



Syderstone Parish Council

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Minutes of the Annual Parish Council Meeting Held Thursday 21st May in Amy Robsart Hall

PRESENT: Cllr D Niemann (Chair), Cllr D Daly, Cllr D Candy, Cllr A Knight, Cllr P Welland,
and the Clerk/RFO, Sarah Harvey
Members of the Public – 4

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1. **Election of Chair:** It was proposed by Cllr A Knight, seconded by Cllr D Candy and carried that Councillor D Niemann be elected Chair. Councillor D Niemann accepted and signed the Declaration of Acceptance.
 2. **Election of Vice-Chair:** it was proposed and carried that the election of Vice-Chair be considered at the June meeting.
 3. **Apologies for Absence:** apologies for absence were received and accepted from Cllr S Wood.
 4. **Declarations of Interest on Agenda Items:** None.
 5. The Minutes of the meeting held on 16th April 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):** Cllr P Welland raised a query relating to the recent surface dressing works on Tattersett Road. It was noted that the surface dressing appeared to have been carried out along Tattersett Road up to the junction with Mill Lane, but that the remainder of the road beyond this point had not been included in the works. The Clerk agreed to query this with NCC Highways.
 7. **To agree the appointment of Council representatives/spokespersons:**
 - 7.1 **Amy Robsart Village Hall Committee:** Cllr A Knight.
 - 7.2 **Speed Watch Co-ordinator/SAM2's:** Cllr P Welland.
 - 7.3 **Defibrillator Co-ordinator:** M Bateman (acting as volunteer on behalf of the Council)
 - 7.4 **Playground Weekly Inspector:** Cllr D Daly
 - 7.5 **Street Lights and Fire Hydrant Inspector:** Cllr P Welland
 - 7.6 **Internal Audit Control Officer:** Cllr D Candy
 8. **To agree the appointment of Councillor's to subgroups and outside bodies**
 - 8.1 **Jack's Lane Windfarm Fund Panel:** Cllr D Candy
 - 8.2 **(SNAP) Priority Setting Meeting Representative:** Cllr P Welland
 - 8.3 **HR Committee:** Cllrs D Niemann and S Wood.
 - 8.4 **Neighbourhood Plan Steering Group:** Cllr S Wood.
 - 8.5 **Emergency Plan:** Cllrs D Niemann.
- Cllr D Niemann thanked the Councillors for all of their time and effort over the past 12 months.
9. **To consider and agree bank signatories:** Cllrs D Niemann, D Daly and P Welland. It was AGREED to investigate the option of adding additional Councillors as authorised signatories to the bank mandate.
 10. **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.

11. To consider the Clerks Report (Matters arising for information only):

Electricity Supply Contract – Members noted that the transfer of the Council's unmetered street lighting electricity supply to SSE under the approved *SSE Protect* contract, running until 31 March 2029, had now been completed. The contract documentation had been signed in accordance with the Council's resolution and arrangements were in place for the transfer from the previous supplier.

Community Emergency Plan – Members noted that the final version of the Community Emergency Plan had been completed and circulated to the relevant individuals identified within the document. It was noted that the plan should be reviewed annually, or sooner if any key information or contact details change.

Awards for All Application – Members noted that the Awards for All application had been closed administratively after additional information requested by the funder was not submitted within the required timescale during the Clerk's absence. It was noted that grants of up to £20,000 are available, and that the Council may wish to consider a future application combining the proposed shelter project and replacement multi-play equipment as part of a wider playing field improvement scheme.

TTSR Ltd, Fuel Surcharge: Members were advised that TTSR Ltd had confirmed that, should fuel prices reduce to a level considered appropriate, they would have no issue with the fuel surcharge no longer being applied.

12 To receive a report from County Councillor Peter Lawrence: The Clerk reported receipt of correspondence from County Councillor Peter Lawrence following his recent election. Cllr Lawrence thanked the Parish Council for its welcome and advised that he was currently familiarising himself with the role and its responsibilities.

Cllr Lawrence requested that the Parish Council continue to provide him with meeting agendas and minutes and invited the Council to bring forward any matters requiring consideration or support.

13 To receive a report from Borough Councillor Chris Morley: Cllr C Morley provided an update on matters relating to the Borough Council of King's Lynn and West Norfolk. He reported on the Council's financial position and advised that additional funding would be made available to communities through grant schemes, with further details expected in June.

Cllr Morley also noted that Borough Council elections were scheduled to take place in May 2027 and provided an update on the Borough Council's £100 million housing programme. Members were further advised of forthcoming Parish Planning update sessions and encouraged to attend.

14. Planning:

14.1 **To consider plans at the time of publishing:** None

14.2 **To consider plans since publication of agenda:** None

14.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:**

26/00460/F - Variation of Condition 2 attached to Planning Permission 25/01536/F: 2 storey rear extension to dwelling, 4 Manor Grange, The Street - Application Permitted

15. Finance:

15.1 **To approve the accounts for payment in May (list at meeting):**

Clear Councils (Insurance Renewal Premium)	964.46 BACS
Cozens UK Ltd (Street Lighting Maintenance Mar/Apr/May)	90.00 BACS
Norfolk ALC (Annual Subscription 26/27)	175.22 BACS
M Bateman (Litter Pick Refreshments, March 2026)	59.59 BACS
S Wood (Delivery Fee for The Natterjack, Summer Edition)	25.00 BACS
TTSR Ltd (Grounds Maintenance, Invoice 1 of 7)	495.26 BACS
S Harvey (McAfee Antivirus Rnewal 26/27)	69.99 BACS
Clerk's Salary & Expenses (16 th April to 20 th May 2026)	665.80 BACS

15.2 **To note the finance received in April 2026:**

BCKLWN (Parish Precept - First Six Monthly Instalment)	8,854.50
Advertising Fees (The Natterjack 2025/26)	210.00
Dog Waste Bin Emptying Donations	455.52

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

15.4 **To receive a report from the Internal Control Officer for October to March 2026:** Cllr D Candy reported that no issues of concern were identified during the review. The report highlighted one outstanding unrepresented cheque for £15.00. The Clerk advised that the bank details required to

make this payment electronically had now been received and arrangements would be made for the payment to be issued.

- 15.5 **To approve the financial accounts for the financial year ending 31st March, 2026:** Copies of the financial accounts for the year ending 31 March 2026, having been circulated in advance of the meeting, were considered by Members and duly APPROVED.
The Clerk advised that, as both the Council's gross income and gross expenditure for the year were below £25,000, the authority would be eligible to certify itself as exempt from a limited assurance review by the external auditor, subject to meeting the relevant criteria. The Annual Governance and Accountability Return (AGAR) would be completed following the internal audit and presented to the Council for approval at the June meeting.
- 15.6 **To approve the direct debit in force for the financial year 2026/27:**
Direct Debit to SSE, Monthly basis for Street Lighting.
- 15.7 **To verify the Parish CIL Annual Report for 2025/26:** The Parish Community Infrastructure Levy (CIL) Annual Report for 2025/26, having been circulated in advance of the meeting, was considered by Members and APPROVED.
It was noted that the report would be submitted to the Borough Council of King's Lynn and West Norfolk and published on the Parish Council's website in accordance with the relevant reporting requirements.
16. **Parish Councillors Reports**
- 16.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland reported that the most recent Community Speedwatch session had taken place approximately two weeks earlier. He further advised that the SAM2 speed sign remained in its current location and had not yet been relocated.
- 16.2 **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. He advised that discussions at the previous meeting, held on 27th April, had focused on concerns relating to speeding, parking issues and anti-social behaviour.
- 16.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that the defective support post on the junior multi-play unit had been replaced and that the willow tree adjacent to the swing unit had been cut back. He further advised that replacement decking for the embankment slide would be installed shortly.
Members expressed their thanks to Cllr D Daly for organising and undertaking the repairs and maintenance works at the play area.
- 16.4 **Monitoring of Street Lights and Fire Hydrant List:** no issues were noted.
- 16.5 **NCF – Jack's Lane Wind Farm Community Fund Panel:** Cllr D Candy reported that the Fund Panel would meet on 28th May to consider the funding applications received. She advised that she would be willing to provide any additional background information or clarification required in support of applications submitted by village organisations.
- 16.6 **Defibrillator on wall of ARVH:** It was noted that the defibrillator was displaying a service notification message. Enquiries had been made with the Community Heartbeat Trust to seek further advice and guidance regarding the notification.
17. **Updates and on-going items**
- 17.1 **To receive an update regarding the proposed relocation of the SAM post from Tattersett Road to Ashside and reduction of speed limit at Tattersett Road:** Members considered the further advice received from the Highways Engineer regarding the proposed relocation of the SAM signpost to Ashside. It was noted that the proposed location was considered suitable in terms of visibility; however, Highways had recommended that nearby residents be consulted due to the potential impact of the sign flashing during hours of darkness.
Members also noted that any reduction of the speed limit on Tattersett Road from 40mph to 30mph would require a lengthy and costly process, including a Traffic Regulation Order and feasibility study, with no guarantee of a successful outcome or available Highways funding.
It was AGREED that local residents should be consulted before any decision is made regarding the relocation of the SAM signpost.
- 17.2 **To receive an update regarding permissions for the proposed noticeboards and to consider approval of associated installation costs:** The Clerk reported that approval had been received for the proposed replacement noticeboard at the Docking Road/The Street location. Members also noted that the Village Hall Committee had confirmed its agreement in principle to the siting of a

second noticeboard on the exterior wall of the Village Hall, commenting that the location would provide a useful focal point for village information. It was noted that any installation arrangements should be coordinated through Martin Bateman.

The Clerk advised that a quotation had been requested for the installation of both noticeboards and the removal and disposal of the existing noticeboards. As the quotation had not yet been received, Members agreed to defer consideration of installation costs until the outcome of the current funding application was known and the Council had determined whether it was able to proceed with the project.

It was AGREED that the owners of The Old Rectory would be notified of the Council's intention to remove the existing noticeboard from their boundary wall should the project proceed.

- 17.3 **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. It was noted that replacement of the column and LED lantern would cost £2,940 including VAT, whilst removal and disconnection would cost £2,340 including VAT.

The Clerk reported that Freebridge Community Housing had confirmed its willingness to make a goodwill contribution of £500 towards the cost of replacing the streetlight. Members further noted that additional enquiries had been made to clarify whether the contribution would also apply should the Council opt for removal only and to establish Freebridge's requirements regarding any permission, licence or agreement that may be required for the installation of a replacement column on Freebridge-owned land.

Following discussion, it was AGREED to defer a decision until a response to these enquiries had been received from Freebridge Community Housing.

- 17.4 **Safeguarding Policy – review and adoption of revised policy following funding body recommendations:** Members considered the revised Safeguarding Policy, which had been updated following recommendations received from the Jack's Lane Community Benefit Fund as part of a recent funding application. The amendments included the appointment of a Designated Safeguarding Lead, safeguarding reporting procedures, definitions of abuse and updated safeguarding contact information.

Following review, it was RESOLVED to adopt the revised Safeguarding Policy.

18 Open Spaces

- 18.1 **To receive an update regarding ongoing play area maintenance and future equipment considerations, including replacement multi-play estimates, maintenance quotations, cableway inspection costs, and basketball net replacement options:** Members noted that the defective support post to the junior multi-play unit had now been replaced and that replacement of the embankment slide decking was expected to be undertaken shortly. It was further noted that a quotation for repainting the swing frame was still awaited.
- Following consideration of the maintenance estimate received from Online Playgrounds and the findings of the annual inspection report, Members agreed to authorise the replacement of the swing shackles at a cost of £31.69 and the purchase of a stainless steel basketball net at a cost of £51.00. Members also authorised the cableway operational inspection and service at a cost of £480.00, noting the period that had elapsed since the last operational inspection. It was agreed that approval be limited to inspection and servicing works only, with any replacement components identified as necessary during the inspection to be referred back to the Council for further consideration and approval.
- Members noted that four play equipment suppliers had been approached to provide indicative budget estimates and technical information in respect of replacement of the existing timber multi-play unit. It was agreed that this work should continue in order to inform future budgeting, asset management planning and potential grant funding opportunities.
- 18.2 **To consider concerns regarding gorse growth on Syderstone Common and any appropriate action:** Members noted the response received from Norfolk Wildlife Trust (NWT), which confirmed that the area of gorse growth giving rise to concern is believed to be located on land owned by the A W & W W Ringer Settlements rather than on NWT-managed land. NWT advised that it continues to undertake an annual programme of gorse control on its section of the Common.
- Members further noted that NWT has organised volunteer gorse clearance days on the Common in recent years. Councillors were unaware that these opportunities had previously been offered locally but considered that there would likely be significant interest from residents. It was agreed that the

Parish Council would be willing to help publicise any future volunteer days through *The Natterjack* and local social media channels.

It was AGREED that the Clerk should write to the A W & W W Ringer Settlements regarding the concerns raised about gorse growth on land within their ownership.

19 Correspondence

All general correspondence received was considered and noted:

- 19.1 **Email from Parishioner, Book Exchange.**
 - 19.2 **Blenheim Park Academy Committee, Recruitment of Committee Member.**
 - 19.3 **Great Massingham Area Community Car Scheme AGM - Thursday 21st May.**
 - 19.4 **BCKLWN, Planning Parish Update Sessions – 16th & 22nd June.**
 - 19.5 **BCKLWN, Local Plan Consultation.**
- 20. **A resolution to adjourn the meeting for Parishioners Questions and Statements:** None.
 - 21. **To receive items for next Agenda:** None.
 - 22. **To note the date of the next Parish Council Meeting – Wednesday 17th June at 7.30 p.m.**

Meeting closed: 8.30 pm.

.....Chair

Dated: 17th June 2026

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL