



Syderstone Parish Council

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Minutes of the Parish Council Meeting Held Thursday 18th July 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
- Members of the Public – 3

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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 Cllr S Ojelade. Apologies were also noted from County Councillor Michael Chenery and Borough Councillor C Morley.
 3. **Declarations of Interest on Agenda Items:** None.
 4. The Minutes of the meeting held on 16th May 2024 were circulated before the meeting. It was **PROPOSED** by Cllr D Candy, **SECONDED** by Cllr P Welland 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. **Casual Vacancy – to receive an update and proceed with co-option:** it was noted that BCKLWN had confirmed that the vacancy left by Cllr M Bateman could now be filled by co-option.
 7. **To consider the Clerks Report (Matters arising for information only):**
 - Moss on Pavement Update:** Damien Jeffries (Highways Engineer) had requested that their contractors investigate any other methods of treating the moss that did not involve Glyphosate which NCC was committed to reducing the use of. They had advised of another method of killing moss which was not used by NCC but may be suitable and was Glyphosate free. Damien Jeffries had requested they visit The Street, Syderstone and one other location to determine if they felt that this alternative method would be suitable.
 - SAM2 Posts & Village Gateways:** Damien Jeffries had confirmed that both the gateways and the SAM2 post were with their design team. He could not give a timescale for when the work would be completed. The designer had been advised that of the bracket swap at Ashside from one post to another.
 8. **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.
 9. **To receive a report from Borough Councillor Chris Morley:** Cllr C Morley reported via email that 'it has been a "slow" period during the run up to and post the general election, and we are waiting to hear of it's more specific plans. In particular:
 - The proposed financial settlement for Districts and its impact on Tax and Rates collection.
 - The degree of Grants that will be available, particularly for New Homes building and Rural Support.
 - The detail of changes to planning regulations and their impact on our Local Plan which is in the final throes of vetting by the Planning Inspectorate.
- On other issues:

- 2nd Homes additional Council Tax. We have published our intent to introduce this with a 100% premium and negotiations are starting with the NCC about the level of the extra tax that will be returned to the District. There will be information on the return of Parish Councils' proportion available later in the year.
- Syderstone has, at last count, 43 second homes, therefore there will be some money allocated to the Parish. The detail of this will be shared with Parish Clerks as soon as possible.
- QEH We have already written to Wes Streeting to seek the Government's intentions. Although the last Government said funds had been allocated, none have been released, in particular for the multi-storey car park which is the first phase of the re-building. A strategic business case still has to be submitted for the hospital so the whole programme is yet to have a green light and time moves on.
- The need for more affordable rental housing is increasing and another challenge for the incoming Government. 80 new homeless declarations over the last month and as for properties becoming available, there were 129 bids for one and over 100 on another 6. The cost of emergency housing is increasing.
- Alive West Norfolk needs a subsidy of over £2m pa and many of the buildings/pools are in need of significant dilapidation repair. A new strategy for how to better invest and manage our leisure and sports facilities is close to a decision point.
- Kings Lynn has been awarded a further £20m to invest in the town over the next decade. A consultation Survey is on the Borough Web Site for all to have their say and make a contribution to future plans.
- I still have £800 in the Community Support Grant if you know of any local organisation or good cause which might need a modicum of help.'

10. Planning:

10.1 **To consider plans at the time of publishing:** None.

10.2 **To consider plans since publication of agenda:** None.

10.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:**

23/01603/F 21 The Broadlands The Street - Proposed Single Storey Extension to Rear to provide accommodation for disabled son. Application Refused 7 June 2024 Delegated Decision

24/00737/F 1 Manor Grange The Street - 1st floor domestic extension. Application Refused 28 June 2024 Delegated Decision

11. Finance:

11.1 **To note accounts for payment under the Late Payments Interest Act (1998):** None.

11.2 **To approve the accounts for payment in July (list at meeting):**

PaperKlip (Printing Costs for NDP Supplement)	57.12	BACS
Roger Canwell (Internal Audit Fee)	45.00	BACS
TTSR Ltd (Grounds Maintenance, May)	410.62	BACS
Clerk's Salary & Expenses (16 th May to 19 th June 2024)	332.85	BACS
HM Revenue & Customs (Income Tax Payment)	1.20	BACS
Mrs K Orgill (McAfee Anti-Virus Subscription Renewal)	109.99	BACS
Cozens (UK) Ltd (Street Lighting Maintenance Jun/Jul/Aug)	90.00	BACS
TTSR Ltd (Grounds Maintenance, June)	410.62	BACS
Clerk's Salary & Expenses (20 th June to 17 th July 2024)	348.48	BACS
HM Revenue & Customs (Income Tax Payment)	1.20	BACS

11.3 **To note the finance received in May and June 2024:**

The Natterjack (Advertising Fees)	105.00
Norfolk Community Foundation (Jack's Lane CBF)	997.00
Unity Trust Bank (Instant Access Account, Credit Interest)	103.04

11.4 **To approve the May and June 2024 financial statements:** it was AGREED to accept the May and June 2024 statements, which were signed by the Chair, Cllr D Niemann.

11.5 **To receive a report from the Internal Auditor for the financial accounts 2023/24:** The Clerk reported that the internal audit for the financial accounts 2023/24 had been carried out and there were no matters of concern that the auditor wished to raise with the Parish Council. The internal auditors report would be available on the Parish Council website.

11.6 **To approve the Annual Governance Statement in the 2023/24 AGAR:** it was noted that following an unforeseen absence of the Clerk due to urgent medical leave the Parish Council were required

to request an extension for the statutory deadline for submitting our Annual Governance and Accountability Return (AGAR). Whilst the external auditor, PKF Littlejohn LLP confirmed that they were able to extend the submission deadline to 31 July, they do not have any powers to amend statutory deadlines, including the statutory approval deadline of 30 June 2024. As the Council were unable to meet before the end of June to approve the AGAR, the Council did not meet their statutory requirements for the year 2023/24.

Therefore, the Council was required to answer 'No' to Statement 1 of Section 1 of the Annual Governance Statement 2023/24 and publish the reason for the 'No' response. It was noted that the matter would be raised as an "other matter" in Section 3, External Auditor's Report & Certificate 2023/24 following completion of the limited assurance review.

It was noted that Councillors had been circulated with a copy of the Statement for their information and it was AGREED that the Chairman and RFO sign the Statement.

- 11.7 **To approve the Statement of Accounts in the 2023/24 AGAR:** it was noted that Councillors had been circulated a copy of the Accounts for the year ending 31st March 2024, together with a bank reconciliation at the year end and reasons for variations. Councillors had also been provided with a copy of the Statement and it was considered and AGREED that the Chairman and RFO sign the Statement.
- 11.8 **To review and approve the Internal Control Policy:** it was considered and AGREED that the reviewed policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2025 or as required.
- 11.9 **To review and approve the Internet Banking Policy:** it was considered and AGREED that the reviewed policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2025 or as required.
- 11.10 **To approve a donation to Great Massingham Community Car Scheme:** it was AGREED that a donation of £150 should be donated to the scheme.

12. General Data Protection Regulations

- 12.1 **To note data protection advice for Councillors:** an advice note was provided to all Councillors outlining their responsibilities to ensure that individual's personal data whether it is stored electronically or as a hard copy is protected.
- 12.2 **To consider and adopt a General Data Protection Policy:** it was noted that the draft policy outlined what the Parish Council were required to do in order to comply with the 2018 GDPR Act. It was considered and AGREED that the policy should be adopted and would be made available on the Parish Council website.
- 12.3 **To consider and approve a GDPR Privacy Statement:** it was noted that the statement outlined to members of the public how the Parish Council were able to use their personal data. It was considered and AGREED that the statement should be adopted and would be made available on the Parish Council website.
- 12.4 **To consider and approve the Information Audit:** it was noted that there was a requirement to undertake an information audit which should detail the personal data held by the Council, where it came from, the purpose for holding the information and whom the Council would share the information with. It was considered and AGREED that the information audit should be adopted and would be made available on the Parish Council website.

13. Parish Councillors Reports

- 13.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland reported that the Speedwatch sessions continued. Cllr P Welland advised that if registration plates were noted on speeding vehicles these could be reported directly to the Police. It was AGREED that a letter would be sent to the property owner of 11 Creake Rd to kindly request that their boundary hedging is reduced in order for the SAM2 to be mounted on the post.
- 13.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** Cllr P Welland advised that the next meeting was scheduled for the 14th August.
- 13.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that the replacement fixings were still be awaited from Wicksteed Ltd for the Zig Zag Twister.
- 13.4 **Monitoring of Street Lights and Fire Hydrant List:** no issues were noted.
- 13.5 **NCF – Jack's Lane Wind Farm Community Fund Panel:** Cllr D Candy reported that the Fund Panel had met on the 10th June to consider applications received. It was noted that there was a surplus of money still available for funding projects and that this would be made available for further applications to be considered in November. It was suggested that costs could be

investigated for an independent power source for the playing field and lighting for the telephone box.

13.6 **Defibrillator on wall of ARVH:** it was noted that the Community Heartbeat Trust had organised for the collection of the defibrillator in order to assess the fault.

13.7 **Amy Robsart Village Hall Committee:** it was noted that the village Cinema would screen 'Wonka' on the 27th July and that a 'Pop-Up Pub' would be held on 10th August.

14. **Updates and on-going items**

14.1 **Update on Neighbourhood Plan:** Cllr S Wood advised that the draft Local Green Spaces Assessment had been circulated amongst Councillors for their consideration ahead of the meeting. It was AGREED that Local Green Spaces document should form part of the final Neighbourhood Plan.

Cllr S Wood advised that the Green Ecological Corridors document, the Protected Views Assessment, the Strategic Environmental Assessment and the Habitats Regulation Assessment had all been finalised. It was noted that together with the data and information in the Evidence Base document and the Design Codes and Guidance document a draft Neighbourhood Plan had been completed ahead of schedule. Following consideration, it was AGREED that the draft neighbourhood plan should be APPROVED. Cllr S Wood explained that the draft would now be submitted for perusal by statutory bodies including the BCKLWN. It was hoped that the community would then be further consulted during early 2025 and any revisions made within a six-week period. The revised plan would then be submitted to the Local Planning Authority for consultation and examination. Once the NP had been approved this would then go to a Parish Referendum and if successful would be adopted and used alongside the Local Plan.

14.2 **Update on derelict property on The Street:** the Clerk advised that further responses had been received from Heidi Wedge (Planning Enforcement Officer, BCKLWN) and Stuart Ashworth (Assistant Director, Environment and Planning) regarding the property owners' tardy compliance with the section 215 notice and that these had been circulated to Councillors via email. CSNN (Community Safety & Neighbourhood Nuisance) have visited the site to investigate the report of vermin issues, and this would not be pursued at the current time.

14.3 **Update on Play Area Noticeboard:** the Clerk advised that £997.00 in funding had been received from Jack's Lane Community Benefit Fund to purchase the noticeboard. Earth Anchors (who were to supply the lectern style notice board) had confirmed that the quotation was still valid, that lead time were 5 / 6 weeks and that once the order had been placed their designer would contact the Council regarding supply of the artwork.

Cllr S Ojelade had advised that the prizes along with a thank you card had been taken to the school so that they could be handed out at the end of year assembly. Cllr S Ojelade was still working on the final artwork for the noticeboard and would provide a final draft in the coming weeks.

14.4 **Update on Emergency Plan:** Cllr D Niemann would arrange a meeting in September.

14.5 **Update on the Village Sign:** it was noted that further work was still needed before the village sign could be mounted on to the new post. It was AGREED to try and identify someone who could assist with removal of the wood from the sign.

15 **Open Spaces**

15.1 **To consider and approve the cost for Book Exchange signage, Telephone Kiosk:** it was AGREED to replace the signs around the top of the telephone kiosk and replace them with 'Book Exchange' signs which would be ordered from BT Kiosk spares. The custom signs would cost £30 per sign. Before placing the order, it was AGREED to establish how many signs were needed, given that all sides were not visible.

15.2 **To receive an update regarding the grant application for the Playing Field Shelter:** the Clerk advised that Awards for All had provided an update in respect of the funding application for the Playing Field Shelter. It was AGREED that before the application was submitted,

- a) the quotations would be refreshed to take into account any increased costs for the scheme
- b) that the application would be submitted to now cover the total cost of the scheme
- c) that further evidence would be provided demonstrating that the Council had spoken to the community about the project as well as describing how the community had been involved in the development and delivery of the project.

16 **Correspondence**

To note any general correspondence received:

- 16.1 **Email from Parishioner, Trod Request:** contents of the email were noted, and it was AGREED to contact Highways in the first instance, as they would need to advise if there was sufficient space for an informal footway to be placed at the location suggested. If this is the case, Highways would then provide the Council with an estimate for the cost of the work.
- 16.2 **Email from Parishioner, Docking Road Village Pond:** contents of the email were noted, and it was AGREED to contact Highways initially to ask if they could assess the safety of the verge/barrier bordering the site. Once an assessment had been received a letter would be sent to the landowner to ascertain whether the land could be entered upon to carry out work to tidy the area.
- 16.3 **Email from Parishioner, Councillor Conduct and The Broadlands:** the contents of the email and the Clerk's response were noted.
- 16.3 **BCKLWN, Parish Update Planning Sessions:** noted.
- 16.4 **Local Independent Falls Team (LIFT) Update:** noted.
- 16.5 **Norfolk County Council, Parish Partnership Scheme 2024/25:** it was AGREED to add this to the September agenda for further discussion.
- 17. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):** None.
- 18. **To receive items for next Agenda:** None.
- 19. **To agree a revised date for the December Parish Council meeting:** due to absences it was AGREED to bring the date of the meeting forward to the 12th December.
- 20. To note the date of the next Parish Council meeting Thursday 19th September 2024 at 7.30 p.m.
Meeting closed: 8.40 pm.

.....Chair

.....Dated

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