Syderstone Parish Council

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Minutes of the Parish Council Meeting
Held Wednesday 17th June in Amy Robsart Hall

PRESENT: Cllr D Niemann (Chair), Cllr D Candy, Cllr A Knight, Cllr P Welland, Cllr S Wood and the Clerk/RFO, Sarah Harvey
Members of the Public – 1

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1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **To elect the Vice-Chair**: It was proposed by Cllr D Candy, seconded by Cllr A Knight and carried that Councillor S Wood be elected Vice-Chair.
3. **Apologies for Absence**: apologies for absence were noted from Borough Councillor C Morley.
4. **Declarations of Interest on Agenda Items**: None.
5. The Minutes of the meeting held on 21st May 2026 were circulated before the meeting. It was PROPOSED by Cllr D Candy, 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.
6. **Parishioner's Questions and Statements (15 minutes)**: None.
7. **To consider the Clerks Report (Matters arising for information only):**
   SAM3 Speed Sign: The new SAM3 speed sign was ready for delivery. Arrangements would be made with Westcotec Ltd for the sign to be delivered to Cllr P Welland's home address, after which the sign would be added to the Council's rotation programme.
   Tattersett Road Surface Dressing: Norfolk Highways had confirmed that surface dressing schemes were selected based on road condition. The untreated section of Tattersett Road was not currently included in next year's programme, although a further inspection had been requested to assess its suitability for future works.
   Bus Shelter Insurance: The Council's insurers had confirmed that the bus shelter should be included within the buildings section of the policy, and cover had been updated. An additional premium of £28.35 was required. A further review of insurance cover would be undertaken once the new SAM3 sign and replacement noticeboards had been added to the Asset Register.
   Cableway Operational Inspection: The supplier had confirmed that the full cost of the cableway operational inspection would be £665.80 plus VAT, including travel and risk assessment charges. An amended quotation had been received.
8. **To consider and agree appointing additional bank signatories:** Members considered the current banking arrangements and the number of authorised signatories on the Council's Unity Trust Bank account.
   It was noted that Financial Regulations required any changes to the bank mandate to be approved by the Council and that online banking transactions must continue to be authorised by two councillors from the approved signatories.
   Following discussion, it was RESOLVED to add Cllrs A Knight and S Wood as authorised signatories on the Council's bank mandate and to remove Cllr D Daly from the mandate.
   The Clerk was authorised to make the necessary arrangements with Unity Trust Bank to update the account mandate accordingly.
9. **Co-option – To proceed with the co-option process to fill one Parish Councillor vacancy:**
   The Clerk reported that no applications had been received in response to the vacancy.
   It was RESOLVED that the co-option process be reopened, with the vacancy to be advertised further and the item to be brought back to a future meeting for consideration.

10. **To receive a report from County Councillor Peter Lawrence:** no report was received.
11. **To receive a report from Borough Councillor Chris Morley:** In the absence of Borough Councillor Chris Morley, a written report was received by email and circulated to Members for their information.

12. **Planning:**

12.1 **To consider plans at the time of publishing:** None.

12.2 **To consider plans since publication of agenda:**
SUPPORT
26/00931/F - 2 storey rear extension and single storey side / rear extension to dwelling. at 4 Manor Grange, The Street.

12.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:** None.

13. **Finance:**

13.1 **To approve the accounts for payment in June (list at meeting):**

Clear Councils (Insurance - Additional Cover for Bus Shelter)	28.35	BACS
Fakenham Prepress Solutions (The Natterjack (Summer Edition) 2026)	145.00	BACS
Roger Canwell (Internal Audit Report 2025/26)	55.00	BACS
TTSR Limited (Grounds Maintenance Invoice 2 of 7)	495.26	BACS
Clerk's Salary & Expenses (21st May to 17th June 2026)	398.95	BACS

13.2 **To note the finance received in May 2026:**

HMRC VAT Refund	6,267.52
Robinson Farms Ltd (Dog Waste Bin Emptying Donation)	227.76
Advertising Fees (The Natterjack 2026/27)	85.00

13.3 **To approve the May 2026 financial statement:** it was AGREED to accept the May 2026 statement, which was signed by the Chair, Cllr D Niemann.

13.4 **To receive a report from the Internal Auditor for the financial accounts 2025/26:** The Clerk reported that the internal audit for the financial accounts 2025/26 had been carried out and there were no matters of concern that the auditor wished to raise with the Parish Council. The internal auditors report would be available on the Parish Council website.

13.5 **To approve the certificate of exemption in the 2025/26 AGAR:** It was noted that the Council's gross income (£22,585) and gross expenditure (£23,846) for the year ended 31 March 2026 were both below the £25,000 threshold and that the Council therefore met the criteria to certify itself as exempt from a limited assurance review by the external auditor.
Following consideration, it was RESOLVED to approve the Certificate of Exemption for the 2025/26 financial year. The Chair and Responsible Financial Officer were authorised to sign the Certificate of Exemption and submit it to the external auditor before the statutory deadline of 30 June 2026.

13.6 **To approve the Annual Governance Statement in the 2025/26 AGAR:** The Council reviewed each of the assertions and RESOLVED that the Council had met its responsibilities in respect of the matters set out in the Annual Governance Statement and that Section 1 of the 2025/26 AGAR be approved.
The Chair and Clerk were authorised to sign the Annual Governance Statement on behalf of the Council.

13.7 **To approve the Statement of Accounts in the 2025/26 AGAR:** Members considered the Accounting Statements (Section 2) of the 2025/26 AGAR and noted the accompanying Explanation of Variances prepared for the external auditor and publication on the Council's website.
It was RESOLVED to approve the Accounting Statements for the year ended 31 March 2026, showing year-end balances of £10,961, total assets of £103,982 and no borrowings.
The Chair and Clerk were authorised to sign the Statement of Accounts on behalf of the Council.

13.8.1 **To approve an internal transfer of £4,000 from the T1 Current Account to the Instant Access Account:** Members considered the recommendation to transfer £4,000 from the Unity Trust T1 Current Account to the Instant Access Account in order to maximise interest earned on Council reserves while retaining sufficient funds within the current account for day-to-day expenditure.
It was proposed, seconded and RESOLVED to approve the transfer of £4,000 from the T1 Current Account to the Instant Access Account.

14. **Parish Councillors Reports**

14.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland reported that Speedwatch sessions continued to be carried out on Mondays. Cllr P Welland advised that once the new SAM3 sign had been received this would be located at one of the approved locations.

14.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** Cllr P Welland reported that the next Priority Setting Meeting was scheduled to take place in July

14.3 **Playground Weekly Inspection Reports**: In the absence of Cllr D Daly no report was received.

14.4 **Monitoring of Street Lights and Fire Hydrant List:** no issues were noted.

14.5 **NCF – Jack's Lane Wind Farm Community Fund Panel**: Cllr D Candy advised that the Fund Panel had met on Thursday 28th May to consider all eligible applications received. Cllr D Candy reported that all applications local to Syderstone along with the Parish had been successful. It was noted that the Fund had been heavily oversubscribed.

14.6 **Defibrillator on wall of ARVH:** It was noted that the defibrillator had recently displayed a "service required" notification. The Clerk reported that, following consultation with the Community Heartbeat Trust (CHT), the recommended reset procedure had been carried out but had not resolved the issue. In accordance with CHT's advice, the fault had been reported via the WebNos system and the Council was awaiting further guidance regarding the cause of the notification and any remedial action required.
Following discussion, it was agreed that the Clerk should investigate the costs associated with replacing the existing defibrillator, including the purchase price of a new unit, warranty arrangements, replacement consumables and parts, servicing and maintenance requirements, and recycling or disposal of the existing defibrillator. It was further agreed that the Clerk should obtain a quotation from the Community Heartbeat Trust for repair of the Council's existing Defibtech Lifeline View defibrillator, to enable Members to consider the available options at the July meeting.

14.7 **Amy Robsart Village Hall Committee:** Cllr A Knight reported that the next Village Hall Committee meeting would be held the week beginning the 22nd June.

15. **Updates and on-going items**

15.1 **To receive an update regarding the proposed relocation of the SAM post from Tattersett Rd to Ashside:** The Clerk reported that, following advice from Norfolk County Council Highways that nearby residents should be consulted before any decision was made, consultation letters had been issued to the occupiers of Nos. 13, 14 and 15 Ashside regarding the proposed relocation of the SAM post from Tattersett Road to Ashside. Residents had been invited to submit any comments or concerns to the Parish Clerk by 15 July 2026, after which any responses received would be reported to the Council for consideration before a final decision on the proposed relocation was made.

15.2 **To note the outcome of the Jack's Lane Community Benefit Fund application and to confirm the noticeboards specification:** Members noted that the Parish Council's application to the Jack's Lane Wind Farm Community Fund had been successful, with a grant of £2,946 awarded towards the purchase and installation of two replacement village noticeboards.
Members also noted the final quotation for the supply of two Prestige aluminium noticeboards, each measuring 1200mm x 950mm, with double doors providing display space for 8 x A4 notices (4 per side), toughened glass doors, magnetic backing boards, aluminium headers displaying the agreed wording, and a five-year warranty. One noticeboard would be wall mounted and the other post mounted.
Following consideration of the available colour options, Members resolved that both noticeboards should be supplied in RAL 7016 Anthracite Grey, as recommended by the supplier and at no additional cost. The Clerk was authorised to place the order in accordance with the approved specification and grant funding.

15.3 **Streetlight at Norman Way: To receive further feedback and agree whether to proceed with replacement or disposal:** Members considered the updated quotations received from Cozens (UK) Ltd for the replacement or removal of the streetlight column at Norman Way, together with the further information provided regarding land ownership, funding and the response from Freebridge Community Housing.

The Clerk reported that residents had been invited to comment on the future of the streetlight through an article published in The Natterjack newsletter. Despite this wider consultation, only two responses had been received.
Members noted that Freebridge Community Housing had confirmed that its previously offered goodwill contribution would remain available should the Parish Council decide to remove the existing column without replacement. It was also noted that Freebridge had confirmed it would have no objection to a replacement column being installed at a future date, subject to being kept informed of any proposals.
Following discussion, Members RESOLVED to proceed with the removal of the existing streetlight column. The Clerk was authorised to make the necessary arrangements for its removal and to pursue Freebridge Community Housing's agreed financial contribution towards the cost of the works.

15.4 **To receive an update regarding ongoing play area maintenance and consider future play area improvement options, including replacement multiplay equipment, potential funding opportunities and provision of a playing field shelter:** The Clerk reported that a number of maintenance actions identified during the March 2026 Annual Inspection had now been completed or were in progress. These included replacement of the defective upright support post on the multi-play unit, arrangements for replacement of the embankment slide decking, the replacement of the swing shackles and a stainless steel basketball net, and completion of the operational inspection of the cableway.
The Clerk presented indicative replacement options and budget estimates received from Online Playgrounds, Wicksteed Leisure and Sovereign Play for future replacement of the existing multi-play unit. Members noted that the estimates ranged from approximately £9,000 to £20,000, excluding VAT and associated costs, depending on the style and scale of equipment selected.
Members discussed the longer-term future of the play area and agreed that any future replacement equipment should cater for a broad age range, ideally from approximately 3 years of age upwards. Following consideration of the indicative options, Members expressed a preference for the Nectarine Orchard Multiplay option from Online Playgrounds, recognising that it provided a larger and more varied play facility within the indicative budget range of approximately £12,000 to £17,000. Members also indicated a preference for traditional timber equipment in keeping with the rural character of the playing field.
The Council further agreed that any future funding application should seek to include the provision of a playing field shelter alongside replacement play equipment as part of a wider play area improvement project.
The Clerk advised that initial enquiries indicated that the National Lottery Awards for All programme represented the most realistic external funding opportunity currently available and reminded Members that the Council also held £2,226.12 of earmarked Community Infrastructure Levy (CIL) funding which could potentially contribute towards a future project.
RESOLVED:

- To note the maintenance works completed and currently in progress.
- To note the indicative replacement options and budget estimates received.
- To support, in principle, the development of a future play area improvement project incorporating replacement multi-play equipment and a playing field shelter.
- To note Members' preference for a timber multi-play unit catering for a broad age range, with the Nectarine Orchard Multiplay option forming the basis for further project development.
- To instruct the Clerk to investigate suitable grant funding opportunities, including the potential use of the Council's earmarked CIL allocation, and to prepare an initial community survey for inclusion in a future edition of *The Natterjack* to help gauge community support and inform future funding applications.
- To receive a further report at a future meeting setting out funding opportunities, indicative project costs and recommendations for the Council's consideration.

15.5 **To receive an update regarding gorse growth and fly-tipping at Syderstone Common, Rudham Rd:** The Clerk reported that correspondence had been sent to Hayes + Storr Solicitors, acting for the A W & W W Ringer Settlements, regarding the management of land at Rudham Road and concerns over gorse growth and potential fire risk. A response was awaited.
It was noted that the fly-tipped waste along Rudham Road had now been cleared by the Borough Council following further intervention by Borough Councillor Chris Morley.

Members received an update from the Norfolk Wildlife Trust, who advised that Anne Simpson, Deputy Reserves Manager, would contact the Clerk regarding opportunities for community volunteering and a guided walk of Syderstone Common, together with information on future management of the Common, including gorse control, natterjack toad conservation, mowing and grazing. The Council welcomed the opportunity to support volunteer activities and agreed to help publicise future events through *The Natterjack*.

16 **Correspondence**

To note any general correspondence received:

16.1 **Email from Parishioner, Play Area Future Planning:** The Council noted the feedback received from a parishioner regarding the future planning of the play area. It was agreed that the comments would be taken into consideration as part of the ongoing development and planning of the project.

17. **A resolution to adjourn the meeting for Parishioners Questions and Statements:** None.

18. **To receive items for next Agenda:** None.

19. **To agree a revised date for the July Parish Council meeting:** Thursday 23rd July at 7.30pm.

Meeting closed: 9.00 pm.

………………………………………Chair Dated: 23rd July 2026

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL