

Surlingham Parish Council

Minutes of the Parish Council Meeting held on Tuesday 14th January 2025 in The Village Hall, Surlingham (Subject to amendment until signed by the Chair at the next meeting)

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

25.01 Welcome from the Chair.

Chair White opened the meeting at 19:32pm and welcomed all those in attendance.

25.02 To receive and approve apologies for absence.

Councillor Atkins gave his apologies.

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

None.

25.04 To approve the minutes of the Parish Council meeting held on 10th December 2024.

Councillor Scowen proposed for Councillor White to sign the approved minutes subject to the following amendments, seconded by Councillor Mack:

1. 24.156 – Comments on the report following meeting with the Environmental Agency - Councillor T Mack confirmed that the good farming practices recommended, such as a buffer strip, a cover crop, etc. were already in place.
2. 24.160 – minute reference corrected to 24.158.

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

Matters arising:

- Fire Door/breakfast club – Councillor White confirmed that the school declined to pay for the amendments to the kitchen fire door to allow access from outside and the school is clarifying funding available from the local authority with its Finance Director regarding holding breakfast club in the village hall. The school will update the council.
- SAM2 locations – the clerk is waiting to hear back regarding the additional SAM2 location on Bramerton Road.
- Mowing the play area and footpath – please see minute 25.09.
- Staithe maintenance quotes – the clerk is liaising with Councillor Atkins to arrange site visits with 3 more contractors.
- Grit Bin, Mill Road – Councillor White proposed the clerk contact the maintenance provider to ask if he can clear the sludge and debris should the integrity of the bin be ok, seconded by Councillor Swinbourne.
- Village signs, dog and litter bins annual check – councillors confirmed all signs and bins were in order.
- Defibrillator at church – Councillor Scowen is to follow up.
- Update on Wherryman's Way – please see minute 25.06.02.
- Clearing the pond – Councillor Mack confirmed he can clear the cuttings from the pond.

Clerk's report:

- Purchased different rubber feet for chairs, with a metal bottom covered in rubber.
- Ivy has been cleared from the walls.
- Chased VAT submission for Jul- Sept 2024.
- Submitted and passed module 2 of her CiLCA qualification
- Forwarded all necessary correspondence.

25.06 Reports from:

25.06.01 County/District Councillor, Councillor Thomson.

Councillor Thomson gave an overview of his report, and a full version will be available on the council website:

- Norfolk County Council is continuing to negotiate the County Deal with the government.
- Fibre broadband – works are continuing, and parishioners will be contacted soon regarding upgrades.
- Road closures – for the most up to date road closures/accidents go to <https://one.network/uk>

25.06.02 Councillor Atkins – Rivers, Ponds, Cycle/Footpaths.

- Norfolk County Council has undertaken a partial repair of Surlingham FP1 but has not addressed the issues at its junction with FP3.
- No update regarding Wherryman's Way, there has been no public communication for a year.
- Litter Pick is arranged for Sunday 9th March 2025 at 10:30am, meeting at the Church. If you would like to volunteer, please contact Councillor Atkins via email – Richard.surlinghampc@outlook.com

25.06.03 Councillor White – Play Area inspection.

Councillor White confirmed he had conducted the play inspection and will forward this to the clerk. Nothing to report.

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

A member of the public asked about the council's donations to the Parochial Church Council towards maintenance of the burial ground and to Surlingham Primary School towards the maintenance of the playing field as none had been made since November 2022. The clerk confirmed the payments would be back dated and were on the payment schedule (minute 25.11.02) for approval. She also confirmed that the Lunch Club is back following Aspen, Surlingham and the lunch Club reaching an agreement to continue the service. The parish council would like to extend its thanks to Janet Rogers, Clerk to Surlingham Pools and Trust Charity, for all her input in keeping the Lunch Club going.

A parishioner commented that the new website was easy to use.

A parishioner brought to the council's attention that FP10 is blocked by a hedge which has collapsed. The clerk will contact the landowner to resolve the issue.

25.08 To consider appointing Councillor Scowen to review and amend council policies.

Councillor White proposed that the policies continue to be reviewed and amended by the clerk, with all councillors' feedback sought ready for approval at a full council meeting, seconded by Councillor Swinbourne.

25.09 To discuss mowing of the play area.

Councillor Scowen proposed to ask the maintenance contractor if he would be interested in mowing the play area between March and October and to advise on frequency, seconded by Councillor Mack.

The mower could be stored at the Community Orchard if necessary.

25.10 To discuss ditches within the village.

Councillor White proposed for the clerk to contact Highways seeking guidance on ditches along The Green, seconded by Councillor Wilson.

25.11 Finance:

25.11.01 To receive a Statement of Accounts as of 14th January 2025.

Bank Account - £5,7771.87

Reserves - £16,959.68 (£10,898.32 has been ear marked)

Councillor Scowen requested a full breakdown of the costs under Grounds Maintenance, the clerk will forward this to councillors and asked why the 2024/25 budget for regular hall hire was much higher than the actual figure year to date. The clerk confirmed this was due to an error in invoicing for the school hall hire which has now been rectified and had unfortunately lost a couple of regular hirers

Councillor Harris asked what the council were doing to replace the loss of income; Councillor White confirmed the council felt it was important to improve the hall first to make it more appealing for hire.

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

FOR APPROVAL

	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
Bookings Clerk/Cleaner	15.01.25	December back pay	BACS	£4.33	£0.00	
Maintenance Contractor	15.01.25	November Invoice	BACS	£19.50	£0.00	
		December Invoice	BACS	£100.00	£0.00	
		Expenses	BACS	£4.50	£0.75	
Scribe	13.12.24	Accounting software	BACS	£745.20	£124.20	
School	15.01.25	Playing field maintenance 23/24 and 24/25	BACS	£500.00	£0.00	
PCC	15.01.25	Burial ground 23/24 and 24/25	BACS	£500.00	£0.00	
HMRC	15.01.25	PAYE up to 5th Jan	BACS	£16.20	£0.00	
Clerk	15.01.25	January expenses	BACS	£18.36	£0.00	
	28.01.25	January studying	BACS	£76.65	£0.00	

TO NOTE PAYMENTS MADE OUTSIDE MEETINGS

Amazon	23.12.24	Rubber feet and Ink cartridges	DC	£116.48	£19.42	P105
Scaffold Direct	23.12.24	Railings for hall storage	DC	£145.48	£24.24	P106
EDF	24.12.24	Electricity	DD	£1,303.01	TBC	P107
	21.01.25			£821.83	£136.97	
Bookings Clerk/Cleaner	16.01.25	January Salary	SO	£131.00	£0.00	
Clerk	28.01.25	January Salary & WFH	SO	£516.56	£0.00	
Maintenance Contractor	28.01.25	January SAM2	SO	£15.00	£0.00	

TO NOTE INCOME

	09.12.24	Hall Hire	CHQ	£44.00	£0.00	R54
	23.12.24	Hall Hire	CHQ	£64.00	£0.00	R55
	23.12.24	Hall Hire	CHQ	£16.00	£0.00	R56
	27.12.24	VAT Jul - Sept	BACS	£581.71	£0.00	R57
	13.01.25	Hall Hire	BACS	£40.00	£0.00	R59
Clerk	28.01.25	HMRC PAYE	BACS	£16.20	£0.00	

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

25.12 Village Hall:

25.12.01 Update on works.

The council would like to thank Chris Clitheroe for his hard work over the Christmas break, painting the hall. The council has received numerous comments on how good it looks.

The maintenance contractor and Councillor Atkins will arrange a convenient time to install the scaffold boundaries in the storage area.

The draught excluder on the main hall door has now been replaced.

25.12.02 To approve quote to replace the back door.

Councillor Wilson proposed to approve Swannington Windows's quote of £1,102.33+VAT, seconded by Councillor Harris.

25.13 Policies:

25.13.01 Biodiversity policy – part 2.

Councillor Swinbourne proposed to approve and add part 2 to the existing policy, subject to a review of the action plan every six months (April and October), seconded by Councillor Wilson.

25.14 Planning:

25.14.01 New applications: None at time of publication.

Noted.

25.14.02 Decisions:

25.14.02.01 2024/3456 – Works to TPO trees – Lesingham House – APPROVED WITH CONDITIONS BY SOUTH NORFOLK DISTRICT COUNCIL.

Noted.

25.15 Correspondence:

25.15.01 Damage to a property on The Green.

The council noted the correspondence.

25.15.02 Stage left out in village hall.

The matter has now been resolved, and the school gave its apologies.

25.15.03 Water leak on The Green.

The clerk is to chase Anglian Water as the matter is ongoing.

25.15.04 SAM2 not working.

The maintenance contractor confirmed that the SAM2 is working correctly.

25.15.05 Metal gate by the Staithe.

The clerk received a phone call from a parishioner who raised concerns over the hurdle by the footpath blocking access. The hurdle has now been removed.

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

The Church Warden contacted the council to confirm that a tree in church grounds will be removed following concerns raised by nearby residents.

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

Biodiversity noticeboard.

Summer Fete.

Christmas Lights.

25.18 To confirm date and time of the next meeting which is the Parish Council Meeting as Tuesday 11th February 2025 at 7.30pm in Surlingham Village Hall.

Confirmed.

The meeting closed at 21:19pm.