



# Syderstone Parish Council

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## Minutes of the Parish Council Meeting Held Thursday 23<sup>rd</sup> January in Amy Robsart Hall

### PRESENT:

Cllr D Niemann - Chair  
Cllr D Candy  
Cllr K Jordan  
Cllr P Welland  
Cllr S Ojelade  
Cllr S Wood  
Clerk/RFO – Sarah Harvey  
County Councillor M Chenery of Horsbrugh  
Members of the Public – 4

1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **Apologies for Absence:** apologies for absence were received and accepted from Cllr D Daly. Apologies were also received from Borough Councillor C Morley.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meeting held on 21<sup>st</sup> November 2024 were circulated before the meeting. It was PROPOSED by Cllr S Wood, 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 received.
6. **To consider the Clerks Report (Matters arising for information only):**
  - Streetlights opposite Ten Cottages/Mill Lane junction:** Steve Hubbard (Manager, Cozens (UK) Ltd) confirmed that the report forwarded to UKPN did not state that the issue could have been caused by the hedge being cut and he had also confirmed that there would be no charge to the Parish Council as the cutout was owned by UKPN and it was their responsibility to maintain it should a problem occur. With reference to the cable being buried, he had advised that the cutout was at the top of the electric pole therefore had no low-level wiring. It was noted that the engineer on visiting the site to attend both streetlights had thought that as the hedge had recently been cut and a part of the foliage that was around the cutout could have pulled on the wire during the process of topping the hedge.
  - Play Area:** the missing fixings for the Spinning Pole and Surfboard as quoted at the December meeting were on order and would be delivered directly to Cllr D Daly for installation.
  - Rudham Road Trod:** it was noted that following a site visit, consideration was being given to the contaminated wastewater and financial viability due to annual flooding. A costing for the work would be compiled that would be the most efficient and cost-effective method to reconstruct the trod, considering the potential of future failure.
  - Village Gateways:** details of the scheme had been confirmed with the Locality Designer who would check with Glasdons that their quote was still viable going forward.
  - Play Area Noticeboard:** it was noted that the new lectern noticeboard was ready to be dispatched by Eart Anchors. It was suggested that Cllr D Daly should be asked if he was happy to receive and install the noticeboard on behalf of the Council
7. **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 commented on the planned devolution deal announced by the government. It was noted that this would see existing councils abolished and replaced by new authorities, with a mayor overseeing

Norfolk and Suffolk. It was therefore likely that the government would postpone county council elections due to take place in May 2025.

8. **To receive a report from Borough Councillor Chris Morley:** in the absence of Cllr C Morley a report had been provided by email and circulated to Parish Councillors for their information.
9. **Planning:**
- 9.1 **To consider plans at the time of publishing:**  
SUPPORT - 25/00048/F - Householder: Demolition of side utility room. Rear and side single-storey extension at 46 Tattersett Road.
- 9.2 **To consider plans since publication of agenda:**  
SUPPORT - 25/00085/F - Replacement Dwelling at Arwyn 13 Ashside.
- 9.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:**  
24/01300/F Syderstone Arwyn 13 Ashside - New access and dropped kerb.  
Application Permitted 17 December 2024 Delegated Decision
10. **Finance:**
- 10.1 **To note accounts for payment under the Late Payments Interest Act (1998):** None.
- 10.2 **To approve the accounts for payment in January (list at meeting):**
- |   |          |      |
|---|----------|------|
| BCKLWN (Dog Waste Bin Emptying Fee for 2024/25)   | 1,026.48 | BACS |
| Collective Community Planning Ltd (Neighbourhood Plan)                                      | 630.00   | BACS |
| Clerk's Salary & Expenses (19 <sup>th</sup> December 2024 to 15 <sup>th</sup> January 2025) | 457.65   | BACS |
- 10.3 **To note the finance received in December 2024:**  
Unity Trust Bank, Instant Access Account (Credit Interest) 102.05
- 10.4 **To approve the December 2024 financial statement:** it was AGREED to accept the December 2024 statement, which was signed by the Chair, Cllr D Niemann.
- 10.5 **To approve the grounds maintenance contract for 2025:** it was noted and AGREED to accept the confirmed prices for the additional work that was requested to be added to the ground's maintenance contract. This included the playing field being spiked and rolled in the New Year, around January, February time, £120 plus VAT and spraying of weeds (annually) along footpath leading from Normans Way to The Street, £65 plus VAT. The costs for a further 1 year or 3 year contract with TTSR Ltd were noted. It was considered and AGREED that a 3 year contract should be approved
- 10.3 **To receive the draft budget and consider and agree the precept for the financial year 2025/26:** details of the budget and precept review for the financial year 2025/26 was presented and discussed. it was AGREED that the precept for 2025/26 should be set at £15,872, this reflected a 5.9% increase per band D household or an increase of £3.51 per year.
11. **Staffing/HR Sub-Committee**
- 11.1 **To review and agree the Sub-committee Terms of Reference:** it was considered and AGREED to adopt the Terms of Reference document for the Staffing/HR Sub-Committee which formalised the remit of the group and confirmed the specific delegated powers the group would have.
- 11.2 **To approve recommendations made by the Sub-Committee at the 9th December meeting:** it was AGREED to increase the Clerk's hourly rate from SCP 18 (£15.84 per hour) to SCP 20 (£16.37 per hour) and that the hourly increase should be backdated from 1st April 2024 to 15th January 2025.
12. **Parish Councillors Reports**
- 12.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland advised that regular Speedwatch sessions continued to be organised. The Speed watch team were still awaiting a date from the Beat Officer to attend. Cllr P Welland advised that the SAM2 Signs remained in the same locations.
- 12.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** it was noted that the next meeting was scheduled for February.
- 12.3 **Playground Weekly Inspection Reports:** in the absence of Cllr D Daly no report was received.
- 12.4 **Monitoring of Street Lights and Fire Hydrant List:** the Clerk's update was noted as per agenda item 6, Matters Arising. It was AGREED that a letter should be sent to the landowner to advise of the issue with the streetlighting and the potential cause.
- 12.5 **NCF – Jack's Lane Wind Farm Community Fund Panel:** Cllr D Candy advised that the Village Hall Committee had been successful in their recent bid for funding towards the cost of new heaters.
- 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. It was noted that defibrillator training had been provided to 28 people by the East Anglian Air Ambulance in the Village Hall during November. The contact details

for these individuals would be made available in the next edition of The Natterjack, as well as instructions regarding what to do in an emergency.

- 12.7 **Amy Robsart Village Hall Committee:** Cllr S Wood reported that the Committee continued to produce policies to cover all aspects of its remit to comply with the requirements of the Charity Commission. It was noted that the next Village Hall Committee meeting would be held elsewhere in the County which had benefited from substantial funding from grant giving bodies to effect improvements and an extension. A group from the specific Village Hall had visited the recent Pop-Up Pub event to see how it was run, as they had not experienced similar success. An auction had raised a substantial sum for the Air Ambulance.

### 13. Updates and on-going items

- 13.1 **Update on Neighbourhood Plan:** Cllr S Wood advised that the Steering Group meeting had been deferred to 30<sup>th</sup> January to accommodate the rescheduled Parish Council meeting. It was noted that the questionnaires for the regulation 14 consultation which had ended in December had been analysed together with the responses from the statutory bodies and consideration would be given to what amendments would be made to the draft plan.
- 13.2 **Update on derelict property on The Street:** the contents and the conclusion of the report from Heidi Wedge (Planning Enforcement Officer) were noted. It was noted that the BCKLWN had concluded that in their opinion that the property was no longer standing out as a visual concern and that no further action was required and that the case would now be closed. It was AGREED that concerns relating to the structural integrity of the workshop in the rear garden should be reported along with concerns that the structure contained asbestos. Concerns should also be reported regarding the height of the trees.
- 13.3 **Update on Emergency Plan:** Cllr D Niemann noted that the next working group meeting would be held on 18<sup>th</sup> February.

### 14 Open Spaces

- 14.1 **To approve a quotation for replacement fixings/swing seats for the Play Area:** it was AGREED to accept the quotation for replacement cradle and flat seat wings from Wicksteed Ltd for £393.00 (ex VAT).
- 14.2 **To receive information and costings for the proposed replacement of SAM2 signs:** the contents were noted, and it was AGREED that this would be revisited and a formal quotation obtained from Westcotec Ltd upon announcement of the NCC Parish Partnership Scheme later in the year.
- 14.3 **To plan/organise a village litter pick:** it was AGREED that a village litter pick should be planned for Sunday 9<sup>th</sup> March and that the litter picking equipment would be reserved for collection from the BCKLWN. The Clerk would update and circulate posters advertising the event nearer the time.
- 14.4 **To consider the purchase of a 'Bleed Kit' to be housed alongside the defibrillator:** it was AGREED to enquire through the Raymond James Quigley website to ascertain how a kit could be obtained and stored alongside the defibrillator.

### 15 Correspondence

To note any general correspondence received:

- 15.1 **BCKLWN, Parish Precept Setting Information 2025/26:** noted.
- 15.2 **BCKLWN, Dog Bin Emptying dog bin emptying for the financial year 2024-25/2025-26:** noted.
- 15.3 **BCKLWN, West Norfolk Local Hero Awards 2025:** noted.
- 15.4 **Norfolk Superhero - 14th June 2025:** noted.
16. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):** None.
17. **To receive items for next Agenda:** Village Hall Representative, VE Day 80<sup>th</sup> Anniversary.
18. **To note the date of the next Parish Council Meeting:** Thursday 20<sup>th</sup> February 2025.

Meeting closed: 8.45 pm.

.....Chair

.....Dated

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