



Syderstone Parish Council

Parish Clerk: Sarah Harvey, BA Hons
Byanoak, Leicester Road, South Creak, Fakenham, Norfolk, NR21 9PW
Telephone: 01328 823391 Email: syderstoneparishcouncil@outlook.com
www.syderstonevillageandpc.info

Minutes of the Parish Council Meeting Held Thursday 25th September in Amy Robsart Hall

PRESENT: Cllr D Niemann (Chair), Cllr D Daly (Vice-Chair), Cllr D Candy, Cllr A Knight,
Cllr K Jordan, Cllr S Wood and the Clerk/RFO, Sarah Harvey
County Councillor M Chenery of Horsburgh and Borough Councillor C Morley
Members of the Public – 1

1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting and offered particular welcome to Cllr Andy Knight, recently co-opted to the Parish Council.
2. **Apologies for Absence:** Apologies for absence were received and accepted from Cllr P Welland.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meeting held on 17th July 2025 were circulated before the meeting. It was PROPOSED by Cllr D Candy, SECONDED by Cllr S Wood 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. **To consider the Clerks Report (Matters arising for information only):**
The Clerk reported that the new Council domain name syderstone-pc.gov.uk has been successfully registered and that individual email accounts had been created. Councillors were asked to begin using the new Clerk's address (clerk@syderstone-pc.gov.uk) from this point forward. The official transition to the new domain would take place once the external audit had been completed in October. Until then, the current Clerk's email address would remain active to ensure continuity. After the audit, other organisations would be notified, the necessary website updates would be made, and the new domain would become the primary contact point.
With regard to the SAM2 sign, the Clerk confirmed that Westcotec had been advised the Council would not proceed with repairs to the existing unit (quoted at £950 + VAT) but would instead move forward with the purchase of a replacement. An application would be submitted to the NCC Parish Partnership Scheme before the early December deadline to seek 50% funding support. Westcotec would dispose of the non-functioning unit and had kindly waived the assessment fee.
In relation to the SAM2 posts, it was understood that the Highways Design Team had already completed the necessary documentation for a number of SAM2 schemes across West Norfolk. On that basis, it was expected that installation of the posts for these schemes would take place in the near future without significant delay. The Locality Designer was expected to provide a further update which should give greater clarity on the next steps and likely timescales.
The Clerk also reported that a donation of £389.08 has been received from Pooch's Treats Ltd to cover the full cost of the dog waste bin on Creak Road, including its annual emptying. The Council expressed its appreciation for this generous contribution.
Cllr D Daly reported that the new dog waste bin had been installed at the agreed location. The Council expressed their thanks to Cllr Daly for taking the time to oversee the installation and ensure the bin was securely fitted and appropriately positioned.
Finally, with regard to the Awards for All application, the Clerk advised that the outcome had not yet been determined. The funding body had invited the Council to confirm whether it still wished to proceed with the application and to review and update the submission with revised costings to ensure that the figures remain current and accurate.
7. **To agree the appointment of Council representative/spokesperson to the Amy Robsart Village Hall Committee:** It was agreed that Cllr A Knight be appointed as the Parish Council's representative

and spokesperson on the Amy Robsart Village Hall Committee. Cllr Knight was thanked for agreeing to take on the role, and the Clerk would inform the Committee of the appointment.

8. **To receive a report from County Councillor Michael Chenery:** the NCC Members Briefing Reports provided by Cllr M Chenery had been circulated to Parish Councillors via email prior to the meeting. Cllr M Chenery gave an overview of Norfolk County Council's proposals for Local Government Reorganisation, following the Government's request for councils to put forward plans for simpler, more sustainable structures. Norfolk County Council had published its business case for creating one council for Norfolk, under the theme "*Strong where it counts, local where it matters.*" The proposal outlined expected annual savings of £39.8 million, aimed to reduce duplication between councils, and sought to join up key services such as adult social care, housing, and highways. It also set out a new framework for working with parish and town councils, offering greater local influence, opportunities for collaboration, and clearer communication channels. The County Councillor advised that the draft business case was considered by the Strategic and Corporate Select Committee on 22 September, and by Full Council and Cabinet on 25 September, before submission to Government. A public consultation would follow later in the year. Further information was available at www.norfolk.gov.uk/onecouncil.
9. **To receive a report from Borough Councillor Chris Morley:** Cllr C Morley advised that the BCKLWN was currently sketching out a medium-term financial plan for the next five years. It was clear that funding from both central government and the Local Government Association (LGA) would continue to decline, meaning there would be less money available in the coming years. In response, the council was taking a prudent approach to maintain a financially stable position. Efforts were being made to ensure that all current capital investments were completed ahead of Local Government Reorganisation (LGR). Examples included projects such as the Hunstanton Promenade and Oasis improvements. Capital receipts were being matched with capital expenditure, particularly for housing projects, to ensure financial balance and sustainability. As part of the national drive for Local Government Reorganisation, the Borough Council of King's Lynn & West Norfolk (BCKLWN) had unanimously voted in favour of the joint *Future Norfolk* proposal. This submission—developed by six Norfolk councils—recommended replacing the current eight councils with three new unitary authorities. The proposal aimed to bring decision-making closer to communities, ensuring services were more responsive to local needs while remaining financially sustainable. It outlined a robust eight-year business case, designed to deliver efficiencies, savings, and locally tailored services. Supported by Members of Parliament across political parties, the proposal highlighted that three unitaries would better reflect Norfolk's diversity—from city to coast to countryside—while ensuring strong local accountability and effective governance. The Government was expected to consult on all received proposals this autumn. Notices regarding any increases or changes to charges would be received in advance of the precept-setting process to ensure transparency and adequate time for review.
10. **Planning:**
- 10.1 **To consider plans at the time of publishing:**
SUPPORT - 25/01419/F - Householder: Detached Garage at Arwyn 13 Ashside
- 10.2 **To consider plans since publication of agenda:** None.
- 10.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:**
25/01080/F Variation of conditions 2 and 3 of Planning Permission 25/00085/F: Self-build replacement dwelling – Arwyn, 13 Ashside - Application Permitted - 14 August 2025 - Delegated
- 25/00775/FM Proposed Commercial Building & Change of Use of land from Agricultural use to Class E(g) (iii) to regularise the use class - Economy Storage Ltd Mill Syderstone Business Park, Mill Lane - Application Permitted - 20 August 2025 - Delegated Decision
- 25/01239/PAGPD Single storey rear extension which extends beyond the rear wall by 6.3m with a maximum height of 3.6m and a height of 2.5m to the eaves - 4 Manor Grange, The Street
Application Withdrawn - 1 September 2025 - Withdrawn Application

11. Finance:

11.1 To note accounts for payment under the Late Payments Interest Act (1998):

Cozens UK Ltd (Street Lighting Maintenance, June/July/August)	90.00	BACS
Norfolk ALC (Annual Subscription 2025/26)	175.22	BACS
Norfolk Parish Training & Support (Induction Training)	78.00	BACS
TTSR Ltd (Grounds Maintenance, Invoice 4 of 7)	458.78	BACS
Clerk's Salary & Expenses (17 th July to 20 th August 2025)	420.68	BACS
HMRC Income Tax Payment	19.00	BACS
Fakenham Prepress Solutions (340 x A5 Newsletters)	145.00	BACS
Simon Wood (Autumn Natterjack Delivery Fee)	15.00	BACS

11.2 To approve the accounts for payment in September (list at meeting):

GMACCS (Donation)	150.00	BACS
Fenland Leisure Products Ltd (Basket Swing)	6.858.00	BACS
TTSR Ltd (Grounds Maintenance, Invoice 5 of 7)	458.78	BACS
Parish Online (Annual Subscription)	48.00	BACS
Clerk's Salary & Expenses (21 st August to 17 th September 2025)	403.08	BACS
HMRC Income Tax Payment	15.20	BACS

It was PROPOSED by Cllr D Daly, SECONDED by Cllr D Candy, and unanimously AGREED that all payments as presented be authorised.

11.3 To note the finance received during July and August 2025:

Advertising Fees (The Natterjack 2025/26)	35.00
Pooch's Treats Ltd (Donation for Dog Waste Bin & Annual Emptying Costs)	389.08

11.4 To approve the July and August 2025 financial statements: it was PROPOSED by Cllr D Candy, SECONDED by Cllr D Daly and AGREED that the financial statements for July and August 2025, should be approved and signed by the Chair.

11.5 To note the Local Government Pay Scales increase with effect from 1 April 2025 and the increase in the Clerk's Salary from £16.37 per hour to £16.90 per hour at 5 hours per week.

12. General Data Protection Regulations

12.1 To note data protection advice for Councillors and approve an Email Protocol Policy: The proposed Email Protocol Policy was received and considered. It was RESOLVED to approve the policy as presented, to take immediate effect. Councillor-specific email addresses had been issued to Councillors, along with setup instructions, to support the implementation of the policy.

12.2 To consider and adopt a General Data Protection Policy: The Council noted that the policy set out the requirements for the Parish Council to ensure compliance with the General Data Protection Regulation (GDPR) 2018. Following consideration, it was AGREED that the reviewed policy be adopted. It was further agreed that the adopted policy would be published on the Parish Council website for public reference.

12.3 To consider and approve a GDPR Privacy Statement: The Council reviewed the GDPR Privacy Statement. It was noted that the statement clearly set out for members of the public how the Parish Council may collect, hold, and use personal data in accordance with statutory requirements. Following consideration, it was AGREED that the Privacy Statement be approved and that it be published on the Parish Council website for public reference.

12.4 To consider and approve the Information Audit: The Council noted the requirement to undertake an Information Audit, setting out the personal data held by the Parish Council, its source, the purpose for which it is retained, and details of any parties with whom the information may be shared. Following consideration, it was AGREED that the Information Audit be approved and that it be published on the Parish Council website for public reference.

13. Governance

13.1 To review and approve the Co-option Policy: The Council reviewed the updated Co-option Policy, which set out the procedure for filling casual vacancies on the Council through co-option. Members confirmed that the policy remained fit for purpose, with no amendments required at this time. It was RESOLVED to approve the Co-option Policy.

13.2 To review and approve the Grant Awarding Policy: The Council considered the Grant Awarding Policy, which outlined the criteria and process for awarding financial assistance to local organisations. Members agreed that the policy continued to reflect good governance and transparency. It was RESOLVED to approve the Grant Awarding Policy without amendment.

- 13.3 **To review and approve the General Risk Assessment Policy:** Members reviewed the General Risk Assessment Policy, which detailed the Council's approach to identifying and managing risks associated with its operations and activities. Following discussion, it was agreed that the current policy remained appropriate and comprehensive. It was RESOLVED to approve the General Risk Assessment Policy.
- 13.4 **To review and approve the Training and Development Policy:** The Council reviewed the Training and Development Policy, which set out the commitment to supporting councillors and staff in their ongoing learning and professional development. Members agreed that the policy continued to support best practice and community service delivery. It was RESOLVED to approve the Training and Development Policy.
14. **Parish Councillors Reports**
- 14.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland reported that Speed Watch sessions continued to be held on a regular basis.
- 14.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** Cllr P Welland reported that he had intended to join the meeting scheduled for 14th July remotely. However, no Microsoft Teams link had been made available for the session. As a result, he was unable to participate in the meeting proceedings. The next session was planned for October.
- 14.3 **Playground Weekly Inspection Reports:** It was noted that the new bird's nest swing had been successfully installed by Online Playgrounds. Members were pleased to note that positive feedback had been received from residents via social media regarding the new equipment and the improvements to the play area overall.
Cllr D Daly reported that he had undertaken repairs to the timber climbing frame, ensuring that it remained in safe condition for continued public use. He further advised that repairs to the timber platform of the slide would also be carried out in due course.
Cllr Daly informed members that he would, at an appropriate time, carry out maintenance work to reduce the willow tree branches that were currently in close proximity to the play equipment, to ensure ongoing safety and prevent future encroachment.
Following discussion, it was AGREED that a new combination lock be purchased for the playing field gate. The use of a coded lock would allow a number of authorised persons to have access, thereby improving security and convenience for maintenance and inspections.
It was further AGREED that Cllr D Daly would confirm the address of the household that had deposited hedge cuttings on the playing field, to enable the Clerk to correspond with the residents concerned.
- 14.4 **Monitoring of Street Lights and Fire Hydrant List:** no issues were noted.
- 14.5 **NCF – Jack's Lane Wind Farm Community Fund Pane:** Cllr D Candy reported that feedback had been received from the Norfolk Community Foundation regarding the application submitted by East Rudham Parish Council for the inflatable chair project. Members noted the update and thanked Cllr Candy for sharing the information.
- 14.6 **Defibrillator on wall of ARVH:** it was noted that there were no issues and that regular reports continued to be sent to WEBNOS.
Cllr D Niemann advised that the existing defibrillator pads were due to expire at the end of October, and therefore replacement pads would need to be purchased to ensure the unit remained fully operational and compliant with current safety standards.
Members AGREED that the necessary replacement pads be ordered in good time to avoid any lapse in availability of the defibrillator for emergency use.
15. **Updates and on-going items**
- 15.1 **Update on the Neighbourhood Development Plan:** Cllrs S Wood reported that the Borough Council has completed its review of the Examiner's Report on the Syderstone Neighbourhood Plan. The Examiner's recommendations had been accepted, with the majority being minor in nature. The only significant changes required by the Examiner were:
- Deletion of LGS3 – Womack Wood as a designated Local Green Space, as it did not meet the criteria set out in national policy (NPPF paragraphs 106–108); and
 - Deletion of Policy 11: Walking and Access, which the Examiner considered to duplicate existing legislation and lack an evidence base (paragraph 5.3.60).
- On this basis, and reflecting the Parish Council's previous comments, the Borough Council had issued its Decision Statement under Regulation 17A/18 of the Neighbourhood Planning (General) Regulations 2012. This allowed the Neighbourhood Plan to proceed to referendum.

The referendum date had been confirmed as Wednesday, 30th October 2025.

- 15.2 **Update on Emergency Plan:** Cllr D Niemann reported that the draft Emergency Plan was currently being updated. The updated version would be circulated to Parish Councillors and the Borough Council's Emergency Planning Officer for review on completion
- 15.3 **Update on the streetlight at Norman Way:** The Clerk provided an update on the legal position and funding options relating to the streetlight outside 12 Norman Way. Although the light was situated on land owned by the housing association, the Parish Council had historically funded its electricity and maintenance and therefore retained responsibility for the asset. There was no legal obligation on the housing association to contribute towards the cost of removal or replacement. Residents concerned about the housing association's response may be signposted to the Housing Ombudsman Service for advice.
The estimated cost of removal remained at £2,340 (including VAT). The Clerk had made an initial enquiry with the Norfolk Community Foundation regarding the Freebridge Community Fund for possible financial support but was advised that the project was unlikely to meet the fund's criteria for priority funding.
Borough Councillor C Morley requested further details so that he may explore possible funding sources with the Borough Council (BCKLWN).
- 15.4 **Update on ownership of Pond and Common Land, Docking Road:** The Clerk reported that the land in question did not form part of the recent farmland sale and remained within the Ringer Trust. Enquiries had been made to identify the appropriate contact for future liaison.
It was also noted that administration of the Syderstone Allotments for the 2025/26 season would be handled by Hayes & Storr.
- 15.5 **To agree an increase to the delivery fee for The Natterjack:** Council considered the current quarterly delivery fee for *The Natterjack* parish magazine, presently set at £15 per quarter. Following discussion, it was AGREED to increase the delivery fee to £25 per quarter, effective from the next edition. It was further AGREED that the delivery fee would be reviewed as part of the budget-setting process in January 2026.
The Clerk reminded members that the deadline for contributions to the Winter edition of *The Natterjack* would be 10th November.
- 15.6 **Confirm arrangements for village litter pick:** It was noted that the litter-picking equipment had been successfully reserved for collection from the Borough Council of King's Lynn & West Norfolk (BCKLWN). Cllr S Wood agreed to collect the equipment on Friday, 10th October, and Cllr P Welland would arrange its return on Monday, 13th October.
The Council expressed its appreciation to the Village Hall Committee, who had kindly agreed to waive the hall hire fee for the morning and had donated refreshments for volunteers taking part in the event.
16. **To review the provision of 'No Dogs' signage at the playing field:** It was noted that the 'No Dogs' sign on the playing field gate had been replaced, following the removal of the previous sign. Members discussed ongoing concerns regarding dog walkers using the field and the potential impact on the safety and cleanliness of the area.
It was AGREED that the situation would be monitored over the coming months, and that the Council would review the need for additional signage or further action should the issue with dog walkers persist.
- 17 **Correspondence**
The following correspondence was noted as received:
- 17.1 **Email from Property Owner, Boundary Wall adjacent to The Street**
- 17.2 **Email from Parishioner, Donation towards Dog Waste Bin**
- 17.3 **East Rudham Parish Council, Letter of Support**
- 17.4 **Norfolk Community Foundation, Freebridge Community Fund**
- 17.5 **BCKLWN, LGR Update for Parishes**
- 17.6 **Norfolk County Council, LGR Update**
- 17.7 **BCKLWN. Warm Homes Grant**
- 17.8 **BCKLWN, Beat your Bills Autumn/Winter**
18. **A resolution to adjourn the meeting for Parishioners Questions and Statements:** Cllr D Candy expressed thanks and appreciation to everyone involved in the organisation of the VJ Day

commemorative event. Cllr Candy also extended thanks to all residents who attended, noting that it was a well-supported occasion.

19. **To receive items for next Agenda:** St Mary's Church Donation and Remembrance Sunday.
20. **To note the date of the next Parish Council Meeting** – Thursday 16th October at 7.30 p.m.

Meeting closed: 8.55 pm.

.....Chair, 16th October 2025

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL