

## Surlingham Parish Council

### **Minutes of the Parish Council meeting held on Tuesday 8<sup>th</sup> September 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), Dave Swinborne Janet Rogers                  |
| <b>County Councillor</b>           | None                                                                                      |
| <b>District Councillor</b>         | None                                                                                      |
| <b>Also in attendance</b>          | Charlotte Rust, Clerk                                                                     |
| <b>Members of the public (MOP)</b> | Three; then two following Councillor Hamptons co-option; Three at 19:55pm; Two at 20:19pm |

#### **26.125 Welcome from the Chair.**

Councillor White opened the meeting at 19:38pm and welcome all those in attendance.

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

Councillor Mummery sent his apologies.

Councillor White informed the Council that Councillor Scowen had handed in her resignation. On behalf of the Council, he thanked Pat Scowen for her years of services and dedication to the village.

The Clerk will notify South Norfolk District Council and advertise the vacancy in line Government guidelines and the Council's Co-option policy.

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

The Council received two applications for the vacancy; Charles Hampton (present at the meeting) and Julia Davison.

Councillors voted, by show of hands, unanimously to co-opt Charles Hampton.

The Clerk received Councillor Hampton's signed Declaration of Acceptance of Office.

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

None.

#### **26.129 To approve the minutes of the Parish Council meeting held on 14<sup>th</sup> July 2026.**

Councillor Mack proposed for the Chair to sign the approved 14<sup>th</sup> July meeting minutes, seconded by Councillor Rogers.

#### **26.130 Matters arising from July's meetings, including Clerk's report.**

##### Matters Arising

- Willow Tree at Staithe – Councillor Mack will be removing the tree on Thursday 10<sup>th</sup> September, weather permitting.
- Railing missing at the Bench near pond – thank you to Steve Gildersleeve for replacing the rail and to Councillor Mack for providing the replacement rail.
- Give Way sign at The Green – Councillor Rogers confirmed the sign is up.
- Street sign at Holloway Road – a new street sign has been installed however we are still waiting for the new give way sign.
- FP5 replacement gate received – Councillor Mummery mentioned the hinges supplied were not suitable for the use of the gate, he will supply stronger ones. The gate post has been removed so the Clerk contacted Surlingham Church and Poor Charity to confirm they are happy for the Council to concrete in two new posts for the gate. The Charity Clerk confirmed the Trustees were happy with this.
- Cliq trial – postponed until the New Year to allow new Councillors to settle in.
- Finger post quotes – deferred until October as the Clerk has not received 3 quotes.

##### Clerk's Report

- Catching up after annual leave.

- Liaising with PKF Littlejohn LLP regarding queries raised on External Audit – requested breakdown of £901.60 salary increase and why £7.3k of un-presented payments and receipts were on the bank reconciliation. Scribe entered these figures to balance the accounts for 2025/2026 as the Council had not used the software for the previous year. Waiting for PKF Littlejohn LLP's response.
- Beerlicks Loke – Environment Agency confirmed officers attended the site. No waste was seen along the lane or entering the stream. A person from a linked report has been identified and a cease-and-desist letter has been sent. Councillor White mentioned that the situation has improved however there seems to be concerns over the use of a compressor. A resident has contacted the Enforcement Officer who is monitoring the situation.
- Emailed key stakeholders regarding FP1 maintenance.
- Forwarded Norfolk County Council's response to joint Parish Council letter regarding Road Closures.
- Footpath Audit on website and will publish it on Facebook and Surlingham.org.
- Updated July's policies and they are live on website.
- RSPB and no cycling signs – the Clerk responded after speaking with Norfolk County Council confirming the matter is civil matter between the Landowner and the users. The section in question is classed as a footpath, which under the Local Government Act 1888 bicycles are classed as carriages, meaning there is no automatic legal right to cycle on a standard footpath. The County Council also promotes the trail primarily for walking, noting that it can't be cycled continuously. The Clerk asked RSPB if it had previously given permission for cyclists to use this specific stretch. Waiting for a response.
- Simplified Internal Control Checks, as added Minutes and Payment Schedules to the transactions on Scribe.
- Will sort Bank Mandate once co-options have taken place.
- Updated contact email to the clerk's email on The Circuit for defibrillator.
- Thank you to Councillor Rogers for clearing and sorting the kitchen cupboards over the summer.
- Hall curtains – Councillor Swinborne proposed the purchase of new curtains or blinds for the hall, seconded by Councillor Rogers. The Clerk will measure the windows and obtain prices ready to purchase the items during the Christmas sales. Councillor White asked the Clerk to contact Surlingham Primary School to clarify any restrictions on the use of blinds in the hall.

## **26.131 Reports from:**

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

None.

### **26.131.02 District Councillor, Councillor Thomson.**

None. The Clerk will add Councillor Thomson's report to the website once she has received it.

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

Surlingham Pond is looking better as it has started to fill up. Richard Atkins will trim the area and trim the Willow trees. There will be a working party arranged in early 2027 to clear the reeds. The Clerk will advertise for volunteers nearer the time.

#### **26.131.03.01 To receive an update in maintaining FP1.**

A parishioner is liaising with the Landowner on the best approach going forward. The Council will hold off on the request to take over maintenance of the permissive section until the parishioner has been back in contact.

The Council and Parishioner would like to extend their thanks to the Landowner for upholding the permissive path since the agreement expired.

#### **26.131.03.02 To receive an update on the dredging of Surlingham Staithe.**

Following Pat Scowen's resignation, Councillor Mack has agreed to pick this up. Councillor White will ask Pat Scowen to forward on contact details and background information to Councillor Mack.

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

Councillor White has forwarded the reports to the Clerk.

### 26.131.05 Parish Clerk – Traffic and SAM2.

The Clerk was unable to complete the reports in time for September's meeting and will provide them in Octobers.

### 26.132 Adjournment for Public Participation.

None.

### 26.133 Finance:

#### 26.133.01 To receive the Bank reconciliation and Statement of Accounts as of 8th September 2026.

|   |                                                     |           |                        |
|---|-----------------------------------------------------|-----------|------------------------|
| A | <b>Bank Reconciliation at 08/09/2026</b>            |           |                        |
|   | Cash in Hand 01/04/2026                             |           | 16,581.64              |
|   | <b>ADD</b><br>Receipts 01/04/2026 - 08/09/2026      |           | 16,818.06              |
|   | <b>SUBTRACT</b><br>Payments 01/04/2026 - 08/09/2026 |           | 33,399.70<br>15,018.05 |
|   | <b>Cash in Hand 08/09/2026</b><br>(per Cash Book)   |           | <b>18,381.65</b>       |
| B | Cash in hand per Bank Statements                    |           |                        |
|   | SPC Bank Account 08/09/2026                         | 3,440.07  |                        |
|   | SPC Reserves Account 03/09/2026                     | 14,874.08 |                        |
|   |                                                     |           | <b>18,314.15</b>       |
|   | Less unrepresented payments                         |           | 18,314.15              |
|   | Plus unrepresented receipts                         |           | 67.50                  |
|   | <b>Adjusted Bank Balance</b>                        |           | <b>18,381.65</b>       |
|   | <b>A = B Checks out OK</b>                          |           |                        |

Councillor Rogers proposed for the Chair and Responsible Finance Officer to sign the Bank Reconciliation dated 8<sup>th</sup> September 2026, seconded by Councillor Mack.

Councillor Rogers proposed to open an account for Village Hall reserves, seconded by Councillor Swinborne.

#### 26.133.02 To approve the Clerk's back dated pay in line with NCJ National Pay increase for 2026/2027.

Councillor Mack proposed to approve the Clerk's back dated pay for 2026/2027, seconded by Councillor White.

Councillor Rogers asked what code the replacement bench payment was under, the Clerk confirmed it was under the Playground code.

Councillor White asked the Clerk to update the salary, PAYE and NI contribution budget figures considering the increase to her contracted hours. The Clerk is to action.

#### 26.133.03 To discuss and approve the Clerk's request for payment of additional hours worked between September 2025 – February 2026.

Councillor Rogers proposed to approve the payment of £499.91 for the additional hours the Clerk worked, seconded by Councillor Mack.

#### 26.133.04 To note any receipts and approve payments as per September's payment schedule.

##### FOR APPROVAL

|       | DATE     | EXPENDITURE                            | PAYMENT METHOD | TOTAL   | VAT   |
|-------|----------|----------------------------------------|----------------|---------|-------|
| Clerk | 09.09.26 | September expenses                     | BACS           | £29.92  | £0.00 |
|       | 25.09.26 | September salary, WFH & back dated pay | BACS           | £921.97 | £0.00 |
|       | 25.09.26 | HMRC PAYE, NI and LGA Pension          | BACS           | £383.32 | £0.00 |

|                                                      |          |                                                 |      |         |        |
|------------------------------------------------------|----------|-------------------------------------------------|------|---------|--------|
| Cleaner/Caretaker                                    | 09.09.26 | July and August Cleaner invoices                | BACS | £326.25 | £0.00  |
|                                                      |          | July and August Caretaker invoices              | BACS | £140.00 | £0.00  |
| Cllr Rogers                                          | 09.09.26 | Cleaning supplies and replacement plug strainer | BACS | £7.12   | £1.19  |
| AAA Pest Control                                     | 09.09.26 | Quarterly invoice                               | BACS | £112.50 | £0.00  |
| Realise Future                                       | 09.09.26 | Bench fixings                                   | BACS | £25.20  | £4.20  |
| Surlingham Primary School                            | 09.09.26 | Field Maintenance                               | BACS | £250.00 | £0.00  |
| Surlingham PCC                                       | 09.09.26 | Burial Grounds                                  | BACS | £250.00 | £0.00  |
| Rockland St Mary PC                                  | 09.09.26 | Shared payment Autumn Seminar                   | BACS | £28.00  | £0.00  |
| <b><u>TO NOTE PAYMENTS MADE OUTSIDE MEETINGS</u></b> |          |                                                 |      |         |        |
| Mr S Gildersleeve                                    | 20.04.26 | April invoice                                   | BACS | £233.00 | £0.00  |
| Timpson                                              | 18.05.26 | Spare window keys                               | DC   | £18.00  | £0.00  |
| Post Office                                          | 19.08.26 | Pension paperwork                               | DC   | £3.95   | £0.00  |
| Kedal                                                | 24.07.26 | Replacement gate                                | BACS | £258.02 | £43.01 |
| Yorkshire Gas and Power                              | 12.09.26 | Electricity                                     | DD   | £504.41 | £84.07 |
| Amazon                                               | 03.09.26 | Mouse for laptop                                | DC   | £11.78  | £1.96  |
| <b><u>TO NOTE INCOME</u></b>                         |          |                                                 |      |         |        |
|                                                      | 03.09.26 | Hall Hire                                       | BACS | £20.00  | £0.00  |
| WI                                                   | 04.09.26 | Hall Hire - voided invoice                      | CHQ  | £0.00   | £0.00  |
| SNDC                                                 | 17.07.26 | Hall Hire                                       | BACS | £168.89 | £0.00  |
| Bowls                                                | 23.07.26 | Hall Hire                                       | CHQ  | £36.00  | £0.00  |
| Gentle Exercise                                      | 08.09.26 | Hall Hire (Uncleared)                           | CHQ  | £67.50  | £0.00  |

Councillor Swinborne proposed to approve September's Payment Schedule, seconded by Councillor Mack.

#### **26.134 Play Area:**

##### **26.134.01 To discuss and review the Play Area Tender.**

Councillor White proposed to approve the Play Area Tender, seconded by Councillor Rogers.

The Clerk will upload the tender to Contracts Finder between 14<sup>th</sup> September – 11<sup>th</sup> October 2026. Any tenders received will be opened on Wednesday 14<sup>th</sup> October in the presence of the Clerk and at least one Councillor.

#### **26.135 To receive an update on the Heritage Lottery Fund Bid for Surlingham Church.**

Councillor White updated the Council to confirm that the Project Manager had been in contact during August asking for the Council to provide a letter of support for this project. Thank you to Councillor White who sorted this while the Clerk was on annual leave.

#### **26.136 Internal Control Checks:**

##### **26.136.01 2025-2026:**

###### **26.136.01.01 Q2 July – September – Councillor White to lead.**

Deferred until October's meeting.

###### **26.136.01.02 Q3 October – December – Councillor Mummery to lead.**

Deferred until October's meeting.

###### **26.136.01.03 Q4 January – March – Councillor Swinborne to lead.**

Deferred until October's meeting.

##### **26.136.02 2026-2027:**

###### **26.136.02.01 Q1 April – June; Councillor Rogers to lead.**

Councillor Rogers confirmed she had conducted the Internal Control Check for Q1 2026/2027, and all was in order. The Clerk will bring the paperwork for Councillor Rogers to sign to October's meeting.

**26.137 Policies:**

**26.137.01 Data Audit.**

**26.137.02 Equality and Diversity.**

**26.137.03 General Reserves.**

Councillor White proposed to approve the policies listed 26.137.01 – 26.137.03,  
Seconded by Councillor Mack.

**26.138 Planning:**

**26.138.01 Applications:**

**26.138.01.01 2026/1780 – Hill House – Proposed replacement outbuilding (for uses incidental to the enjoyment of the dwelling house).**

The Clerk collated Councillors comments via email in line with the Council's Planning Policy and submitted them to South Norfolk District Council. Councillor Rogers informed the Clerk the comments were not on the portal. The Clerk has chased South Norfolk District Council to rectify this and is waiting for a response.

**26.138.02 Decisions:**

**26.138.02.01 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.**

Noted.

**26.138.02.02 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.**

Noted.

**26.138.02.03 2026/1546 – Lilac Cottage – Proposed single storey side extension and raised chimney stack. South Norfolk Approved with Conditions.**

Noted.

**26.138.02.04 2026/1654 – 5 The Street – Alterations to fenestration and new dormer window to front elevation. South Norfolk Approved with Conditions.**

Noted.

**26.138.02.05 Tree Preservation Order 2026 No. SN0796 – Oak trees on Land east of Mill Road. South Norfolk confirmed 7th August 2026.**

Noted.

**26.138.02.06 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.**

Noted.

**26.138.02.07 2026/1580 – 61 The Street – New 2 Storey rendered block & tile extension to rear of existing house. South Norfolk Approved with Conditions.**

Noted.

**26.139 Correspondence:**

**26.139.01 Grit bin on Ferry Road.**

The Clerk received an email from a parishioner raising concerns over the grit bin and the fact it sits on the surface rather than being dug in, meaning vehicles can push it as they come round Ferry Corner. The Council will continue to monitor the situation.

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

None.

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

Internal Control Checks. Councillor Rogers volunteered to conducted Q2 2026/2027.

FP1.

**26.142 To confirm date and time of the next meeting as Tuesday 13th October 2026 at 7.30pm in Surlingham Village Hall.**

Confirmed.

Councillor Mack gave his apologies for October's meeting.

The meeting closed at 21:05pm.