

## Surlingham Parish Council

### Minutes of the Parish Council meeting held on Tuesday 12<sup>th</sup> May 2026 in The Village Hall, Surlingham (Subject to amendment until signed by the Chair at the next meeting)

<b>Parish Councillors present</b>	Martin White (Chair), Pat Scowen, Dave Swinborne, Howard Mummery
<b>District Councillor</b>	Vic Thomson – Left the meeting at 20:29pm
<b>Also in attendance</b>	Charlotte Rust, Clerk
<b>Members of the public (MOP)</b>	10 and then one. 9 parishioners left at 20:20pm

#### **26.71 Welcome from the Chair.**

Councillor White opened the meeting at 19:32pm and welcomed all those in attendance.

#### **26.72 To elect a Chair/Vice-Chair and receive signed Declarations of Office(s).**

Councillor Scowen proposed to elect Councillor White as Chair, seconded by Councillor Swinborne.

Councillor Mummery proposed to elect Councillor Mack as Vice-Chair, seconded by Councillor Swinborne.

Councillors unanimously voted on these proposals. The Clerk received Councillor White's signed Declaration of Office and will ask Councillor Mack to sign his form at June's meeting.

#### **26.73 To receive and approve apologies for absence.**

Councillors' Harris and Mack sent their apologies.

#### **26.74 To receive any declarations of interest from Members & consider requests for dispensation.**

None.

#### **26.75 To approve the minutes of the Parish Council meeting held on 14th April 2026.**

Councillor Swinborne proposed for Councillor White to sign the approved minutes of 14<sup>th</sup> April 2026, seconded by Councillor Scowen.

#### **26.76 Matters arising from March and April meetings', including Clerk's report.**

##### **MARCH**

Willow Tree at Staithe – no update at the moment.

Chasing Norfolk County Council regarding jetting of The Covey. Works programmed which was confirmed on 30<sup>th</sup> March 2026. The Clerk is to follow this up as no works have been completed.

Tractor and Bench at the Play Area – please see minute 26.77.03.

Grit bin location – Norfolk County Council Highways confirmed it had no objections to the proposed location.

Councillor Swinborne proposed to move the grit bin on Ferry Road from the lane to near the chamber on the corner, seconded by Councillor Scowen. The Clerk is to contact Norfolk County Council to confirm the repositioning.

Railing missing at the Bench near pond – the Clerk is liaising with Steve Gildersleeve on this matter.

Emergency Plan – Councillor Scowen is waiting for a document from two parishioners and will work with Councillors' Harris and Mack on the policy ready for approval at June's meeting.

Beerlick's Loke – Clerk contacted Enforcement Officer for update as nothing since Jan 2026. Please see minute 26.78.

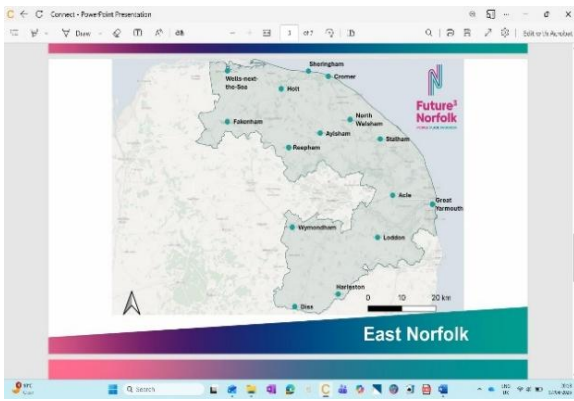
##### **APRIL**

Litter Pick 2026 – Councillor White asked councillors to email the Clerk with their availability to assist with the litter pick. Councillors voted unanimously to support the Duke of Edinburgh volunteer request to assist in litter picking throughout the village.

#### **26.77 Reports from:**

##### **26.77.01 District Councillor, Councillor Thomson.**

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



Provisional East Norfolk Unitary area.

2 new Surface Drainage Officers have been appointed.

South Norfolk District Council's Handyperson Service has won a National Award.

Councillor White, Chair invoked Standing Order 1a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting to bring forward agenda item 8 – Public Participation.

### **26.78 Adjournment for Public Participation (15 min).**

Several parishioners raised concerns regarding activities at Beerlicks Loke. The issues reported included:

- The current owners have sublet the premises to a local joiner who has been operating machinery during anti-social hours.
- Work on 4x4 vehicles, including converting them for off-road use and testing them in the area during anti-social hours. Skid marks have also been left at the junction where Beerlicks Loke meets The Street.
- Reports of illegal waste being deposited on the site and subsequently burnt.
- Erection of screening, potentially without the necessary planning permission, which is obscuring views.
- South Norfolk District Council Enforcement Officers have visited the site, but only during daytime hours when no activity is occurring.
- Burning of tyres, which constitutes an Environmental Health concern.

The Parish Council advised parishioners to log all noise complaints via the South Norfolk District Council website. The Parish Council will also submit a noise complaint on behalf of residents.

Councillor Thomson will contact the Enforcement Team directly to request an update and will copy the Clerk into the correspondence.

### **26.77.02 Rivers, Ponds, Cycle/Footpaths.**

The Clerk gave an overview of Richard Atkins email with updates regarding footpaths:

He reported the dangerous condition of the public right of way (FP1) to Norfolk County Council on 09-03-26 (ref 3258-3998-9977-9258) the case was closed by them on 12-03-26 with the following closure comment "Case closed. Reason: We have assessed this problem, and it does not meet our criteria for repair at this time.; Note Defect confirmed, but no action to be taken".

He considers this response wholly unacceptable and have asked that the issue be added to agenda of the Broads Local Access forum on the 20th May which Caroline Bidwell who heads up the Norfolk County Council Trail will hopefully be attending.

Following his request to Tobi Radcliffe (New Waterways and Recreation officer for the Broads Authority) for a feasibility study to determine the best approach to resolve the issues around FP1, Tobi came out on a site visit. We walked both Bramerton FP5 and Surlingham FP1. The money for potential feasibilities is allocated to the Broads Authority under the governments " Active Travel England" programme. The first phase of the project which was a public consultation to identify potential projects has taken place. The second phase which will start once the Broads Authority have recruited a project manager with a short list

of contenders, Richard has volunteered to join the steering group and will see if there is an opportunity to include FP1 in this process.

The Public right of way Surlingham FP1 still exists (no closure processes or notices are evident). The dangerous condition of the path has been reported to Norfolk County Council, and they acknowledge the issue but plan to take no action. The permissive path has understandably been temporarily closed due public liability concerns and a notice erected to that end.

He walked the path last weekend and some clearance work has been undertaken but unsure who has done this - please convey our thanks.

**26.77.03 Councillor White – Play Area inspection.**

Councillor White confirmed he had conducted the play area inspections and sent a copy to the Clerk. Thank you to Councillor Mummery for his time and hard work in dismantling the tractor. The Parish Council would like to ask parishioners to please mind the wood and tyres when using the play area. These will be removed shortly.

Councillor White proposed the Clerk ask the school to add this notice to its weekly newsletter and add it to Surlingham.org and Facebook, seconded by Councillor Swinborne.

**26.77.04 Parish Clerk – Traffic and SAM2.**

The Clerk gave her report for the following periods: a full breakdown of the data is available on the website:

**Traffic Volume Summary**

Metric	Surlingham Manor (5)	Surlingham Manor (Site 6)
Total vehicle count	4753	18250
Peak day count	1100 (Wednesday)	1700 (Friday)
Lowest day count	450 (Sundays)	1300 (Sundays)

**Traffic Volume Summary**

Metric	Surlingham Manor (6)	Mill Road (Site 2)
Total vehicle count	18250	10124
Peak day count	1700 (Friday)	1300 (Friday)
Lowest day count	1300 (Sunday)	650 (Sundays)

**Speed Compliance Breakdown**

Speed Range	Site 5	Site 6	Change
≤ 25 mph	70%	36%	-34%
26-30 mph	28.3%	46%	+14.7%
31-35 mph	1.66%	18%	+16.34%
> 35 mph	0.8%	2.9%	+2.1%

**Speed Compliance Breakdown**

Speed Range	Site 6	Site 2	Change
≤ 25 mph	36%	75%	-39%
26-30 mph	46%	22%	-24%
31-35 mph	18%	3%	-15%
> 35 mph	2.9%	0.6%	-2.3%

- Notable Trends**
- **Volume:** 73% of vehicles within speed limit
  - **Speeding:** 61 vehicles over 41 mph and 5 over 46mph
- 22<sup>nd</sup> January – 29<sup>th</sup> February

- Notable Trends**
- **Volume:** 96% of vehicles within speed limit (up 23% from previous site)
  - **Speeding:** 7 vehicles over 41 mph, 4 over 46mph, 2 over 51+mph
- 1<sup>st</sup> March – 2<sup>nd</sup> April

**26.79 Finance:**

**26.79.01 To receive the Bank reconciliation and Statement of Accounts as of 12th May 2026.**

Bank Reconciliation at 29/04/2026			
	Cash in Hand 01/04/2026		16,581.64
	<b>ADD</b> Receipts 01/04/2026 - 29/04/2026		12,391.29
			28,972.93
	<b>SUBTRACT</b> Payments 01/04/2026 - 29/04/2026		4,129.58
<b>A</b>	<b>Cash in Hand 29/04/2026</b> (per Cash Book)		<b>24,843.35</b>
	Cash in hand per Bank Statements		
	SPC Bank Account 29/04/2026	10,000.00	
	SPC Reserves Account 29/04/2026	14,843.35	
			<b>24,843.35</b>
	Less unrepresented payments		
			24,843.35
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>24,843.35</b>
	<b>A = B Checks out OK</b>		

Bank Reconciliation at 12/05/2026			
	Cash in Hand 01/04/2026		16,581.64
	<b>ADD</b> Receipts 01/04/2026 - 12/05/2026		13,593.56
			30,175.20
	<b>SUBTRACT</b> Payments 01/04/2026 - 12/05/2026		4,453.97
<b>A</b>	<b>Cash in Hand 12/05/2026</b> (per Cash Book)		<b>25,721.23</b>
	Cash in hand per Bank Statements		
	SPC Bank Account 12/05/2026	10,823.88	
	SPC Reserves Account 12/05/2026	14,843.35	
			<b>25,667.23</b>
	Less unrepresented payments		
			25,667.23
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>25,667.23</b>
	<b>Error A does NOT equal B</b>		
	<b>ERROR IS</b>	<b>£54.00</b>	

Councillor Scowen proposed for the Chair and Responsible Finance Officer (RFO) sign the Bank Reconciliations dates 29<sup>th</sup> April 2026 and 12<sup>th</sup> May 2026, noting and accepting the RFO's explanation of the £54 error which is due to 2 uncleared cheques for hall hire, seconded by Councillor Swinborne.

**26.79.02 To note any receipts and approve payments as per May's payment schedule.**

FOR APPROVAL					
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT
Clerk	13.05.26	May expenses	BACS	£24.48	£0.00
	27.05.26	May Salary & WFH	BACS	£659.50	£0.00
HMRC	13.05.26	PAYE and Employers NI	BACS	£63.06	£0.00
SLCC	13.05.26	26/27 Membership	BACS	£200.00	£0.00
		Clerk's Afternoon Tea	BACS	£25.00	£0.00
EDF	21.05.26	Q4 25/26 Electricity	DD	£1,223.82	£203.97
YGP	12.05.26	Electricity April 26	DD	£557.39	£92.90
Eleven Says	13.05.26	2026/2027 Hall Advertising	BACS	£45.00	£0.00
Norfolk Fire and Protection	13.05.26	Fire Appliance Inspection	BACS	£84.00	£14.00
O A Chapman	13.05.26	Village Hall Valuation	BACS	£1,020.00	£170.00
Mr S Gildersleeve	13.05.26	April Cleaning Invoice	BACS	£181.25	£0.00
AAA Pest Control	13.05.26	Q1 26/27 Pest Control	BACS	£112.50	£0.00
Robin Goreham	13.05.26	Internal Audit 25/26	BACS	£80.00	£0.00
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS					
Minuteman Press	30.03.26	Play Area designs enlarged	DC	£56.85	£0.00
Yorkshire Power	12.04.26	Electricity	DD	£946.07	£157.67
Norfolk ALC	27.04.26	Payroll 25/26	BACS	£172.80	£28.80
Post Office	27.04.26	Postage for hall 1st registration	DC	£12.35	£0.00
S. Gildersleeve	12.05.26	P11 duplicate payment returned	BACS	-£233.00	£0.00
TO NOTE INCOME					
	10.04.26	Hall Hire and Electricity	BACS	£1,422.29	£0.00
	20.04.26	Hall Hire	CHQ	£18.00	£0.00
South Norfolk	24.04.26	CIL 2025/2026	BACS	£951.00	£0.00
	27.04.26	Precept 1 - April	BACS	£10,000.00	£0.00
HMRC	05.05.26	VAT Claim Q4 25/26	BACS	£983.27	£0.00

South Norfolk	08.05.26	Hall Hire for Elections	BACS	£165.00	£0.00
	11.05.26	Hall Hire	CHQ (uncleared)	£18.00	£0.00
	11.05.26	Hall Hire	CHQ (uncleared)	£36.00	£0.00
<b>TO NOTE TRANSFERS</b>					
	29.04.26	Sweep 25/26	TRANSFER	£6,804.20	£0.00

The Clerk explained the payment to EDF Energy is incorrect as the Parish Council's contract expired with them on 29<sup>th</sup> February 2026 and she is liaising with them to get this rectified.

Councillor White proposed to approve May's Payment Schedule, seconded by Councillor Swinborne.

## 26.80 AGAR 2025/2026:

### 26.80.01 To receive and consider the Internal Auditor's report for year ending 31 March 2026.

Councillor White proposed to receive and approve the Internal Auditor's report, subject to the following amendments:

Gateways/Noticeboard to be added to the Asset Register.

Amend wording confirming the Noticeboard has been installed.

Amend wording regarding the Clerk and hall management to read: 'The Clerk has now taken on the responsibility for Village Hall booking, alongside hall management.'

Seconded by Councillor Scowen.

The Clerk noted that hall management is not included within her job description, and that this was confirmed at her interview in February 2023. She also advised that the wording of her contract is the same as for her two other parish councils, neither of which has a hall to manage.

### 26.80.02 To consider the assertions on, and complete, the Annual Governance Statement and to authorise the Clerk and the Chair to sign.

Councillor Scowen proposed to answer yes to all relevant Annual Governance Statements, with all present Councillors confirming they had read the statements, and for the Clerk and Chair to sign, seconded by Councillor Swinborne.

### 26.80.03 To consider and approve the Accounting Statements and to authorise the Chair to sign.

Councillor Scowen proposed to approve the Accounting Statement which had been signed by the Responsible Finance Officer before the meeting and for the Chair to sign, seconded by Councillor Swinborne.

## 26.81 Policies:

### 26.81.01 Biodiversity.

### 26.81.02 Complaints.

### 26.81.03 Financial Regulations.

### 26.81.04 Sickness and Absence.

Councillor White proposed to approve all policies, including the Clerk's suggested amendments to the Sickness and Absence policy removing references to the Cleaner. Seconded by Councillor Swinborne.

## 26.82 To discuss overgrowth at both Gateways.

Councillor White confirmed that the overgrowth had been cut back and Councillor Mack has volunteered to trim the overgrowth when required.

## 26.83 Planning:

### 26.83.01 Applications:

#### 26.83.01.01 2025/1176 – Brownes Croft Barn – Conversion of two outbuildings into 2no C1 guest units with installation of roof mounted solar panels and roof lights.

Councillor White proposed the Parish Council resubmit its previous neutral stance and comments, reference minute 25.112.01.01, seconded by Councillor Swinborne.

**26.83.01.02 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.**

The Parish Council has no objections.

**26.83.02 Decisions:**

**26.83.02.01 2023/0137 – Land North of The Green – Outline planning for a single, detached, private residential dwelling. South Norfolk District Council Approved with Conditions.**

Noted.

**26.83.02.02 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.**

Noted.

**26.83.02.03 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.**

Noted.

**26.84 Correspondence:**

**26.84.01 No cycling signs at Beerlicks Loke.**

Councillor White proposed the Parish Council contact the RSPB requesting permission to keep the No Cycling signs on the gate, seconded by Councillor Mummery.

**26.84.02 To discuss and consider Surlingham Primary School's request for landline installation in village hall.**

This item is deferred until June's meeting, while the Clerk seeks further clarification on the school's request.

**26.84.03 Concerns regarding the Play Area bin being used for dog waste.**

Councillor White proposed to move the litter bin to the far end of the play area and out up a 'no dog waste' sign, seconded by Councillor Scowen.

**26.84.04 To note the condition in which the Hall was left by the previous hirers.**

Noted. The Clerk contacted the hirer and resolved the matter.

**26.84.05 To consider Norfolk Ramblers request for a Parish Footpath Audit.**

Councillor White proposed for the council to undertake a Parish Footpath Audit, seconded by Councillor Mummery.

**26.84.06 To consider Friends of Surlingham School's Film Night funding request.**

Councillor White proposed the council provide the hall hire free of charge for the first event and grant £50 towards the costs which had previously been ear marked in May 2024 (minute 24.61). Seconded by Councillor Swinborne.

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

None.

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

Clerk's hours.

**26.87 To confirm date and time of the next meeting as Tuesday 9th June 2026 at 7.30pm in Surlingham Village Hall.**

Confirmed. Councillor Swinborne gave his apologies for June's meeting.

The meeting closed at 21:31pm.