

# SYDERSTONE PARISH COUNCIL

## Minutes of the Parish Council Meeting Held Thursday 16<sup>th</sup> November 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 P Welland  
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:** apologies were noted from Borough Councillor C Morley.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meetings held on 19<sup>th</sup> October 2023 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):** None.
6. **To consider the Clerks Report (Matters arising for information only):**

**Unity Trust Bank:** it was noted that the current account would be switched from the Barclays Community Account to the Unity Trust Bank T1 Current Account on the 21<sup>st</sup> November and the former account would be closed.

**SAM2 Signs:** the Clerk noted that Westcotec Ltd had advised that the signs had been manufactured in 2012 therefore they were too old for modification. The cost of a new SAM2 with Bluetooth download date would be £3,554.00 + VAT.

**Lowered Kerbs, The Broadlands:** Norfolk County Council confirmed that they would not be looking to lower the kerblines in this location. Damien Jeffries (Highways Engineer) advised that kerbs were lowered to provide access into adjacent land or as part of a wider scheme, not to assist with parking issues. He suggested that if parking was causing an issue to members of the public, and they feel this was dangerous parking, this should be reported to Norfolk Constabulary on 101, or the BCKLWN (who possibly wouldn't be able to do too much due to no double yellow lines). Damien Jeffries also confirmed that Norfolk County Council was not obliged to carry out an accessibility audit of villages, although his team and himself were happy to look at specific issues.

**Parking Issue, The Street:** Damien Jeffries (Highways Engineer) advised that white lines such as H bars could be placed in the public highway across a vehicular access or driveway to let people know they should not park in that area. It was noted the resident (or the PC on their behalf) could apply for these on our public facing website - Advisory access 'H-bar' road markings - Norfolk County Council.

**Noticeboard for Play Area:** Cllr S Ojelade advised that she had almost completed the design for the notice board and would provide the Council with an update at the December meeting.
7. **To receive a report from County Councillor Michael Chenery:** no report was received.
8. **To receive a report from Borough Councillor Chris Morley:** Borough Councillor C Morley provided a copy of his 'Cabinet Members Report' which was circulated to Parish Councillors prior to the meeting.
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):

101818	TTSR Ltd (Grounds Maintenance)	307.36
101819	Royal British Legion (Donation)	40.00
101820	C Appleby (Delivery of Newsletter)	15.00
101821	Paperclip (Printing of Newsletter)	210.80
101822	Clerk's Salary & Expenses (19 <sup>th</sup> October to 15 <sup>th</sup> November)	471.35

### 10.3 To note the finance received in October 2023:

Groundwork UK (NDP Grant)	10,000.00
Newsletter Donation from Prog Dog (Advert)	35.00

10.4 **To approve the October 2023 financial statement:** it was AGREED to accept the October 2023 statement, which were signed by the Chair, Cllr D Niemann.

10.5 **To receive a report from the Internal Control Officer for July/Aug/Sept:** it was AGREED to carry this forward to the December meeting.

10.6 **To approve the grounds maintenance contract for 2024:** it was noted that the grounds maintenance contract for 2024 had been received from TTSR Ltd. The annual cost for 2024 would be £2,620.20, which included the addition of clearance work to fire hydrants and the spike and roll of the playing field to the schedule. It was AGREED to accept and approve a further one-year contract.

10.7 **To note the National Joint Council for Local Government Services agreement on rates of pay applicable from 1 April 2023 to 31 March 2024:** it was noted that the Clerk's hourly rate would increase from £13.96 to £14.95 per hour and that this increase should be applied from 1<sup>st</sup> April 2023.

## 11. Parish Councillors Reports

11.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr M Bateman reported that Speed Watch would take place on 17<sup>th</sup> November at 8.00 am with the assistance of seven volunteers. Cllr P Welland advised that the SAM2 Sign was currently situated in Mill Lane and that the battery would be replaced imminently.

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:** Cllr D Daly reported that there were no issues of concern that needed to be actioned. Cllr D Daly advised that work would take place to reduce the Willow tree within the next fortnight.

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 reported that the Chiplow Community Benefit Fund would possibly open in March 2024. Cllr D Candy advised that £17,000 of funding had become available within the Jack's Lane Community Benefit Fund. It was noted that other parishes outside the catchment for the fund could apply for this sum or it could be retained and added to the fund total allocated for 2024.

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 that a 'Pop Up Pub' had been organised for the 2<sup>nd</sup> December, with the opportunity to pre-order/order a variety of food. It was noted that the Christmas tree lights were to be switched on on Sunday 3<sup>rd</sup> December and that Fakenham Town Band would be playing a selection of Christmas carols and songs.

## 12. Updates and on-going items

12.1 **Update on Neighbourhood Plan:** Cllr D Daly reported that a Steering Group meeting had been arranged for Wednesday 29<sup>th</sup> November and would be attended by Louise Cornell (Planning Consultant, Collective Community Planning).

12.2 **Update on derelict property on The Street:** it was noted that no further update had been received and that work to the property appeared to have culminated. There was concern that all of the conditions of the 215 notice had not been met i.e., to tidy and cut back the vegetation from the side and rear of the property, specifically the trees. It was AGREED that the Clerk should enquire with the Planning Enforcement Officer whether all intended work had been completed.

12.3 **Update on valuation/servicing of clock within Village Hall:** it was noted that the double-sided dial clock was the responsibility of the Parish Council and that a quotation had been obtained from S Michlmayr & Co Ltd to carry out the necessary repairs to the clock, the total cost for which would

be £882.00. Given that the quotation exceeded £500, a second quotation would need to be secured. It was noted that whilst Michlmayr's had the clock in their care they had been instructed to carry out a valuation for insurance purposes, the fee for this would be £94.00 + VAT. The clock would then be returned when S Michlmayr was next in the area.

- 12.4 **Update on Planters for the Village Gateways:** it was AGREED to purchase 8 x Scenic Rectangle Self Watering Planter from geViews, colour Stone 3. Other colours aside from black were charged at £227.03 per planter plus a £50.00 delivery charge. It was AGREED that a further £800 would be earmarked from CIL money together with £1,100 previously earmarked to pay for the planters.

### 13 Highway Matters

#### 13.1 To note any matters requiring attention.

**Moss on Pavement, The Street:** the Clerk advised that the issue had already been reported to the Damien Jeffries (Highways Engineer) who had arranged for the Highways Technician to take a look and arrange for the area to be swept or scraped off. It was noted that the cause was because the footway was shaded therefore this would simply grow back. Damien Jeffries suggested that if this was getting worse then this should be reported online via the Norfolk County Council website so that it gets picked up by a technician or inspector.

#### 13.2 To consider and approve a bid to the Norfolk County Council, Parish Partnership Scheme 2024/25:

**Village Gateways, Tattersett Road:** it was agreed that a bid would be submitted to the Parish Partnership Scheme for village gateways to be installed at Tattersett Road. The style would match the existing village gateways and have both the speed limit signs and 'Syderstone, 'Please drive carefully' placed on them. The total including installation would be approximately £2,935.62 and under the PP Scheme £1467.81 would be payable by the Parish Council with NCC covering the other half of the cost.

**Hardstanding around SAM2 Post, Ashside:** Damien Jeffries (Highways Engineer) advised that a hardstanding for the SAM2 post on Ashside would not be able to be created around the post in its existing location. It was suggested that it would be better to move the post to a more suitable place, however this would be at the PC's cost. The Clerk would liaise with Damien Jeffries regarding an alternative location and a cost to carry this out.

### 14 Open Spaces

- 14.1 **To consider and approve the cost for a Cableway Dismantling Inspection:** the Clerk advised that two quotations had been secured from Wicksteed Leisure Ltd and Online Playgrounds to undertake the inspection as well as additional costs should any parts require replacement. It was AGREED that Online Playgrounds should be appointed to carry out the inspection for a cost of £440, plus travel costs to site, £155.80.

- 14.2 **Post to Village Sign, Mill Lane/Norman Way:** it was suggested that an approach could be made to AOT Engineering for a quotation to provide a like for like post similar to that which had been replaced on the Village Sign at The Street. It was AGREED that Cllr M Bateman would liaise with a metal fabricator who lived on Ashside.

- 14.3 **To agree to update the Title Register Address for Title Number NK216335:** it was AGREED that this should be completed by the Clerk on behalf of the Parish Council.

#### 15 To agree a Parish Council representative to undertake a reading for the Christmas Carol concert:

Cllr S Wood AGREED to undertake the reading on Friday 22<sup>nd</sup> December.

### 16 Correspondence

To note any general correspondence received:

- 16.1 **Email from Parishioner, Parking, The Street:** noted and actioned following the October meeting (see Agenda Item 6, Matters Arising).

- 16.2 **Email from Parishioner, Condition of Pathway from BT Phone Box leading to Normans Way:** it was agreed that the gravelled pathway was still in a suitable condition and that work had been undertaken by Council members and the parishioner concerned fairly recently. It was agreed that the pathway would continue to be monitored going forward.

- 16.3 **BCKLWN, Careline Scam: Information for Parish Councils:** it was AGREED that the information should be posted on the village Facebook page and in The Natterjack.

- 17. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):**  
None.
- 18. **To receive items for next Agenda:** Play Area Notice Board.
- 19. To note the date of the next Parish Council meeting Tuesday 19<sup>th</sup> December 2023 at 7.30 p.m.

Meeting closed: 8.50 pm.

.....Chair

.....Dated

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