

Surlingham Parish Council

Minutes of the Parish Council meeting held on Tuesday 13th October 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, Dave Swinborne, Janet Rogers, Howard Mummery, Charles Hampton
County Councillor	Kay Mason-Billig – left at 20:39pm
District Councillor	None
Also in attendance	Charlotte Rust, Clerk
Members of the public (MOP)	Three; then zero at 20:39pm

26.143 Welcome from the Chair.

Councillor White opened the meeting at 19:30pm and welcomed all those in attendance.

26.144 To receive and approve apologies for absence.

Councillor Mack sent his apologies.

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

None.

26.146 To approve the minutes of the Parish Council meeting held on 8th September 2026.

Councillor Rogers proposed for Councillor White to sign the approved 8th September minutes, seconded by Councillor Hampton.

26.147 Matters arising from September's meetings, including Clerk's report.

Matters Arising:

- FP5 gate and play area bench - Councillor Mummery has all the parts he needs to install the gate and bench; he hopes to do this before the next meeting.

Clerk's Report:

- Councillor vacancy advertised – the closing date is Friday 30th October. One application has been received.
- Thank you to Councillor Mack and team for removing the Willow Tree at the Staithe. A further thank you to Phil Reeve who disposed of the tree and continues to cut the grass at the Staithe.
- Chasing RSPB re no cycling signs – no update from RSPB, the Clerk will continue to chase this. Councillor White proposed to remove the no cycling signs until permission from the RSPB has been obtained, seconded by Councillor Swinborne.
- Updated September's policies and they are live on the website.
- Hall key audit – the Clerk completed the audit and will arrange for all key holders to sign the audit document.
- Hall Health & Safety assessment – Surlingham Primary School has actioned:
 - Flammable substances (2 x aerosols found) to be removed from shed.
 - Shed to be tidied, removing un-necessary combustible items such as cardboard, plastic wrapping etc.
 - Foliage next to the extract to be cut back and monitored.
- Curtains/blinds – the Clerk feels the cost would come under a £500 budget, based on researching Dunelm, blinds 24 and The Range. She will action this over the Christmas period, while the sales are on.
- Reserves account for Hall – the Clerk is to calculate the figure for 2026/2027 to transfer over.
- Asset register – starting afresh utilising the Mapping software, so it is all digital.
- Continued cataloguing and archiving old documents.
- All necessary correspondence forwarded.

26.148 Reports from:

26.148.01 County Councillor, Councillor Mason-Billig.

Councillor Mason-Billig gave an overview of her report; a full version will be available on the website:

- Local Government Reform is not going ahead at the moment, following the judicial review.
- Budget challenges with Reform proposing £32 million of savings.
- Docking Recycling Centre closure has been withdrawn.
- Rural roads must remain a priority despite budget savings.

26.148.02 District Councillor, Councillor Thomson.

The Clerk gave an overview of Councillor Thomson's report; a full version will be available on the website:

- Margaret Mack Room received a grant to purchase new furniture.
- The first phase of Food Waste collections has been successful. The second phase launching on 9th November 2026.
- South Norfolk District Council is working through the National Planning Policy Framework to see how it affects their Local Plans.

Councillor Rogers asked about the plans to close Care Homes across Norfolk, Councillor Mason-Billig confirmed that Reform had put these plans on hold and that she was attending a meeting with the Leader of the Council on 14th October 2026 to discuss this further.

26.148.03 Rivers, Ponds, Cycle/Footpaths.

26.148.03.01 To receive an update in maintaining FP1.

Councillor White explained the issues parishioners and the Parish Council have faced over FP1. Councillor Mason-Billig will speak to the Norfolk Trails team on the Parish Councils behalf. The Clerk will forward on the contact information to Councillor Mason-Billig.

26.148.03.02 To receive an update on the dredging of Surlingham Staithe.

No update, Councillor White is to forward on any contact details he finds to the Clerk.

26.148.03.03 To consider and approve replacement finger post on FP5 quote.

The Clerk obtained 3 quotes for a single recycled plastic finger post:

ShelleySigns - £360.00+VAT

Marmax – 277.20+VAT

Earth Anchor - £319.20+VAT

Councillor Mummery proposed to approve Marmax's quote, seconded by Councillor Hampton. Councillor Rogers queried why Norfolk County Council were not replacing the post, the Clerk confirmed she had contacted them requesting a new sign. She received a response saying that the Council had no records of the post being installed as it is not on their land and recommended the Parish Council the Landowner.

The Clerk is to contact the Poor Trust requesting they reimburse the Parish Council for the cost of the post.

26.148.03.04 Councillor White – Play Area inspection.

Councillor White confirmed he has completed the inspections and will forward a copy to the Clerk. He noted that the fence posts near the bench are rotten. The Clerk is to contact Steve Gildersleeve to see if he can help repair this.

26.148.03.05 Parish Clerk – Traffic and SAM2.

The Clerk has no data as when it is extracted it reverts to 1970 dates.

26.148.03.05.01 To authorise SAM2 assessment and repairs quote.

The Clerk contacted Westcotec and it may be the cell battery needs replacing.

Councillor White proposed to pay the £50+VAT assessment fee and approve works if the issue is the cell battery, seconded by Councillor Swinborne. Councillor Mummery will take the SAM2 to Westcotec's Head Office.

26.149 Adjournment for Public Participation.

Please see minute 26.156.02. The parishioner who raised the issue of parking on Walnut Hill, voiced his concerns to the Parish Council and Councillor Mason-Billig. The Parish Council will contact the school asking if they can politely remind parents to park considerately. Councillor Mason-Billig took the parishioners contact details and will look into his request of repairing the verge outside his property.

26.150 Finance:

26.150.01 To receive the Bank reconciliation and Statement of Accounts as of 13th October 2026.

A	Bank Reconciliation at 13/10/2026		
	Cash in Hand 01/04/2026		16,581.64
	ADD Receipts 01/04/2026 - 13/10/2026		27,005.00
			43,586.64
	SUBTRACT Payments 01/04/2026 - 13/10/2026		19,053.68
	Cash in Hand 13/10/2026 (per Cash Book)		24,532.96
B	Cash in hand per Bank Statements		
	SPC Bank Account 13/10/2026	9,619.94	
	SPC Reserves Account 13/10/2026	14,913.02	
			24,532.96
	Less unrepresented payments		
			24,532.96
	Plus unrepresented receipts		
	Adjusted Bank Balance		24,532.96
	A = B Checks out OK		

Councillor Rogers proposed for the Chair and Responsible Finance Officer sign the Bank Reconciliation dated 13th October 2026, seconded by Councillor Hampton.

26.150.02 To acknowledge the completion of PKF Littlejohn's External Audit on AGAR 2025/26.

Acknowledged.

26.150.03 To note any receipts and approve payments as per October's payment schedule.

FOR APPROVAL					
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT
Clerk	14.10.26	October expenses	BACS	£44.88	£0.00
	27.10.26	October salary and WFH	BACS	£844.17	£0.00
	27.10.26	HMRC PAYE and Employer NI	BACS	£143.80	£0.00
	27.10.26	Employer Pension Contribution	BACS	£182.45	£0.00
Mr S Gildersleeve	09.09.26	September invoice and play area grass cutting	BACS	£181.25	£0.00
			BACS	£25.00	£0.00
South Norfolk	01.10.26	Dog Bins 26/27	BACS	£354.60	£59.10
Yorkshire Power and Gas	02.10.26	Electricity September 2026	DD	£532.05	£88.67
Norfolk Parish Training & Support	07.10.26	Councillor Hampton training	BACS	£76.80	£12.80

PKF Littlejohn LLP	17.09.26	External Audit	BACS	£252.00	£42.00
Surlingham Church & Poor Trust	23.09.26	Allotment rent	BACS	£20.00	£0.00
Norfolk ALC	24.09.26	Clerk Fire Safety training	BACS	£32.40	£5.40
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS					
Yorkshire Power	14.09.26	Electricity	DD	£506.53	£84.42
Kedal	17.09.26	Posts for FP5 gate	DC	£159.41	£26.57
Society of Local Council Clerks	30.09.26	Water Compliance and Legionella training	DC	£69.30	£0.00
		Commenting Effectively on Planning	DC	£70.20	£0.00
Amazon	05.10.26	Bungee cords for gazebos	DC	£21.43	£3.57
		Printer ink	DC	£35.32	£5.89
A & B Traders		Tea towels	DC	£9.95	£1.66
TO NOTE INCOME					
Gentle Exercise	14.09.26	Hall Hire	CHQ	£54.00	£0.00
Bowls	22.09.26	Hall Hire	CHQ	£54.00	£0.00
Barclays	07.09.26	Interest in Reserves	BACS	£38.94	£0.00
Private Hire	25.09.26	Hall Hire	BACS	£40.00	£0.00
South Norfolk	02.10.26	Precept 2	BACS	£10,000.00	£0.00

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

26.151 Internal Control Checks:

26.151.01 2025-2026:

26.151.01.01 Q2 July – September: Councillor White to lead.

26.151.01.02 Q3 October – December: Councillor Mummery to lead.

26.151.01.03 Q4 January – March: Councillor Swinborne to lead.

Items 26.151.01.01 – 26.151.01.03 are deferred until November's meeting.

26.151.02 2026-2027:

26.151.02.01 Q1 April – June: Councillor Rogers.

Councillor Rogers completed Q1 Internal Control Check and confirmed there were no issues.

Councillor Rogers volunteered to complete Q2 July – September 2026/2027.

26.152 Hall:

26.152.01 To discuss and consider repainting the kitchen.

Councillor White proposed for Steve Gildersleeve to paint the kitchen during the October half term, seconded by Councillor Mummery.

26.152.02 To discuss and consider Fire Alarm system quotes and possible grant funding.

The Clerk obtained 4 quotes:

Abbey Fire Doors - £6,365.27+VAT

Nordwell - £3,525.00+VAT

Norfolk Fire and Safety - £6,885.00+VAT

Safe I.S. - £3,495.00+VAT

Councillor White proposed to approve Nordwell's quote, subject to grant funding being obtained, seconded by Councillor Swinborne.

26.153 Policies:

26.153.01 Press and Media.

26.153.02 Action Plan.

Councillor White proposed to approve the policies listed above, subject to the suggest amendment by Councillor Rogers. Seconded by Councillor Hampton.

26.154 To consider and discuss South Norfolk 's Public Spaces Protection Order (PSPO) Vehicle-related anti-social behaviour possible three-year extension.

Councillor White proposed the Parish Council support the three-year extension proposed by South Norfolk, seconded by Councillor Mummery.

26.155 Planning: None at time of publication.

Noted.

26.156 Correspondence:

26.156.01 Grit bin on Ferry Road.

A parishioner requested the Grit bin is dug into the ground. The Parish Council will contact Norfolk County Council to request this.

26.156.02 Parking on Walnut Hill verges at peak school times.

Please see minute 26.149.

26.156.03 Footpath audit.

Please see minute 26.147.

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

Councillor White and the Clerk had received correspondence from a parishioner as the bus failed to turn up during W/C 12th October which resulted in her giving another parishioner a lift to an appointment. The Clerk is to contact Konnect Bus to raise this with them.

Councillor Rogers informed the Parish Council that a volunteer for the Air Ambulance has offered to run a defibrillator course. The Clerk is to liaise with Councillor Rogers to arrange this.

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

Internal Control Checks.

Co-option of Councillor.

Play Area tenders.

26.159 To confirm date and time of the next meeting as Tuesday 10th November 2026 at 7.30pm in Surlingham Village Hall.

Confirmed.

The public section of the meeting closed at 21:15pm.

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

26.160.01 To discuss and approve Clerks pay grade in line with Society of Local Council Clerks guidance.

Councillor White proposed to amend the Clerks pay grade to LC2, substantive benchmark range SCP24-28 commencing 1st September 2026, seconded by Councillor Swinborne. Councillors voted unanimously, by show of hands.

The meeting closed at 21:36pm.