

Surlingham Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 9th January 2024 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 and acting Clerk), Richard Atkins, Tim Mack, Pat Scowen, Dave Swinbourne, Pam Wilson
Apologies for absence	Charlotte Rust and Vic Thomson
District Councillor	None
Also in attendance	N/A
Members of the public (MOP)	One

24.01 Welcome from the Chair.

The Chair welcomed the Cllrs and the member of the public to the meeting.

24.02 To receive and approve apologies for absence.

Charlotte Rust, Parish Clerk and Cllr V Thomson sent their apologies.

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

None.

24.04 To approve the minutes of the Parish Council meeting held on 12th December 2023.

23.102.03 Replace 'combed' with 'cromed'. Following this amendment, Cllr P Scowen proposed for Cllr J Broom to sign the minutes, seconded by Cllr P Wilson.

24.05 Matters arising from December's meeting, including Clerk's report.

Film night – Item deferred until February.

SAM2 – The Parish Council have contacted the volunteers confirming NCC terms for moving the SAM2. Clerk to speak to Steve to investigate him taking on the role of 'village caretaker' which would include a responsibility for moving the SAMS2 machine around the village as necessary. Councillors volunteered their, or their partners, help in this.

Village Hall Steps – The maintenance contractor had painted them.

Play Equipment – Cllr J Broom to obtain costs of materials. Working group to repair play equipment. Equipment to be taped off in the meantime. Multi-play equipment can be repaired. Cllr T Mack able to help in securing some of the materials. Cllr J Broom to co-ordinate with Cllrs T Mack and R Atkins over this.

Key Lock – Clerk to organise keys for key lock. Cllrs agreed that only the front door and office door keys should be placed in the key lock.

Fire Door – The deposit is to be approved in the payment schedule and once received the fire door will be ordered and installation arranged.

24.06 Reports from:

24.06.01 County/District Councillor, Cllr Vic Thomson.

No report as Cllr V Thomson was not in attendance.

24.06.02 Cllr M White – School Agreement.

Cllr M White informed the meeting that he had forwarded the new school agreement to the school but had not received a reply. He will follow this up.

24.06.03 Cllr R Aktins – Rivers, Ponds, Cycle/Footpaths.

Cllr R Atkins provided the following report:

- January's Wherryman's Way meeting was cancelled as there was no significant updates. The next meeting is scheduled on Thursday 28th March.

- Surlingham PC offered to support NCC in a funding bid for the feasibility required to reinstate Surlingham FP1 under the Pride in place Community grant scheme, but this has not been taken forward.
- Pond - Parishioners have raised concern about flooding in the vicinity of the pond. The PC responded to the planning application for the pit development requesting extension of the flood risk assessment to cover the risk to adjoining properties and for highways to be re-engaged. It is planned to remove encroaching vegetation from the North and East sides of the pond in the next couple of months - resource permitting,.
- Staithe - A new post and life-ring have been installed at the Staithe and the encroaching scrub on the far side of the Staithe has been cut back.

24.06.03.01 Litter Pick update.

The Riverside Litter pick has been arranged for Sunday 28th Jan , Starting at Surlingham Church at 10.30 and concluding at The Ferry House pub at around 13.00. All welcome. Flyer attached for uploading on the Parish websites and the village Facebook page next week please. Clerk to action.

24.07 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.

No issues raised at this point.

24.08 To review the Pride in Place application.

Cllr R Atkins reported that this will no longer be necessary for the footpath feasibility study.

24.09 Policies:

24.09.01 Biodiversity policy update.

Cllr P Scowen circulated a draft Biodiversity Policy prior to the meeting. Cllr P Scowen to attend training and will update Council at next meeting. All councillors to look at draft policy in preparation for this discussion.

24.10 Planning:

24.10.01 To receive any new planning applications and make comment.

24.10.01.01 2023/3701 - Installation of 48 ground mounted low profile solar array panels with concrete pad and enclosure.

Support (provided there are no objections from neighbours) – a majority vote of 4 councillors in favour of supporting this application, with 3 wanting to remain neutral. There were no councillors objecting.

24.10.01.02 2024/0007 - Demolish bungalow & replace with 4-bedroom house & detached garage/store.

Object on grounds that the proposed garage/store would impose on the street view. Councillors were generally supportive of proposed demolition of the bungalow and the construction of a 4-bedroom house on its footprint. Councillors also wanted it noted that all existing hedges and trees should be retained.

24.11 Finance:

24.11.01 To receive a Statement of Accounts as of 9th January 2024.

The bank balances were read by the Chair.

24.11.02 To note any receipts and approve payments as per January's payment schedule.

Receipts were noted. It was proposed by Cllr P Scowen, seconded by Cllr D Swinbourne, that the payment schedule should be signed.

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

Cllr M White raised concerns over the high-level cleanliness of the village hall. In her conversations with Steve, the Clerk is to ask if he has access to any high-level cleaning equipment and if he was able to carry out high level cleaning of the village hall.

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

Biodiversity

24.14 To confirm date and time of the next Parish Council Meeting as Tuesday 13th February 2024 at 7.30pm in Surlingham Village Hall.

Confirmed.

Meeting closed at 21:00pm