

SYDERSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting Held Thursday 19th October 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

1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **Apologies for Absence:** apologies were noted from County Councillor M Chenery of Horsbrugh and Borough Councillor C Morley.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meetings held on 21st September and 12th October 2023 were circulated before the meeting. It was PROPOSED by Cllr S Wood, 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. **To consider the Clerks Report (Matters arising for information only):**
 - Playing Field Shelter:** the Clerk advised that the funding application for £10,000 towards the Playing Field shelter had been submitted to Awards for All. The application would be processed, and an outcome determined over the next 16 weeks.
 - Cableway Dismantling Inspection:** the Clerk noted that a quote had been received from Wicksteed Leisure Ltd to undertake the inspection at a cost of £600 + additional costs should any parts require replacement. The Clerk advised that a second quote would be obtained from Online Playgrounds (OLP) and would be formally considered at the next meeting.
 - Fire Hydrants:** the Clerk advised that she had instructed TTSR Ltd to clear the vegetation from around four fire hydrants on their next visit at a cost of £25 per hydrant.
 - 23/01603/F - Update from Planning Enforcement:** it was noted that the pending application was for another rear extension. It was noted that the Enforcement Notice and Appeal Decision related to the Prior Notification decision ref 18/00402/PAGPD proposing a single-storey rear extension, where it was determined that no prior approval would be required.
7. **To receive a report from County Councillor Michael Chenery:** a briefing note, containing the latest information from Norfolk County Council had been received by email and had been circulated to Councillors.
8. **To receive a report from Borough Councillor Chris Morley:** no report was received.
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 October (list at meeting).**

101812	PKF Littlejohn LLP (External Audit Fee)	252.00
101813	Fenland Leisure Products Ltd (Basketball Post & Playing Area)	6,300.38
101814	Cozens (UK) Ltd (Street Lighting Maintenance Sept/Oct/Nov)	90.00
101815	TTSR Ltd (Grounds Maintenance)	307.36
101816	BCKLWN (Uncontested PC Election Fee)	54.60

- 101817 Clerk's Salary & Expenses (21st Sept to 18th Oct 2023) 321.51
- 10.2 **To note the finance September 2023:**
Unity Trust Bank, Credit Interest (Instant Access Account) 133.42
- 10.3 **To approve the September 2023 financial statement:** it was AGREED to accept the September 2023 statement, which were signed by the Chair, Cllr D Niemann.
- 10.4 **To receive a report from the Internal Control Officer for April/May/June:** Cllr D Candy (Internal Control Officer) advised that she had checked random receipts/expenditure for the first quarter and found that all had been correctly recorded, authorised and reported to the Council.
- 10.5 **To receive the External Auditor's Report following the Limited Assurance Review of AGAR:** it was noted that PKF Littlejohn had completed their review of the AGAR for 2022/23 and that the information in Sections 1 and 2 of the AGAR were in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. There were matters not affecting their opinion which they were required to draw to the attention of the Parish Council, and these were noted in Section 3 of the AGAR. It was noted that the Notice of Conclusion of Audit along with sections 1,2 and 3 of the AGAR were available to view on the notice board and parish council website.
- 10.6 **To review the grounds maintenance schedule for 2024:** it was AGREED that the following items would be added to the ground's maintenance contract for 2024.
- Spike and roll of Playing Field (January/February) at £225
 - Clearance around four Fire Hydrants (twice per year) at £25 per hydrant
- | | | |
|------|--------------------------------------------|-----------|
| 7217 | AT JCN.TATTERSETT ROAD OPP. FARM BUILDINGS | Creake Rd |
| 7224 | OPP.NO.3 | Mill Lane |
| 7225 | OPP.ANVIL FARM | Mill Lane |
| 7226 | 100M NORTH OF ENT. TO BUSINESS PARK | Mill Lane |
- 10.7 **To approve the cost to service/valuate the clock within the Village Hall:** it was noted that the clock was removed by Michlmayr & Co Ltd on 13th October and returned to their workshop. Following an inspection, it was estimated that a full movement overhaul would cost £882.00. It was AGREED to obtain a second quotation for the work and that Michlmayr's should be asked to value the clock before returning, so that it could be added to the PC's Asset Register and insurance policy.
- 11. Parish Councillors Reports**
- 11.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr M Bateman reported that the handover for Speed Watch had been completed and that 12 volunteers were interested in becoming involved in the scheme.
Cllr P Welland advised that the SAM2 Sign on Creake Road was to be moved to Docking Road.
- 11.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** Cllr P Welland noted that the next meeting was scheduled for February. Cllr P Welland agreed to arrange for the date to be publicised in both The Natterjack and the village Facebook page.
- 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 on installation of the Playing Field Shelter any turf that was removed would be placed in areas that were showing signs of surface wear. It was noted that further moles had returned. Cllr D Daly was thanked for the time taken to liaise with Online Playgrounds regarding installation of the Basketball Post and Playing Area.
- 11.4 **Monitoring of Street Lights and Fire Hydrant List:** no issues were reported.
- 11.5 **NCF – Jack's Lane Wind Farm Community Fund Panel:** Cllr D Candy would liaise with the Norfolk Community Foundation regarding the opening date for the fund in the New Year.
- 11.6 **Defibrillator on wall of ARVH:** Cllr M Bateman advised that the report was submitted to WEBNOS on the 13th October.
- 11.7 **Amy Robsart Village Hall Committee:** nothing to report.
- 12. Updates and on-going items**
- 12.1 **Update on Neighbourhood Plan:** Cllr D Daly reported that the Parish Council had been successful in securing the £10,000 grant from Groundwork UK for the NDP and that their grant offer had been accepted. Cllr D Daly advised that he and Louise Cornell (Collective Community Planning) had met to discuss the required AECOM design codes and that a further NDP Steering Group meeting would be arranged for November. It was noted that Cllr S Wood had joined the NDP Steering Group.
- 12.2 **Update on derelict property on The Street:** no further update had been received.
- 12.3 **To receive examples of a noticeboard/information point for the Play Area:** three examples of noticeboards along with the relevant costs were noted. Cllr S Ojelade agreed to draft the contents for the proposed signage, to include PC contact details, W3Words, defibrillator location and nearest A&E

information. It was suggested that once the design had been completed the Primary School could be asked to design a background for the sign. Funding for the sign could be potentially sourced from both the Chiplow and Jack's Lane Community Benefit Funds.

- 12.4. **To approve the purchase of planters for each of the village gateways:** it was AGREED to purchase the Scenic Rectangle Self Watering Planter from geViews, each planter would cost £174.64 plus a £50.00 delivery charge. It was noted that £1,100 had been ringfenced from the CIL money for this purpose. Prior to an order being placed the colour of the planters would be agreed. It was noted that various parties within the village had expressed an interest in looking after the planters and that the relevant permits for the planters had been previously obtained from Norfolk County Council. Cllr M Bateman would approach the Creake Plant Centre to see if they could supply the bedding plants.
- 12.5 **To receive the tree inspection report for the playing field:** it was noted that Arborcraft Tree Care had been asked to carry out an inspection of the Willow tree on the northern border of the playing field, a report including recommendations was made available to the Council. It was AGREED that Cllr D Daly would reduce the crown of the tree in order to prevent the branches overhanging the swings. It was noted that Arborcraft Tree Care would charge between £50 -£100 for carrying out the inspection and providing the report.
- 12.6 **Update on outstanding maintenance jobs, including dog waste bin (Creake Rd), graffiti removal and bus shelter guttering:** Cllr M Bateman AGREED to reinstate the bus shelter guttering and Cllr D Daly the new post for the dog waste bin (Creake Rd). The Clerk would ascertain whether the 'cleanup' department at the BCKLWN would deal with the graffiti.

13 Open Spaces

- 13.1 **To agree arrangements for the litter pick to be carried out on 19th November:** it was noted that the litter picking equipment had been reserved for collection from the BCKLWN. Cllr P Welland AGREED to collect and return the equipment. It was noted the rubbish would be collected from outside the Village Hall on Monday 20th November.
- 13.2 **To agree the siting of the 'Tommy' silhouette and arrangements for Remembrance Sunday:** Cllr P Welland AGREED to erect the 'Tommy' silhouette. It was noted that a permit had been secured for its temporary placement from Norfolk County Council. Cllr D Candy AGREED to attend the Remembrance Service at the Church and would lay the wreath on behalf of the Parish Council.
- 13.3 **To agree arrangements for removal of the withies around the lime tree, village green:** it was AGREED that the withies around the lime tree would be removed by a parishioner volunteering on behalf of the Parish Council and as such the Parish Council's insurance policy would provide cover.

14 Highway Matters

- 14.1 **To note any matters requiring attention:** None.
- 14.2 **To consider the placement of Syderstone Business Park signage:** details of two proposed locations for signage were provided by NCC Highways, which were noted. It was suggested that the proposed signage for The Street would be better sited at the junction with Mill Lane/The Street.
- 14.3 **To consider and approve a bid to the Norfolk County Council, Parish Partnership Scheme 2024/25:** it was noted that Damien Jeffries (Highways Engineer) had agreed to investigate the feasibility and cost involved for placement of village gateways at Ashside or from Bloodgate Hill on Tattersett Road. Details were still yet to be received.

15 Correspondence

To note any general correspondence received:

- 15.1 **Email from Parishioner, Disabled Residents:** it was AGREED that Highways should be asked whether a dropped kerb could be installed either side of the service road up to The Broadlands to improve accessibility and whether Highways would be inclined to carry out an audit of the village in relation to accessibility of footpaths. It was noted that there were a number of monthly community events scheduled in the village hall, including a Coffee Morning that were accessible for disabled residents.
- 15.2 **BCKLWN, Meeting Notes from Leaders Meeting with Parish Councils:** noted.
- 15.3 **BCKLWN, West Norfolk Draft Corporate Strategy:** noted.
- 15.4 **BCKLWN, Small Grants Scheme:** noted and details were available on the BCKLWN website.
- 15.5 **BCKLWN, West Norfolk Community Wins Lottery:** noted and details were available on the BCKLWN website.
- 15.6 **BCKLWN, Polling District Review:** noted.

- 16. **To agree a date to conduct the Clerk/RFO's annual appraisal:** it was AGREED that the Staffing Working Group would meet to conduct the Clerk/RFO's annual appraisal on Tuesday 21st November.
- 17. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):**
None.
- 18. **To receive items for next Agenda:** Post to Village Sign, Mill Lane/Norman Way.
- 19. To note the date of the next Parish Council meeting Thursday 16th November 2023 at 7.30 p.m.

Meeting closed: 9.10 pm.

.....Chair

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL