



# Syderstone Parish Council

Parish Clerk: Sarah Harvey, BA Hons  
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## Minutes of the Parish Council Meeting Held Thursday 12<sup>th</sup> December in Amy Robsart Hall

**PRESENT:**

- Cllr D Niemann - Chair
- Cllr D Daly – Vice Chair
- Cllr D Candy
- Cllr K Jordan
- Cllr P Welland
- Cllr S Wood
- Clerk/RFO – Sarah Harvey
- County Councillor M Chenery of Horsbrugh
- Members of the Public – 1

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 S Ojelade.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meeting held on 21<sup>st</sup> November 2024 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):**  
**Docking Road Safety Barrier:** A recent boundary search of the pond along Docking Road undertaken by Highways had confirmed that the land was privately owned and not within the highway. The barriers that followed the highway boundary line were also privately owned and that these should remain in situ.
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. Cllr M Chenery advised that Norfolk County Council continued to discuss the devolution deal covering Norfolk and Suffolk and the replacement of existing authorities with unitary authorities.
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:**  
SUPPORT - 24/01300/F - New access and dropped kerb. at Arwyn 13 Ashside.
  - 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  - 9.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:** None.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):**

East Anglian Air Ambulance (Donation)	100.00	BACS
Miss S Harvey (SLCC registration/qualification fee)	125.00	BACS
  - 10.2 **To approve the accounts for payment in December (list at meeting):**

Norfolk ALC (Councillor Induction Training, KJ)	90.00	BACS
Great Massingham Parish Council (Budget Training)	24.00	BACS

Wicksteed Leisure Ltd (Play Area Annual Inspection Fee)	158.40	BACS
Clerk's Salary & Expenses (21 <sup>st</sup> November to 18 <sup>th</sup> December 2024)	432.00	BACS
HM Revenue & Customs (Income Tax Payment)	24.60	BACS

- 10.3 **To note the finance received in November 2024:** None.
- 10.4 **To approve the November 2024 financial statement:** it was AGREED to accept the November 2024 statement, which was signed by the Chair, Cllr D Niemann.
- 10.5 **To approve the grounds maintenance contract for 2025:** it was AGREED to carry this forward until January when the revised contract was received.
- 10.6 **To approve Clerks' training costs for January 2025:** it was AGREED to approve the costs of three training courses identified by the Clerk to attend in the first quarter of 2025. It was noted that half of the training costs (£48.50) would be met by Great Massingham Parish Council.
11. **To review and adopt a Councillor Code of Conduct:** it was AGREED to adopt the Local Government Association Councillor Code of Conduct and that this would be made available on the Parish Council website. The Clerk advised that it was important for Councillors to note that the Code of Conduct was applicable as soon as the declaration of acceptance of the office of councillor was signed and continued to apply until the individual ceased to be a councillor. The Code of Conduct applied to Councillors when they were acting in their capacity as a councillor and applied to all forms of communication and interaction.
12. **To review and adopt a Complaints Policy:** it was AGREED that the Complaints Policy should be adopted and that this would be made available on the Parish Council website.
13. **Parish Councillors Reports**
- 13.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland advised that regular Speedwatch sessions continued to be organised, with more volunteers offering their services. The Speed watch team were still awaiting a date from the Beat Officer to attend. Cllr P Welland advised that the SAM2 Signs remained in the same locations.
- 13.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** Cllr P Welland advised that the next meeting would be held in February.
- 13.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that there were no issues to raise other than the presence of recurring mole hills.
- 13.4 **Monitoring of Street Lights and Fire Hydrant List:** it was noted that both streetlights opposite Ten Cottages and at the junction with Mill Lane/The Street had been reported to Cozens (UK) Ltd. It was noted that Cozens (UK) Ltd had reported the problem with the cutout to UKPN for their attention. It was AGREED that the Council should request a copy of the report filed with UKPN and also relay the Council's concerns regarding cost and future proofing that particular area going forward, if the issue occurred as a result of the hedge being cut.
- 13.5 **NCF – Jack's Lane Wind Farm Community Fund Panel:** Cllr D Candy advised that the Village Hall had submitted a funding application for heating units and that this was being considered by the committee.
- 13.6 **Defibrillator on wall of ARVH:** it was noted that there were no issues and that regular reports continued to be sent to WEBNOS. Cllr D Niemann suggested that the Council should consider the purchase of a 'bleed kit' that could be housed within the defibrillator. It was AGREED to consider this further at the January meeting.
- 13.7 **Amy Robsart Village Hall Committee:** it was noted that the committee were discussing an event to mark the 80<sup>th</sup> anniversary of VE Day on the 8<sup>th</sup> May 2025.
14. **Updates and on-going items**
- 14.1 **Update on Neighbourhood Plan:** Cllr S Wood advised that the Neighbourhood Plan Regulation 14 Consultation was underway. A drop-in session had been held on 4<sup>th</sup> December in order to assist parishioners in completing the surveys and to explain aspects of the Neighbourhood Plan. The consultation would conclude on 16<sup>th</sup> December following which the results would be examined prior to the next steering group meeting on 23<sup>rd</sup> January. Cllr S Wood explained that several of the drop-in attendees had asked about second homes so it was anticipated that some consideration would be given to adding a requirement to the draft plan regarding new builds being permitted for permanent residency only. The revised plan would go to all statutory bodies and a referendum for the village to decide on whether it wished to adopt the plan would be held in the early summer.
- 14.2 **Update on derelict property on The Street:** the Clerk advised that Heidi Wedge (Planning Enforcement Officer) had confirmed that she would be visiting the site on Thursday 12<sup>th</sup> December

to obtain up to date photos so that further action could be considered. Once this has been determined a further update would be provided to the Council.

- 14.3 **Update on Play Area Noticeboard:** it was noted that the final design had been completed and the order had been placed with Earth Anchors and the design work made available to them.
- 14.4 **Update on Emergency Plan:** Cllr D Niemann advised that a number of positive responses had been received from parishioners following an article in The Natterjack. It was noted that details of the BCKLWN Emergency Planning Officer had also been received.

## 15 Open Spaces

- 15.1 **To receive information regarding the installation of proposed trod at Docking Rd (between RB3 and RB5):** it was noted that Highways had carried out a site visit for the proposed TROD and it was seen that the verge width was restricted at times to approximately 700mm due to verge erosion and the adjacent private hedge, the verge was also high and based on Highways safe working practices for tree roots they would not be able to reduce the height of the bank. Highways had therefore advised that they would not be able to construct a safe TROD at this location as it would be below a considered safe width, when taking into consideration the verge height and existing road width and speed. In respect of potentially installing a TROD on private land (the adjacent field) Highways had advised that this could become very complex, and as the TROD would be within private land, although constructed by Highways, they would not be maintaining it at the public expense. It was also advised that the levels were very different field side, and the land also flooded when the water table is up, therefore Highways had suggested that this may be a nonstarter as well as taking into account the affordability of the scheme. It was suggested that Highways could be approached to ascertain whether a 'Pedestrians in Road' sign could be installed at this location.
- 15.2 **To note receipt of the Play Area Annual Inspection Report and consider the recommended actions:** it was noted that the annual inspection had been carried out on 14<sup>th</sup> November. It was AGREED that the missing fixings for the Spinning Pole and Surfboard should be replaced and a quotation obtained to replace both the flat seats and the cradle seats for the swing unit. The comments related to the basket swing and junior multi-play were noted and it was AGREED to investigate costs in order to plan to replace each of these pieces of equipment going forward.

## 16 Correspondence

To note any general correspondence received:

- 16.1 **Email from Parishioner, Parking Concerns at Common End:** both the contents of the email and the Clerk's response were noted.
- 16.2 **BCKLWN, Parish and Town Councils - Council Tax Base Training Slides:** noted.
17. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):** None.

Cllr D Niemann thanked the Councillors and the Clerk for all their time, work and commitment over the past 12 months.

18. **To receive items for next Agenda:** Purchase of a Bleed Kit.
19. **To note the date of the next Parish Council Meeting – Thursday 16<sup>th</sup> January 2025.**

Meeting closed: 9.05 pm.

.....Chair

.....Dated

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