

**Surlingham Parish Council**  
**AGENDA**



**Date:** Tuesday 10<sup>th</sup> March 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 10<sup>th</sup> February 2026. (3 min)
5. Matters arising from February'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.
  - 6.3 Councillor White – Play Area inspection.
  - 6.4 Parish Clerk – Traffic and SAM2.
7. Adjournment for Public Participation (15 min).
8. **Finance:** (10 min)
  - 8.1 To receive the Bank reconciliation and Statement of Accounts as of 10<sup>th</sup> March 2026.
  - 8.2 To note any receipts and approve payments as per March's payment schedule.
9. **Hall:** (20 min)
  - 9.1 To consider and approve quote for hall land registration and hall valuation.
  - 9.2 To consider FOSS's request for free hall hire for School Fete 6<sup>th</sup> June.
  - 9.3 To appoint new cleaner.
10. **Play Area:** (5 min)
  - 10.1 To consider FOSS's request to use the play area as a location for its Easter holiday Sculpture trail.
  - 10.2 To receive an update on the public consultation.
  - 10.3 To receive an update regarding the removal of the tractor play equipment.
11. **Policies:** (15 min)
  - 11.1 Emergency Plan.
  - 11.2 Data Protection.
  - 11.3 Data Access Request Assessment/SAR Request.
  - 11.4 Privacy Notice.
12. To consider the Big South Norfolk Litter Pick 2026. (10 min)
13. **Planning:** (5 min)
  - 13.1 **Applications:**
    - 13.1.1. 2026/0307 – Winbirri Vineyard – Steel framed agricultural building.
    - 13.1.2. 2026/0447 – Caswell - Extension incorporating a porch. Removal of a carport and construction of a new boundary wall. New garage and outside covered area to the rear of the garage.
  - 13.2 **Decisions:**
    - 13.2.1. 2023/3462 – Land East of New Road – Erection of three dwellings, associated access & groundworks. South Norfolk District Council Approval with Conditions.
14. **Correspondence:** (1 min)
  - 14.1 No85 Bus Service.

14.2 SPATS taxi refund.

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 14<sup>th</sup> April 2026 at 7.30pm in Surlingham Village Hall which is the Annual Meeting of the Parish. (1 min).
18. **Resolution to exclude members of the public and press under the Public Bodies (admission to Meetings) Act 1960.**
  - 18.1 To receive and approve the Clerk's appraisal including her request for an increase in hours.