

Surlingham Parish Council

Minutes of the Annual Parish meeting held on Tuesday 16th April 2026 in The Village Hall, Surlingham (Subject to amendment until signed by the Chair at the next meeting)

Parish Councillors present Martin White (Chair), Pat Scowen, Dave Swinborne, Tim Mack, Gary Harris
District Councillor Vic Thomson – Left the meeting at 20:43pm
Also in attendance Charlotte Rust, Clerk
Members of the public (MOP) Two

26.59 Welcome from the Chair.

Councillor White opened the meeting at 20:17pm and welcomed all those in attendance.

26.60 To receive and approve apologies for absence.

Councillor Mummery sent his apologies.

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

Councillor Mack declared at interest in item 9.1.2 (minute 26.67.01.02).

26.62 To approve the minutes of the Parish Council meeting held on 10th March 2026.

Councillor Scowen proposed for Councillor White to sign the approved minutes of 10th March 2026, seconded by Councillor Mack.

26.63 Adjournment for Public Participation.

A member of the public asked if Councillors had participated in the Butterfly trail organised by Friends of Surlingham School. Several Councillors and the Clerk had walked parts of the trail and commented how enjoyable it was.

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

- Preparations for the 3 Unitary Councils are happening.
- September 2026 a Joint Committee with County and District members will make plans ready for the new Unitary Council whilst shadowing after 2027 elections.
- Devolution talks will recommence after 8th May 2026.

26.64 Finance:

26.64.01 To receive Finance Report for 2025-2026.

07 April 2026 (2025-2026)								
Surlingham Parish Council Cost Centre Year Comparison Summary All Cost Centres and Codes								
Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Council Payments								
Clerk Salary			7,376.00	7,183.91			6,067.00	6,445.92
Clerk Household Expenses			312.00	312.00			312.00	312.00
Clerk Travel Expenses			220.00	346.74				
Clerk Travelling Expenses							202.00	232.05
Payroll			250.00				170.00	234.00
Defibrillator			60.00	319.00			60.00	
Playground			110.00	144.85			110.00	86.00
Dog Bins			300.00	282.00			270.00	273.00
Subscriptions			564.02	733.83			1,280.92	1,353.92
Stationery/Post			100.00	53.87			583.32	537.36
Waste Disposal			70.00	61.94			70.00	61.94
Parish Newsletter			200.00	46.00			200.00	92.00
IT			150.00	372.00			85.00	49.99
Internal Audit			75.00	75.00			75.00	75.00
External Audit			210.00	210.00			210.00	210.00
Grounds Maintenance			1,220.82	1,096.42			3,478.80	4,044.68
Pond Maintenance			100.00				100.00	
Slathe Maintenance			500.00				500.00	
Training/Publications			400.00	447.33			719.34	756.67
Insurance			850.00	981.94			700.00	783.26
NI Contributions			150.00	315.45				
Section 137								1,020.00
HMRC - PAYE				262.65				63.00
Contingency			100.00	22.95			500.00	239.99
School Field Maintenance			250.00	250.00				
PCC Burial Ground			250.00	250.00				
GPOC				75.00				
SUB TOTAL			13,817.84	13,842.88			15,693.38	16,870.76
Council Receipts								
Precept	14,000.00	14,000.00			12,500.00	12,500.00		
Litter Pick	20.00	220.00			20.00	220.00		
Slathe Maintenance Grants	500.00				500.00			
Miscellaneous		2,234.58			150.00	537.33		
Interest	250.00	127.95			140.00	258.18		
CIL		180.00						
PAYE		82.83						

Surlingham Parish Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
VAT Claim						4,143.20		
SUB TOTAL	14,770.00	16,845.36			13,316.00	17,658.71		
VH Payments								
Booking Clerk/Cleaner Salary			1,600.00	1,687.34			1,600.00	1,575.35
Bookings Clerk/Cleaner Salary							10,000.00	14,777.37
Electricity			10,000.00	7,705.73			200.00	69.45
Clearing Materials			200.00	200.78				
Hall Maintenance		66.49	3,151.59	3,602.34			771.56	937.92
Water			850.00	964.84			750.00	832.24
Health and Safety			385.81	1,837.44				
SUB TOTAL		66.49	16,187.40	16,007.47			13,321.56	18,192.33
VH Receipts								
Regular Hall Hire	2,578.50	1,626.00			5,700.00	2,140.00		
School hall Hire	7,116.00	7,474.25			3,050.00	5,428.50		
Private Hall Hire	231.00	440.00			150.00	510.00		
School Electricity	3,875.00	4,459.04			3,875.00	3,470.12		
SUB TOTAL	13,800.50	13,999.29			12,775.00	11,548.62		
NET TOTAL	28,570.50	30,911.14	30,005.24	29,850.35	26,085.00	29,207.33	29,014.94	35,063.11
V.A.T.		2,847.91		2,948.71				
GROSS TOTAL		33,759.05		32,799.06		29,207.33		35,063.11

26.64.02 To receive the Bank reconciliation and Statement of Accounts as of 31st March 2026.

A	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		15,621.65
	ADD		
	Receipts 01/04/2025 - 31/03/2026		33,759.05
			49,380.70
	SUBTRACT		
	Payments 01/04/2025 - 31/03/2026		32,799.06
			16,581.64
	Cash in Hand 31/03/2026		
	(per Cash Book)		
B	Cash in hand per Bank Statements		
	SPC Bank Account	31/03/2026	8,542.49
	SPC Reserves Account	31/03/2026	8,039.15
			16,581.64
	Less unrepresented payments		7,868.51
			8,713.13
	Plus unrepresented receipts		7,868.51
		16,581.64	
	Adjusted Bank Balance		
	A = B Checks out OK		

Councillor Mack proposed for the Chair and Responsible Finance Officer to sign the Bank Reconciliation dated 31st March 2026, seconded by Councillor Swinborne.

26.64.03 To note any receipts and approve payments as per April's payment schedule.

FOR APPROVAL						
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
Clerk	15.06.26	Apr expenses	BACS	£30.60	£0.00	
	27.06.26	April Salary & WFH	BACS	£659.70	£0.00	
HMRC	15.06.26	PAYE and Employers NI	BACS	£62.86	£0.00	
SNDC	15.06.26	Non domestic Rating demand	BACS	£0.00	£0.00	
	15.06.26	Waste disposal	BACS	£61.96	£0.00	
Wave	15.06.26	Water 2026-2027	BACS	£1,077.36	£0.00	
Parish Online	15.06.26	Website	BACS	£628.60	£71.60	
CAN	15.06.26	Silver Membership	BACS	£50.00	£0.00	
AAA Pest Control	15.06.26	Pest Control	BACS	£112.50	£0.00	

PVS Plumbing	15.06.26	Blocked urinal	BACS	£90.00	£15.00	
Norwich Gutter Cleaners	15.06.26	Clear gutters and clean windows	BACS	£206.50	£0.00	
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
Minuteman Press	30.03.26	Play Area designs enlarged	DC	£56.85	£0.00	P166
Yorkshire Power	12.06.26	Electricity	DD	£966.07	£157.67	
TO NOTE INCOME						
Norfolk ALC	12.03.26	Payroll payment returned	BACS	£172.80	£28.80	P160
	27.03.26	Hall Hire	BACS	£55.00	£0.00	R77
	23.03.26	Hall Hire	CHQ	£18.00	£0.00	R78
	27.03.26	Hall Hire	CHQ	£18.00	£0.00	R79
		Hall Hire	CHQ	£18.00	£0.00	R80
		Hall Hire	CHQ	£60.50	£0.00	R81
		Hall Hire	CHQ	£20.00	£0.00	R82
		Hall Hire and Electricity	BACS	£2,088.20	£0.00	R83
	30.03.26	Hall Hire	CHQ	£67.50	£0.00	R86
		Hall Hire	CHQ	£72.00	£0.00	R85

Councillor Mack proposed to approve April's Payment Schedule, seconded by Councillor Harris.

26.65 Policies:

26.65.01 Disciplinary.

Councillor White proposed to approve the Disciplinary Policy, seconded by Councillor Swinborne.

26.65.02 Grievance.

Councillor White proposed to approve the Grievance Policy, seconded by Councillor Mack.

26.65.03 Internal Control Policy.

Councillor White proposed to approve the Internal Control Policy, seconded by Councillor Mack.

26.66 The Big South Norfolk Litter Pick 2026.

Councillor White will liaise with the school to arrange a route during Walk to School Week.

26.67 Planning:

26.67.01 Applications:

26.67.01.01 2026/0520 – Surlingham Lodge – Change of use of two holiday lets units (C1) into one dwelling (C3) with associated alterations including porch, solar panels, cartlodge, curtilage subdivision and access/parking.

Councillors unanimously agreed to submit a Neutral stance on this application as long as there are no concerns raised from neighbours.

26.67.01.02 2026/0604 – New Barn – Variation of condition 2 – Change to ground floor layout and fenestration changes and proposed material changes, from existing application 2023/1261. In line with Surlingham Parish Council's Standing Orders 13b, Councillor Mack left the meeting at 21:00pm, returning at 21:01pm.

Councillors unanimously stated there were no objections.

26.67.02 Decisions:

26.67.02.01 2023/0137 – Land North of The Green – Outline planning for a single, detached, private residential dwelling. South Norfolk District Council Approved with Conditions.

Noted.

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

None.

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

None.

26.70 To confirm date and time of the next meeting as Tuesday 12th May 2026 at 7.30pm in Surlingham Village Hall which is the Annual Parish Council Meeting.

Confirmed.

The public section of the meeting closed at 21:04pm.

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

26.70.01 To receive and consider the Clerk's response to the Council's proposed increase in contracted hours.

The Clerk clarified that Hall Management duties do not form part of her contracted role and currently represent approx. 85% of her working time. She provided further information in response to Councillors' questions about the scope of these duties.

Councillors reconsidered the Clerk's request and the proposal of 15 hours per week. It was agreed that Councillors will meet prior to the May meeting to discuss the matter in more detail and determine a proposal for consideration in May.

The meeting closed at 21:58pm.