

Surlingham Parish Council

Minutes of the Parish Council meeting held on Tuesday 10th February 2026 in The Village Hall, Surlingham (Subject to amendment until signed by the Chair at the next meeting)

Parish Councillors present	Martin White (Chair), Pam Wilson (Vice-Chair), Pat Scowen, Dave Swinborne, Tim Mack, Howard Mummery
District Councillor	Vic Thomson – Left at 19:58pm
Also in attendance	Charlotte Rust, Clerk
Members of the public (MOP)	Five

26.19 Welcome from the Chair.

Councillor White opened the meeting at 19:34pm and welcomed all those in attendance.

26.20 To receive and approve apologies for absence.

Councillor Harris gave his apologies.

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

None.

26.22 To approve the minutes of the Parish Council meeting held on 13th January 2026.

Councillor Scowen proposed for Councillor White to sign the approved minutes, seconded by Councillor Swinborne.

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

Matter Arising:

- Beerlick's Loke – No further updates. Councillor Thomson will chase on behalf of the parish council.
- Wig Wag lights – All repaired and are working.
- No85 bus service – The Clerk has chased Transport Made Simple Group and there are no dates for the community meeting yet.
- Flooding on Cut Loke – The landowner confirmed the ditches have been cleared and jetted.
- Willow Tree at Staithe update – Councillor Mack is waiting for the weather to improve before starting work.

Clerk's Report:

- Picked up no cycling signs and will give these to Councillor Harris at March's meeting.
- Grit Bin at Ferry Corner – Councillor Scowen proposed to relocate the grit bin to the corner of the road, seconded by Councillor Swinborne. The Clerk is to send this request to Norfolk County Council and if approved ask for this to be moved after City Fibre has completed its works near the manhole cover.
- Internal County Council training deferred due to the resignation of Cleaner/Bookings Clerk -The Clerk will arrange two training sessions for this to take place.
- Life buoy check volunteer – The parish council would like to thank Mr Richard Atkins, a parishioner, for volunteering to conduct the checks when he does works at the pond.
- Emergency Light test failed – Remedial work booked in for half term.
- VAT Claim Oct – Dec 25 submitted, totalling £347.13.
- Invoices sent for January's hall hire, totalling £81.00.
- All necessary correspondence forwarded.

Councillor White proposed to arrange for a card and gift, to the value of £25, for the Cleaner/Bookings Clerk as a thank you for her hard work and service, seconded by Councillor Wilson.

26.24 Reports from:

26.24.01 County/District Councillor, Councillor Thomson.

Councillor Thomson gave an overview of his report; a full version will be added to the website once the Clerk has received it:

- Should hear the outcome of the Local Government Reorganisation by the of March.

A parishioner asked when the next Hazardous Waste Day is, Councillor Thomson will check and update the Parish Council at March's meeting.

26.24.02 Rivers, Ponds, Cycle/Footpaths.

Mr Richard Atkins has cleared some of the pond and will cut the grass when the ground is dryer.

26.04.02.01 FP1 diversion for safety.

A parishioner requested the Parish Council contact Norfolk County Council requesting FP1 is relocated rather than repaired. The parishioner will forward some wording to the Clerk, so she can raise a report with Highways.

26.24.03 Councillor White – Play Area inspection.

Councillors' White and Wilson confirmed they had undertaken the inspections, and the Clerk has received the up-to-date document. The Parish Council will monitor the bench near the park as it seems to be sloping but could be down to the wet weather and the use of the litter bin in the play area as a dog bin. Parishioners are reminded that there is a dog bin on the footpath heading to New Road.

26.24.04 Parish Clerk – Traffic and SAM2.

The Clerk has been unable to create a report for this month's meeting but will do so for March's meeting. Thank you to Councillor Mummery who volunteered to move the SAM2 machine around the village as Steve Gildersleve will be stepping down from this role at the end of February. The Parish Council thanked Steve for his assistance over the past 12 months.

26.25 Adjournment for Public Participation.

A Parishioner stated he would be closing the permissive path as discussed in item 26.04.02.01, for liability reasons. The Clerk will post this on the websites and Facebook to inform parishioners.

Two parishioners raised their frustrations at the ongoing flooding issue at Cut Loke. They thanked the landowner for clearing the ditches but find communicating with Norfolk County Council very difficult, which they have been doing over the past 2 years. The Clerk is to speak to Highways to arrange a site visit to discuss resolving this issue. Janet Rogers, Chair to Rockland St Mary with Hellington Parish Council, thanked the Parish Council for the good training session held in January and suggested it became a regular session. Also, potentially arranging a networking event for all 4 attending councils.

26.26 Finance:

26.26.01 To receive the Bank reconciliation and Statement of Accounts as of 10th February 2026.

Bank Reconciliation at 10/02/2026			
	Cash in Hand 01/04/2025		15,621.65
	ADD Receipts 01/04/2025 - 10/02/2026		30,691.42
	SUBTRACT Payments 01/04/2025 - 10/02/2026		46,313.07
			26,986.03
A	Cash in Hand 10/02/2026 (per Cash Book)		19,327.04
	Cash in hand per Bank Statements		
	SPC Bank Account 10/02/2026	11,308.18	
	SPC Reserves Account 10/02/2026	8,018.85	
			19,327.03
	Less unrepresented payments		7,868.51
			11,458.52
	Plus unrepresented receipts		7,868.51
B	Adjusted Bank Balance		19,327.03
	Error A does NOT equal B		
	ERROR IS	£0.01	

Councillor Wilson proposed for the Chair and Responsible Finance Officer to sign the Bank Reconciliation dated 10th February 2026, acknowledging the 1p discrepancy, seconded by Councillor Mack. The Clerk will try and correct the discrepancy for March's meeting.

26.26.02 To note any receipts and approve payments as per February's payment schedule.

FOR APPROVAL						
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
Clerk	11.02.26	Feb expenses	BACS	£43.48	£0.00	
	27.02.26	Feb Salary and WFH	BACS	£646.80	£0.00	
HMRC	11.02.26	Employer NI Contribution up to 5th March 2026	BACS	£57.25	£0.00	
Westcotec	11.02.26	SAM2 Battery Charger	BACS	£109.80	£18.30	
EDF	17.02.26	Electricity	DD	£1,760.34	£293.39	
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
Amazon	23.01.26	Noticeboards Magnets	DC	£5.99	£1.00	P127
		Ink Cartridges		£20.99	£3.50	P128
	19.11.25	Plastic holder for HSE books		£18.98	£3.16	P99
		Tea Towel holders		£4.99	£0.83	P100
	09.02.26	Folder and dividers for COSHH	DC	£10.97	£1.84	P136
RSMwH PC	10.02.26	Cleaning products card error	BACS	£96.37	£16.07	P132/133/134/135
Bookings Clerk/ Cleaner	15.02.26	Feb Salary	SO	£131.00	£0.00	
Mr S Gildersleeve	28.02.26	Feb SAM2	SO	£15.00	£0.00	
TO NOTE INCOME						
	19.01.26	Hall Hire	CHQ	£27.00	£0.00	R58
	19.01.26	Hall Hire	CHQ	£45.00	£0.00	R59
	19.01.26	Hall Hire	CHQ	£36.00	£0.00	R60
	19.01.26	Hall Hire	CHQ	£18.00	£0.00	R61
	19.01.26	Hall Hire	CHQ	£18.00	£0.00	R62
	21.01.26	CPC Council Training	BACS	£53.64	£0.00	R63
	22.01.26	Gateways refund	BACS	£1,923.05	£0.00	R64
	26.01.26	Hall Hire	BACS	£20.00	£0.00	R65
	02.02.26	Hall Hire	CHQ	£13.50	£0.00	R66
B and Q	02.02.26	Radiator Covers	DC	£116.98	£0.00	P129

Councillor White proposed to approve February's Payment Schedule, seconded by Councillor Wilson

26.27 Hall:

26.27.01 To accept Booking Clerk/Cleaner's resignation and discuss and approve advertising vacancy.

Councillor Mack propose to accept the Booking Clerk/Cleaner's resignation and approve the advert for a new cleaner confirming hours per week to be 2.5 hours, the rate of pay £14.50 per hour and hours when cleaning cannot take place, seconded by Councillor Swinborne.

Councillor White proposed that the Clerk take on the Booking's Clerk role with an additional hour per month to her salary, seconded by Councillor Swinborne.

26.27.02 To discuss the Clerk's report regarding management of the hall.

The Clerk had provided a report for the councillors detailing ways to manage the hall:

- Start a Charity to manage the hall.
- Create a committee as outlined in the Parish Council's Standing Orders.
- Leasing the hall.
- Selling the hall.

Following discussions, Councillor White proposed that the Parish Council continues managing the hall as it is a community asset and to review Hall Management every 2 years, seconded by Councillor Swinborne.

The councillors voted, by show of hands: FOR – 5, ABSTAIN – 1.

The Clerk is to obtain further quotes from solicitors to complete the first registration of the hall and land with HM Land Registry for March's meeting.

26.27.03 To consider and approve Hall Hire agreements, including Fire Safety Plan.

Councillor White proposed to approve the hall hire agreements, including the Fire Safety Plan subject to the following amendments:

Hire Agreement

Clause 1 – to read All exits including Fire exits.

Clause 12 – Hirer is responsible for all portable appliances.

Fire Safety Plan

Remove reference to nearest landline under Evacuation Procedure.

Seconded by Councillor Wilson.

26.27.04 To approve Fire Escape Route floor plan.

Councillor White proposed to approve the Fire Escape Route floor plan, subject to the following amendment:

To show the cleaning cupboard.

Seconded by Councillor Swinborne.

26.27.05 To approve the hall's Risk Assessment dated 30th October 2025.

Councillor White proposed to approve the Risk Assessment dated 30th October 2025, seconded by Councillor Mack.

26.27.06 To receive an update on the Chair and Clerk's meeting with the school.

Councillor White gave an overview of the meeting:

Hall Use and Issues Raised by a Regular Hirer

One regular hirer has chosen not to continue using the hall, citing that expectations were not being met.

The following issues were raised:

- The main kitchen door has been left unlocked on several occasions.
- Sweeping of the hall has not been carried out thoroughly.
- Food bins were left in the cupboard.
- Storage mats, stools and tables were left on the incorrect side of the cupboard.
- Hall keys were left on a hook.
- The alarm sounds briefly when staff leave the building.

Cleaner Resignation

The Clerk will forward on the advertisement to the school to send out to parents.

Proposed Increase in Hall Hire Charges

Councillor White is liaising with Sapientia to discuss how the Parish Council can assist with helping the school with budgeting due to lagged funding.

Heater Issue

One of the heaters is broken. Members were asked to be aware of this issue.

The school apologised for the hall-related issues and confirmed they will continue to ensure mistakes are avoided where possible.

26.28 Play Area:

26.28.01 To consider and approve questionnaires for public consultation.

Councillor White proposed to approve the questionnaires for public consultation, seconded by Councillor Swinborne. These will be distributed in April 2026, more information to follow.

26.28.02 To receive an update regarding the removal of the tractor play equipment.

Councillor Mummery has spoken with the owner of the adjacent fields who has granted permission for him to drive his vehicle down to the play area and remove the tractor when the weather improves.

26.29 To consider and approve WI bench donation instead on honorary plaque.

Councillor Swinborne proposed the Parish Council donate £50 towards the cost of the bench, seconded by Councillor Mummery.

26.30 Policies:

26.30.01 Emergency Plan.

26.30.02 Data Protection.

26.30.03 Data Access Request Assessment/SAR Request.

26.30.04 Privacy Notice.

This item is deferred until March's meeting.

26.31 Planning: None at time of publication.

Noted.

26.32 Correspondence:

26.32.01 No85 Bus Service.

A parishioner had been in contact expressing her frustrations with the bus service. The Clerk responded informing her of the community engagement meeting being organised.

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

None.

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

Policies.

26.35 To confirm date and time of the next meeting as Tuesday 10th March 2026 at 7.30pm in Surlingham Village Hall.

Confirmed.

The meeting closed at 21:37pm