

Surlingham Parish Council

AGENDA



Date: Tuesday 8th September 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 receive and approve apologies for absence. (1 min)
3. To consider the co-option of a new councillor to fill a vacancy. (5 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 July 2026. (3 min)
6. Matters arising from July's meetings, including Clerk's report. (15 min)
7. **Reports from:** (20 min)
 - 7.1 County Councillor, Councillor Mason-Billig.
 - 7.2 District Councillor, Councillor Thomson.
 - 7.3 Rivers, Ponds, Cycle/Footpaths.
 - 7.3.1. To receive an update in maintaining FP1.
 - 7.3.2. To receive an update on the dredging of Surlingham Staithe.
 - 7.4 Councillor White – Play Area inspection.
 - 7.5 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 8th September 2026.
 - 9.2 To approve the Clerk's back dated pay in line with NCJ National Pay increase for 2026/2027.
 - 9.3 To discuss and approve the Clerk's request for payment of additional hours worked between September 2025 – February 2026.
 - 9.4 To note any receipts and approve payments as per September's payment schedule.
10. **Play Area:** (5 min)
 - 10.1 To discuss and review the Play Area Tender.
11. To receive an update on the Heritage Lottery Fund Bid for Surlingham Church. (2 min)
12. **Internal Control Checks:**
 - 12.1 **2025-2026:** (7 min)
 - 12.1.1. Q2 July – September – Councillor White to lead.
 - 12.1.2. Q3 October – December – Councillor Mummery to lead.
 - 12.1.3. Q4 January – March – Councillor Rogers to lead.
 - 12.2 **2026-2027:**
 - 12.2.1. Q1 April – June; Councillor Swinborne to lead.
13. **Policies:** (10 min)
 - 13.1 Data Audit.
 - 13.2 Equality and Diversity.
 - 13.3 General Reserves.
14. **Planning:** (20 min)
 - 14.1 **Applications:**
 - 14.1.1. 2026/1780 – Hill House – Proposed replacement outbuilding (for uses incidental to the enjoyment of the dwelling house).

14.2 Decisions:

- 14.2.1. 2025/1227 – Land East of Mill Road – Erection of three self-build dwellings and accesses, and associated change of use of agricultural land to residential amenity. South Norfolk Approved with Conditions.
- 14.2.2. 2026/0962 – 1 The Green – Conversion and extension of garage to create a granny Annexe accommodation, including new roof design. South Norfolk Approved with Conditions.
- 14.2.3. 2026/1546 – Lilac Cottage – Proposed single storey side extension and raised chimney stack. South Norfolk Approved with Conditions.
- 14.2.4. 2026/1654 – 5 The Street – Alterations to fenestration and new dormer window to front elevation. South Norfolk Approved with Conditions.
- 14.2.5. Tree Preservation Order 2026 No. SN0796 – Oak trees on Land east of Mill Road. South Norfolk confirmed 7th August 2026.
- 14.2.6. 2026/0520 – Surlingham Lodge – Change of use of two holiday let units (C1) into one dwelling (C3) with associated alterations including porch, solar panels, cartlodge, curtilage subdivision and access/parking. South Norfolk Refusal.
- 14.2.7. 2026/1580 – 61 The Street – New 2 Storey rendered block & tile extension to rear of existing house. South Norfolk Approved with Conditions.

15. Correspondence: (2 min)

- 15.1 Grit bin on Ferry Road.
- 16. To receive updates from individual Council Members (for information only). (1 min)
- 17. To receive any items for inclusion on the next agenda (for information only). (1 min)
- 18. To confirm date and time of the next meeting as Tuesday 13th October 2026 at 7.30pm in Surlingham Village Hall. (1 min).