

Surlingham Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 13th February 2024 in The Village Hall, Surlingham **(Subject to amendment until signed by the Chair at the next meeting)**

Parish Councillors present	Richard Atkins (Acting Chair), Tim Mack, Pat Scowen, Dave Swinbourne (present 19:35pm), Pam Wilson
District Councillor	Vic Thomson
Also in attendance	Charlotte Rust – Parish Clerk
Members of the public (MOP)	Two

24.15 Welcome from the Chair.

Cllr R Atkins welcomed all those in attendance.

24.16 To receive and approve apologies for absence.

Cllr J Broom and Cllr M White sent their apologies.

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

None.

24.18 To approve the minutes of the Parish Council meeting held on 9th January 2024.

Cllr P Scowen proposed for Cllr R Atkins to sign the minutes subject to the suggested grammatically changes, seconded by Cllr P Wilson.

24.19 Matters arising from January's meeting, including Clerk's report.

- Film Night Working Group - Two responses so far have been received. The Clerk will send a chaser and update the Parish Council next month.
- SAM2 – Steve Gildersleeve (SG) has confirmed that he can move SAM2 machine to the approved locations within Surlingham Village. Cllr P Scowen proposed to approve the rate of £15 every four weeks to SG to move the SAM2, seconded by Cllr T Mack. The Clerk is to speak with Cllr J Broom regarding the brackets for the poles, keys for the padlocks and if there is a spare battery. Cllr P Scowen proposed that should a spare battery be required the Clerk can purchase one (cost £84.00+VAT and delivery). The Parish Council is investigating how to get the data downloaded to inform parishioners.
- Play equipment – Cllr J Broom to confirm what timber is needed for the play tractor to Cllr T Mack. The Clerk is to send the specification of the chain for the multi play to Cllr R Atkins and Cllr J Broom.
- Key Lock – This has been installed by the front door and contains the front door key. The Clerk will send the door code to the relevant stakeholders and will change the code at every Parish Council meeting.
- Fire Door – The order has been placed and waiting for delivery ready for installation.
- Pond – Highways has been out and done works around the area and has plans to come back and jet the pipes. The Clerk is to contact Highways to seek clarification on the blueprints of the drainage system.
- The Parish Council would like to send its thanks to Poor's Trust for further Staith funding for 2024/2025.

Clerk's report

- The SSE DD payment has now been rectified and the Parish Council are waiting for invoice for last quarter (Q4) and Jan/Feb 2024 then will issue refund if applicable depending on amounts.
- The school has brought it to the Clerk's attention that the hours being used for its hall hire have been incorrect since September 2023. The overcharge has been calculated and a credit has been issued against the next two invoices
- Pond Noticeboard order has been placed. The Clerk is waiting for a visual proof to be sent for final sign off by the Councillors.
- Gateways have been ordered with NCC following discrepancies on the size due to the verges at the locations.

- The Clerk contacted Highways reporting the tree on Bramerton Lane. The Parish Council would like to extend its thanks to Cllr J Broom who removed the tree.
- Submitted comments on 2024/0007 application.
- Trustee Poor's Charity positions advertised. A copy is on the pond noticeboard.
- Aem Hai Martial Arts has confirmed it will no longer be continuing with the classes as it is not financially viable. The Clerk is contact Aem Hai Martial Arts regarding local grants.
- The Clerk has not been able to submit a VAT claim for Oct-Dec 23 as the online form is not working.
- A parishioner had been in contact regarding the poles erected on Walnut Hill. The Clerk responded to confirm there are for the Wig Wigs as part of the Parish Partnership award 2023/24.

24.20 Reports from:

24.20.01 County/District Councillor, Cllr Vic Thomson – Left at 19:58pm.

Cllr V Thomson gave an overview of his report, which will be available on the website in full:

- NHS Pharmacy First launched
- DigiFest
- Bus pass
- Norfolk Museums
- Ban of disposable vapes
- Riparian rights
- Schools, Every Child in Norfolk to Flourish
- National Vaccination Strategy
- Long Stratton bypass
- Nutrient Neutrality
- Flooding
- South Norfolk Clusters plan
- Elections

24.20.02 Cllr M White – School Agreement.

This item is deferred until March's meeting.

24.20.03 Cllr R Atkins – Rivers, Ponds, Cycle/Footpaths.

No update on Wherryman's Way. The next meeting is on 28th March 2024.

Pond – the East side has been cromed, with waste to be removed shortly. The North side is being left until next year due to nature habitats. A councillor reminded the Parish Council that prior to COVID-19 that it had been agreed to clean up the dyke near the Staith. This item is deferred until July's meeting.

24.20.03.01 Litter Pick update.

This was hugely successful with over thirty plus volunteers helping. The pick collected 4 tonne bags collected from the riverbank. The Parish Council would like to thank everyone who volunteered, Sonia at The Ferry House for hosting after the pick and Cllr R Atkins for organising this event. An annual litter pick will be organised.

24.21 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.

A parishioner who's planning application was an agenda item answered the Parish Council's questions regarding the application.

A parishioner asked for clarification as to what the Environmental Agency's requirements were for 'one in a thousand storm'. The levels are set differently for different areas.

24.22 To consider the purchase of a new noticeboard for Ferry Road.

Cllr P Wilson proposed not to purchase a new noticeboard but for Cllr D Swinbourne to put a new door on it, seconded by Cllr T Mack.

24.23 To consider bi-annual deep clean of village hall.

The Clerk is to request a breakdown of what would be incorporated in the deep clean from Steve Gildersleeve. The Clerk is research possible grants, following her training in March, for improvements to the village hall.

24.24 Policies:

24.24.01 Biodiversity policy update.

Cllr P Scowen proposed to set up a Biodiversity Working Group, seconded by Cllr D Swinbourne. The Clerk is to resend the model Biodiversity Policy to all Cllrs.

24.25 Planning:

24.25.01 To receive any new planning applications and make comment.

24.25.01.01 BA/2024/0002/FUL – Replacement dwelling.

The Parish Council voted unanimously to support this planning application following the parishioner's response during minute 24.21. The Clerk to submit a 'support' response on the planning portal.

24.25.01.02 BA/2024/0016/FUL – Replacement workshop and placement of container.

The Clerk is to submit a 'neutral' response to this application as it supports the workshop plans but feel the container plan is not in keeping with the village.

24.25.02 To receive updates on existing planning applications.

24.25.02.01 2023/3268 – Two bay cart lodge to front – SNDC REFUSAL.

Noted.

24.25.02.02 2023/3701 - Installation of 48 ground mounted low profile solar array panels with concrete pad and enclosure – SNDC APPROVED WITH CONDITIONS.

Noted.

24.26 Finance:

24.26.01 To receive a Statement of Accounts as of 16th February 2024.

Bank Balance - £7,778.77.

Reserves - £18,582.58.

A Councillor asked is there a limit on the amount of reserves a Parish Council can have. The Clerk confirmed that whilst there is no maximum limit it is best practise to earmark the reserves for transparency.

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

Cllr R Atkins proposed to approve and sign the payment schedule, seconded by Cllr P Scowen.

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

None.

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

None.

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

Confirmed.

The meeting closed at 21:22pm.