

Surlingham Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 12th September 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), Richard Atkins, Tim Mack
Apologies for absence	Pat Scowen, Dave Swinborne, Pam Wilson
District Councillor	Vic Thomson – apologies for absence
Also in attendance	Charlotte Rust, Parish Clerk
Members of the public (MOP)	Four

23.50 Welcome from the Chair.

Given

23.51 To receive and approve apologies for absence.

Cllr P Scowen, Cllr D Swinborne and Cllr P Wilson sent their apologies.

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

None.

23.53 To approve the minutes of the Parish Council meeting held on 11th July 2023.

Cllr M White proposed that Cllr J Broom signed the minutes, and this was seconded by Cllr R Atkins.

23.54 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.

The PCC informed the Parish Council they are holding an event 'The Birds, The Bees and The Bells' at St Mary's Church on Sunday 23rd September from 3:30pm onwards to learn about the ongoing project to keep the Church in the Community. Cllr M White asked if the PCC had approached the school and it was confirmed the school are involved in this project. Cllr J Broom suggested speaking with local business to assist the project.

A member of the public enquired about the plans for the Staithe. Cllr R Atkins confirmed that the Parish Council has earmarked one thousand pounds for 2023/24 (five hundred of PC funds and five hundred donated from the Church's Poor's Trust) and are planning to do this on a yearly basis in preparation to introduce a dredging programme approx. every ten years.

23.55 Reports from:

23.55.01 Parish Clerk.

The Clerk provided an overview of her report:

- There has been a good number of responses to the questionnaire, twenty-five at the time of the meeting and the questionnaire will close Friday 15th September. The Clerk will collate the response and report her findings in October's meeting.
- Uploaded comments on the SNDC planning portal following July's meeting.
- Wig Wag/Gateway ownership – The Parish will own the gateways, but NCC will own the wigwags.
- Responded to the parishioner regarding the condition of the roads.
- Maintenance agreement will be worked on in time for October's meeting.

23.55.02 County/District Councillor, Cllr Vic Thomson.

None.

23.55.03 Cllr M White – School Agreement.

Cllr M White is liaising with his school contact and hopes to have a draft agreement for the Parish Council to review in October.

23.55.04 Cllr R Aktins – Rivers, Cycle/Footpaths.

Pond – The Ash tree has been disposed of with more works planned in Autumn,

Wherryman's Way – There is difficulties in funding however funds have been earmarked for improvements to Bramerton FP5, this is currently in the planning phase.

Rivers – the river leading to the Ferry House needs feasibility works but there are no remaining funds in the CIL budget. Cllr R Atkins is to raise this at this month's Wherryman's Way meeting.

Water quality – Environmental Agency are responsible for measuring the water quality, but they do not test for bio contaminates.

23.55.05 Cllr P Scowen – Flooding in the Village.

In Cllr P Scowen's absence, the Clerk read the following report:

Katie Spillman emailed summarising the outcome of the visit John and I had with her and Nathan Harris. Nathan has spoken to Highways department in relation to the flooding issues: they are aware that this is something that has been going on for a while. They have advised Nathan that they have cleaned the gulley's multiple times after heavy rainfall/summer flood events. (Do we recall this happening?) Mr Overland has added Surlingham to his list of site visits and will let Nathan know what was found. Suggestions from Katie/Nathan for us to consider include:

- Mill Road - adding a ditch to both sides of the road to take the surface water away, therefore reducing the run-off into properties along this stretch of road and reaching as far as The Green.
- The landowner creating a holding pond to collect the water for re-use.

She lists a number of grants available to landowners to encourage them to maintain their land, from putting in ditches, ponds even planting trees to help capture and direct water. There are also ways of ploughing the land to help direct run off a different direction, away from residential properties.

The following is taken straight from Katie's email; she states:

"Landowners can get paid for many actions in Countryside Stewardship and the Sustainable Farming Incentive and can apply to one or more of the grants available – this could be used to pay for equipment, technology or infrastructure, or research and innovation. They can also apply for the second round of Landscape Recovery, which is open to individuals or groups of land managers looking to deliver projects that support net zero, protected sites and habitat creation across areas of 500ha or more. There is also a Farming in Protected Landscapes programme, if they are in an Area of Outstanding Natural Beauty, National Park or the Broads (which Surlingham is part of). Landowners can apply for support through the England Woodland Creation Offer to create new woodland, including through natural colonisation, on areas as small as one hectare and could receive up to £13,000 per hectare.

Landowners can get paid to manage habitats, woodland, flood risk and reduce water pollution through Countryside Stewardship. There are a number of offers available including payments to help the environment through Mid-Tier, and Higher Tier for more environmentally significant sites.

There are also:

Wildlife offer agreements involve targeted options to support wildlife.

Capital grants available including grants for stonewall restoration, hedgerow restoration and creation.

More grants to help create woodlands or to deliver other environmental benefits.

Cllr J Broom confirmed the gulley's had been cleaned. A suggestion of the use of Grups to alleviate the situation was given but Cllr T Mack said they weren't helpful in the long term.

Help is also available through Catchment Sensitive Farming officers to improve water and air quality and reduce flood risk on agricultural land.

Search on GOV.UK for 'Countryside Stewardship' to find all funding.

I have researched many of these, so you can take them forward into your parish and have laid out some of the grants available below.

Scheme information, grant pricing etc is available here:

defrafarming.blog.gov.uk/wp-content/uploads/sites/246/2023/05/Arable-and-horticultural-Leaflet.pdf

[Countryside Stewardship: get funding to protect and improve the land you manage - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/countryside-stewardship-get-funding-to-protect-and-improve-the-land-you-manage)

[Capital Grants 2023 - Rural payments \(blog.gov.uk\)](https://www.gov.uk/guidance/capital-grants-2023-rural-payments)

[Catchment Sensitive Farming: advice for farmers and land managers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/catchment-sensitive-farming-advice-for-farmers-and-land-managers)

[WN4: Ditch, dyke and rhine creation - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/wn4-ditch-dyke-and-rhine-creation)

[WN2: Creation of scrapes and gutters - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/wn2-creation-of-scrapes-and-gutters)

[How willow can reduce flood risk and earn farms £618/ha - Farmers Weekly \(fwi.co.uk\)](https://www.fwi.co.uk/farm-business/soil-water-management/soil-health/soil-health-best-practices/soil-health-best-practices-willow-reduce-flood-risk-earn-farms-618ha)

23.56 Matters arising from July's meeting:

23.56.01 Film night.

Cllr R Atkins proposed to pay twenty-five pounds to view all responses as a one-off payment and this was seconded by Cllr J Broom.

23.56.02 Wording for water safety.

The Clerk added the wording to the village website and Facebook page.

23.56.03 Door quote for kitchen.

Cllr J Broom will forward the quote to the Clerk.

23.56.04 SAM2/Volunteers.

The Clerk is to finish composing the agreement ready for approval at October's meeting.

22.56.05 Hall usage/Heating engineers.

Cllr J Broom is to follow up on this.

22.56.06 Timers in Village Hall.

The Clerk is to speak with the previous Clerk to see if they can help. If not ask Orange Fox to visit on Friday 15th September with the school's agreement.

22.56.07 Play area/Inspection.

This item is deferred until October's meeting. Cllr R Atkins and Cllr J Broom are to walk around the play area to see what works can be undertaken by the Parish Council.

22.56.08 Energy provider.

This item is deferred until October's meeting.

22.56.09 Civility and Respect Pledge.

Cllr M White proposed that the Parish Council sign the pledge, and this was seconded by Cllr T Mack. The Clerk is to action.

23.56.10 Parish Partnership.

The Clerk is to ask whether feasibility signs can be bid on under this scheme.

23.56.11 Payroll 2022/23 queries.

The Clerk answered these queries satisfactorily.

23.56.12 School field insurance.

The Clerk confirmed that the Parish Council do not need a separate insurance policy as the Parish Council's insurance policy covers this due to the written agreement between the school and the Parish Council of the school field use.

23.57 Correspondence:

23.57.01 Public Spaces Protection Order – Vehicle related Anti-social behaviour.

No comments.

23.58 Policies:

23.58.01 To review the following policies:

23.58.01.01 Data Audit.

Cllr M White proposed to approve this policy and was seconded by Cllr J Broom.

23.58.01.02 Data Protection.

Cllr M White proposed to approve this policy and was seconded by Cllr R Atkins.

23.58.01.03 Equality and Diversity.

Cllr M White proposed to approve this policy and was seconded by Cllr J Broom.

23.58.02 To approve recommended policies:

23.58.02.01 General Reserves.

Cllr T Mack proposed to approve this policy subject to amending the amount the Parish Council have agreed to keep in reserves, which is five thousand pounds. This was seconded by Cllr M White.

23.58.02.02 Reserves report.

The figures were agreed, and the Clerk is to action to transfer of funds. Please see minute 23.58.02.01 for the proposed and seconded approval.

23.59 Planning:

23.59.01 To receive any new planning applications and make comment.

None.

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

23.59.02.01 2022/2301 – Engineering operations to raise ground levels within the site – WITHDRAWN.

Noted.

23.59.02.02 2023/1851 – Front entrance extension – APPROVED WITH CONDITIONS.

Noted.

23.59.02.03 2023/2204 – Two storey front & rear extension & refurbishment of existing house with garage – PENDING CONSIDERATION.

Noted.

Cllr M White asked if there was any update on the planning application for 51a The Street.

23.60 Highways:

23.61 To receive a report on any highways issues outstanding.

None.

23.61 Finance:

23.61.01 To receive a Statement of Accounts as of 12th September 2023.

Given.

23.61.02 To note the bank balance.

Bank account - £18,400.78

Savings - £15,066.32

23.61.03 To note any receipts.

TO NOTE INCOME					
11.07.23	Hall Hire	CHQ	£24.00	£0.00	
11.07.23	Hall Hire	CHQ	£48.00	£0.00	
18.07.23	VAT Refund: Apr-Jun 2023	BACS	£792.41	£0.00	
21.07.23	Hall Hire	CHQ	£36.00	£0.00	
28.07.23	Barclays Goodwill	BACS	£25.00	£0.00	

01.08.23	Hall Hire	BACS	£32.00	£0.00	
02.08.23	Hall Hire	BACS	£112.00	£0.00	
25.08.23	Hall Hire and Electricity	BACS	£2,492.91	£0.00	
08.09.23	Hall Hire	BACS	£20.00	£0.00	
08.09.23	Hall Hire	BACS	£112.00	£0.00	
11.09.23	Hall Hire	CHQ	£24.00	£0.00	
11.09.23	Hall Hire	CHQ	£36.00	£0.00	
11.09.23	Hall Hire	CHQ	£16.00	£0.00	

23.61.04 To note any grants.

None.

23.61.05 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
	12.07.23	SSE Electricity - April to Jun	BACS	£3,115.04	£696.67	
	02.08.23	Digital Mapping	BACS	£67.20	£11.20	
	12.09.23	Dog Bin - 23/24	BACS	£300.60	£50.10	
	10.08.23	Payroll 23/24	BACS	£187.20	£31.20	
	13.09.23	Clerk Sept Expenses	BACS	£27.70	£0.16	
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
-	01.08.23	SSE	DD	£355.00	£0.00	-
-	01.09.23	SSE	DD	£355.00	£0.00	-
	15.09.23	Bookings Cleaner Sept Salary	SO	£126.67	£0.00	
	28.09.23	Clerk Sept Salary & WFH	SO	£448.72	£0.00	
	11.09.23	Screw Fix	DC	£134.99	£22.50	

A parishioner queried the electricity costs, which Cllr J Broom explained the Parish Council were out of contract and locked in what, then, was the cheapest price. The Clerk is to enquire whether the Parish Council can end the contract early (due to expire February 2024).

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

Cllr M White will inform the school about the wig wags to be implemented.

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

Maintenance agreement.

Hedge cutting.

Play area.

School agreement.

Flooding.

23.64 To confirm date and time of the next Parish Council Meeting as Tuesday 10th October 2023 at 7.30pm in Surlingham Village Hall.

Confirmed.

The meeting closed at 20:54pm.