

# SYDERSTONE PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting Held Thursday 18<sup>th</sup> May 2023 in Amy Robsart Hall

**PRESENT:**

- Cllr D Niemann - Chair
- Cllr D Daly – Vice Chair
- Cllr M Bateman
- Cllr D Candy
- Cllr S Ojelade
- Cllr S Wood
- Cllr P Welland
- Clerk/RFO – Sarah Harvey
- Borough Councillor C Morley (from 8.10pm)
- County Councillor M Chenery of Horsbrugh (from 8.15pm)
- Members of the Public - 6

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1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting and thanked the retiring Councillors, T Blackshaw and G Kidd for their time and contributions made as Parish Councillors.
2. **Election of Chair:** It was proposed by Councillor M Bateman, seconded by Councillor P Welland and carried that Councillor D Niemann be elected Chair. Councillor D Niemann accepted and signed the Declaration of Acceptance.
3. **Election of Vice-Chair:** It was proposed by Councillor M Bateman, seconded by Councillor D Candy and carried that Councillor D Daly be elected as Vice-Chair.
4. **Apologies for Absence:** None.
5. **Declarations of Interest on Agenda Items:** None.
6. **To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant:** All declarations of acceptance of office were signed and received.
7. The Minutes of the meeting held on 20<sup>th</sup> April 2023 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.
8. **Parishioner's Questions and Statements (15 minutes):** None.
9. **To consider the process for the co-option of councillors for the vacancies arising from the election process:** it was noted that there were two Parish Councillor vacancies to be filled by co-option and that two applications had been received from qualifying candidates who had submitted a written statement to the Council to support their case for co-option. The vacant seats were dealt with in turn, and the Chair called for votes for the nominees. Following votes by show of hands, Sade Ojelade and Simon Wood received a majority and were successfully co-opted on to the Council. Both Councillors signed the declaration of acceptance of office and joined the Council.
10. **To agree the appointment of councillor's subgroups and outside bodies:**
  - 10.1 **Amy Robsart Village Hall Committee:** Cllr M Bateman
  - 10.2 **Speed Watch Co-ordinator/SAM2's:** Cllr M Bateman (Speed Watch) & Cllr P Welland (SAM2 Signs)
  - 10.3 **Defibrillator Co-ordinator:** Cllr M Bateman
  - 10.4 **Playground Weekly Inspector:** Cllr D Daly
  - 10.5 **Street Lights and Fire Hydrant Inspector:** Cllr P Welland
  - 10.6 **Internal Audit Control Officer:** Cllr D Candy

**11. To agree the appointment of Councillor's to subgroups and outside bodies**

- 11.1 **Jack's Lane Windfarm Fund Panel:** Cllr D Candy
- 11.2 **(SNAP) Priority Setting Meeting Representative:** Cllr P Welland
- 11.3 **HR Committee:** Cllrs D Niemann, S Ojelade and S Wood.
- 11.4 **Neighbourhood Plan Steering Group:** Cllrs D Daly and S Ojelade

**12. To consider and agree bank signatories:** Cllrs D Niemann, D Daly and P Welland.

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

**The Natterjack, Advertisers:** it was noted that there were two spaces available within the newsletter for local advertising. A request for advertisers would be placed within the next edition of the newsletter and posted on Facebook.

**Courteenhall Estate** had provided some text with their logo for inclusion in The Natterjack. They had also made a donation of £500 towards the production of the newsletter.

**Creake Rd Trod:** the damaged sections of trod were to be reinstated.

**Rudham Rd Trod:** this had been passed to the designer who would arrange for the trod to be reconstructed. This was likely to happen at some point in 2023, but it may roll over into early 2024 depending on where schemes were placed in the contractor's programme.

**Unity Trust Bank:** each of the signatories confirmed that they had registered for internet banking.

**16. Planning Matters**

- 16.1 **To consider plans at the time of publishing:** None received.
- 16.2 **To consider plans since publication of the agenda:** None received.
- 16.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:** None.

**17. Finance:**

**17.1 To approve the accounts for payment in May (list at meeting).**

101789	TTSR Ltd (Grounds Maintenance)	£307.36
101790	Westcotec Ltd (Street Lighting Maintenance)	£180.00
101791	Dawn Niemann (Delivery Fee for Spring Newsletters)	£15.00
101792	PaperKlip (Printing Costs for Summer Newsletter)	£210.80
101793	Sarah Harvey (McAfee Anti-virus for Laptop)	£69.99
101794	Clerk's Salary & Expenses (20 <sup>th</sup> Apr to 17 <sup>th</sup> May 2023)	£327.21
101795	BHIB Ltd (Insurance)	£669.10

**17.2 To note the finance received during April 2023:**

BCKLWN Parish Precept £11,938.00

**17.3 To approve the April 2023 financial statement:** it was AGREED to accept the April 2023 statement, which was signed by the Chair, Cllr D Niemann.

**17.4 To approve the financial accounts for the financial year ending 31<sup>st</sup> March, 2023:**

Copies of the accounts which had been circulated were considered by the Councillors and were APPROVED. The Clerk advised that given that the expenditure for 2022/23 was greater than £25k the Council would automatically be subject to a limited assurance review. The AGAR would be completed ahead of the internal audit and approved at the June meeting.

**17.5 To approve the direct debit in force for the financial year 2023/24:**

NPower, Electricity for Street Lighting – Monthly direct debit.

**17.6 To receive and accept a quotation for the Parish Council insurance policy expiring 1<sup>st</sup> June 2023:**

it was noted that the insurance would expire on the 1<sup>st</sup> June and that two quotations had been sought from other insurance companies. It was AGREED that the Council should appoint BHIB as their insurer for the next year for a premium of £669.10.

**17.7 To approve an Internet Banking Policy:** it was AGREED that the draft policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in May 2024 or as required.

**17.8 To approve a quotation for repairs to Parish Council laptop:** it was AGREED that the repair to the laptop should be undertaken by Gary Kite Computer Services for £79.

**18. Parish Councillors Reports**

- 18.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland reported that the battery life of the SAM2 batteries had improved significantly since the solar panels had been purchased. It was noted that the SAM2's would be moved the week beginning the 22<sup>nd</sup> May, but they were

currently sited on Mill Lane and Creak Road. It was noted that a lot of vegetation was growing around the SAM2 on Ashside (near allotments). It was suggested that a hard standing could be installed around both SAM2 posts along Ashside to improve access to the posts. Cllr D Niemann thanked Cllr P Welland for his time spent co-ordinating Speed Watch.

- 18.2 **Attendance at SNAP (Safer Neighbourhood and Policing) Meeting:** Cllr P Welland reported that speeding was a general issue raised and discussed at the meetings. It was also noted that the meetings provided a direct voice to the Police for any local issues that may of concern to residents.
- 18.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that there were no issues with the play area equipment, but the moles continued to remain an issue.
- 18.4 **Monitoring of Street Lights and Fire Hydrant List:** no report was received.
- 18.5 **NCF – Jack’s Lane Wind Farm Community Fund Panel:** Cllr D Candy reported that the Fund Panel would be meeting on the 7<sup>th</sup> June at the Amy Robsart Village Hall to consider applications submitted to the Jack’s Lane Community Benefit Fund. Cllr D Candy advised that the Chiplow Wind Farm Community Fund was open and that the deadline for applications was the end of May. The Clerk advised that an application would be submitted to cover the remainder of the project cost for the basketball post and playing area.
- 18.6 **Defibrillator on wall of ARVH:** Cllr M Bateman advised that the defibrillator was working correctly.
- 18.7 **Amy Robsart Village Hall Committee:** the meeting was adjourned to allow Mr C Little (Treasurer, Village Hall Committee) to report. Mr C Little advised that the Post Office had closed for a period over May which had seen a reduction of half to the Village Hall’s lettings income. It was noted that there was some concern that given the absence of the facility some people may not return.

Borough Councillor C Morley joined the meeting (8.10pm).

15. **To receive a report from Borough Councillor Chris Morley:** Cllr C Morley reported that at the Annual Borough Council Meeting on 18<sup>th</sup> May, elected Cllr Terry Parish, Ward Member for Heacham and Leader of the Independent Group to become leader and the new Mayor. The Independents would form the administration in partnership with the Liberal Democrat and Green Party groups working closely with the Labour Group. Cllr C Morley advised that he would become Cabinet member for Finance.

County Councillor M Chenery of Horsbrugh joined the meeting (8.15pm).

14. **To receive a report from County Councillor Michael Chenery:** Cllr M Chenery of Horsbrugh congratulated Borough Councillor C Morley on being re-elected as Ward Councillor.

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

- 19.1 **Update on Neighbourhood Plan:** the Clerk advised that at present, there were no grants available from Locality to help fund Neighbourhood Development Plans. This was because the scheme ran on a financial year basis and Locality must wait at the start of each new financial year to hear from the relevant department of state (Department for Levelling Up, Housing and Communities) whether not the scheme would be continued for the rest of the financial year. The Clerk noted that she had registered the Council with Locality for its newsletters in order to be advised when a decision had been made. The Great Massingham NDP Steering Group Chair had advised that every professional consultant would know about the annual hiatus over Locality grants (£10,000) and they would have no hesitation in starting to help with the process even though there was no grant.
- 19.2 **Update on derelict property on The Street:** the Clerk advised that Heidi Wedge (BCKLWN, Planning Enforcement Officer) had reported that in the absence of any further progress, update of the probate being finalised and after liaising with the Assistant Director, Stuart Ashworth, the owner and their Solicitor were advised on Friday 12 May that the Local Authority were now looking at taking formal action with a view to take “Direct Action”; carrying out the works as detailed in the s215 Notice dated 25 May 2022. This would result in a charge being placed on the property and it was hoped that this would encourage the owners to take urgent action. The BCKLWN would be commencing with the formal action in the meantime. It was noted that formal action would take time and was not a quick process as they would need to pull a report together to go to a scheduled Committee meeting for approval, locate builders, obtain quotes and then schedule the works in.
- 19.3 **Update on Memorial Bench, Normans Way/Mill Lane:** the Clerk advised that the draft license agreement was still being awaited from the BCKLWN.

- 20. **To further discuss and approve a ‘shelter’ for the playing field to form part of funding applications:** it was noted that the details of the proposed shelter and quotation were yet to be received from former Councillor T Blackshaw. Therefore, it was AGREED that the Clerk would source three options and obtain the relevant quotations to be considered at the June/July meetings.
- 21. **To discuss the use and condition of the passing place, Mill Lane:** it was noted that this was in an awful state of repair. It was AGREED to ascertain whose responsibility it was to carry out any repair work.
- 22. **Correspondence**  
To note any general correspondence received:
  - 22.1.1 **Dr Paul Lee, Appeal for Ghostly Tales:** it was agreed that an appeal could be placed within the next edition for the authors second edition of ghost stories and legends within King’s Lynn and West Norfolk.
- 23. **Parishioner’s Questions and Statements (15 minutes):** None.
- 24. **To receive items for next Agenda:** Traffic Control/Roundabout at Four Winds,
- 25. **To note the date of the next Parish Council meeting:** Thursday 22<sup>nd</sup> June, 2023 starting at 7.00 p.m.

Meeting closed: 8.50 pm.

.....Chair

.....Dated

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