

Surlingham Parish Council

Minutes of the Parish Council Meeting held on Tuesday 14th May 2024 in The Village Hall, Surlingham (Subject to amendment until signed by the Chair at the next meeting)

Parish Councillors present	Vice-Chair Martin White, Pat Scowen, Richard Atkins, Dave Swinbourne, Pam Wilson
District Councillor	Vic Thomson
Also in attendance	Charlotte Rust – Parish Clerk
Members of the public (MOP)	Three

24.56 Welcome from the Chair.

Vice-Chair M White welcomed all those in attendance to the meeting.

24.57 To elect Chair/Vice Chair and sign Declaration of Acceptance of Office(s).

The Parish Council unanimously voted to elect Councillor J Broom as Chair and Councillor M White as Vice-Chair. The Clerk received the signed form from Vice-Chair M White and will arrange for Chair J Broom to sign his.

24.58 To receive and approve apologies for absence.

Councillors' J Broom and T Mack sent their apologies.

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

None.

24.60 To approve the minutes of the Parish Council meeting held on 9th April 2024.

Councillor P Scowen proposed for Councillor M White to sign the approved minutes, seconded by Councillor R Atkins.

24.61 Matters arising from March and April's meeting, including Clerk's report.

- Portrait of Queen – The Clerk confirmed receipt of The King's portrait to put up in the Village Hall and that the company was not offering portraits of the late Queen.
- Film Night – Councillor P Scowen proposed to approve the £50 subscription fee payment when requested from the volunteers, seconded by Councillor D Swinbourne.
- Play Equipment – see minute 24.64.
- Pond – No update on blueprints for the pond. The Clerk will chase this for June's meeting.
- Ferry Road noticeboard – Councillor D Swinbourne confirmed the noticeboard has been repaired and requires a final coat of paint. The Parish Council would like to thank Councillor D Swinbourne for his efforts.
- Deep clean of Village Hall – This was completed in April and thanks to Steve Gildersleeve for his hard work.
- Information Commissioners Office – The Clerk confirmed that the data collected by the Biodiversity Working Group from relevant stakeholders on details of wildlife on their land is not affected by any Data Protection laws.
- The Clerk has submitted meter readings to SSE to ensure the final bill has been correctly calculated.
- The Clerk has been liaising with the Charity Commission and Community Action Norfolk regarding Surlingham Church and Poors Charity, see minute 24.66 and 24.67.

24.62 Reports from:

24.62.01 County/District Councillor, Councillor Vic Thomson – in attendance from 20:01pm – 20:52pm

Councillor V Thomson provided an overview of his report. The full report will be published on the Surlingham website once received by the Clerk.

He encourages parishioner to report potholes issue directly to Norfolk County Council -

<https://www.norfolk.gov.uk/article/39652/Report-a-problem>

24.62.02 Councillor R Aktins – Rivers, Ponds, Cycle/Footpaths.

Repairs to the footpath near the boardwalk have been completed by Norfolk County Council.

As part of the South Norfolk Big Litter Pick initiative, Councillor R Aktins arranged a litter pick in April and the Parish Council hope to receive £20 from South Norfolk District Council shortly. Thank you to Councillor R Aktins for arranging this.

Wherryman's Way – this has gone quiet at the moment so there are no updates. Councillor R Aktins will compose an email for the Clerk to send requesting an update.

Councillor P Scowen enquired as to whether Biodiversity had been considered around the pond.

Councillor R Aktins confirmed it had and would leave the area over the summer months to promote biodiversity.

24.62.03 Councillor P Scowen – Biodiversity.

Councillor P Scowen is reviewing part 2 of the policy in preparation for the Parish Council to approve it.

Councillor P Scowen proposed to disband the Biodiversity Working Group and set up a standalone 'Surlingham Biodiversity Group' to continue this work, seconded by Councillor D Swinbourne

24.63 Adjournment for Public Participation (15 minutes allowed for).

The Clerk asked permission to record this section of the meeting which was agreed by those in attendance.

The trustees would like to know what contingency the Parish Council has in place, as in three years 3 of the 4 trustees would not be eligible for reappointment. Councillor M White confirmed no contingency in place as the Parish Council role is to appoint. The Trustees would like to assure the Parish Council that decisions aren't taken lightly, it is their responsibility to ensure the funds are received by those in need. The Charity Clerk read out a statement on behalf of the trustees.

A parishioner enquired as to why there was no report given by the Parish Council at the Annual Parish meeting in April. The Clerk confirmed that the Chair normally provides a report at this meeting however this was not done due to an oversight. The report is given annually.

A parishioner would like to bring to the Parish Council attention the large pothole on Bramerton Road near the BT exchange. The Clerk confirmed she would raise this Highways.

24.64 Play Area:

24.64.01 To approve quotation for the play area repairs.

Councillor P Wilson proposed to approve the quote, seconded by Councillor D Swinbourne.

24.64.02 To approve quote for the annual play area inspection.

Councillor R Aktins proposed to accept Play Safe's quote, seconded by Councillor P Wilson.

24.64.03 To consider the Clerk's recommendation for weekly play area inspections.

Councillor M White proposed to take responsibility for these inspections on a two-weekly basis, seconded by Councillor D Swinbourne. The Clerk is to amend the form reflecting this ready for Councillor M White to use.

A Councillor suggested installing a couple of signs with the Parish Council contact details should a parishioner wish to report anything.

24.65 To consider and approve quote for insurance for 2024/25.

Councillor P Scowen proposed to accept Clear Councils Insurance quote, seconded by Councillor R Aktins.

24.66 To discuss understanding of the governing document for Surlingham Church and Poor's Charity.

The Clerk asked permission to record this section of the meeting which was agreed by those in attendance

Clause 7 of the Governing Document – Confirmed the Parish Council responsibility is to appoint 4 trustees every three years.

Clause 8 of the Governing Document – The Clerk confirmed she is seeking clarification on this clause, and whether it relates only to the first trustees back in 1908 and not going forward. The Clerk is to update all parties once she has received a response.

Councillors raised concerns about the implementation of the 2-term maximum resulting in Councillor R Atkins proposing to revoke motion 24.55.01 of the April 2024 minutes regarding the implementation of the maximum 2-term, seconded by Councillor P Wilson. The Clerk will research this and forward the required actions to the Councillors.

24.67 To approve wording to be sent to Surlingham Church and Poor’s Charity regarding the term of trustees.

The Clerk asked permission to record this section of the meeting which was agreed by those in attendance

Councillor R Atkins proposed to approve the wording subject to removing the reference to the 2-term maximum, seconded by Councillor P Scowen.

24.68 To receive an update on the Village Gateways and Wigs Wags.

The Clerk has chased for an update on this and raised the delay to the County Councillor. South Norfolk District Council is waiting for prices from its contractor for the works. The works hopefully will be completed in the next couple of months.

24.69 To consider Surlingham Primary School’s request to move its breakfast club to the Village Hall.

Councillor R Atkins proposed to approve the school’s request subject to the school’s agreement on the storage of items and the use of the kitchen, seconded by Councillor M White. The hall hire rate will remain the same.

24.70 To consider Reconnecting Surlingham Church to the River Yare proposal.

Councillor R Atkins gave an overview of the project to reinstate and increase the footpath along with clearing the dyke, installing a small canoe access point, bench and notification board. He asked for the Parish Council to support this project, in which the Councillors voted unanimously to do so.

24.71 To discuss the Staithe Track.

This item is deferred until June’s meeting.

24.72 Highways:

24.72.01 ENQ900243994 – Dislodged sleepers by FP2.

Norfolk County Council has confirmed works are scheduled.

24.73 Planning:

24.73.01 2023/3268 – Two bay cart lodge to front – 34A Greens Croft – APPEAL TO SOUTH NORFOLK DISTRICT COUNCIL.

Noted.

24.73.02 BA/2016/0006/TPO – Part of Long Plantation and New Plantation Of, Hill House Road, Bramerton & Surlingham, Norfolk.

Noted.

24.74 Correspondence:

24.74.01 SAM2 additional location.

The Clerk is to contact Norfolk County Council regarding the additional location and about a further location on the Bramerton Road after the introduction of the extended 30mph zone.

24.74.02 Play Streets.

The Parish Council decided not to pursue this.

24.75 Finance:

24.75.01 To receive a Statement of Accounts as of 14th May.

Bank Account - £5,213.03

Reserves - £18,652.08

24.75.02 To note any receipts and approve payments as per May’s payment schedule.

FOR APPROVAL

	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
Clerk	15.05.24	May expenses	BACS	£24.48	£0.00	
SNDC	01.04.24	Waste Disposal	BACS	£61.94	£0.00	

SLCC	26.04.24	CiLCA Registration	BACS	£450.00	£0.00	
	15.05.24	Film Night	BACS	£50.00	£0.00	
Mr S Gildersleeve	15.05.24	March/April Invoice and Expenses	BACS	£100.01	£4.18	
Cleaner	15.05.24	May Expenses	BACS	£23.25	£3.88	
J. Hurrell	24.04.24	Mower service	BACS	£190.24	£31.71	
Playscapes	15.05.24	Play Area repairs	BACS	£1,224.00	£204.00	
EDF		01.03 - 01.05 Invoice	DD	£1,142.99	£314.83	
Clear Councils	15.04.24	Insurance 2024/25	BACS	£783.26	£0.00	
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
SLCC	29.04.24	Membership 2024/25	DC	£195.00	£0.00	P8
EDF	30.04.24	Electricity	DD	£746.00	£0.00	P11
Amazon	09.05.24	Paper Towels	DC	£27.99	£4.67	P12
Cleaner	15.05.24	May Salary	SO	£126.67	£0.00	
S. Gildersleeve	28.05.24	SAM2 moving	SO	£15.00	£0.00	
Clerk	28.05.24	May Salary & WFH	SO	£496.40	£0.00	
TO NOTE INCOME						
	12.04.24	Hall Hire and Electricity	BACS	£1,272.27	£0.00	R1
	15.04.24	VAT Claim	BACS	£435.32	£0.00	R2
	26.04.24	April Precept	BACS	£6,250.00	£0.00	R3
	03.05.24	Hall Hire	BACS	£224.00	£0.00	R4
	07.05.24	Hall Hire	BACS	£30.00	£0.00	R5
	07.05.24	SLCC Membership RSMwH	BACS	£65.00	£0.00	R6

Councillor M White proposed to approve the payment schedule, seconded by Councillor P Wilson.

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

Councillor P Scowen mentioned that Anglian Water have installed a device that detects vibrations between 2-4am to reduce water leaks.

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

Staithe track.

24.78 To confirm date and time of the next meeting as Tuesday 11th June 2024 at 7.30pm in Surlingham Village Hall.

Confirmed.

24.79 Resolution to exclude members of the public and press under the Public Bodies (admission to Meetings) Act 1960.

24.79.01 To approve the Clerks Appraisal and Salary Review.

Councillor M White proposed to approve the appraisal and salary review, seconded by Councillor D Swinbourne.

24.79.02 To approve the letter amending the Standing Order for the Clerks salary.

Councillor M White proposed to approve the signing of the letter, seconded by Councillor D Swinbourne.

The meeting closed at 21:30pm.