

# SYDERSTONE PARISH COUNCIL

## Minutes of the Parish Council Meeting Held Thursday 22<sup>nd</sup> June 2023 in Amy Robsart Hall

**PRESENT:**

- Cllr D Niemann - Chair
- Cllr D Daly – Vice Chair
- Cllr M Bateman
- Cllr D Candy
- Cllr S Ojelade
- Cllr S Wood
- Clerk/RFO – Sarah Harvey
- Members of the Public - 2

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1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **Apologies for Absence:** received and accepted from Cllr P Welland. Apologies for absence were also received from Borough Councillor C Morley.
3. **Declarations of Interest on Agenda Items:** Cllr D Daly declared a pecuniary interest in Agenda Item 9.1 Planning and Cllr M Bateman declared a pecuniary interest in Agenda Item 13.2 Updates and Ongoing Items.
4. The Minutes of the meeting held on 18<sup>th</sup> May 2023 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):**
  - Unity Trust Bank:** the Clerk advised that the current account switch had been unable to proceed on the 1<sup>st</sup> June as the mandate application did not match the mandate on the Barclays accounts. Therefore, the Barclays mandate had been updated with the correct signatories, but no confirmation had yet been received from Barclays as to whether this had been completed.
  - Jack's Lane Community Benefit Fund:** it was noted that £5,000 had been awarded to the Council in order to assist with costs to supply a basketball post and playing area on the playing field.
  - Passing Place, Mill Lane:** the Clerk reported that Highways had advised that this was an 'unofficial passing place' so would not look to carry out any significant work to improve the area. It was suggested that an approach be made to the Norfolk Wildlife Trust, as the landowner.
7. **To receive a report from County Councillor Michael Chenery:** no apologies for absence/report were noted as received.
8. **To receive a report from Borough Councillor Chris Morley:** Borough Councillor C Morley advised that that he would be unable to attend the meeting as he had a prior meeting in King's Lynn. Borough Councillor C Morley provided a short report via email stating that 'the new Administration was taking some time to "bed in". As Cabinet Member for finance, he was attempting to ensure that each Cabinet Member understood their budget and were putting plans in place to manage their costs with the objective of saving some money to help residents with additional or better services. He noted that the Government was continuously reducing their money and there must be a concern, that if the current Devolution plan went through, that West Norfolk received its fair share of the "cake". He noted that there was a list of Summer Activities at Hunstanton on the Borough Web Site, that could be promoted through the Natterjack.'

Cllr D Daly left the meeting (7.39 pm)

## 9. Planning Matters

### 9.1. To consider plans at the time of publishing:

SUPPORT (with no observations)

23/00876/F - Proposed demolition of conservatory, ground-floor single-storey rear and side extensions, front porch and replacement of windows to existing bungalow at Merganser 2 Heath Rise.

Cllr D Daly returned to the meeting (7.40 pm).

### 9.2. To consider plans since publication of the agenda: None received.

### 9.3. To consider outcomes of planning – approved/withdrawn by the Borough Council: None.

## 10. Finance:

### 10.1 To approve the accounts for payment in April (list at meeting):

|   |         |
|---|---------|
| 101796 TTSR Ltd (Grounds Maintenance)                         | £307.36 |
| 101797 Clerk's Salary & Expenses (18th May to 21st June 2023) | £327.21 |
| 101798 Mr R Canwell (Internal Audit Fee)                      | £45.00  |

### 10.2 To note the finance received during May 2023:

|  |         |
|--|---------|
| Newsletter Advertisement Fees                                | £105.00 |
| Donation from Courteenhall Estate (production of newsletter) | £500.00 |

### 10.3 To approve the April and May 2023 financial statements: it was AGREED to accept the April and May 2023 statements, which were signed by the Chair, Cllr D Niemann.

### 10.4 To receive a report from the Internal Auditor for the financial accounts 2022/23: The Clerk reported that the internal audit for the financial accounts 2022/23 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.

### 10.5 To approve the Annual Governance Statement in the 2022/23 AGAR: 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.

### 10.6 To approve the Statement of Accounts in the 2022/23 AGAR: it was noted that Councillors had been circulated a copy of the Accounts for the year ending 31st March 2023, 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.

### 10.7 To approve an Internal Control Policy: it was considered and AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2024 or as required.

### 10.8 To review and adopt Standing Orders and Financial Regulations:

**Standing Orders:** it was noted that the standing orders had been updated to those applicable to smaller local authorities and the orders that had allowed the Council to meet virtually had been removed following expiry of the relevant legislation.

**Financial Regulations:** it was noted that the financial regulations had been updated to include regulations on the use of online banking, points 6.15 through to 6.20.

It was considered and AGREED that both documents be adopted by the Council.

### 10.9 To approve a new business advertiser for The Natterjack: following an enquiry from Ellisium Beauty it was AGREED that the local business should be invited to advertise in The Natterjack going forward.

## 11. General Data Protection Regulations

### 11.1 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.

### 11.2 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 draft policy should be adopted and would be made available on the Parish Council website.

### 11.2 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.

- 11.3 **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.
12. **Parish Councillors Reports**
- 12.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland advised via email that the SAM2 previously on Docking Road had been placed on Creake Road. On his return the second SAM2 sign would be removed from Ashside to Mill Lane.  
Cllr M Bateman advised that he was now able to take responsibility for Speedwatch following confirmation from the Speedwatch Co-ordinator. It was noted that further volunteers had been identified.
- 12.2 **Attendance at SNAP (Safer Neighbourhood and Policing) Meeting:** it was noted that the next Priority Setting meeting would be held on the 26<sup>th</sup> July and to date there had been no issues reported to Cllr P Welland to raise at the meeting.
- 12.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that there were no issues with the play area equipment,
- 12.4 **Monitoring of Street Lights and Fire Hydrant List:** Cllr P Welland advised that there were no issues with the street lighting but that he had amended the street lighting map to include the streetlight outside Tween Cottage.  
Cllr P Welland advised that he had undertaken a survey of all fire hydrants and had noted that a number were not included on the main schedule. It was noted that a few were also covered, or part covered in foliage or did not have a post or road H marker plate. It was noted that one was partially collapsed in the road outside the village hall. The Clerk would liaise with the local Authority Fire and Rescue Service as they were usually responsible for the hydrant signage. She would also advise regarding the overgrown foliage.
- 12.5 **NCF – Jack’s Lane Wind Farm Community Fund Panel:** Cllr D Candy reported that the Fund Panel had met on Wednesday 7<sup>th</sup> June at Syderstone Village Hall. It was noted that there had been some discussion about the application submitted by the Amy Robsart Village Hall, who had received a reduced grant, but would receive the balance required from the Chiplow Community Benefit Fund. It was noted that the Parish Council had been awarded £5,000. Cllr D Candy advised that the fund had been oversubscribed on this occasion, so the amount applied for by some village organisations had to be reduced. There was also some discussion that took place around councils that received CIL funding from development or had excess funds that could potentially assist towards projects.
- 12.6 **Defibrillator on wall of ARVH:** Cllr M Bateman advised that the defibrillator was working correctly.
- 12.7 **Amy Robsart Village Hall Committee:** Cllr M Bateman reported that a ‘Pop Up Pub’ had been organised for the 8<sup>th</sup> July, with the opportunity to pre-order/order a variety of food.
13. **Updates and on-going items**
- 13.1 **Update on Neighbourhood Plan:** Cllr D Daly advised that at present, there were no grants available from Locality to help fund Neighbourhood Development Plans. The Clerk noted that following her enquires with Neighbourhood Planning Consultancies, Louise Cornell from Collective Community Planning had offered to attend a Steering Group meeting to talk about the process and how they could assist. It was AGREED that the Clerk would forward her email and supply her details to Cllr D Daly in order to arrange a convenient date for her to attend.
- 13.2 **Update on derelict property on The Street:** Cllr M Bateman reported for information purposes that the timber work was to be prepared ready for painting and re-glazing, the foliage was to be removed from the roof and guttering and that the roof and chimney were to be inspected.  
Cllr M Bateman advised that the owners intended to retain the property and that the probate process was nearing an end.
- 13.3 **To consider and approve the license agreement for the Memorial Bench, Normans Way/Mill Lane:** it was noted that the draft licence agreement had been completed by the BCKLWN and would be signed and witnessed by the Parish Council. A fee of £100.00 had been requested from the Borough Council to cover the costs to prepare and complete the agreement. It was considered and

AGREED that as the request for the Memorial Bench had come from and had been organised for specific parishioners an approach should be made to them to ask whether they would meet half the cost of the fee. Cllr M Bateman AGREED to liaise with the parishioners. The agreement was signed by the Chair, Cllr D Niemann and witnessed by the Clerk.

14. **To further discuss and approve a 'shelter' for the playing field to form part of funding applications:** the Clerk presented the Council with various options and pricing information. It was considered and AGREED that the Tewkesbury Recreation Shelter by Broxap would be a suitable option for the playing field. It was noted that the installation cost was based on being able to bolt to an existing concrete foundation only (not tarmac, paving, grass etc). The cost for the shelter was noted as being £7,690, £2,652 for their installation service and delivery at £833. It was noted that various funding options were available to assist with the cost of the new shelter including Awards for All and the CIL Infrastructure Fund.

15. **Highway Matters**

15.1 **Damaged Road Signs Tattersett Road and Mill Lane:** the Clerk advised that the Tattersett Road signage had been reported to Highways and had been programmed for repair. The 'Syderstone' village sign plate near Mill Road had been reported to Highways in February and had been programmed for repair.

15.2 **Highways Community Ranger visit Syderstone - July 2023:** it was noted that the following required attention.

- removal of overgrown vegetation from Mill Lane grit bin.

It was noted that a stone had been placed in the damaged pavement outside The Old Buck, Rudham Road. It was understood the damage had occurred following placement of a skip on the pavement. It was AGREED the Clerk should correspond with the property owner.

15.3 **To receive information and discuss a Traffic Control/Roundabout at Four Winds:** the Clerk advised that a response was still be awaited from Highways

16 **Correspondence**

To note any general correspondence received:

16.1 **Westcotec Ltd Public Lighting Maintenance Agreement Update:** it was noted that Westcotec Ltd had taken the decision to cease all maintenance activities on street lighting. As a result of the decision, no maintenance would be carried out as of 1<sup>st</sup> September onwards, other than servicing existing guarantees on newly installed LED lanterns. The Clerk would approach another company in order to obtain a quotation for a street lighting maintenance contract.

16.1 **Outlaw Triathlon Sunday 9th July 2023 - Road disruptions:** noted.

16.3 **Houghton Hall Houghton Festival 2023:** noted.

16.4 **Police Parish Newsletters - Your Community Snapshot:** noted and would be placed on notice boards.

16.5 **BCKLWN CIL Funding Applications:** it was noted that the fund opened on 1<sup>st</sup> July with an application deadline of the 1<sup>st</sup> August 2023.

16.6 **BCLWN The Rural England Prosperity Fund (REPF):** information noted.

17. **Parishioner's Questions and Statements (15 minutes):** None.

18. **To receive items for next Agenda:**

- Allotment Availability
- Update to Village Action Plan

19. **To note the date of the next Parish Council meeting:** Thursday 20<sup>th</sup> July, 2023 starting at 7.30 p.m.

Meeting closed: 9.10 pm.

.....Chair

.....Dated

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