



# Syderstone Parish Council

## Minutes of the Parish Council Meeting Held Thursday 18<sup>th</sup> April in Amy Robsart Hall

**PRESENT:**

Cllr D Niemann – Chair  
Cllr D Daly - Vice Chair  
Cllr D Candy  
Cllr P Welland  
Cllr S Wood  
Clerk/RFO – Sarah Harvey  
County Councillor M Chenery of Horsbrugh  
Members of the Public – 4

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1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **Apologies for Absence:** apologies for absence were received and accepted from Cllrs M Bateman and S Ojelade.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meetings held on 21<sup>st</sup> March 2024 were circulated before the meeting. It was PROPOSED by Cllr D Candy, SECONDED by Cllr S Wood and AGREED that the minutes were a correct record of the proceedings and signed by the Chair, Cllr D Niemann.
5. **Parishioner's Questions and Statements (15 minutes):** None.
6. **To consider the Clerks Report (Matters arising for information only):**

**Norfolk County Council Parish Partnership Scheme** acceptance letters for both the village gateways and SAM2 Post schemes had been submitted for the work to be programmed and completed over the next couple of months. Damien Jeffries had been advised that both properties at Ashside and Tattersett Road were happy with the placement of the SAM2 Posts.

**Neighbourhood Plan** end of grant monitoring form had been completed and submitted to Groundwork UK and the unspent grant of £250 had been returned via BACS. A breakdown of where the grant money had been spent was circulated to Councillors.

**Jack's Lane Community Benefit Fund** funding application had been completed and submitted in order to secure funding to pay for the agreed A1 Aluminium Lectern Noticeboard from Earth Anchors. The total cost of the notice board including delivery would be £997.00 ex VAT.

Wicksteed had provided a revised quotation for the missing fixings on play area equipment for £55.38 including £11.50 carriage. The parts have been ordered and would be delivered to Cllr D Daly.
7. **To receive a report from County Councillor Michael Chenery:** the NCC Members Briefing Reports provided by Cllr M Chenery had been circulated to Parish Councillors via email prior to the meeting.
8. **To receive a report from Borough Councillor Chris Morley:** there was no report available.
9. **Planning:**
  - 9.1 **To consider plans at the time of publishing:** None.
  - 9.2 **To consider plans since publication of agenda:** None.
  - 9.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:**

24/00146/F 4 Heath Rise - Single storey side extension and front porch.  
Application Permitted 20 March 2024
10. **Finance:**
  - 10.1 **To note accounts for payment under the Late Payments Interest Act (1998).**

Collective Community Planning Ltd (First Draft of NDP)	4,200.00	BACS
Groundwork UK (Unspent Grant, Neighbourhood Planning)	250.00	BACS
Norfolk Mobile Welding Services (Village Sign Post)	624.00	BACS

- 10.2 **To approve the accounts for payment in April (list at meeting):**
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|---|--------|------|
| BCKLWN (Annual Fee for Dog Waste Bin Emptying)                                    | 799.34 | BACS |
| Cozens (UK) Ltd (Street Lighting Maintenance, Mar/Apr/May)                        | 90.00  | BACS |
| D Niemann (Refreshments for Litter Picks, Nov 23 & Mar 24)                        | 69.94  | BACS |
| M Bateman (Refreshments for Litter Pick, Mar 24)                                  | 31.98  | BACS |
| Norfolk ALC (Annual Subscription 2024/25)   | 173.72 | BACS |
| Steve Jackman (Design & Setup of new Village/PC Website)                          | 145.00 | BACS |
| Sarah Harvey (Supply & Design of Logo from Wix.com)                               | 41.68  | BACS |
| Clerk's Salary & Expenses (21 <sup>st</sup> March to 17 <sup>th</sup> April 2024) | 375.85 | BACS |
- 10.3 **To note the finance received in March 2024:**
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|--|--------|
| Dog Waste Bin Emptying Donation                            | 104.00 |
| Unity Trust Bank, Instant Access Account (Credit Interest) | 120.75 |
- 10.4 **To approve the March 2024 financial statement:** it was AGREED to accept the March 2024 statement, which was signed by the Chair, Cllr D Niemann.
- 10.5 **To receive a report from the Internal Control Officer for Oct/Nov/Dec and Jan/Feb/Mar:** Cllr D Candy (Internal Control Officer) advised that she had checked random receipts/expenditure for the third and fourth quarter and found that all had been correctly recorded, authorised and reported to the Council.
- 10.6 **To approve the appointment of the internal auditor:** it was AGREED that Roger Canwell should be appointed to audit the accounts for the financial year 2023/24, at a cost of £40 to £50. The Clerk would correspond confirming his appointment and to arrange a suitable date prior to the 30<sup>th</sup> May, 2024, for the audit to be undertaken.
11. **Parish Councillors Reports**
- 11.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland reported that the Speed Watch sessions continued. Cllr P Welland advised that there were no issues to report in relation to the SAM2 signs and that the signs would be relocated shortly.
- 11.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** Cllr P Welland reported that the next meeting had been scheduled for 8<sup>th</sup> May 2024.
- 11.3 **Playground Weekly Inspection Reports:** Cllr D Daly advised that there were no issues to report. Cllr D Niemann noted that a new sign had been purchased for the playing field gate, stating 'No Dogs except assistance dogs'.
- 11.4 **Monitoring of Street Lights and Fire Hydrant List:** no issues were noted.
- 11.5 **NCF – Jack's Lane Wind Farm Community Fund Panel:** Cllr D Candy advised that there was no update at the present time.
- 11.6 **Defibrillator on wall of ARVH:** in the absence of Cllr M Bateman, Cllr D Niemann advised that there were no issues to report.
- 11.7 **Amy Robsart Village Hall Committee:** it was noted that following the Village Hall's AGM on 17<sup>th</sup> April new Committee members had been elected and these were noted.
12. **Updates and on-going items**
- 12.1 **Update on Neighbourhood Plan:** Cllr S Wood reported that the responses to the questionnaires had now been analysed. It was noted that 97 household replies had been received, but only 2 business replies. Cllr S Wood advised that given that some of the domestic replies would have been multiple replies from some households, potentially less than 25% of households had responded. There had been disappointingly negative comments about the village but on the whole respondents were positive.  
A report would be distributed in the next Natterjack, but it was noted that the main concerns appeared to be that any future developments should be for owner occupation and preferably 2 or 3 bedroomed properties designed to attract young families or older down-sizers, built in the local vernacular style. It was noted that the majority of responses wished to see a pub and shop, although this is something that could not be delivered as part of the Neighbourhood Plan.  
Cllr S Wood advised that all of the responses would help formulate the policies that would be included in the plan. The next steering group meeting was scheduled for 24<sup>th</sup> April.
- 12.2 **Update on derelict property on The Street:** the Clerk advised that she was still awaiting an update from Heidi Wedge (Planning Enforcement Officer, BCKLWN) regarding the property owners plans to carry out the outstanding work and confirmation as to whether a tree inspection had been carried out. It was noted that Heidi Wedge (Planning Enforcement Officer) had forwarded the concerns regarding vermin to the Community Safety and Neighbourhood Nuisance to investigate the complaint. CSNN had asked whether further information could be provided explaining why it was believed there was a

vermin problem and exact addresses. If it appeared that there was need for a visit from the information provided, then an officer may be sent to make an assessment.

The Clerk would liaise with CSNN and request a response from Heidi Wedge (Planning Enforcement Officer, BCKLWN).

- 12.3 **Update on the redevelopment of the Parish Council/Village website:** the Clerk reported that the new website was taking shape and that the majority of the content had been uploaded. It was noted that some pictures of the village had been received from three sources and a selection of these would be used throughout the website and could be changed on a seasonal basis. It was noted that the domain name - www.syderstonevillageandpc.info – would be registered and the site indexed with Google around the 1<sup>st</sup> May.
- 12.4 **Update on Play Area Noticeboard:** there was no further update at the present time.
- 12.5 **Update on Emergency Plan:** it was noted that Cllrs D Niemann, M Bateman and S Ojelade had met to commence preparing the emergency plan. It was noted that two individuals had been approached to assist with the preparation, continued co-ordination and monitoring of the plan once completed. A further meeting would be arranged in May.

### 13 Open Spaces

- 13.1 **To consider the use of NFU Countryside Code Resources:** Cllr D Niemann advised that the NFU had created a range of shareable resources promoting the countryside code. It was AGREED that dog waste signs should be placed on the notice boards.
- 13.2 **To consider arrangements to mark the 80th Anniversary of D-Day:** it was AGREED that the beacon lighting would take place on Thursday 6th June on the playing field. Those wishing to attend would also be encouraged to bring a picnic. The event would be publicised on Facebook, in The Natterjack and via posters.
- 13.3 **To consider the creation of a ‘Poppy Fall’ to drop from the tree on the green alongside the Tommy silhouette and approve a donation towards the cost:** details were received regarding the community project which would be launched in June. It was noted that the ‘Poppy Fall’ would cascade from the tree adjacent to the ‘Tommy Silhouette’. It was AGREED that the project should proceed and a donation of £50 had been pledged from a parishioner towards the cost of materials.

### 14 Correspondence

To note any general correspondence received:

- 14.1 **Email from Parishioner, Repairs to pathway leading to bungalows at Norman Way:** noted. The Clerk reported that following an enquiry with both Norfolk County Council, Highways and the Borough Council, it had been determined that responsibility for the pathway laid with Freebridge Community Housing. The Clerk advised that she had contacted Freebridge regarding the pathway and was awaiting a response from them.
- 14.2 **Email from Parishioner, Additional Noticeboard for Bus Stop:** noted. It was suggested that the noticeboard would be monitored to ascertain whether there was inadequate space. It was noted that over the winter months the notice board had not been monitored on a regular basis for out-of-date notices.
- 14.3 **Environment Agency, Maintenance Work to Upper and Lower River Burn:** noted.
- 14.4 **Houghton Hall, Houghton Festival Information:** noted.
- 14.5 **PKF Littlejohn, 2022/23 AGAR external auditor instructions:** noted.
15. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):**  
None.

Cllr D Niemann announced Cllr M Bateman had been elected to the Village Hall Committee, therefore he intended to resign from the Parish Council after ten years as a Councillor. Cllr D Niemann, on behalf of the Parish Council thanked Cllr M Bateman for his service to the parish and all that he had contributed as a much-valued member of the Council.

16. **To receive items for next Agenda:** None.

17. To note the date of the Annual Parish Meeting and Annual Parish Council Meeting at 7.00 p.m.

Meeting closed: 8.45 pm.

.....Chair

.....Dated

**THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL**