

# SYDERSTONE PARISH COUNCIL

## Minutes of the Parish Council Meeting Held Thursday 15<sup>th</sup> February in Amy Robsart Hall

**PRESENT:**

- Cllr D Niemann – Chair
- Cllr D Daly - Vice Chair
- Cllr M Bateman
- Cllr D Candy
- Cllr P Welland
- Cllr S Ojelade
- Cllr S Wood
- Clerk/RFO – Sarah Harvey
- County Councillor M Chenery of Horsbrugh
- Borough Councillor C Morley
- Members of the Public - 7

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1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **Apologies for Absence:** None.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meetings held on 25<sup>th</sup> January 2024 were circulated before the meeting. It was PROPOSED by Cllr S Wood, SECONDED by Cllr S Ojelade 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):** Mr M White introduced himself as Vice Chair of Tattersett Parish Council and Chair of Wicken Green Village Management Company (WGVMC Ltd). Mr M White presented an overview of the concerns held by both groups in relation to Site GT67 at Syderstone which formed part of the Consultation for the Gypsy and Travellers and Travelling Showpeople Potential Sites and Policy.  
A parishioner commented that the Site Plan of Site GT67 was incorrect and that the proposed site incorporated both the property and garden of 25 Tattersett Road and also part of the rear garden of a neighbouring property. The parishioner commented that he had advised the BCKLWN Planning Department and the Principal Planner, Michael Burton.  
  
It was AGREED that Agenda Item 9.4, Gypsies, Travellers and Travelling Showpeople Sites and Policy Consultation (January 2024) should be brought forward so that a response could be considered.
9. **Planning:**
  - 9.4 **To consider a response to the Gypsies, Travellers and Travelling Showpeople Sites and Policy Consultation (January 2024):** following an extensive discussion it was AGREED that the Council would formally object to the proposed expansion of Site GT67 at Llamedos, Syderstone as outlined in the consultation document. Several concerns were noted including the detrimental effect on the visual integrity of the area, asbestos contamination of the site, significant risks to the safety, well-being, and ecological balance of the local community. It was noted that the Clerk would produce a draft response to be reviewed by Councillors before submission to the BCKLWN.
6. **To consider the Clerks Report (Matters arising for information only):**

The **trod on Rudham Road** was with the contractor to complete whenever they had it in their schedule. This required a road closure to reconstruct and there was a target date for completion of 16/02/24.

**Moss on Footway, The Street:** Before and after pictures were circulated to Councillors. The work was completed on the 09/01/24. Councillors AGREED that there was still a predominance of moss on the pavement and that this should be revisited by Highways.

**Signage, Ashside/Tattersett Rd junction:** The signage had not been issued, Damien Jeffries (Highways Engineer) would ask the Highways Technician to make sure this was issued as soon as they were able.

**Litter Pick:** Arrangements were confirmed for the litter pick that had been organised for Sunday 17<sup>th</sup> March. The Clerk noted that the BCKLWN could be advised if it was felt that an area was inaccessible due to the dangers of the highway.

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:** Cllr C Morley advised that the borough's portion of the council tax bill would be increased by around £5 for the entire year on an average Band D Property. The increase on lower banded properties would be less than this amount. Cllr C Morely advised of proposed measures to increase the BCKLWN's income which included bringing forward council tax on empty homes (2024/25) and doubling tax on second homes (2025/26). It was noted that the BCKLWN would not be reducing any services, but that car parking and crematorium charges would be increased by 10% to help form part of the council's cost management/income generation plan, which was being developed to support closing the budget gap. Cllr C Morley advised that although financial pressures were common to many councils across the country, in West Norfolk and around 30 other councils nationally, there was an additional issue caused by the funding of the Internal Drainage Board (IDB), which comes out of the West Norfolk portion of council tax. It was noted that the BCKWLN was a founding member of a lobbying group that was asking the Government to address this.  
It was noted that the council would continue to deliver its programme to address local housing need with ongoing delivery of new homes. These would be funded through a mixture of Government funds and self-funding loans.
9. **Planning:**
  - 9.1 **To consider plans at the time of publishing:** None.
  - 9.2 **To consider plans since publication of agenda:**  
APPROVAL  
24/00146/F - Single storey side extension and front porch at 4 Heath Rise.
  - 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 February (list at meeting).**

Collective Community Planning Ltd (Neighbourhood Plan)	420.00	BACS
Collective Community Planning Ltd (Neighbourhood Plan)	5,250.00	BACS
C Appleby (Delivery Fee for Spring Newsletters/NDP Surveys)	30.00	BACS
PaperKlip (Printing Costs for Spring Newsletter)	210.80	BACS
PaperKlip (Printing Costs for NDP Surveys)	150.00	BACS
Clerk's Salary & Expenses (25 <sup>th</sup> January to 14 <sup>th</sup> February 2024)	335.85	BACS
  - 10.2 **To note the finance received in January 2024:** None.
  - 10.3 **To approve the January 2024 financial statement:** it was AGREED to accept the January 2024 statement, which was signed by the Chair, Cllr D Niemann.
  - 10.4 **To approve the Financial Reserves Policy for 2024/25:** copies of the financial reserves policy had been circulated amongst Councillors for approval. It was noted that the purpose of the policy was to set out how the Council would determine and review the level of reserves it held. The policy along with a breakdown of the Councils general and earmarked reserves was approved and would be reviewed in January 2025 as part of the budget.
11. **Parish Councillors Reports**
  - 11.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr M Bateman reported that the sessions were going very well and that two further volunteers had been recruited. Cllr P Welland reported that the SAM2 signs were changed every two weeks and there were no issues to report.
  - 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 moles were still being trapped on the playing field. Cllr D Daly reported that there were some fixings missing from play equipment. Cllr D Daly would provide the Clerk with photos of the equipment to ascertain whether the missing parts could be supplied free of charge, as it was understood some equipment was still under guarantee.

- 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 AGREED to liaise with the Norfolk Community Foundation to ascertain when Jack’s Lane Community Benefit Fund would open for applications.
- 11.6 **Defibrillator on wall of ARVH:** Cllr M Bateman advised that a report had been sent to WEBNOS on 9<sup>th</sup> February. Cllr M Bateman was to liaise with the Community Heartbeat Trust as it was understood that the defibrillator may be offline.
- 11.7 **Amy Robsart Village Hall Committee:** Cllr M Bateman reported that the next ‘Pop Up Pub’ was scheduled for the 2<sup>nd</sup> March.
- 12. Updates and on-going items**
- 12.1 **Update on Neighbourhood Plan:** Cllr S Wood reported that the Steering Group had approved the proposed document by AECOM on a design code for Syderstone, for eventual inclusion in the NDP. The Steering Group had met on the 12<sup>th</sup> February and finalised the evidence base for the plan, discussed progress on the Green Spaces Policy and the Biodiversity Policy. The business and residential surveys would be distributed around the 25<sup>th</sup> February and a session would be held in the Village Hall on 9<sup>th</sup> March to assist anyone requiring help to complete the form. Drop off points for those not wishing to complete electronically would be sited at the Village Hall and Church. The results of the surveys would be collated and discussed at the next Steering Group meeting on 24<sup>th</sup> April. A four-page supplement would be added to the next edition of The Natterjack summarising the results.
- 12.2 **Update on derelict property on The Street:** it was noted that Heidi Wedge (Planning Enforcement Officer) had been advised by the property owners that they had scheduled time in March 2024 to complete the work to the trees and vegetation.
- 12.3 **Update on repairs/servicing of clock within Village Hall:** Cllr M Bateman advised that the horologist who lived in the village had removed the clock from the Village Hall and was performing a number of checks to ascertain the problem. A quote would be provided should any repair work need to be undertaken to the clock.
- 12.4 **Update on Play Area Noticeboard:** Cllr S Ojelade advised that she had contacted a representative from Blenheim Park Academy regarding the noticeboard competition and would provide the school with a brief. Cllr D Daly AGREED to contact Kinnertons regarding sponsoring prizes for the competition and it was suggested that the winning picture could be placed on the front cover of a future Natterjack.
- 12.5 **Update on Post to Village Sign, Mill Lane/Norman Way:** it was considered and AGREED that the metal fabricator (who lived on Ashside) should be asked to construct a replacement post for £520 + VAT.
- 12.6 **Update on the redevelopment of the Parish Council/Village website and creation of village logo:** the Clerk reported that Steve Jackman had been asked to build the new website, but that content would be transferred across from the existing website by the Clerk. Options in respect of domain names were discussed and ‘syderstonevillageandpc’ was put forward as a suggestion. Use of the website by other village organisations was discussed and it was noted that there would be no practical restriction on the number of pages/information that could be included on the website. It was noted that more than one person could edit/update the website but the same login details would need to be shared. It was suggested that the Clerk and another could manage the site. Options regarding a Parish Council logo were discussed. It was AGREED that options involving a Natterjack Toad should be considered, as this would be both a clear and simple design that could be used on a variety of formats. The Clerk would put together some ideas and liaise with Steve Jackman.

### 13 Open Spaces

- 13.1 **To consider and approve the recommended locations for SAM2 Posts at Ashside and Tattersett Rd:** following recommendations made by Damien Jeffries (Highways Engineer) it was AGREED that the SAM2 Post should be moved to just past the entrance to 1 Ashside and an additional SAM2 post should be installed adjacent to Rosedene, Tattersett Road. Cllr P Welland AGREED to contact the nearby residents to make them aware of the proposals.
- 13.2 **To consider and action feedback from parishioners regarding mobility and accessibility issues:** it was noted that following the article in the Winter Natterjack two parishioners had submitted their observations to the Council. It was AGREED to raise those concerns relating to the highway with Norfolk County Council to see whether any action could be taken. It was AGREED to

ask Highways to refresh the 'Keep Clear' signage outside the playing field gate and enquire whether any further restrictions could be put in place in case emergency vehicles were required to attend the playing field. Cllr D Niemann AGREED to review the current signage on the playing field gate.

- 13.3 **To consider the preparation of an Emergency Plan:** it was agreed to carry this forward to the March agenda.
14. **To consider arrangements to mark the 80<sup>th</sup> Anniversary of D-Day:** it was noted that the Village Hall had been booked for Saturday 8<sup>th</sup> May and that the beacon lighting would take place on the 6<sup>th</sup> May.
- 15 Correspondence**  
To note any general correspondence received:
- 15.1 **Email from Parishioner, Gypsy and Travellers and Travelling Showman Site:** the contents were noted and the comments considered as part of the response to the Gypsies, Travellers and Travelling Showpeople Sites and Policy Consultation, discussed as part of Agenda Item 9.4.
- 15.2 **BCKLWN Beat Your Bills Roadshows for 2024:** it was AGREED to contact the BCKLWN regarding the proposed dates for the roadshow and what facilities would be required.
16. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):** None.
17. **To receive items for next Agenda:** Approval of NDP Survey Costs as an addendum to the next Natterjack edition.
18. To note the date of the next Parish Council meeting Thursday 21<sup>st</sup> March 2024 at 7.30 p.m.
- Meeting closed: 9.25 pm.

.....Chair

.....Dated

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