

Surlingham Parish Council

Minutes of the Parish Council Meeting held on Tuesday 8th October 2024 in The Village Hall, Surlingham (Subject to amendment until signed by the Chair at the next meeting)

Parish Councillors present	Chair (previously Vice-Chair) Martin White, Pat Scowen, Dave Swinbourne, Pam Wilson,
District Councillor	Vic Thomson – Left at 20:03pm
Also in attendance	Charlotte Rust – Parish Clerk
Members of the public (MOP)	Four

24.142 Welcome from the Vice-Chair.

Councillor M White welcomed all those in attendance to the meeting.

24.143 To elect a Chair and Vice-Chair and receive signed Declarations of Office.

Councillor P Wilson proposed to elect Councillor M White as Chair, seconded by Councillor P Scowen. Election of a Vice-Chair is deferred until November's meeting.

24.144 To receive and approve apologies for absence.

Councillors' T Mack and R Atkins sent their apologies.

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

None.

24.146 To approve the minutes of the Parish Council meeting held on 10th September 2024.

Councillor P Scowen proposed for the Chair to sign the approved minutes, seconded by Councillor D Swinbourne.

24.147 Matters arising from September's meeting, including Clerk's report.

Matters arising:

- Meeting with Helen George from Environmental Agency – Helen forwarded on notes from her meeting. Councillors will meet before November's meeting to discuss this.
- Play Area repairs – Works are scheduled to be completed by 11th October 2024.
- Fire Door – The door has been repaired by the schools Estate Team, the council would like to extend its thanks to the team for actioning this.
- AGAR 23/24 – The council's AGAR has been signed off by PKF Littlejohn and the external audit completed.
- SAM2 locations – The clerk is waiting for response from Norfolk County Council. The SAM2 has been serviced by Westcotec and the clerk will collect it shortly.
- Mowing play area and footpath – This item is deferred until November's meeting.
- Staithe quotes – The clerk is arranging a number of site visits with companies ready to receive quotes.

Clerk Report:

- Posted septic tank upgrade information on the website.
- Contacted the clerk at Catfield Parish Council. The council's reply was they are very dated and inefficient which would be a waste of time and council resources. Catfield would recommend seeking an alternative heating source.
- Has submitted her first module of CiLCA qualification to the trainer for review.

24.148 Reports from:

24.148.01 County/District Councillor, Councillor Vic Thomson.

Councillor V Thomson provided an overview of his report, a full copy will be added to the parish council website once it is live.

The 30mph speed limit extension has been signed off and for the signs to be erected on Bramerton Road. The clerk is to post on the village website an update regarding fibre broadband within the village.

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

- The grass has been cut at the back of the pond and cleared around the notice board.
- I have received a response against the report I submitted for Bramerton FP5, no further updates have been received.
- A parishioner sent through the land registry information associated with the land at the back of the Village staithe. The Parish owns the ditch.
- Wheatfen are planning further dredging works this winter. A meeting has been arranged in October to review what needs to be done and whether Wheatfen can dredge the Staithe at the same time. Further updates at November's meeting.

24.148.03 Councillor M White – Play Area inspection.

Inspections have been carried out; Councillor M White will forward the reports to the clerk. Councillor M White proposed for the clerk to contact the maintenance provider to repair/replace the gates closers, seconded by Councillor P Scowen.

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

A parishioner raised the issue of the Lunch Club no longer providing hot meals once a month. The clerk will look into this to be discussed at November's meeting.

A parishioner raised concerns about visibility when the gateways are installed on the Bramerton Road.

24.150 Surlingham Staithe

24.150.01 To discuss and approve the Staithe action plan.

Councillor P Wilson proposed to approve the action plan, seconded by Councillor P Scowen.

24.150.02 To approve letter wording to landowner regarding Staithe maintenance.

Councillor P Wilson proposed to approve the wording subject to including reference to the previous correspondence between the council and landowner, seconded by Councillor P Scowen.

24.151 To consider and approve recommendations on Village Hall maintenance plan.

24.151.01 To receive update following meeting with the school.

Councillor M White gave an overview of his meeting with the school, which was also attended by the clerk:

- The clerk has contacted the installer of the kitchen fire door to see if the door can be modified to open from the outside, she will update the council when she has a response.
- Councillor M White is to continue his relationship with the school arranging a meeting to discuss the cleanliness of the hall after use. Please see minute 24.158.

The clerk is to obtain quotes for redecorating the hall, inside and outside, to be considered at November's meeting.

Councillor D Swinbourne proposed to purchase dividers for the storage area to enable all hirers access to their equipment, seconded by Councillor P Scowen.

Councillor M White proposed to ask the maintenance contractor to clear the outside areas of the hall, seconded by Councillor P Wilson.

Councillor D Swinborne proposed to approve the maintenance plan, subject to the following additions of window cleaning and gutters maintained on an annual basis, seconded by Councillor P Scowen.

24.152 To receive and consider Clerk's report on website suppliers.

Councillor M White proposed to approve the clerk's recommendation of using Norfolk Association of Local Council's for the council's website, seconded by Councillor D Swinbourne. The clerk is to request surlingham-pc.gov.uk as a domain name.

24.153 To receive and consider Clerk's report on laptop purchase.

Councillor D Swinborne proposed to approve the clerk's recommendation of increasing the budget to £600, seconded by Councillor M White.

24.154 To discuss footpath maintenance pictures.

The clerk is to contact the Environmental Agency for more information and to post on the link for Norfolk County Council Highways.

24.155 To discuss parish council email addresses.

The councillors will continue using their outlook.com addresses and will review this once the council website is live.

24.156 Planning:

24.156.01 Applications.

None at the time of publication.

24.156.02 Decisions:

24.156.02.01 2024/2252 – Replace existing first floor juliet glass balcony with green oak cantilever balcony with opaque end panels for privacy; SOUTH NORFOLK DISTRICT COUNCIL REFUSAL.

Noted. The parishioner who attended September’s meeting expressed his thanks to the councils for its support.

24.157 Policies:

24.157.01 GDPR.

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

24.157.02 Press and Media Policy.

Councillor P Scowen proposed to approve the policy, seconded by Councillor D Swinbourne.

24.157.03 Planning Policy.

Councillor P Scowen will redraft the section concerning applications requiring a response prior to the date of the council’s next meeting for consideration at November’s meeting.

24.158 Correspondence:

24.158.01 Cleanliness of hall after hire.

Noted.

24.158.02 Repair the bench at The Covey.

The clerk is to find out who is responsible for the bench.

24.159 Finance:

24.159.01 To receive a Statement of Accounts as of 8th October 2024.

Bank Account - £9,041.36

Reserves - £17,561.36 (Ear marked £13,665.64)

24.159.02 To note any receipts and approve payments as per October’s payment schedule.

FOR APPROVAL						
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
Councillor Scowen	09.10.24	Bulbs (Clean Up and Bloom)	BACS	£220.00	£36.67	
Clerk	09.10.24	October expenses	BACS	£28.71	£0.00	
	28.10.24	October studying	BACS	£91.88	£0.00	
Church & Poors Charity	09.10.24	Allotment plot annual rent	BACS	£20.00	£0.00	
SLCC	09.10.24	The Clerks Manual	BACS	£52.90	£90.00	
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
EDF	25.09.24	Electricity	DD	£776.46	£129.41	P59
Minuteman Press	26.09.24	Signs	DC	£52.91	£8.82	P60
Amazon	27.09.24	Laminate paper	DC	£4.99	£0.83	P62

Bookings Clerk/Cleaner	15.10.24	October Salary	SO	£126.67	£0.00	
Clerk	28.10.24	October Salary & WFH	SO	£496.40	£0.00	
Mr S Gildersleeve	28.10.24	October SAM2	SO	£15.00	£0.00	
TO NOTE INCOME						
	06.09.24	Hall Hire	BACS	£112.00	£0.00	R32
SNDC	20.09.24	September Precept	BACS	£6,250.00	£0.00	R33
	20.09.24	Hall Hire and Electricity	BACS	£2,026.26	£0.00	R34
	23.09.24	Hall Hire	CHQ	£64.00	£0.00	R35
	23.09.24	Hall Hire	CHQ	£80.00	£0.00	R36
	23.09.24	Hall Hire	CHQ	£32.00	£0.00	R37
	23.09.24	Hall Hire	CHQ	£24.00	£0.00	R38
SNDC	04.10.24	Big Litter Pick 2024	BACS	£220.00	£0.00	R39

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

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

Councillor P Scowen informed the council that the bulbs purchased using the Clean Up and Bloom have been planted. The council would like to thank Councillor P Scowen and volunteer for their efforts.

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

- Lunch Club.
- Planning Policy.
- Footpaths – allotment.
- Elect a Vice-Chair.
- Report on meeting with the Environment Agency representative.

24.162 To confirm date and time of the next meeting which is the Parish Council Meeting as Tuesday 12th November at 7.30pm in Surlingham Village Hall.

Confirmed.

The public section of the meeting closed at 21:25pm.

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

24.163.01 To consider a salary review for the Cleaner.

Councillor P Scowen proposed to approve a salary review for the Cleaner, seconded by Councillor M White.

The meeting closed at 21:38pm.