



# Syderstone Parish Council

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## Minutes of the Parish Council Meeting Held Thursday 20<sup>th</sup> February in Amy Robsart Hall

**PRESENT:**

- Cllr D Niemann – Chair
- Cllr D Daly
- Cllr D Candy
- Cllr P Welland
- Cllr S Wood
- Clerk/RFO – Sarah Harvey
- Borough Councillor C Morley
- Members of the Public – 4

1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **Apologies for Absence:** apologies for absence were received and accepted from Cllr K Jordan.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meeting held on 23<sup>rd</sup> January 2025 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 received.
6. **To consider the Clerks Report (Matters arising for information only):**  
**Rudham Road Trod:** the trod project had been programmed, and a road closure organised to carry out works between 24<sup>th</sup> – 28<sup>th</sup> March and would be funded by Highways footway maintenance budget.  
**Litter Pick, Sunday 9<sup>th</sup> March:** four litter picking kits had been reserved for collection on Friday 7<sup>th</sup> March 2025 to be returned by Monday 10<sup>th</sup> March 2025.
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 advised that 'Norfolk had been accepted onto the Government's Devolution Priority Programme and that as a result the Government would work with the Council towards an election for the Mayor of the Strategic Authority in May 2026. It was noted that in order to manage this, local County Council elections planned for May 2025 had been postponed until May 2026. It was noted that the Government was holding a public consultation on proposed devolution in Norfolk and Suffolk, specifically on the proposal to form a Strategic Authority headed by a mayor. The consultation would run until 13 April.'  
Cllr C Morley advised that 'Local Government Reorganisation for Norfolk and Suffolk authorities would be subject to a separate engagement process later in the year, once all district councils across Norfolk had collectively made a submission to Government on how reorganisation could look.' Cllr C Morley advised that an update would be provided to Parish/Town Councils over the course of the next week and that further details could be found by visiting the Devolution and Local Government Reorganisation page on the BCKWLN website.
9. **Planning:**
  - 9.1 **To consider plans at the time of publishing:**  
SUPPORT *Dealt with by delegated decision (Planning Advisory Group)*  
25/00010/F - HOUSEHOLDER: Retrospective application for garden studio 1.2m away from the boundary with Carriage House, to be used as a home office/gym with patio windows. Mixed native

hedging to be planted in the front of the building and along all boundaries. Proposed door and window on the eastern side of the building into the garden at Dove Cottage 4 Docking Road.

SUPPORT

25/00166/F - New porch to front of property at 6 Glebe Court Creake Road.

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 note accounts for payment under the Late Payments Interest Act (1998):** None.

10.2 **To approve the accounts for payment in January (list at meeting):**

Collective Community Planning Ltd (Neighbourhood Plan)	2,100.00	BACS
Cozens (UK) Ltd (Street Lighting Maintenance Dec/Jan/Feb 2025)	90.00	BACS
Earth Anchors (Aluminium Lectern & Artwork, Play Area)	1,196.40	BACS
Steve Jackman (Training for Syderstone Website)	47.50	BACS
Wicksteed Leisure Ltd (Play Area Parts per Inspection)	177.70	BACS
C Appleby (Delivery Fee for Spring Newsletters)	15.00	BACS
Clerk's Salary & Expenses (19 <sup>th</sup> December 2024 to 15 <sup>th</sup> January 2025)	397.61	BACS

10.3 **To note the finance received in January 2025:** None.

10.4 **To approve the January 2025 financial statement:** it was AGREED to accept the January 2025 financial statement, which was signed by the Chair, Cllr D Niemann.

10.5 **To approve the Financial Reserves Policy for 2025/26:** 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 2026 as part of the budget.

10.6 **To approve a transfer of £997 for Play Area Lectern from the Instant Access Account to the T1 Current Account:** it was AGREED and noted that the transfer would be set up along with the February payments for authorisation by two Councillors.

#### 11. Parish Councillors Reports

11.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland advised that there had been no recent Speedwatch sessions. Cllr P Welland advised that the SAM2 Sign had recently been moved to Creake Road. It was AGREED that the Clerk should investigate the cost for replacement SAM2 batteries with Westcotec Ltd.

11.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** it was noted that the next meeting would take place on the 15<sup>th</sup> April.

11.3 **Playground Weekly Inspection Reports:** Cllr D Daly advised that the replacement fixings had been installed on both the Spinner and the Surfboard and that repairs to the post of the Multi-Play would be undertaken in due course. It was noted that the replacement swings seats had been received and were yet to be installed. A quote would be secured for repainting the swing framework. Cllr D Daly raised concerns regarding the number of moles on the playing field and whether these could be controlled by gassing. The Clerk would make the appropriate enquiries.

11.4 **Monitoring of Street Lights and Fire Hydrant List:** it was noted that the streetlights opposite Ten Cottages/Mill Lane junction were still to be attended to by UKPN.

11.5 **NCF – Jack's Lane Wind Farm Community Fund Panel:** Cllr D Candy advised that fund for 2025/26 would open for bids shortly and that some consideration should be given as to a potential bid. It was AGREED to consider this further at the March meeting.

11.6 **Defibrillator on wall of ARVH:** it was noted that there were no issues and that regular reports continued to be sent to WEBNOS.

11.7 **Amy Robsart Village Hall Committee and appoint Parish Council representative:** it was noted that due to changes being made to the committee structure that a Parish Council representative may not be required.

#### 12. Updates and on-going items

12.1 **To consider and approve the final draft of the Neighbourhood Development Plan:** Cllr S Wood advised that the Steering Group and the consultants had reviewed the analysis of the responses to the consultation carried out in November and December with the parishioners, landowners and statutory bodies. It was noted that the results had been incorporated into the Final Plan document and the required supporting documents. Cllr S Wood advised that the biggest change was that two Green Spaces had been removed: the churchyard which already had a degree of protection; and the

green space on the corner of Tattersett and Lancaster Roads, as ownership had been unable to be determined.

Cllr S Wood reported that new legislation affecting Neighbourhood Plans was enacted in December, and that there was a transition period which ends on the 12<sup>th</sup> March. In order to avoid additional work which would not materially affect the outcome, the plan could be submitted by the 12<sup>th</sup> March without any further revisions.

Following adoption of the Final Plan by the Parish Council, this would then be reviewed by all statutory bodies and then the Examiner. Although, it was noted that each of these stages may take some time, once completed a local referendum would be held where parishioners would be asked to adopt the Plan.

It was considered and AGREED that the final draft of the Neighbourhood Development Plan should be adopted. Cllr D Niemann on behalf of the Parish Council thanked Cllr S Wood and all members of the Steering Group for all of their time and hard work.

- 12.2 **Update on derelict property on The Street:** following the concerns noted by the Council at the January meeting a response was noted from Heidi Wedge (BCKLWN, Planning Enforcement Officer). It was AGREED that a Freedom of Information request should be made to CNC Building Control to obtain a copy of the surveyor's inspection report following a site visit to the properties in December 2022. Borough Cllr C Morley AGREED to liaise with Stuart Ashworth (Assistant Director, Environment & Planning) regarding the ongoing concerns relating to the buildings continued deterioration, the serious detriment this had on the surrounding neighbourhood and what further action could be taken by the BCKWLN.

- 12.3 **Update on Emergency Plan:** Cllr D Niemann reported that all information for the draft plan had been gathered and that Cllr S Ojelade was to produce a final draft which would be considered by the Council in due course.

### 13 Open Spaces

- 13.1 **To agree a location for the Play Area lectern noticeboard:** it was AGREED that the new noticeboard would be placed in the location currently occupied by a litter bin, which would be disposed of.
- 13.2 **To consider the revised proposal for the village gateways at Tattersett Road:** it was noted that the Highways had provided a revised costing for the village gateway scheme, with the total project cost rising from £2935.62 to £5,131.88. It was AGREED to respond to Highways stating that the Council were unhappy with the significant increase, which was due to delays by Highways in installing the gateways after the successful PPS bid last March. It was noted that the Council had promptly submitted their share of the agreed cost, along with the acceptance letter, leaving no reason on its part for the delay and considered that an agreement had been put in place.
- 13.3 **To consider the purchase of a 'Bleed Kit' to be housed alongside the defibrillator:** it was AGREED to purchase a Bleed Kit to be housed within the defibrillator cabinet for £95.
- 13.4 **To consider arrangements to mark the 80<sup>th</sup> Anniversary of VE Day:** it was AGREED that a post would be published on the village Facebook page to provide an opportunity for parishioners to share their views on how the event could be marked. Cllr D Daly AGREED to set up the village beacon.

### 14 Correspondence

To note any general correspondence received:

- 14.1 **East Anglian Air Ambulance, Letter of thanks:** noted.
- 14.2 **Norfolk Archaeological Trust, Bloodgate Hillfort:** noted.
- 14.3 **BCKLWN, Notice of Change to Parish Precept Payments:** noted.
15. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):** None.
16. **To receive items for next Agenda:** None.
17. **To note the date of the next Parish Council Meeting:** Thursday 20<sup>th</sup> March 2025.

Meeting closed: 8.50 pm.

.....Chair

.....Dated

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