



Syderstone Parish Council

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Minutes of the Parish Council Meeting Held Thursday 16th April 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. **Apologies for Absence:** It was AGREED to accept apologies for absence from Cllr D Daly.
 3. **Declarations of Interest on Agenda Items:** None.
 4. The Minutes of the meeting held on 19th March 2026 were circulated before the meeting. It was PROPOSED by Cllr P Welland, SECONDED by Cllr D Candy 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. **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.
 7. **To consider the Clerks Report (Matters arising for information only):**
Noticeboards Replacement: The Clerk provided an update on the proposed replacement of the two existing noticeboards. Funding is being sought through the Jack's Lane Community Benefit Fund, with an application submitted for £2,946 to cover the supply of two aluminium noticeboards, selected due to their durability and low maintenance requirements.
The proposed boards will be of a similar size to the existing, with capacity to display 8 x A4 notices. One board is proposed to be relocated to the Village Hall (subject to agreement) to benefit from increased footfall, with the second replacing the existing board on highway land. The Village Hall Committee has been approached to seek permission for the relocation, with the exact siting to be agreed.
Advice has been received confirming that the highway board falls within permitted development rights, and that a board at the Village Hall would be classed as a functional advertisement not requiring separate consent. An application has also been submitted to Highways in respect of the replacement board on highway land.
 8. **To receive a report from County Councillor Michael Chenery:** no report was received.
 9. **To receive a report from Borough Councillor Chris Morley:** no report was received.
 10. **Planning:**
 - 10.1 **To consider plans at the time of publishing:** None.
 - 10.2 **To consider plans since publication of agenda:** None.
 - 10.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:** None.
 - 10.4 **To note the Planning Appeal Decision 25/01419/F, Arwyn, 13 Ashside:** The Planning Inspector dismissed the appeal and upheld the Borough Council's refusal of planning permission for a detached garage.
 11. **Finance:**
 - 11.1 **To note accounts for payment under the Late Payments Interest Act (1998).**
Wicksteed Leisure Ltd (Annual Play Area Inspection Fee) 180.00 BACS

- 11.2 **To approve the accounts for payment in April (list at meeting).**
BCKLWN, Annual Emptying of 7 x dog waste bins 2026/27 1,913.18 BACS
ICO, Data Protection Renewal Fee 52.00 BACS
Fakenham Prepress Solutions, Printing of The Natterjack Spring Edition 145.00 BACS
Sarah Harvey (Wix.com, Domain Renewal for Website 2026/27) 15.24 BACS
Sarah Harvey (Wix.com, Hosting Renewal for Website 2026/27) 129.60 BACS
Clerk's Salary & Expenses (19th March to 15th April 2026) 426.20 BACS
HMRC Income Tax Payment 48.20 BACS
- 11.3 **To note the finance received during March 2026:**
Credit Interest (Instant Access Account) 55.66
- 11.4 **To approve the March 2026 financial statement:** it was AGREED to accept the March 2026 statement, which was signed by the Chair, Cllr D Niemann.
- 11.5 **To approve the appointment of the internal auditor for 2025/26:** it was AGREED that Roger Canwell should be appointed to audit the accounts for the financial year 2025/26, at a cost of £40 to £50. The Clerk would correspond confirming his appointment and to arrange a suitable date prior to the 30th May, 2026, for the audit to be undertaken.
- 11.6 **To consider the quotation received via Utility Aid for the Parish Council's unmetered street lighting electricity supply (SSE 'Protect' contract to 31 March 2029), and to determine whether to proceed:** The Council considered the quotation obtained via Utility Aid for the provision of unmetered street lighting electricity supply through SSE under the 'SSE Protect' contract to 31 March 2029.
Members noted the estimated annual cost, the current variable arrangement with npower, and the benefits of securing a fully fixed contract to provide budget certainty, balanced against the loss of flexibility.
Following discussion, it was RESOLVED:
- To approve entering into the SSE 'Protect' contract for the Council's unmetered street lighting electricity supply to 31 March 2029; and
 - To agree the signing arrangements, with the Clerk and Chair authorised to sign the contract on behalf of the Council.
12. **Parish Councillors Reports**
- 12.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland advised that Community Speedwatch sessions would shortly resume following the Easter break. He further reported that an incident of verbal abuse directed at volunteers had been raised with the Community Speedwatch Co-ordinator and formally recorded. It was noted that, should a further incident involve the same vehicle, further action could be taken.
- 12.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** Cllr P Welland advised the next meeting would take place on Monday 27th April.
- 12.3 **Playground Weekly Inspection Reports:** in the absence of Cllr D Daly no report was received. It was noted that Cllr D Daly would replace the upright support post on the Multi Play unit.
- 12.4 **Monitoring of Street Lights and Fire Hydrant List:** no issues were noted.
- 12.5 **NCF – Jack's Lane Wind Farm Community Fund Panel:** it was noted that the Fund Panel would meet to consider applications on 28th May.
- 12.6 **Defibrillator on wall of ARVH:** it was noted that there were no issues and that regular reports continued to be sent to WEBNOS.
- 12.7 **Amy Robsart Village Hall Committee:** Cllr A Knight reported that the next Village Hall Committee meeting would take place the week commencing 20th April. It was noted that the remainder of the chairs from the Village Hall were to be delivered to South Creake in the foreseeable future once arrangements had been confirmed.
13. **Updates and on-going items**
- 13.1 **To consider the draft Community Emergency Plan following review by the Clerk and circulation to the Borough Council of King's Lynn and West Norfolk, and to agree its formal adoption:** The Council considered the draft Community Emergency Plan for Syderstone, as prepared by the Community Emergency Group.
The Clerk reported that the plan had been reviewed to improve its structure, clarity, and usability in an emergency, with no fundamental changes made to the content provided by the Group.
It was further noted that the draft plan had been shared with the Borough Council of King's Lynn and West Norfolk for awareness, and no substantive issues had been raised.

Following consideration, it was RESOLVED to formally adopt the Community Emergency Plan for Syderstone.

- 13.2 **Streetlight at Norman Way: To consider feedback from parishioners and agree whether to proceed with replacement, defer action, or pursue alternative funding sources:** Cllr D Candy reported that enquiries had been made with the Norfolk Community Foundation regarding potential funding for 'green' street lighting. It was noted that the Sheringham Shoal Fund had been identified as a possible funding source; however, applications were currently limited to the North Norfolk District area. With boundary changes due to take effect from May 2026, it was anticipated that an application may be possible in the future, potentially to support a wider upgrade of all streetlighting, including in Norman Way.

Following consideration, it was AGREED to defer a final decision at this time. It was further AGREED that an updated quotation be obtained from Cozens UK Ltd for the removal of the damaged column and disconnection of supply, and that a further approach be made to Freebridge Community Housing to request a contribution of £500 towards the cost.

- 13.3 **To receive an update regarding the Memorandum of Understanding (MOU) and Risk Assessment provided by Norfolk County Council Highways in respect of the proposed SAM speed sign locations:** The Clerk provided an update on the Memorandum of Understanding (MOU) and Risk Assessment received from Norfolk County Council Highways in respect of the proposed SAM speed sign locations. It was noted that the MOU had now been signed and returned, and that no previous agreement had been held on record. Members further noted that the proposed location at Rosedene, Tattersett Road fell within a 40mph zone and was therefore currently outside Highways policy; that approximately 10 operational locations had been identified; that concerns had been raised regarding the Docking Road site due to overhead power lines; that a Risk Assessment had been provided for completion; that 50% funding had been confirmed under the Parish Partnership Scheme; and that the SAM3 sign has been ordered with an estimated delivery timescale of 8–10 weeks.

Following consideration, it was AGREED to note receipt of the completed MOU, confirming the locations where the SAM's could be sited, and to note the completed Risk Assessment, including the concern raised regarding the Docking Road location.

It was further AGREED that an enquiry be made to the Highways Engineer to request consideration of relocating the post installed at Tattersett Rd to a suitable location along Ashside. In addition, it was AGREED to seek guidance on the process for introducing a reduction in the speed limit along Tattersett Road, taking into account the presence of residential properties on both sides of the road and the proximity of the primary school.

- 13.4 **To receive an update regarding the Community Litter Pick:** Cllr D Niemann reported that the community litter pick took place on Sunday 29th March, with approximately 20 volunteers participating, which was fewer than in previous years. As a result, not all areas of the village were covered, including Tattersett Road.

Following discussion, it was AGREED that future litter picks be scheduled earlier in the year, preferably in late February or early March, to help maximise participation and coverage.

- 13.5 **To receive an update regarding the repainting of road markings Tattersett Rd/Docking Rd junction:** The Clerk provided an update regarding the Parish Council's request for the repainting of worn white road markings at Four Winds junction (B1454 with the A148) and the bottom of Tattersett Road. It was reported that the matter has been referred to the appropriate officer within the North 1 team at Norfolk County Council Highways.

Initial feedback indicated that these locations were to have already been identified for lining works. Officers had been asked to identify any additional road markings within the area requiring attention. It was further noted that, where possible, works may be grouped into a single order to ensure best value and efficiency.

14 Open Spaces

- 14.1 **Play Area – Annual Inspection Report (March 2026): To receive the annual inspection report, review identified risks (including moderate risk items), and agree required actions, timescales, and any associated expenditure:** The Council received the annual play area inspection report for March 2026, which identified an overall moderate risk rating (score 12). Members noted that a number of defects had been identified across the site, primarily attributed to age-related wear and deterioration rather than isolated damage.

In discussing the report, Members acknowledged that the identified issues were not limited to a single defect, and that there was evidence of ongoing deterioration in the equipment. As such, consideration was given to the longer-term value of repair versus replacement.

After discussion, it was AGREED to adopt a combined approach:

- That Cllr D Daly would undertake the replacement of the upright support post on the multi-play unit, where appropriate;
- That the Council would explore replacement options for the multi-play unit to inform longer-term decision making;
- That quotations be sought for:
 - Replacement of the multi-play unit;
 - Replacement of slide decking and repainting of the swing frame;
- That Online Playgrounds be contacted to:
 - Enquire about the provision of a replacement basketball net; and
 - Confirm any guarantees or warranties associated with previous works;

Members further agreed that a further report be brought back to Council once additional quotations and information had been obtained.

14 Correspondence

To note any general correspondence received:

- 14.1 **TTSR Ltd, Fuel Surcharge:** Councillors noted the additional cost and requested confirmation as to whether the surcharge would be reviewed and adjusted should fuel prices decrease in the future.
- 14.2 **BCKLWN Call for Sites Consultation Extended to 1st May 2026:** noted.
- 14.3 **BCKLWN Local Government Reorganisation Update:** noted.
- 14.4 **NCC Local Government Reorganisation Update:** noted.
- 14.5 **PKF Littlejohn LLP 2025/26 AGAR external auditor instructions:** noted.
- 14.6 **Norfolk Superhero Challenge - Saturday 20th June 2026:** noted
- 15. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):**
Cllr S Wood reported that spraying had been carried out along the trod at Docking Road and Ashside. Cllr S Wood also requested that a notice be included in the summer edition of *The Natterjack* seeking a parishioner to take responsibility for the planters along Bloodgate Hill.
- 16. **To receive items for next Agenda:** Gorse growth, Syderstone Common.
- 17. **To agree a revised date for the June Parish Council meeting:** Wednesday 17th June.
- 18. **To note the date of the Annual Parish Meeting (7.00pm) & Annual Parish Council Meeting (7.30pm) – Thursday 21st May.**

Meeting closed: 8.50 pm.

.....Chair

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL