

SYDERSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting Held Tuesday 19th December 2023 in Amy Robsart Hall

PRESENT:

- Cllr D Niemann – Chair
- Cllr M Bateman
- Cllr D Candy
- Cllr P Welland
- Cllr S Wood
- Clerk/RFO – Sarah Harvey
- Members of the Public - 4

1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **Apologies for Absence:** apologies were received and accepted from Councillors D Daly and S Ojelade. Apologies were also noted from Borough Councillor C Morley.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meetings held on 16th November 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):**
 - Planters:** the Clerk advised that geViews were unable to offer a discount on the planters, as they were having to increase their pricing by around 5% in January due to an increase in raw materials. However, they had agreed to waive a pallet charge fee of (£50.00). It was noted that before payment and delivery, a colour sample would be provided to the Councillors so that they could confirm they were happy to place the order. Cllr S Wood agreed to take delivery of the planters.
 - Parish Partnership bids** for both the gateways at Tattersett Road and the SAM2 post for Ashside had been submitted to Norfolk County Council and the outcome of the bids would be determined in March 2024.
 - SAM2 Signposts:** the Clerk advised that Damien Jeffries (Highways Engineer) would look at a new location for a post for the SAM2 on Ashside and a location for a post on Tattersett Road when he was in the area. Westcotec Ltd had confirmed that the speed limit could be adjusted on the SAM2 signs, instructions would be made available to Cllr P Welland.
 - It was noted that the **cableway inspection** had been programmed, but with a lead time of 6 weeks and Christmas this would likely take place in the New Year.
 - Highways had confirmed that work was programmed for the **trod on Rudham Road**. The work would require a road closure in order for it to be reconstructed. The target date for completion was 16/02/24.
 - It was noted that the Highways Technician had programmed for the **footway (The Street)** to be scraped and swept in order to remove the build-up of moss. The target date of 11/01/24 had been advised for completion, although this may have to alter due to Christmas and New Year.
7. **To receive a report from County Councillor Michael Chenery:** no report was received.
8. **To receive a report from Borough Councillor Chris Morley:** Cllr C Morley reported via email that he was heavily embroiled in the Borough Council's budget for 2024/25, more support from the Government seemed unlikely. It was noted that he was also working on a communications package to explain the Borough's financial challenges and plans with the objective of consulting with communities and councils about what they think their direction of travel should be for the future and for the funds 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:** None.

10. Finance:

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

TTSR Ltd (Grounds Maintenance Services Invoice 8 of 8)	307.36	BACS
S Michlmayr & Co Ltd (Insurance Valuation for Clock)	112.80	BACS
Collective Community Planning Ltd (Neighbourhood Plan)	1,680.00	BACS
Clerk's Salary & Expenses (16 th November to 18 th December)	332.26	BACS
HMRC (Income Tax Payment)	4.40	BACS

10.2 To note the finance received in November 2023: None.

10.3 To approve the November 2023 financial statement: it was AGREED to accept the November 2023 statement, which was signed by the Chair, Cllr D Niemann.

10.4 To receive a report from the Internal Control Officer for July/Aug/Sept: Cllr D Candy (Internal Control Officer) advised that she had checked random receipts/expenditure for the second quarter and found that all had been correctly recorded, authorised and reported to the Council.

10.5 To consider a subscription to the Scribe Lite Accounting package: it was AGREED to subscribe to the Scribe Lite accounting package at a cost of £12 per month with an initial one month's free trial available.

10.6 To consider a subscription to Parish Online Digital Mapping Software: the Clerk advised that as part of the new insurance policy through BHIB the Parish Council automatically had a year's free subscription to Parish Online and whilst they continued to arrange the insurance through them they would continue to subsidise the annual cost. It was noted that the tool would be helpful with both the neighbourhood plan as well as asset management.

10.7 To approve the cost for training courses for the Clerk in February/March 2024: it was AGREED that in the first quarter of 2024 the Clerk should attend four courses administered by Norfolk Parish Training & Support. It was noted that the cost for three of the courses would be divided equally between two Parish Councils.

11. Parish Councillors Reports

11.1 Village Speedwatch and relocating of SAM2 signs: Cllr M Bateman reported that the most recent Speed Watch session had recorded a number of vans exceeding the 30 mph speed limit through the village. It was noted that Cllr P Welland had agreed to submit the Speedwatch results whilst Cllr M Bateman would arrange the sessions. It was noted that the next session would be arranged following Christmas and that eight further sessions were required before the end of February 2024.

11.2 Attendance at Priority Setting Meeting (formerly SNAP): Cllr P Welland noted that the next meeting was scheduled for February.

11.3 Playground Weekly Inspection Reports: no report was received.

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 the Jack's Lane Community Benefit Fund would reopen in March 2024, the date was yet to be confirmed.

11.6 Defibrillator on wall of ARVH: Cllr M Bateman advised that there were no issues to report.

11.7 Amy Robsart Village Hall Committee: Cllr M Bateman reported the 'Pop Up Pub' had been very successful on the 2nd December, which had included entertainment by the 'Wicken Warblers'.

12. Updates and on-going items

12.1 Update on Neighbourhood Plan and to consider the documentation prepared by Collective

Community Planning: Cllr S Wood advised that a meeting had been held with Collective Community Planning (CCP), the planning consultants, and that as a result four documents had been drafted and were required to be approved by the Parish Council including a draft business and community survey. It was AGREED that any comments should be made by return of email to Cllr S Wood who would confirm their acceptability with CCP. It was noted that AECOM would be providing technical support/input for the neighbourhood plan, and they wished to meet with representatives at a date to be agreed in January to further discuss design guidance in relation to Syderstone and undertake a tour of the village. It was noted that next meeting with CCP would be held on the 9th January.

12.2 Update on derelict property on The Street: the Clerk advised that she had written to Heidi Wedge (Planning Enforcement Officer) but to date had had no response.

12.3 Update on valuation/servicing of clock within Village Hall: it was noted that the clock was still yet to be returned to the Village Hall. Once it was returned, the Clerk advised that she would arrange for a second quotation to be carried out. It was noted that S Michlmayr & Co Ltd had completed the

valuation of the clock and that this information would be passed to the Parish Council insurance company.

- 12.4 **Update on Play Area Noticeboard:** it was AGREED to carry this forward to the January agenda.
- 12.5 **Update on Post to Village Sign, Mill Lane/Norman Way:** Cllr M Bateman advised that a metal fabricator who lived on Ashside would happily construct a replacement post. Cllr M Bateman would further liaise with him to obtain a quotation for a like for like post and an alternative option.

13 Open Spaces

- 13.1 **To consider tasks for the Highway and Community Ranger visit in January 2024:**
Cllr D Candy advised that moss was also present on part of the footway in Normans Lane. Cllr D Candy asked whether strimming could be undertaken around the village gateways in preparation for the planters.
- 13.2 **To consider the preparation of an Emergency Plan:** it was noted that the Clerk had provided the Councillors with a 'Community Emergency Plan Toolkit' to be used as a template guide to assist the Council through the process. Cllr D Niemann suggested that the Councillors read through the document which would be considered further at the January meeting.

14 Correspondence

To note any general correspondence received:

- 14.1 **Email from Parishioner, Mobility and Access in Syderstone:** the contents of the email were noted and it was agreed to consider the points made further at the January meeting.
- 14.2 **Royal British Legion, Letter of Thanks:** noted.
- 14.3 **East Rudham Parish Council, Community Local Independent Lift Team (LIFT):** Cllr D Niemann AGREED that she would be happy to work with the team to develop the area as a LIFT hub and help identify volunteers in the area.
- 14.4 **BCKLWN, Stay Connected Newsletter:** it was AGREED to make the information available on the village Facebook page in order to encourage parishioners to sign up to the newsletter.
- 14.5 **BCKLWN, West Norfolk Rural Community Capital Grants 2024/25:** it was noted that details of the grant scheme were available via the Norfolk Community Foundation and that details would be forwarded to both the History Group and Village Hall Committee.
- 14.6 **CIL Infrastructure Funding Governance and Applications 2024:** it was noted that details of the funding were available via the BCKLWN website and that details would be forwarded to Village Hall Committee.
- 15. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):** Norman Riches (Chair, Village Hall Committee) asked whether a copy of the valuation for the clock could be provided for insurance purposes.
- 16. **To receive items for next Agenda:** Play Area Notice Board, Flooding (Docking Road), 30 mph speed limit road markings (Docking Road).
- 17. To note the date of the next Parish Council meeting Thursday 18th January at 7.30 p.m.

Meeting closed: 8.30 pm.

.....Chair

.....Dated

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