



Syderstone Parish Council

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Minutes of the Parish Council Meeting Held Thursday 19th June in Amy Robsart Hall

PRESENT: Cllr D Niemann (Chair), Cllr D Daly (Vice-Chair), Cllr D Candy, Cllr K Jordan,
Cllr P Welland, Cllr S Wood
Clerk/RFO – Sarah Harvey
Members of the Public - 1

1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **To elect the Vice-Chair:** it was PROPOSED by Cllr S Wood, SECONDED by Cllr D Candy and carried that Councillor D Daly be elected as Vice-Chair.
3. **Apologies for Absence:** Apologies were noted from Borough Councillor C Morley.
4. **Declarations of Interest on Agenda Items:** None.
5. The Minutes of the meeting held on 15th May 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.
6. **Parishioner's Questions and Statements (15 minutes):** None received.
7. **To consider the Clerks Report (Matters arising for information only):**
Norfolk Community Fund: it was noted that Norfolk County Council was finalising the details of the new Norfolk Community Fund, which was due to be launched on 1st July. It would provide revenue funding for community-led projects that promote wellbeing, bring people together, and celebrate local culture. The fund would not be for capital assets and would be separate from existing highways initiatives. Information would be available on the NCC website, with press coverage planned, and local members would receive briefings ahead of the launch.
Dog Waste Bin, Creake Road: An order had been placed for the new dog waste bin. Following a suggestion, Pooch's Treats were approached and kindly agreed to support both the cost of the bin and its annual emptying. Arrangements for the donation would be made once the bin was received. It was agreed to acknowledge their support in *The Natterjack* and to add a plaque/sticker reading "Proudly sponsored by Pooch's Treats Ltd", which would be sourced from Glasdon UK Ltd at a cost of £29.85.
Grant Award – Jack's Lane Wind Farm Community Fund: it was noted that a grant of £5,000 had been awarded from the Jack's Lane Wind Farm Community Fund. The funding was designated for the replacement of the bird nest swing in the local play area. The project would be completed by the grant end date of 20th June 2026.
8. **Casual Vacancy – to receive an update and proceed with co-option:** the Borough Council of King's Lynn and West Norfolk (BCKLWN) had confirmed that no requests for a by-election had been received within the required timeframe. As a result, the Parish Council was now able to proceed with filling the vacancy by co-option. Notices informing residents of this process had been displayed on all parish noticeboards and published on the Parish Council website. Interested individuals were invited to submit applications for consideration at the July Parish Council meeting.
9. **To agree the appointment of Council representative/spokesperson to the Amy Robsart Village Hall Committee:** it was AGREED to carry the item forward to the July meeting.
10. **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.

- 11. To receive a report from Borough Councillor Chris Morley:** Cllr C Morley advised via email that there was no specific local update to report this month, as much of his time had been taken up with matters relating to the ongoing Local Government reorganisation and the closing of the previous financial year.

A key focus currently was the proposal to continue with the implementation of a 100% Council Tax premium on second homes. A formal recommendation was being submitted for Borough Council agreement in July, with the aim of ensuring the measure was enacted in time for the setting of next year's Parish Precepts.

Whether the scheme proceeded would largely depend on the County Council's position and whether they were willing to return a fair share of the additional income to the local areas affected.

Initial figures indicate that the impact of the policy—where second homeowners either sell their properties or reclassify them as businesses—had been relatively limited, with a dropout rate of only around 15% so far.

12. Planning:

12.1 To consider plans at the time of publishing:

SUPPORT - 25/00775/FM - Proposed Commercial Building & Change of Use of land from Agricultural use to Class E(g) (iii) to regularise the use class at Economy Storage Ltd Mill Lane.

12.2 To consider plans since publication of agenda: None.

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

25/00387/F - Pebble House The Street - Proposed dropped kerb at Pebble House, The Street, Application Permitted 15 May 2025 Delegated Decision.

13. Finance:

13.1 To approve the accounts for payment in June (list at meeting):

St Mary's Church (Donation)	25.00	BACS
Roger Canwell (Internal Audit Fee)	50.00	BACS
TTSR Ltd (Grounds Maintenance, Invoice 2 of 7)	458.78	BACS
S Wood (Delivery Fee for The Natterjack)	15.00	BACS
Sarah Harvey (McAfee Anti-Virus Subscription Renewal)	69.99	BACS
Clerk's Salary & Expenses (17 th April to 14 th May 2025)	362.68	BACS

13.2 To note the finance received in May 2025:

Advertising Fees (The Natterjack 2025/26)	85.00
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13.3 To approve the May 2025 financial statement: it was AGREED to accept the May 2025 financial statement, which was signed by the Chair, Cllr D Niemann.

13.4 To receive a report from the Internal Auditor for the financial accounts 2024/25: The Clerk reported that the internal audit for the financial accounts 2024/25 had been carried out and there were no matters of concern that the auditor wished to raise with the Parish Council. The internal auditors report would be available on the Parish Council website.

13.5 To approve the Annual Governance Statement in the 2024/25 AGAR: the Clerk explained that due to the AGAR for 2023/24 being submitted after the 1st July 2024 deadline, the date required by the Accounts and Audit Regulations 2015, the Parish Council had disclosed this by answering 'No' to Section 1, Box 1 of the Annual Governance Statement for 2023/24.

As the Council had not complied with Regulation 15 of the Accounts and Audit Regulations 2015 and the period for the exercise of public rights did not include the first 10 working days of July, it required the Council to answer 'No' to Assertion 4 of the Annual Governance Statement for 2024/25. It was noted that Councillors had been received copies of the Statement for their consideration and it was AGREED that the Chairman and RFO sign the Statement.

13.6 To approve the Statement of Accounts in the 2024/25 AGAR: it was noted that Councillors had been circulated a copy of the Accounts for the year ending 31st March 2025, together with a bank reconciliation for the year end. Councillors had also been provided with a copy of the Statement and it was considered and AGREED that the Chairman and RFO sign the Statement.

14. Governance

14.1 To review and approve Standing Orders: it was RESOLVED to adopt the model Standing Orders without amendment. A copy would be published on the Parish Council website and retained in the Council's records.

14.2 To review and approve Financial Regulations: it was RESOLVED to adopt the model Financial Regulations without amendment. A copy would be published on the Parish Council website and retained in the Council's records.

- 14.3 **To review and approve the Internal Control Policy:** it was considered and AGREED that the reviewed policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2026 or as required.
- 14.4 **To review and approve the Internet Banking Policy:** it was considered and AGREED that the reviewed policy be adopted by the Council and placed on the Parish Council website. This would be reviewed in June 2026 or as required.
15. **Parish Councillors Reports**
- 15.1 **Village Speedwatch and relocating of SAM2 signs:** Councillor P Welland reported that Speedwatch was proceeding well, with volunteers consistently meeting the minimum required number of sessions throughout the year. In addition, Councillor P Welland noted that one of the SAM2 signs had been found to be faulty. The defective sign would be returned to Westcotec Ltd on Tuesday, 24th June for an assessment.
- 15.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** Cllr P Welland advised that the next meeting was scheduled for 14th July.
- 15.3 **Playground Weekly Inspection Reports:** Councillor D Daly advised that a visual inspection would be carried out within the coming days. At present, there were no issues of concern to report.
- 15.4 **Monitoring of Street Lights and Fire Hydrant List:** no issues were noted.
- 15.5 **NCF – Jack’s Lane Wind Farm Community Fund Panel:** Cllr D Candy reported that three applications had been received local to Syderstone and that along with the Parish Council both the Green Park Centre and the Local History Group had been successful. It was noted that the Fund had been heavily oversubscribed.
- 15.6 **Defibrillator on wall of ARVH:** it was noted that there were no issues and that regular reports continued to be sent to WEBNOS.
16. **Updates and on-going items**
- 16.1 **Update on the Neighbourhood Development Plan:** Cllr S Wood advised that the Legal Examiner had been appointed by the BCKLWN (Dr Louise Brooke-Smith) to review the proposed Neighbourhood Plan. It was noted that once the examiner had completed their assessment and shared their findings the Plan would move forward to the public referendum stage.
- 16.2 **Update on Emergency Plan:** Cllr D Niemann advised that a further meeting would be scheduled after mid-July.
- 16.3 **Update on the streetlight at Norman Way:** it was noted that a quotation had been received from Cozens (UK) Ltd for UKPN to disconnect the underground supply from column and remove and dispose of the old column and lantern from site. The total cost for the work would be £1,950.00 (ex VAT). The Clerk advised that upon receipt of the quotation a further communication had been sent to Freebridge Community Housing requesting financial assistance towards the cost of completing the necessary works. In addition to this the Clerk had emphasised the responsibility Freebridge held in ensuring their land remained safe and adequately illuminated, particularly given the presence of several elderly residents living in their properties. The communication had been referred to the Head of Customer and Communities Ross Edwards for a response.
- 17 **The Natterjack**
- 17.1 **To receive an update on expected income for The Natterjack and consider approaches to local businesses for advertising:** the Clerk provided an update on expected income for the 2025/26 financial year. To date, a total of £365.00 had been received in advertising income. A detailed list of current advertisers was made available for Councillors. Based on current projections, there remained an annual deficit of £215.00, which reflected the shortfall between anticipated income and expenditure for the year. The Parish Council would continue to monitor the situation and explore opportunities to secure additional advertising.
- 18 **To consider an event to mark VJ Day – Friday 15th August:** Cllr D Candy advised that St Mary’s Church bells would ring at 6.30pm followed by the beacon being lit as part of a nationwide chain of beacons across the UK on the playing field at 9.30pm. It was noted that there would be a bar available at the Village Hall during the evening. Cllr D Niemann would approach the suggested individual to invite them to light the beacon.
- 19 **Correspondence**
- To note any general correspondence received:
- 19.1 **St Mary’s Church, Thank You for Donation:** noted.
- 19.2 **NCC, Local Government Reorganisation:** noted.

20. **A resolution to adjourn the meeting for Parishioners Questions and Statements:** None.
21. **To receive items for next Agenda:** Litter Pick.
22. **To note the date of the next Parish Council Meeting** – Thursday 17th July at 7.30 p.m.

Meeting closed: 8.35 pm.

.....Chair

.....Dated

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL