

## Surlingham Parish Council

### **Minutes of the Parish Council meeting held on Tuesday 9<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), Tim Mack (Vice Chair) Pat Scowen, Dave Swinborne, Howard Mummery
<b>County Councillor</b>	None
<b>District Councillor</b>	Vic Thomson – Left the meeting at 20:05pm
<b>Also in attendance</b>	Charlotte Rust, Clerk
<b>Members of the public (MOP)</b>	Three, 19.48pm - two due to co-option of Councillor Rogers. 20:05pm – one as a parishioner left after Matter’s Arising.

#### **26.88 Welcome from the Chair.**

Councillor White opened the meeting at 19:33pm and welcomed all those in attendance.

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

Councillors’ Harris and Mason-Billig sent their apologies.

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

None.

#### **26.91 To consider the co-option of a new councillor to fill a vacancy.**

Councillor White proposed to co-opt Janet Rogers, as the vacancy was sufficiently advertised. Seconded by Councillor Mummery. Councillors voted, by show of hands, FOR – 5. The Clerk will ensure a hard copy of future vacancies is posted on the noticeboard.

#### **26.92 To approve the minutes of the Parish Council meeting held on 12<sup>th</sup> May 2026.**

Councillor Scowen proposed to approve the minutes from 12<sup>th</sup> May 2026, including the amendment to the wording under the Payment Schedule to read ‘Local Clerk’s week Afternoon Tea’, seconded by Councillor Swinborne.

#### **26.93 Matters arising from May meetings’, including Clerk’s report.**

##### Matters Arising

- Willow Tree at Staithe – no update.
- Jetting of The Covey – no update.
- Railing missing at the Bench near pond – Steve Gildersleeve has measured the length and has purchased the items to action this.
- Beerlicks Loke – Thank you to Councillors’ Scowen and Thomson for chasing this on behalf of the Parish Council. The Enforcement Team has been in contact with the site owners confirming there has been a material change of use and a deadline of 22<sup>nd</sup> June has been given. The Enforcement Team deal only with the planning breach and advised the Parish Council and parishioners to contact the relevant Government bodies for environmental issues. Parishioners informed the Parish Council that there has been further anti-social behaviour with noisy car horns. The Clerk will resend her email to the residents with the link to report complaints directly to South Norfolk District Council. Councillor Rogers noted that a sign saying the Rural Crimes Team is monitoring the area, the Clerk is to confirm this with the team.

##### Clerk’s Report

- Received the Vice Chair’s signed Declaration of Office on 21st May 2026.
- Jetting frequency – received a response from Euan Pink, Area Support Engineer South; ‘The pipework on The Green at the Covey end was last cleaned on 19<sup>th</sup> August 2025 as were the gullies. The gullies being on a schedule, but the pipework is on an Ad hoc (As needed) basis. On the Street, pipes near 66 were jetted in 2023 on 14<sup>th</sup> November and are on a triennial, gullies cleaned in 2024 and the section by 12 was last

jetted 23<sup>rd</sup> January 2018 and is Ad hoc, gullies were cleaned in 2024 and are triennial for all gullies on these roads’.

- Grit bin at Ferry Corner – Steve Gildersleeve will relocate the grit bin shortly.
- Litter Pick 2026 – this did not go ahead as the Parish Council was unable to arrange convenient time for Councillors and Surlingham Primary School to conduct the litter pick.
- EDF payment – waiting for EDF to reissue a correct statement. The Clerk will update the Parish Council at July’s meeting.
- Updated May’s polices and are live on website.
- Submitted neutral stance re planning application 2025/1176 – Browns Croft Barn.
- Contacted RSPB re no cycling signs. RSPB responded asking the Parish Council to provide evidence of no cycling rule.
- Thanks to Steve Gildersleeve for moving the litter bin at the play area. Councillor Mummery suggested that two ‘No dogs’ signs should be put up on the gates at the play area. The Parish Council unanimously agreed, and the Clerk is to action this.
- No updates received on Surlingham Footpaths for Footpath Audit. The Clerk asked Councillors to make notes as they use the footpaths.
- Play Area survey update – Surlingham Primary School will collect all the children’s questionnaires by Friday 12<sup>th</sup> June. The Clerk will collate the data and provide a report at July’s meeting.
- Submitted updated mandate to Barclays adding Councillors’ Harris and Mummery.
- Completed the transfer of all Parish Council files from OneDrive to Zoho WorkDrive and reorganised them in line with the Document Retention Policy. The Clerk has emailed all Councillors with access to the required folders and requested that they install Zoho Cliq as the Parish Council’s secure communication app. Councillors will trial it and report back at July’s meeting.
- All necessary correspondence forwarded.

## **26.94 Reports from: (15 min)**

### **26.94.01 County Councillor, Councillor Mason-Billig.**

None.

### **26.94.02 District Councillor, Councillor Thomson.**

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

- South Norfolk District Council and Norfolk County Council have requested a judicial review regarding the 3 Unitary Councils decision. This will look at the process of the decision.
- South Norfolk in Bloom grant.
- Community Action Fund grant.
- Planning reform continues.

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

None. The Clerk is to contact Richard Atkins to ask for an update on his meeting with the Norfolk Trails team in May.

### **26.94.04 Councillor White – Play Area inspection.**

Councillor White confirmed he had conducted the weekly inspections and will forward on a copy of the reports to the Clerk. The Clerk confirmed the Annual Independent Play Inspection will be conducted on Friday 12<sup>th</sup> June. Thank you to Councillor Mummery and Wayne Courtney for dismantling the tractor and removing the posts.

Councillor Scowen proposed that the Parish Council purchase a replacement bench for the one located just outside the Play Area, as the existing bench is rotten, seconded by Councillor White. The Clerk will order the new bench and liaise with Councillor Mummery regarding the removal of the old bench and installation of the replacement.

The Clerk has the following action points:

1. Contact Norfolk County Council regarding the broken gate and rotten post on the footpath from The Street leading to the play area.
2. Investigate the legislation regarding scaffolding on the footpath.

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

No update as the Clerk removed the SAM2 because she was unable to download the data. This issue has been resolved and the SAM2 will be back up on Thursday 11<sup>th</sup> June.  
Councillor Rogers advised she had reported the Give Way sign at the Green which had been knocked over to Norfolk County Council.

**26.95 Adjournment for Public Participation (15 min).**

A parishioner informed the Parish Council that his 'Footpath Closed' sign on permissive FP1 had been removed. He asked if the Parish Council would consider maintaining the permissive path – this is to be added to July's agenda.

**26.96 Finance:**

**26.96.01 To receive the Bank reconciliation and Statement of Accounts as of 9th June 2026.**

<b>Bank Reconciliation at 09/06/2026</b>			
	Cash in Hand 01/04/2026		16,581.64
	<b>ADD</b> Receipts 01/04/2026 - 09/06/2026		13,746.29
			30,327.93
	<b>SUBTRACT</b> Payments 01/04/2026 - 09/06/2026		8,190.58
<b>A</b>	<b>Cash in Hand 09/06/2026</b> (per Cash Book)		<b>22,137.35</b>
<b>Cash in hand per Bank Statements</b>			
	SPC Bank Account	09/06/2026	7,236.27
	SPC Reserves Account	09/06/2026	14,874.08
			<b>22,110.35</b>
	Less unrepresented payments		
			22,110.35
	Plus unrepresented receipts		27.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>22,137.35</b>
<b>A = B Checks out OK</b>			

Councillor Scowen proposed for the Chair and Responsible Finance Officer to sign the Bank Reconciliation dated 9<sup>th</sup> June 2026, seconded by Councillor Mack.

**26.96.02 To note any receipts and approve payments as per June's payment schedule.**

<b>FOR APPROVAL</b>					
	<b>DATE</b>	<b>EXPENDITURE</b>	<b>PAYMENT METHOD</b>	<b>TOTAL</b>	<b>VAT</b>
Clerk	10.06.26	June expenses	BACS	£18.36	£0.00
	29.06.26	June Salary & WFH	BACS	£659.50	£0.00
HMRC	10.06.26	PAYE and Employers NI up to 5th July	BACS	£63.06	£0.00
	10.06.26	May Cleaning Invoice	BACS	£145.00	£0.00

Mr S Gildersleeve		Play Area Grass cutting Relocation of Litter Bin at play area		£80.00	£2.29
Clear Councils	10.06.26	Insurance 26/27	BACS	£1,008.71	£0.00
YGP	12.06.26	Electricity May	BACS	£772.85	£128.81
<b><u>TO NOTE PAYMENTS MADE OUTSIDE MEETINGS</u></b>					
JFA Medical	27.03.26	Blue Plasters for First Aid	DC	£4.99	£0.83
Print-72	30.03.26	Asset Register stickers	DC	£73.00	£12.16
S Gildersleeve	27.03.26	Feb/Mar duplicate payment	BACS	£233.00	£0.00
<b><u>TO NOTE INCOME</u></b>					
Surlingham Tornados	18.05.26	Hall Hire	BACS	£20.00	£0.00
RSMwH PC	08.06.26	SLCC membership and local Clerk's week afternoon tea (Shared payment)	BACS	£75.00	£0.00
Gentle Exercise	08.06.26	Hall Hire (uncleared receipt)	CHQ	£27.00	£0.00
Barclays	08.06.26	Interest	BACS	£30.73	£0.00

Councillor White proposed to approve June's Payment Schedule, seconded by Councillor Mummery.

## 26.97 Policies:

### 26.97.01 Standing Orders.

### 26.97.02 Code of Conduct.

### 26.97.03 FOI and Publication Scheme.

### 26.97.04 Health and Safety.

### 26.97.05 Lone Home Worker and Risk Assessment.

Councillor White proposed to approve the policies listed in 26.97.01 – 26.97.05, seconded by Councillor Mack.

### 26.97.06 Emergency Plan.

Councillor Scowen updated the policy following a meeting with Councillors' Harris and Mack. She is waiting for feedback before submitting it to the Parish Council.

## 26.98 Internal Control Checks 2025-2026:

### 26.98.01 Q1 April – June

Councillor White proposed to approve the Q1 April – June Internal Control Check conducted by Councillor Swinborne, seconded by Councillor Mack.

### 26.98.02 Q2 July – September

This item is deferred until July's meeting.

### 26.98.03 Q3 October – December

This item is deferred until July's meeting.

## 26.99 Hall:

### 26.99.01 To receive and note Surlingham Village Hall's valuation report.

Noted.

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

Surlingham Primary School no longer require this request as it has purchased radios.

### 26.99.03 Condition of the hall.

The ongoing issue of how the hall is left by users following their hire period. The Clerk is to ask the Cleaner to pass on feedback on the hall condition to her so she can inform the relevant hirer. The Clerk is to

arrange for updated signs to be made and put up in the hall reminding users to leave the hall in a clean and tidy condition.

**26.80 Planning:**

**26.80.01 Applications:**

**26.80.01.01 2026/0962 1 The Green – Conversion of garage to create a Granny Annex and creation of a Boot & Dog room.**

Councillor Mummery proposed for the Clerk to submit a ‘support’ stance on South Norfolk District Council’s Planning Portal, seconded by Councillor Rogers.

**26.81 Correspondence:**

**26.81.01 Road Closures in Kirby Bedon.**

Noted. Please see minute 26.81.02.

**26.81.02 To consider Bramerton Parish Council’s request regarding road closures.**

Councillor White proposed that he attend a meeting with Norfolk County Council and neighbouring Parish Councils, should Bramerton Parish Council arrange one. He also proposed that the Parish Council sign a joint letter from neighbouring councils highlighting the level of disruption caused by planned road closures and requesting greater consideration for improved coordination of future closures. Seconded by Councillor Rogers.

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

Councillor Rogers has reported the black street sign at The Covey to Norfolk County Council, and this will be replaced.

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

Q2 and Q3 Internal Control Checks.

Review of Cliq app.

Hall Working Group.

Play Area update.

**26.84 To confirm date and time of the next meeting as Tuesday 14th July 2026 at 7.30pm in Surlingham Village Hall.**

Confirmed.

The public section of the meeting closed at 21:00pm.

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

**26.85.01 To discuss the Clerk’s request for an increase in contracted hours, receive the Council’s response and to approve the Clerk’s appraisal from March 2025.**

The Clerk left the meeting at 21:05pm.

Councillors voted, by show of hands, 4-FOR and 2-AGAINST to approve the Clerk’s appraisal and increase her contractual hours to 56.33 per month.

The Clerk returned to the meeting at 21:25pm.

The meeting closed at 21:25pm.