

Surlingham Parish Council

Minutes of the Parish Council meeting held on Tuesday 14th July 2026 in The Village Hall, Surlingham **(Subject to amendment until signed by the Chair at the next meeting)**

Parish Councillors present	Martin White (Chair), Tim Mack (Vice Chair) Pat Scowen, Dave Swinborne (arrived at 19:35pm), Howard Mummary, Janet Rogers
County Councillor	None
District Councillor	Vic Thomson – Left the meeting at 20:06pm
Also in attendance	Charlotte Rust, Clerk
Members of the public (MOP)	Four – then two at 20:29pm, then zero at 21:08pm.

26.86 Welcome from the Chair.

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

26.87 To receive Councillor Rogers signed Declaration of Interest.

The Clerk forgot the paperwork for Councillor Rogers to sign.

N.B. Councillor Rogers signed her Declaration of Interest on 15th July 2026.

26.88 To receive and approve apologies for absence.

Councillor Mason-Billig sent her apologies.

Councillor White informed the Parish Council that Councillor Harris had sent the Clerk and Chair his resignation. The Clerk will inform South Norfolk District Council and advertise the Casual Vacancy in line with Government legislation.

On behalf of the Parish Council, Councillor White thanked Councillor Harris for his contribution and hard work.

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

Councillor Mack declared an interest in item 2026/1312, minute 26.99.01.01.

26.90 To approve the minutes of the Parish Council meeting held on 9th June 2026.

Councillor Rogers proposed to approve 9th June minutes, seconded by Councillor Mack.

26.91 Matters arising from June meetings', including Clerk's report.

Matters Arising

- Willow Tree at Staithe – No update.
- Railing missing at the Bench near pond – Steve Gildersleeve investigated it and delivery alone for pole is £75 as it is a singular item. Councillor Mack may have a pole suitable; the Clerk is to let Steve Gildersleeve know to contact him to make arrangements.
- Beerlicks Loke – deadline of 22nd June and the Landowners have been contacted. The Clerk is to forward a copy of the Enforcement Report to Councillor Thomson for him to follow up on behalf of the Parish Council.
- The Clerk emailed the Environment Agency and Natural England, who requested further information. She contacted the residents requesting further information but has had no response to date.
- The Clerk contacted Norfolk Police regarding the Rural Crimes Team sign, but no update has been received.
- Give Way sign at The Green – work to be completed within the next 6-8 weeks
- Street sign at The Covey has been replaced.
- Road closure meeting with Bramerton, Claxton and Rockland St Mary with Hellington Parish Councils – Councillor White gave an overview of what was discussed at the meeting held with Harvey Woodyatt from Norfolk County Council Highways on Thursday 2nd July:
 - Road closure decision process - Road (and street) closure procedures are laid down in the 'Safety at Street Works and Road Works' Red Book (2013). This gives priority (in order) to pedestrian safety, roadworkers safety and finally road users.

- The impact of road closures on local businesses - there is no requirement for the contractors to specify where the works are but to give sufficient notice for through traffic. Mr Woodyatt was asked if local businesses/councils might add their own temporary signs and said this might be acceptable if they were safely positioned but there was a risk they could be cleared away by contractors.
- Lack of coordination between and advance notice regarding road closures – the national website <https://one.network> tracks current and future planned road closures. It is open to the public and if a user registers with the site, they can see future proposed closures and receive alerts for an area they specified.
- Delays in roads being reopened following the completion of works - why road diversions often come into force before and end after works had been completed. It was confirmed that the signage is normally subcontracted to a different company than the works. Consequently, they would set up and remove them on the agreed dates regardless of the actual duration of the work. Norfolk County Council had been working with the police to ensure the commissioned contractor removed signs promptly once works were complete.
- The suitability and safety of diversion routes - traffic is often forced onto unsuitable roads by diversions travelling at high speeds through small villages, with proposed diversions often taking drivers several miles in the wrong direction and unlikely to be adhered to. Instead using unsuitable minor roads without adequate passing places. It was asked why minor roads were not signposted 'local access only', made one way for the duration of the works or controlled by traffic lights for safety. Neither Highways or the police had the resources to set up or enforce such measures. Diversions were not enforceable and were just advisory for road users.
- Agreeing appropriate bus routes through road closures – reports of near misses when bus services were diverted up unsuitable roads and cases of them getting trapped by the oncoming traffic. Others identified that vital public transport routes became unreliable during prolonged road disruption. Mr Woodyatt confirmed that the bus operators and drivers decided on the route to take through road closures.
- Business open as usual signs would be beneficial.
- Traffic lights instead of road closures - Pedestrians must always have safe access to pass and a carriageway of at least 3m width was required for single file traffic. As a consequence, most rural roads would have to be closed to facilitate substantial works compliant with the Red Book.
- The safety and placement of road signs - issue of temporary road signs obstructing views at road junctions. Reporting any concerns would be to go via the County Council Website <https://www.norfolk.gov.uk/highwaysproblem>, attaching a photo of the back of the sign with a time stamp to assist with timely action being taken.
- The Clerk confirmed she had sent the email of complaint signed on behalf of the above Parish Council's to Grahame Bygrave, Director of Highways, transport and Waste, Lead for Infrastructure at Norfolk County Council. She has received an acknowledgement of the complaint, and it is being investigated.

Clerk's Report

- EDF electricity payment – all correct and account cleared.
- Contacted Richard Atkins regarding FP1 – no update.
- Ordered replacement bench for play area. Waiting for shipping confirmation, being sent directly to Councillor Mummery.
- Contacted Norfolk County Council regarding the scaffolding on FP5. Highways is looking into the matter, as no application had been received.
- Updated June's polices and these are live on the website.
- Updated user/hire signs for the hall.
- 2026/0962 – 1 the Green. Submitted support stance.
- Jetting of The Covey, Norfolk County Council confirmed works have been completed.

- Contacted RSPB regarding no cycling signs. RSPB asked Parish Council to provide evidence of no cycling rule. The Clerk responded to the RSPB asking if they had already given permission for cycles to use the route. No response as yet.
- Ordered 'no dogs signs' for play area. Thank you to Councillor Mummery who will put them up.
- Bank Mandate – will need to be revised following Councillor Harris's resignation.
- Cliq trial – this will be deferred until the Parish Council's return in September.
- Hall is being used for Police and Crime Commissioner elections on 16th July.
- Digitisation of AGAR – trials were held in May/June 2026; Data testing July – September 2026; live for all in 2027 with incentive and training by Norfolk Association of Local Councils and Society of Local Council Clerks; compulsory from 2029.
- All necessary correspondence forwarded.

26.92 Reports from:

26.92.01 County Councillor, Councillor Mason-Billig.

None.

26.92.02 District Councillor, Councillor Thomson.

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

- Hot Water Bottles – people have been filling these with hot water and then freezing them which causes degradation of the bottle.
- South Norfolk District Council's Long Stratton building has been sold and 100% affordable housing will be built on the site.

26.92.03 Rivers, Ponds, Cycle/Footpaths.

No updates.

26.92.03.01 To consider a parishioners request for the Parish Council to help maintain the permissive path on FP1.

The Clerk is to investigate the insurance cost implications should an agreement be made between the Parish Council and the Landowner that the Parish Council will maintain the permissive section of FP1. She will email several stakeholders to discuss actioning this and any issues that may arise. She is to also contact Richard Atkins regarding the restoration of FP1.

The Clerk will post on Facebook regarding the closure of FP1.

26.92.03.02 To discuss and consider replacement of gate and post on FP5.

The Clerk contacted the landowners, Surlingham Church and Poor Charity, of FP5 to ask permission to remove and replace the broken gate and rotten posts. The Church and Poor's Clerk confirmed that the Charity is happy for the Parish Council to action this and will fully reimburse the costs of the gate and post. The Parish Council would like to thank the Surlingham Church and Poor Charity for their generous offer.

Councillor Swinborne proposed to purchase a replacement gate and posts for FP5, in either Brown or Green, seconded by Councillor Scowen.

26.92.03.03 To approve the Footpath Audit Template.

Councillor White proposed to approve the template, seconded by Councillor Rogers. The Clerk will add this to the website for parishioner to access.

26.92.04 Councillor White – Play Area inspection.

Councillor White gave his apologies as he is behind schedule on conducting the reports and asked Councillors if they are near the play area if they could inspect the play area and message him with any updates.

26.92.04.01 To receive the annual Play Area inspection report.

Noted.

26.92.05 Parish Clerk – Traffic and SAM2.

Noted. The Clerk will add the data and reports to the website.

26.93 Adjournment for Public Participation (15 min).

None.

26.94 Finance:

26.94.01 To receive the Bank reconciliation and Statement of Accounts as of 14th July 2026.

Bank Reconciliation at 14/07/2026			
	Cash in Hand 01/04/2026		16,581.64
	ADD		
	Receipts 01/04/2026 - 14/07/2026		16,525.67
			33,107.31
	SUBTRACT		
	Payments 01/04/2026 - 14/07/2026		12,045.29
A	Cash in Hand 14/07/2026 (per Cash Book)		21,062.02
	Cash in hand per Bank Statements		
	SPC Bank Account 14/07/2026	6,187.94	
	SPC Reserves Account 14/07/2026	14,874.08	
			21,062.02
	Less unrepresented payments		
			21,062.02
	Plus unrepresented receipts		
B	Adjusted Bank Balance		21,062.02
A = B Checks out OK			

Councillor Mack proposed for the Chair and Responsible Finance Officer to sign the Bank reconciliation dated 14th July 2026, seconded by Councillor Scowen.

26.94.02 To approve the HMRC increased mileage expense rate.

Councillor Swinborne proposed to increase the mileage expense rate to 55p per mile (previously 45p) in line with HMRC rates, seconded by Councillor White.

26.94.03 To note any receipts and approve payments as per July's payment schedule.

FOR APPROVAL					
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT
Clerk	15.07.26	July expenses	BACS	£38.76	£0.00
	28.07.26	July Salary & WFH	BACS	£675.10	£0.00
	28.08.26	August Salary & WFH	BACS	£675.10	£0.00
HMRC	15.07.26	PAYE and Employers NI up to 5th August	BACS	£47.46	£0.00
	15.08.26	PAYE and Employers NI up to 5th September	BACS	£47.46	£0.00
Mr S Gildersleeve	10.06.26	June Cleaning Invoice	BACS	£145.00	£0.00
		Play Area Grass cutting Relocation of grit bin		£85.00	£0.00
Mr D Bracey	15.07.26	Play Area annual inspection	BACS	£144.00	£24.00
Norfolk ALC	15.07.26	Subscription 26/27	BACS	£214.32	£0.00
Local Authority Technology CIC	01.07.26	Mapping	BACS	£86.40	£14.40
CPRE	01.08.26	26/27 Membership	BACS	£36.00	£0.00
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS					
Amazon	11.06.26	Toilet Cleaner	DC	£12.36	£2.06

Amazon	18.06.26	Play area signs - no dogs	DC	£30.14	£5.02
Realise Futures	24.06.26	Replacement bench play area	BACS	£520.79	£86.80
EDF	19.06.26	Final electricity bill	DD	£17.20	£0.00
Viking	13.07.26	Laminating pouches	DC	£16.14	£2.69
Yorkshire Gas and Power	12.07.26	Electricity	DD	£510.60	£85.10
<u>TO NOTE INCOME</u>					
Bowls	09.06.26	Hall Hire	CHQ	£72.00	£0.00
Surlingham School	12.06.26	Hall Hire and Electricity	BACS	£1,820.14	£0.00
Gentle Exercise	19.06.26	Hall Hire	CHQ	£40.50	£0.00
WI	19.06.26	Hall Hire	CHQ	£18.00	£0.00
Claxton PC	19.06.26	SLCC membership and Local Clerk's week afternoon teas - shared payment	BACS	£75.00	£0.00
HMRC	08.07.26	VAT claim Q1 26/27	BACS	£753.74	£0.00

Councillor White proposed to approve July's Payment Schedule, seconded by Councillor Mack.

26.95 Play Area:

26.95.01 To receive the Play Area Consultation results and consider next steps.

The Clerk gave an overview of the results, which will be published on the website and social media. The Clerk is to prepare a Tender for the Parish Council to review at September or October's meeting ready for publication on Contracts Finder.

26.96 Internal Control Checks 2025-2026:

26.96.01 Q2 July – September – Councillor White to lead.

This item is deferred until September's meeting.

26.96.02 Q3 October – December – Councillor Mummary to lead.

This item is deferred until September's meeting.

Thank you to Councillor Rogers for volunteering to conduct Q4 2025/2026 and Councillor Swinborne who will conduct Q1 2026/2027.

26.97 To discuss and consider creating a Village Hall Working Group.

No Village Hall Working Group is to be created and Councillor Rogers volunteered to assist the Clerk in the running of the hall.

26.98 Policies:

26.98.01 Expenses.

26.98.02 Training Development.

Councillor White proposed to approve the policies listed in 26.98.01 -26.98.02, seconded by Councillor Swinborne.

26.98.03 Emergency Plan.

Councillor Scowen is to contact the Church to ask permission for it to be a central meeting place in the event of an emergency.

26.99 Planning:

26.99.01 Applications:

26.99.01.01 2026/1312 – The Grange, Surlingham – Proposed erection of 2 no. padel courts.

Councillor Mack declared an interest in this item and no dispensation was requested.

The Parish Council support this application, but no comments will be submitted.

The Clerk reminded the Parish Council that unless a dispensation been granted, a councillor shall withdraw from the meeting when [the Council] is considering a matter in which they have declared an interest – Standing Orders Section 13b

26.99.01.02 2026/0962 – 1 The Green – Conversion and extension of garage to create a granny annexe accommodation including new roof design – amended plan.

The Parish Council had already submitted comments relating to the original application and no further comments are to be added.

26.99.01.03 2026/1546 – Lilac Cottage – Proposed single storey side extension and raised chimney stack.

Councillor White proposed to submit a neutral stance and comment ‘The Parish Council takes a neutral stance on this application providing the neighbouring house have no objections.’, seconded by Councillor Swinborne.

26.99.01.04 2026/1654 – 5 The Street – Alterations to fenestration and new dormer window to front elevation.

The Parish Council has a neutral stance with no comments.

26.99.01.05 2026/1577 – Land to the East of New Road – Outline permission for the erection of three self-build dwellings with access and associated infrastructure, with all other matters reserved.

Councillors took a vote, by show of hands to support this application – FOR 4 and AGAINST 1. No comments to be submitted.

26.99.01.06 2026/1580 – 61 The Steet – New 2 Storey rendered block & tile extension to rear of existing house.

The Parish Council has a neutral stance with no comments.

26.99.02 Decisions:

26.99.02.01 2026/0684 – Outbuilding West of 2 The Green - Details of conditions 4- surface water, 12- window details, 15- bat boxes, and the Statutory Biodiversity Net Gain condition of 2024/3066; Approved with Conditions by South Norfolk District Council.

Noted.

26.100 Correspondence:

26.100.01 Proposed Data Centre at Harford.

The Parish Council noted this and had been advised that the water used is recycled.

26.100.02 Land off New Road, traffic management.

Concerns were raised when land vehicles were blocking New Road. Councillor Rogers spoke with the Site Manager who confirmed:

- School drop off/pick up times were avoided.
- Letters had been sent to residents explaining:
 - Lorries are currently restricted in use to 2 days a week.
 - The Compactor will be in use for 90 minutes at a time.
 - Will continue to be informed of any disruptions by letter.

Should residents wish to raise any further concerns, please contact Planning Compliance Team at South Norfolk District Council via email - planningcompliance@southnorfolkandbroadland.gov.uk

26.100.03 Footpath on Walnut Hill.

A parishioner had been in contact asking if the Parish Council had considered creating a footpath along Walnut Hill. The Parish Council has previously investigated this with Norfolk County Council, who is responsible for footpaths, and it is not something that can be installed due to the impact it would have on private land and the highway.

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

Councillor Rogers confirmed that the sign on Holloway Road has been ordered and should be replaced in 6-8 weeks. She has also reported the faded ‘Give Way’ sign to Norfolk County Council.

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

Internal Control Checks

Play Area Tender

26.103 To confirm date and time of the next meeting as Tuesday 8th September 2026 at 7.30pm in Surlingham Village Hall.

Confirmed.

The public section of the meeting closed at 21:11pm

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

26.104.01 To discuss and approve the Clerk's revised contract, job description and her request for payment of additional hours worked between September 2025 – February 2026.

Councillors voted unanimously, by show of hands, to approve the Clerk's revised contract and job description subject to the following items/amendments:

Across both documents, the job title to read Clerk, Responsible Finance Officer and Village Hall Manager. Councillors voted, by show of hands, FOR – 4, AGAINST – 2.

Contract

Staff Management, bullet point 3 to remain as 'Effectively manage their own workload and that of the Cleaner. Ensure all contracts and job descriptions are in place and up to date. Contribute positively to appraisals, set and monitor appropriate objectives and ensure appropriate training plans are in place.' Councillors voted, by show of hands, FOR- 4, AGAINST 1, ABSTAIN – 1.

Pension

Councillor Mack proposed for the Clerk to join Norfolk Pension Fund from 1st September 2026, seconded by Councillor Scowen. Councillors voted unanimously, by show of hands,

Job Description

Role Overview, bullet point 7 to remain as 'Actively manage the Council's land and property assets to optimise revenue and value to the community'.

Councillors voted, by show of hands, FOR – 5, AGAINST – 1

Financial Management, last bullet point to read as 'Research and bring forward opportunities to apply for grants to support the Council's programme aspirations.

Councillors voted unanimously, by show of hands.

The additional hours payment request will be added to September's agenda.

The meeting closed at 21:34pm.