# Surlingham Parish Council

**Minutes of the Parish Council meeting held on Tuesday 11th November 2026 in The Village Hall, Surlingham**
(Subject to amendment until signed by the Chair at the next meeting)

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| **Parish Councillors present** | Martin White (Chair), Tim Mack (Vice-Chair), Dave Swinborne, Janet Rogers, Julia Davison |
| **County Councillor** | Kay Mason-Billig – left at 20:12pm |
| **District Councillor** | Vic Thomson – left at 20:00pm |
| **Also in attendance** | Charlotte Rust, Clerk |
| **Members of the public (MOP)** | Two; then one at 19:41pm due to Councillor Davison's co-option. Then zero at 20:12pm 26.161 |

**26.161 Welcome from the Chair.**
Councillor White opened the meeting at 19:34pm and welcomed all those in attendance.
**26.162 To receive and approve apologies for absence.**
Councillors' Hampton and Mummery sent their apologies.
**26.163 To consider the co-option of a new councillor to fill a vacancy.**
Councillor White confirmed that one application had been received, Julia Davison. In line with the Council's Co-option policy Julia was given 5 minutes to provide more detail on her application and answer any questions Councillors had.
Councillor White proposed to co-opt Julia Davison, seconded by Councillor Swinborne. Councillors voted unanimously, by show of hands, to approve the co-option.
The Clerk received Councillor Davison's signed Declaration of Acceptance of Office.
**26.164 To receive any declarations of interest from Members & consider requests for dispensation.**
Councillor Mack declared an interest in item 13.2.2 (minute 26.173.04).
**26.165 To approve the minutes of the Parish Council meeting held on 13th October 2026.**
Councillor Swinborne proposed for the Chair to sign the approved minutes of 13th October 2026, seconded by Councillor Rogers.
**26.166 Matters arising from October's meetings, including Clerk's report.**
Matters Arising

- FP5 gate and play area bench should be installed this week (W/C 9th November). Surlingham Church and Poor Trust confirmed they will reimburse the Council for the gate and finger post costs. The Clerk will forward on an invoice once they have been installed.
- Norfolk County Council confirmed grit bin will not be dug in on Ferry Road.

Clerk's Report

- RSPB has given permission for an advisory sign to be erected by the Council on FP7 with the following wording:
  'This path is narrow and not well suited to cycling, for the safety of all we recommend that cyclists dismount and walk this section'. Councillor Swinborne proposed to approve this wording and for the Clerk to order two signs, seconded by Councillor White.
- Updated October's policies and live on the website.
- Thank you to Steve Gildersleeve who repaired the play area fence and painted the kitchen over half term.
- Submitted grant request of £3000 to Councillor Thomson for assistance towards fire alarm system. South Norfolk District Council will review this application in February 2027. Fire Alarm installation postponed until Feb/Mar 2027.

- Contacted South Norfolk District Council to confirm the Council's support of the PSPO vehicle related ASBO extension.
- Contacted Konnect bus and received the following response: 'I have spoken with our operations team, and the first driver of the day who ran this service arrived in Surlingham, to then find a road closure. As there was no information available to us, we had to divert buses to enable as much of the route to operate as possible. We can see all journeys operated as expected through the day. We will make sure to advise drivers to always be kind, as we do not tolerate rude behaviour towards customers. Thank you for the valuable feedback.'
- Land Registry have processed the Council's first registration of the Village Hall and expects the application to be dealt with by 21st September 2027.
- Attended Water Compliance and Legionnaires training on 10th November and will start actions this week.
- Loaned 10 chairs to Lauren (School Office Manager) Free-of-Charge as a company had let her down for a performance in Lowestoft.
- Asset register updating.
- Cataloguing and archiving old documents.
- All necessary correspondence forwarded.

**26.167 Reports from:**

**26.167.01 County Councillor, Councillor Mason-Billig.**

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

- The Government has confirmed that it intends to press ahead with local government reorganisation across England, with elections to the new unitary councils now planned for May 2028 and the new authorities expected to take over in April 2029.
- Norfolk County Council is consulting on its budget for 2027/28. I encourage everyone to take part through the County Council's website at www.norfolk.gov.uk/budget.
- The future of the Norse Care homes remains uncertain following the decision not to proceed with the proposed sale to Stow Healthcare.
- The proposal to close Docking Household Waste Recycling Centre has been withdrawn, which is welcome news for the communities affected.
- Spoken to the Police and Crime Commissioner about the need for stronger enforcement. He has indicated that further initiatives are being developed to tackle speeding and associated antisocial behaviour.
- Plans are progressing for a new police base at Loddon Fire Station.
- Meeting the County Council's public rights of way officers to discuss several concerning problems along Wherryman's Way on 11th November.

**26.167.02 District Councillor, Councillor Thomson.**

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

- Residents can book a free kerbside collection for small electrical items and household batteries.
- Broadland District Council and South Norfolk Council are currently undertaking an Interim Review of Polling Districts and Polling Places ahead of the elections on 6 May 2027.
- The Christmas Toy Donation Appeal 2026 is now underway across Broadland and South Norfolk.

**26.167.03 Rivers, Ponds, Cycle/Footpaths.**

**26.167.03.01 Footpath 1 update.**

Please see Minute 26.167.01.

**26.167.03.02 Surlingham Staithe dredging update.**

RSPB has confirmed they will take a floating reed cutter to cut back the reeds and vegetation. The Clerk is following up on having the area dredged as well and arranging regular maintenance with the RSPB.

**26.167.04 Councillor White – Play Area inspection.**

Councillor White will forward on the reports to the Clerk.

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

Councillor Mummery should be dropping the SAM2 to Westcotec this week (W/C 9th November).

**26.168 Adjournment for Public Participation.**

Norfolk Trails Team has visited the landowner of the permissive path of FP1 and discussed ideas to reinstate the footpath. It was suggested that the river is dredged and using the spoil to raise the bank, creating a raised footpath.

**26.169 Finance:**

**26.169.01 To receive the Bank reconciliation and Statement of Accounts as of 10th November 2026.**

| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 10/11/2026** | | | |
| | Cash in Hand 01/04/2026 | | | 16,581.64 |
| | **ADD** | | | |
| | Receipts 01/04/2026 - 10/11/2026 | | | 31,020.33 |
| | | | | 47,601.97 |
| | **SUBTRACT** | | | |
| | Payments 01/04/2026 - 10/11/2026 | | | 21,057.92 |
| A | **Cash in Hand 10/11/2026** (per Cash Book) | | | **26,544.05** |
| | Cash in hand per Bank Statements | | | |
| | SPC Bank Account | 10/11/2026 | 13,343.38 | |
| | SPC Reserves Account | 10/11/2026 | 13,200.67 | |
| | | | | **26,544.05** |
| | Less unpresented payments | | | |
| | | | | 26,544.05 |
| | Plus unpresented receipts | | | |
| B | **Adjusted Bank Balance** | | | **26,544.05** |
| | **A = B Checks out OK** | | | |

Councillor Rogers proposed for the Chair and the Responsible Finance Officer to sign the Bank reconciliation dated 11th November 2026, seconded by Councillor Mack.

**26.169.02 To note any receipts and approve payments as per November's payment schedule.**

| **FOR APPROVAL** | | | | | |
|---|---|---|---|---|---|
| | **DATE** | **EXPENDITURE** | **PAYMENT METHOD** | **TOTAL** | **VAT** |
| Clerk | 11.11.26 | November expenses | BACS | £22.44 | £0.00 |
| | 27.11.26 | November salary and WFH | BACS | £1,117.29 | £0.00 |
| | 27.11.26 | HMRC PAYE and Employer/Employee NI up to 5th December | BACS | £305.55 | £0.00 |
| | 11.11.26 | Outstanding PAYE and Employer NI up to 5th October | BACS | £213.96 | £0.00 |
| | 27.11.26 | Employer Pension Contribution | BACS | £259.90 | £0.00 |
| Mr S Gildersleeve | 11.11.26 | October cleaning invoice | BACS | £181.25 | £0.00 |
| | | Play Area maintenance - fence | | £116.00 | £0.00 |
| Cozen Hardy | 11.11.26 | Land registration fee | BACS | £250.00 | £0.00 |
| | | First registration on behalf of Council | BACS | £957.60 | £159.60 |
| Starboard Systems Ltd | 11.11.26 | Scribe Accounting | BACS | £446.40 | £74.40 |
| Orange Fox | 11.11.26 | PAT 2026/2027 | BACS | £160.78 | £26.80 |

| | | | | | |
|---|---|---|---|---|---|
| AAA Pest Control | 11.11.26 | Q2 26/27 invoice | BACS | £112.50 | £0.00 |
| Marmax | 11.11.26 | Finger post FP5 | BACS | £332.64 | £55.44 |
| Yorkshire Power | 12.11.26 | Electricity Oct 2026 | DD | £583.91 | £97.32 |
| **TO NOTE PAYMENTS MADE OUTSIDE MEETINGS** | | | | | |
| Screwfix | 14.10.26 | Paint for the kitchen | DC | £24.99 | £4.17 |
| **TO NOTE INCOME** | | | | | |
| HMRC | 14.10.26 | VAT Claim Q2 26/27 | BACS | £371.61 | £0.00 |
| FOSS | 15.10.26 | Hall Hire | CHQ | £22.50 | £0.00 |
| Bowls | 16.10.26 | | CHQ | £72.00 | £0.00 |
| Private Hire | 26.10.26 | | BACS | £40.00 | £0.00 |
| WI | 28.10.26 | | CHQ | £18.00 | £0.00 |
| Gentle Exercise | 28.10.26 | | CHQ | £67.50 | £0.00 |
| Private Hire | 29.10.26 | | BACS | £40.00 | £0.00 |
| | 09.11.26 | | BACS | £50.00 | £0.00 |
| South Norfolk | 30.10.26 | CIL October 2026 | BACS | £90.00 | £0.00 |
| Surlingham School | 30.10.26 | Autumn 1 Hall hire and electricity | BACS | £1,418.95 | £0.00 |
| | 06.11.26 | Summer 2 Hall hire and electricity | BACS | £1,824.77 | £0.00 |
| **TO NOTE TRANSFERS** | | | | | |
| To Bank Account | 22.10.26 | Hall Valuation | TRANSFER | £850.00 | £0.00 |
| | | First registration of hall | | £862.35 | £0.00 |
| To Hall Reserves | 11.11.26 | Opening balance | | £6,600.00 | £0.00 |

Councillor White proposed to approve November's Payment Schedule, seconded by Councillor Rogers. Councillor Rogers asked the Clerk to find out the total amount of CIL due to the Council.

**26.169.03 To approve transferring £6,600 into the Hall Reserves account.**

Councillor White proposed approving the transfer of £6,600 to the Hall Reserves account, seconded by Councillor Swinborne. Councillor voted unanimously, by show of hands, to approve the transfer.

**26.169.04 To receive the draft budget for 2027/2028.**

Councillors noted the draft budget, and the Clerk is to update the figures ready for December's meeting, following her discussions with Surlingham School and RSPB.

**26.169.05 To consider Norfolk County Council's Budget Consultation 2027/28.**

Councillors noted the consultation and asked the Clerk to create a Facebook post with all the details.

**26.170 Internal Control Checks:**

**26.170.01 2025-2026:**

**26.170.01.01 Q2 July – September: Councillor White to lead.**

Councillor White confirmed all was in order and signed the Internal Control Checklist.

**26.170.01.02 Q3 October – December: Councillor Mummery to lead.**

Deferred until December's meeting due to Councillor Mummery's absence.

**26.170.01.03 Q4 January – March: Councillor Swinborne to lead.**

Deferred until December's meeting due to IT issues.

**26.170.02 2026-2027:**

**26.170.02.01 Q2 July – September: Councillor Rogers.**

Councillor Rogers confirmed all was in order and signed the Internal Control Check Checklist.

**26.171 Play Area:**

**26.171.01 To consider and award play area refurbishment contract.**

The Council received 5 tenders:

- Wicksteed
- NGF Play

- AB Civil Service Ltd
- Outdoor Places and Spaces
- Smart Play

Councillors conducted an evaluation on each tender which the Clerk compiled to prepare a report with the findings. The full report will be available on the website.

Councillor White proposed to shortlist NGF Play and Wicksteed tenders and create a Working Group to discuss them in more details before December's meeting, to the award the contract. Seconded by Councillor Swinborne.

The Working Group will consist of Councillors' White, Mack and Davison.

The Clerk is to start researching grant funding and preparing applications.

**26.171.02 To consider Councillor Hampton's offer to create a play area sign.**

Councillor Mack proposed to accept Councillor Hampton's offer to create a play area sign, seconded by Councillor White.

**26.172 Policies:**

**26.172.01 Risk Assessment and Management Policy.**

Councillor White proposed to approve the policy, seconded by Councillor Rogers.

**26.172.02 To approve and sign the updated Shared Clerk Training Agreement with Rockland St Mary with Hellington Parish Council.**

Councillor White proposed to approve and sign the updated Training Agreement, seconded by Councillor Swinborne.

**26.173 Planning:**

**26.173.01 To consider Norfolk County Council revised Local List for Validation of Planning Applications Consultation.**

Noted.

**26.173.02 Applications:**

**26.173.02.01 2026/2958 – Lesingham House – Fell Horse Chestnut and Oak Trees.**

Noted.

**26.173.02.02 2026/1312 – The Grange – Proposed erection of 2 no. padel courts – AMENDMENT.**

In line with the Council's Standing Orders Section 13 b, Councillor Mack withdrew from the meeting at 20:59pm and returned at 21:00pm, whilst Councillors discussed the application.

The Council has no further comments.

**26.173.03 Decisions:**

**26.173.03.01 2026/2958 – Lesingham House – Fell Horse Chestnut and Oak Trees. South Norfolk District Council Approval with Conditions.**

Noted.

**26.173.04 Appeal:**

**26.173.04.01 2026/0520 – Surlingham Lodge – Change of use of two holiday lets units (C1) into one dwelling (C3) with associated alterations including porch, solar panels, cartlodge, curtilage subdivision and access/parking.**

The Council has no further comments.

**26.174 Correspondence:**

**26.174.01 Absence of bus stops within the village.**

A parishioner contacted Councillor Hampton regarding the number of bus stops in the village, as the Konect Bus drivers have shown some frustration when residents continue to ring the bell where there are no stops. Thank you to Councillor Rogers who provided the following information from the Konect Bus website:

**In Rural Villages (Surlingham, Claxton, Rockland St Mary, Bramerton)**

- Hail and Ride applies: Much of Route 65 operates on a "Hail and Ride" basis through the narrow rural lanes of Surlingham and Claxton. There are few formal, marked bus shelters in these sections.
- To Get On: Find a safe, clear stretch of road where the driver can see you well in advance (avoid waiting on sharp bends). Stand visibly by the roadside and firmly raise your arm to flag the bus down.
- To Get Off: Ring the bell or speak directly to the driver well ahead of time. The driver will pull over at the nearest safe spot where it does not cause an obstruction or safety risk to other road users.

The Clerk will pass this information on to Councillor Hampton.

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

Councillor Rogers attended National Planning Policy Framework training and noted a few points:

- All planning will be looked on favourably.
- Funding for Neighbourhood Plans has been withdrawn.
- Planning will be approved should the location be within a 40 minute of a train station.

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

Budget
Internal Control Checks
Play Area Tender

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

Confirmed.

The meeting closed at 21:13pm.