paint the steps during the school Summer holiday.

23.41.8 Play area/Inspection.

This item is deferred until September's meeting.

23.41.9 Energy provider.

This item is deferred until September's meeting.

23.41.10 Community Volunteering.

The Clerk informed the Parish Council that the volunteers had found a placement elsewhere.

23.41.11 Civility and Respect Pledge.

This item is deferred until September's meeting.

23.41.10 Rivers and Footpaths.

Please refer to minute 23.40.4.

23.42 Correspondence:

23.42.1 Armed Forces Covenant Pledge.

The decision was taken not to sign the pledge.

23.42.2 Parish Partnership.

The Clerk is to investigate whether visibility and legal signs are accepted under this.

23.42.2.1 Update on 22/23 bid.

The Chair signed the two letters received from NCC confirming both parties' contribution for the village gateways and wig wags.

23.42.2.2 Grants towards the cost of signs.

Cllr V Thomson confirmed that there were no grants available.

23.43 Policies:

23.43.1 Review existing policies:

23.43.1.1 Financial Regulations.

Approved.

23.43.2 To approve recommended policies:

23.43.2.1 General Reserves.

This item is deferred until September's meeting.

23.43.2.1.1 Reserves report.

The Clerk is to add £500 towards the Staithe maintenance, ear mark funds for the play area and maintain a minimum balance for unexpected costs in time for September's meeting.

23.43.2.2 Complaints.

All six Cllrs approved the implementation of this policy.

23.43.2.3 Training.

All six Cllrs approved the implementation of this policy.

23.43.2.4 Co-option.

All six Cllrs approved the implementation of this policy.

23.43.2.5 Expenses.

All six Cllrs approved the implementation of this policy.

23.43.2.6 Grant Awarding.

Cllr P Scowen proposed the Parish Council do not implement this policy, which was seconded by Cllr D Swinborne - five Cllrs voted in favour and one Cllr abstained.

23.44 Planning:

23.44.1 To receive any new planning applications and make comment.

Cllr J Broom left the meeting in line with the Parish Council's Standing Orders, section 12C.

2023/1851 – All six Cllrs agreed that the Parish Council would make a comment under 'neutral' if the neighbouring properties were notified of the planning applications.

2023/1913 – All six Cllrs agreed that the Parish Council would make a comment under 'neutral' if the neighbouring properties were notified of the planning applications.

The Clerk is to upload this on to the SNDC planning portal.

23.44.2 To receive the results and updates on any outstanding applications.

23.44.2.1 2022/1505 – Erection of annexe and store to rear of dwelling – REFUSED.

Acknowledged.

23.45 Highways:

23.45.1 To receive a report on any highways issues outstanding.

The Clerk confirmed works have been programmed by NCC for the potholes on Holloway Road.

23.46 Finance:

23.46.1 To receive a Statement of Accounts as of 11th July 2023.

Provided by the Clerk.

Cllr P Scowen requested a breakdown of the £455 under payroll for 2022/23, which the Clerk will provide.

The Clerk is to clarify the requirement of the school Field insurance and report back to the Parish Council in September.

23.46.2 To note the bank balance.

General - £16,797.85

Savings - £15,066.32

23.46.3 To note any receipts.

TO NOTE INCOME						
C Rust	14.06.23	Salary Correction May	BACS	£40.00	£0.00	
SNDC	16.06.23	Election Hall Hire	BACS	£112.00	£0.00	
	20.06.23	Hall Hire	BACS	£64.00	£0.00	
	30.06.23	Hall Hire and Electricity	BACS	£2,085.26	£0.00	
	03.07.23	Hall Hire	BACS	£32.00	£0.00	
	03.07.23	Hall Hire	BACS	£24.00	£0.00	
	03.07.23	Hall Hire	BACS	£112.00	£0.00	

23.46.4 To note any grants.

None.

23.46.5 To approve standing order for Booking Clerk/Cleaner.

All six Cllrs approved the standing order and the Chair signed.

23.46.6 To approve payment of invoices and other expenses received since last meeting (see payment schedule).

FOR APPROVAL						
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
	15.07.23	Bookings Clerk/Cleaner - July	BACS	£126.67	£0.00	
	15.08.23	Bookings Clerk/Cleaner - Aug	BACS	£126.67	£0.00	
NCC	12.07.23	Village Gateways - PC Contribution	BACS	£2,400.00	£0.00	
NCC	12.07.23	Wigs Wags - PC Contribution	BACS	£3,830.00	£0.00	
ROSPA	20.06.23	Play Area Inspection	BACS	£98.40	£16.40	
	12.07.23	Clerk July Expenses	BACS	£73.22	£10.17	
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
	03.07.23	SSE	BACS	£355.00	£0.00	
	28.07.23	Clerk July Salary & WFH	S/O	£448.72	£0.00	
	29.08.23	Clerk Aug Salary & WFH	S/O	£448.72	£0.00	

23.47 To receive updates from individual Council Members (for information only).

None.

23.48 To receive any items for inclusion on the next agenda (for information only).

Items on July's agenda that have been deferred.

23.49 To confirm date and time of the next Parish Council Meeting as Tuesday 12th September 2023 at 7.30pm in Surlingham Village Hall.

Confirmed and the meeting closed at 21:30pm