

# Surlingham Parish Council

## AGENDA



**Date:** Tuesday 10<sup>th</sup> February 2026

**Time:** 7:30pm

**Place:** Surlingham Village Hall

Councillors are hereby summoned to this Parish Council Meeting of Surlingham Parish Council. Members of the Press and the Public are invited to attend and address the Council during the public participation session. The law does not permit members of the public and the press to take part in the debates.

*Charlotte Rust*, Parish Clerk & RFO – [clerk@surlingham-pc.gov.uk](mailto:clerk@surlingham-pc.gov.uk)

1. Welcome from the Chair. (1 min)
2. To receive and approve apologies for absence. (1 min)
3. To receive any declarations of interest from Members & consider requests for dispensation. (1 min)
4. To approve the minutes of the Parish Council meeting held on 13<sup>th</sup> January 2026. (4 min)
5. Matters arising from January's meeting, including Clerk's report. (15 min)
6. **Reports from:** (15 min)
  - 6.1 County/District Councillor, Councillor Thomson.
  - 6.2 Rivers, Ponds, Cycle/Footpaths.
    - 6.2.1. FP1 diversion for safety.
  - 6.3 Councillor White – Play Area inspection.
  - 6.4 Parish Clerk – Traffic and SAM2.
7. Adjournment for Public Participation (15 min).
8. **Finance:** (15 min)
  - 8.1 To receive the Bank reconciliation and Statement of Accounts as of 10<sup>th</sup> February 2026.
  - 8.2 To note any receipts and approve payments as per February's payment schedule.
9. **Hall:** (30 min)
  - 9.1 To accept Booking Clerk/Cleaner's resignation and discuss and approve advertising vacancy.
  - 9.2 To discuss the Clerk's report regarding management of the hall.
  - 9.3 To consider and approve Hall Hire agreements, including Fire Safety Plan.
  - 9.4 To approve Fire Escape Route floor plan.
  - 9.5 To approve the hall's Risk Assessment dated 30<sup>th</sup> October 2025.
  - 9.6 To receive an update on the Chair and Clerk's meeting with the school.
10. **Play Area:** (14 min)
  - 10.1 To consider and approve questionnaires for public consultation.
  - 10.2 To receive an update regarding the removal of the tractor play equipment.
11. To consider and approve WI bench donation instead on honorary plaque.
12. **Policies:** (5 min)
  - 12.1 Emergency Plan.
  - 12.2 Data Protection.
  - 12.3 Data Access Request Assessment/SAR Request.
  - 12.4 Privacy Notice.
13. **Planning:** None at time of publication.
14. **Correspondence:** (1 min)
  - 14.1 No85 Bus Service.
15. To receive updates from individual Council Members (for information only). (1 min)
16. To receive any items for inclusion on the next agenda (for information only). (1 min)
17. To confirm date and time of the next meeting as Tuesday 17<sup>th</sup> March 2026 at 7.30pm in Surlingham Village Hall. (1 min).