

Surlingham Parish Council

AGENDA



Date: Tuesday 12th May 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

1. Welcome from the Chair. (1 min)
2. To elect a Chair/Vice-Chair and receive signed Declarations of Office(s). (5 min)
3. To receive and approve apologies for absence. (1 min)
4. To receive any declarations of interest from Members & consider requests for dispensation. (1 min)
5. To approve the minutes of the Parish Council meeting held on 14th April 2026. (3 min)
6. Matters arising from March and April meetings', including Clerk's report. (15 min)
7. **Reports from:** (15 min)
 - 7.1 County/District Councillor, Councillor Thomson.
 - 7.2 Rivers, Ponds, Cycle/Footpaths.
 - 7.3 Councillor White – Play Area inspection.
 - 7.4 Parish Clerk – Traffic and SAM2.
8. Adjournment for Public Participation (15 min).
9. **Finance:** (10 min)
 - 9.1 To receive the Bank reconciliation and Statement of Accounts as of 12th May 2026.
 - 9.2 To note any receipts and approve payments as per May's payment schedule.
10. **AGAR 2025/2026:** (12 min)
 - 10.1 To receive and consider the Internal Auditor's report for year ending 31 March 2026.
 - 10.2 To consider the assertions on, and complete, the Annual Governance Statement and to authorise the Clerk and the Chair to sign.
 - 10.3 To consider and approve the Accounting Statements and to authorise the Chair to sign.
11. **Policies:** (15 min)
 - 11.1 Biodiversity.
 - 11.2 Complaints.
 - 11.3 Financial Regulations.
 - 11.4 Sickness and Absence.
12. To discuss overgrowth at both Gateways.
13. **Planning:** (5 min)
 - 13.1 **Applications:**
 - 13.1.1. 2025/1176 – Brownes Croft Barn – Conversion of two outbuildings into 2no C1 guest units with installation of roof mounted solar panels and roof lights.
 - 13.1.2. 2026/1045 – Land East of New Road – Details of conditions 12 (on-site parking for construction workers) and 13 (contamination risk assessment) and 16 (noise and dust management plan/scheme) of existing application 2023/3462.
 - 13.2 **Decisions:**
 - 13.2.1. 2023/0137 – Land North of The Green – Outline planning for a single, detached, private residential dwelling. South Norfolk District Council Approved with Conditions.
 - 13.2.2. 2026/0684 – 2 The Green – Details of conditions 4, 12, 15, 17, 18 and 19 including notes 4 and 5 of 2024/3066 – drainage, window details, bat boxes, BNG. South Norfolk District Council Approval of Conditions Details.

13.2.3. 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.
South Norfolk District Council Approved with Conditions.

14. **Correspondence:** (1 min)

- 14.1 No cycling signs at Beerlicks Loke.
 - 14.2 To discuss and consider Surlingham Primary School's request for landline installation in village hall.
 - 14.3 Concerns regarding the Play Area bin being used for dog waste.
 - 14.4 To note the condition in which the Hall was left by the previous hirers.
 - 14.5 To consider Norfolk Ramblers request for a Parish Footpath Audit.
 - 14.6 To consider Friends of Surlingham School's Film Night funding request.
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 9th June 2026 at 7.30pm in Surlingham Village Hall. (1 min).