

SYDERSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting Held Thursday 20th April 2023 in Amy Robsart Hall

PRESENT:

- Cllr D Daly – Chair
- Cllr T Blackshaw
- Cllr D Candy
- Cllr P Welland
- Clerk/RFO – Sarah Harvey
- Borough Councillor C Morley
- Members of the Public - 4

1. **Apologies for Absence:** received and accepted from Cllrs D Niemann, M Bateman and G Kidd.
2. **Parishioner's Questions and Statements (15 minutes):** Mr M Niemann advised that Cllr D Niemann had sent her apologies for not attending, but this was due to her father being very poorly. A parishioner spoke about the Nourishing Norfolk network that aims to ensure communities have access to affordable, healthy food. It was noted that the Coastal Community Supermarket is a mobile offer, currently operating in North and West Norfolk where members can buy fresh, frozen, dried, and tinned food, alongside toiletries and personal care items. Some items were available for free. The mobile supermarket visited various village hall on a regular basis, and they were looking to make the service available at Syderstone Village or Wicken Green. It was suggested that the supermarket could be made available alongside the Coffee Morning at the Village Hall. The parishioner would make contact with the Village Hall Committee in order to discuss further.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meetings held on 16th March 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 Daly.
5. **Matters arising from the minutes for information only:** The Clerk updated the Council on matters from March.
 - Parish Council Elections:** The Clerk advised that where there were uncontested elections and if there were any vacancies remaining, the Parish Council were free to co-opt but only following the 4th May election.
 - Return of election expenses:** It was noted that candidates must return to the district/borough council a claim for expenses 28 days after the result of the election was declared (even if it is a nil return). Any candidate who fails to make the return and declaration within the specified period is liable to conviction.
 - Memorial Bench:** It was noted that in principle the Borough Council (acting as landowner) had no issue with the bench being installed. This would be subject to the necessary approval being sought and documented through a licence agreement. The BCKLWN had asked if the Parish Council would be prepared to enter the agreement rather than the individual. The Clerk would advise the BCKLWN that this was acceptable.
 - Trods – Creake/Rudham Roads:** Damien Jeffries (Highways Engineer) had advised that the trod reconstruction at Rudham Road was still yet to be costed, but that he would place £800 from County Councillor M Chenery's Local Member Fund (from 2022/23) into the rebuild scheme. Damien Jeffries advised that he had asked the Highways Technician to take a look at the trod along Creake Road to see what was required.
 - Unity Trust Bank:** it was noted that the Councils applications for both a current and instant access account had been processed. Each of the signatories should receive their security details through the post regarding logging on to the accounts.
6. **To receive a report from County Councillor Michael Chenery:** apologies for absence were noted as received.

- 7 **To receive a report from Borough Councillor Chris Morley:** Borough Councillor C Morley thanked the Council for their forbearance at Parish Council meetings and advised that prior to the elections taking place on 4th May, there was very little to report on Borough Council activities. Cllr C Morley touched upon the new roundabout at Southgates and various schemes within King's Lynn Town Centre, CITB and the BCKLWN's struggles to recruit planning staff.

8. Planning Matters

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

22/02213/F Nursery Lodge Farm The Street Syderstone - Variation of Condition 2 of Planning Permission 20/00297/F: Single-storey rear extension (minor amendment to approved planning permission 19/00844/F, proposing to change the flat roof over the extension to a pitched roof which is more in keeping with the local architecture and neighbouring properties. No change to floor plan) Application Permitted 14 March 2023 Delegated Decision

23/00281/DM The Old Buck The Street Syderstone - Prior Notification: Partial demolition of existing residential store and retention of existing walls for walled garden.
DM Prior Notification NOT Required 14 March 2023 Delegated Decision

9. Finance:

- 9.1. **To approve the accounts for payment in April (list at meeting).**
- | | |
|---|---------|
| 101784 Norfolk ALC (Annual Subscription) | £164.71 |
| 101785 Norfolk ALC (Website Service) | £70.00 |
| 101786 ICO (Data Protection Renewal Fee) | £40.00 |
| 101787 Clerk's Salary & Expenses 16 th Mar to 19 th Apr | £319.81 |
| 101788 Amy Robsart Hall (Donation, Coronation Event) | £250.00 |
- 9.2 **To note the finance received during March 2023:**
Donation from M Niemann (2 Dog Bins (FRISC)) £173.68
- 9.3. **To approve the March 2023 financial statement:** it was AGREED to accept the March 2023 statement, which was signed by the Chair, Cllr D Daly.
- 9.4. **To approve the appointment of the internal auditor:** it was AGREED that Roger Canwell should be appointed to audit the accounts for the financial year 2022/23, at a cost of £30 to £50. The Clerk would correspond confirming his appointment and to arrange a suitable date prior to the 30th May, 2023, for the audit to be undertaken.
- 9.5. **To approve extra work to playing field (spike and roll) during early autumn:** it was noted that TTSR Ltd had quoted £225 (+ VAT) to carry out the extra work. It was AGREED that they should be asked to carry out the work in early 2024 as opposed to the autumn.
- 9.6. **To agree a donation to the cost of printing and the delivery of the Coronation Celebrations flyer:** it was AGREED that 50% of the cost would be met by the Parish Council. A donation of £50 would be made to the Amy Robsart Village Hall to meet the expense.
- 9.7. **To approve the cost of Freedom of Information training:** the Clerk provided Councillors with details of the course to be held on Thursday, 25th May 2023, online with the tutor Phil Brown. The cost was £48 for subscribers to NPTS. It was AGREED that the Clerk should attend and that the cost would be divided between the Clerk's four Parish Councils.

10 Parish Councillors Reports

- 10.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland advised that although he still wished to volunteer, he asked that another individual take over responsibility for the co-ordination aspect. A further discussion would take place at the May meeting, but it was noted that another parishioner had expressed an interest in taking over the role.
- 10.2 **Attendance at SNAP (Safer Neighbourhood and Policing) Meeting:** Cllr P Welland advised that he would attend the next meeting online that was scheduled for Tuesday 25th April. It was noted that no minutes had been received from the January SNAP meeting.
- 10.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that there were no issues with the play area equipment. It was noted that there continued to be issues with moles and that further traps had been bought.
- 10.4 **Monitoring of Street Lights and Fire Hydrant List:** Cllr T Blackshaw reported that there were no issues.

- 10.5 **NCF – Jack’s Lane Wind Farm Community Fund Panel:** Cllr D Candy advised that there was nothing to report other than that the Fund Panel would meet in June. The Clerk advised that a funding application had been submitted on behalf of the Council for the basketball post and playing area for £5,000.
- 10.6 **Defibrillator on wall of ARVH:** in the absence of Cllr M Bateman no report was received.
- 10.7 **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 following the AGM the same individuals had been re-elected to their respective positions of Chair/Vice-Chair/Treasurer. It was noted that the Committee had been unsuccessful in obtaining a grant from the BCKLWN King’s Coronation Fund. Mr C Little reported that a grant application had been submitted to the Jack’s Lane Community Fund for £5,000 to assist with costs to make the annexe a suitable and independent space for hire.

11. Updates and on-going items

- 11.1 **Update on Neighbourhood Plan:** Cllr D Daly advised the NDP Steering Group had met with Michael Burton (Principal Planner) online on Monday 3rd April to discuss progressing the neighbourhood plan. It was noted that two local operations specialising in neighbourhood planning consultancy who were currently working on Neighbourhood Plans within the Borough had been suggested by Michael Burton - Collective Community Planning and Compass Point Planning. Michael Burton had also provided information to assist in preparing the Neighbourhood Plan, i.e., number of properties registered for Council Tax in Syderstone and Norfolk Insight which could supply local data/ information. Cllr D Daly noted that further information was required about grant availability, the grant application process and the appointment of a planning consultant.
- 11.2 **Update on derelict property on The Street:** the Clerk advised that the inspection notes (from CNC Building Control) from 13th December site visit had been received, which advised that the property was not considered dangerous but that the BCKLWN should pursue under a 215 notice. Stuart Ashworth (Assistant Director, Environment & Planning) advised that the 215 notice would only deal with the appearance of the building and cosmetic repair, not whether it was dangerous and more structural issues. Stuart Ashworth would ask Planning Enforcement to provide an update on the case and where the team was with it. It was suggested and AGREED that a letter should be sent to the owners of the properties raising the Council’s concerns, the impact the property was having on neighbouring properties and to ask what their plans were.
- 11.3 **Update on donation for The Natterjack from the Courteenhall Estate:** confirmation had been received that the Estate would make a donation of £500 towards the printing costs of the newsletter for the year. It was noted that they had asked that a logo and a short piece could be accommodated within the newsletter.
- 11.4 **Update on celebratory event to mark King Charles III Coronation:** it was noted that the Parish Council had been successful in their application to the BCKLWN King’s Coronation Fund and that the £200 received would be donated to the Village Hall to assist with costs for the Coronation event.
12. **To further discuss and approve a ‘shelter’ for the playing field to form part of funding applications:** Cllr T Blackshaw AGREED to email the details of the proposed shelter and quotation to the Clerk for the Council to pursue.
13. **To agree the appropriate storage of Parish Council minutes:** it was AGREED that the storage of old PC minutes along with any other historical records/paperwork should be handed to the Local History Group for archive storage within the Village Hall.
14. **Clerks Report**
- 14.1 **Letter from Parishioner, Village Noticeboard/Sign, Tattersett Road:** a letter of thanks was received thanking Cllr D Daly for his work in the repair and repainting of the village sign.
- 14.2 **BCKLWN Clean-Up, Dog Waste Bin, Creake Road:** Cllr D Daly would reattach the bin to the post.
- 14.3 **PKF Littlejohn, 2022/23 AGAR external auditor instructions:** noted.
- 14.4 **NCC, Update on bus service changes from April 3rd:** noted.
- 14.5 **Police and Crime Commissioner (PCC) Time to Talk Public Sessions:** it was noted that Mr Giles Orpen-Smellie, the Police and Crime Commissioner (PCC) would be hosting online “Time to Talk” sessions, which were open to the public and offered an opportunity for a 15minute slot with

the PCC either via Microsoft Teams or telephone to discuss any issues. To book a slot individual were asked to contact the PCC's office directly at opccn@norfolk.police.uk or call 01953 424455. Slots available were noted as, Thursday 30th March 9.30-12.30, Friday 12th May 9.30-12.30, Friday 21st July 9.30-12.30, Friday 18th August 9.30-12.30, Friday 3rd November 9.30-12.30.

- 14.6 **BCKLWN, National launch of life-saving public emergency alerts and date of test message:** noted.
- 14.7 **UKSPF West Norfolk Grant Scheme:** noted.
- 15. **Parishioner's Questions and Statements (15 minutes):** None.
- 16. **To receive items for next Agenda:** Passing Place, Mill Lane.
- 17. **To note the date of the Annual Parish and Annual Parish Council meetings:** Thursday 18th May, 2023 starting at 7.00 p.m.

Meeting closed: 9.05 pm.

.....Chair

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL