



# Syderstone Parish Council

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## **Minutes of the Parish Council Meeting Held Thursday 17<sup>th</sup> July in Amy Robsart Hall**

**PRESENT:** Cllr D Niemann (Chair), Cllr D Daly (Vice-Chair), Cllr D Candy, Cllr K Jordan, Cllr S Wood  
Clerk/RFO – Sarah Harvey  
Members of the Public - 4

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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 P Welland. Apologies were noted from Borough Councillor C Morley.
  3. **Declarations of Interest on Agenda Items:** Cllr K Jordan declared a pecuniary interest in agenda item 11.1 (Planning)
  4. The Minutes of the meeting held on 19<sup>th</sup> June 2025 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):**  
The applicants (Planning Application – 21 Broadlands (Ref: 25/01117/F) attended the meeting and provided a comprehensive overview of their planning application. They outlined the proposed changes to the property, explaining both the nature of the alterations and the reasons why they were necessary. It was highlighted that the application had been designed with the intention of "future proofing" the property, ensuring it meets anticipated long-term needs. The applicants confirmed that, beyond this proposal, they had no intention of submitting any further planning applications for the property.
  6. **Co-option – To proceed with the co-option process to fill one Parish Councillor vacancy:**  
It was noted that there was one Parish Councillor vacancy that was 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 seat was dealt with, and the Chair called for votes for the nominees. Following a vote, Andy Knight received a majority and was successfully co-opted on to the Council.  
It was noted that the Borough Council would be advised that the casual vacancy had been filled and the relevant forms would be made available to the new Councillor to complete before the September meeting, when he would officially join the Council.
  7. **To consider the Clerks Report (Matters arising for information only):**  
The new dog waste bin on Creak Road had now been delivered and installed. The invoice details had been forwarded to Pooch's Treats for payment, which covered both the cost of the bin (£169.38) and the annual emptying and maintenance charge (£219.70).  
The grant of £5,000 from the Norfolk Community Foundation for the Bird's Nest Swing had been received, and an order for the new equipment was subsequently been placed with Online Playgrounds. Once an installation date was confirmed, the contractors would require access to the playing field. The site visit by UKPN, originally scheduled for 23<sup>rd</sup> June, had been rescheduled to 22<sup>nd</sup> July. A formal quotation will therefore be available for consideration at the September meeting.  
The Annual Governance and Accountability Return (AGAR) had been completed and submitted to PKF Littlejohn for external audit.

Highways had been reminded that the SAM2 posts remained outstanding. They had acknowledged this reminder and confirmed that work would progress. An update would be provided once a firm installation date has been given or the posts have been put in place.

8. **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 September meeting.
9. **To receive a report from County Councillor Michael Chenery:** None received.
10. **To receive a report from Borough Councillor Chris Morley:** None received.

**11. Planning:**

**11.1 To consider plans at the time of publishing:**

SUPPORT

25/01080/F - Variation of conditions 2 and 3 of Planning Permission 25/00085/F: Self-build replacement dwelling at Arwyn 13 Ashside.

SUPPORT

25/01088/F - Single storey extension at The Stockyard Creak Road.

Cllr K Jordan left the meeting (7.50pm)

OBJECT

25/01117/F - Proposed Single Storey Extension to Rear to provide disability access/accommodation at 21 The Broadlands The Street.

Cllr K Jordan left the meeting (8.00pm)

**11.2 To consider plans since publication of agenda:** None.

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

25/00085/NMA\_1 - NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 25/00085/F: Self-build replacement dwelling Arwyn 13 Ashside Application Withdrawn 25 June 2025

25/01008/LDP LAWFUL DEVELOPMENT CERTIFICATE- Single storey extension The Stockyard Creak Road Application Withdrawn 26 June 2025

**11.4 To review and approve the Consultation on Planning Applications Policy:**

The Parish Council reviewed the draft Consultation on Planning Applications Policy. Members noted that having a formal policy in place would provide a clear framework for responding to planning applications, ensuring transparency, consistency, and compliance with statutory deadlines.

Following discussion, the Parish Council AGREED the Consultation on Planning Applications Policy as presented.

**12. Finance:**

**12.1 To approve the accounts for payment in July (list at meeting):**

Glasdon UK Ltd (Dog Waste Bin & Visual)	254.08	BACS
Norfolk ALC (Website/Email Gov.uk Service)	138.60	BACS
TTSR Ltd (Grounds Maintenance, Invoice 3 of 7)	458.78	BACS
Clerk's Salary & Expenses (19 <sup>th</sup> June to 16 <sup>th</sup> July 2025)	423.83	BACS
HMRC Income Tax Payment	19.00	BACS

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

**12.2 To note the finance received in June 2025:**

Advertising Fees (The Natterjack 2025/26)	105.00
Credit Interest (Instant Access Account)	66.88
Dog Waste Bin Emptying Donations	438.88
Norfolk Community Foundation (JL Community Benefit Fund)	5,000.00

**12.3 To approve the June 2025 financial statement:** it was PROPOSED by Cllr D Candy, SECONDED by Cllr D Daly and AGREED that the financial statement for June 2025, should be approved and signed by the Chair.

**12.4 To approve a donation to Great Massingham Community Car Scheme:** it was AGREED that a donation of £150 should be donated to the scheme.

**13. Parish Councillors Reports**

**13.1 Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland reported that a Speed Watch session had taken place on 9th July between 7.00 pm and 8.00 pm near the junction with Rudham

Road. During the session, five vehicles had been recorded travelling in excess of 40 mph, with one vehicle exceeding 50 mph. Further evening sessions were planned to continue through to the autumn.

Members also noted that the defective SAM2 camera had been taken to Westcotec on 24th June for assessment. The second SAM2 unit remains operational and was currently positioned on Mill Lane.

- 13.2 **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.

Cllr P Welland raised concerns on behalf of a parishioner about speeding on Mill Lane. The Clerk advised that if there were issues with vehicles exceeding the speed limit, Norfolk Highways would expect these incidents to be reported directly to the Police. Should there be a broader desire to pursue a reduction in the speed limit, Highways were likely to require a full safety audit as part of the decision-making process. Unfortunately, the cost of such an audit would fall to the Parish Council, and this typically ranges between £5,000 and £8,000.

- 13.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that he had investigated concerns raised regarding possible electric shocks from the sheep fencing bordering the playing field. Following his inspection, Cllr Daly confirmed that he had no concerns about the condition or operation of the fencing at this time. He advised, however, that routine checks would continue to be carried out to ensure the safety of the fencing and to promptly identify any future issues should they arise. Cllr D Daly reported that hedge trimmings had been left on the playing field from a neighbouring property along the boundary fence. Photographs and details of the property would be provided to the Clerk.

- 13.4 **Monitoring of Street Lights and Fire Hydrant List:** no issues were noted.

- 13.5 **NCF – Jack’s Lane Wind Farm Community Fund Panel:** Cllr D Candy reported a neighbouring parish club, previously allocated funding for one project, had enquired whether the funding may be reallocated to an alternative project.

- 13.6 **Defibrillator on wall of ARVH:** it was noted that there were no issues and that regular reports continued to be sent to WEBNOS.

#### 14. **Updates and on-going items**

- 14.1 **Update on the Neighbourhood Development Plan:** Cllr S Wood advised that the proposed Neighbourhood Plan was still being reviewed by the Legal Examiner appointed by the BCKLWN (Dr Louise Brooke-Smith).

- 14.2 **Update on Emergency Plan: Cllr D Niemann advised that a further working group meeting had been scheduled for the 29<sup>th</sup> July:** Update on the streetlight at Norman Way: Correspondence was received from Freebridge Community Housing regarding the damaged street lighting column. Freebridge confirmed that they did not accept responsibility for the asset, as it was not one, they maintained and no evidence was found that their staff or contractors caused the damage. They advised that liability and costs remained a matter for the Parish Council and its insurers. Freebridge expressed appreciation of the Council’s efforts to ensure safety but stated they were unable to assume ownership or provide financial contribution, while remaining committed to maintaining constructive relations.

It was AGREED that Norfolk ALC be approached to provide advice on the Parish Council’s position in relation to meeting the costs of the works, given that the streetlight in question is located on land owned by Freebridge. Members considered it important to establish whether the Council should be liable for the expenditure or whether Freebridge ought to contribute towards, or cover, the costs. It was further AGREED that a second quotation be obtained for the disconnection, removal, and disposal of the streetlight, to ensure best value and to allow comparison with the quotation already received.

- 14.3 **Update on faulty SAM2 Sign:** The Clerk reported on the assessment of the SAM2 sign by Westcotec Ltd, which had confirmed the radar unit was faulty and requires replacement.
- Repair option: Replacement radar unit and labour totalling £950 + VAT, with a 1-year warranty.
  - New unit option: Purchase of a new SAM2 sign at £3,810 (gross), supplied with a 3-year warranty.
- The Council noted that while repair was possible, the warranty offered was short and overall costs were high relative to a new unit. Funding assistance for a new SAM2 Sign would be available via the Norfolk County Council Parish Partnership Scheme, with the potential for additional support through

the Local Member Fund. It was further noted that applications for the Scheme were due in early December.

It was AGREED not to proceed with repair of the current unit and instead to pursue the purchase of a new SAM2 sign under the Parish Partnership Scheme.

## 15 The Natterjack

- 15.1 **To receive an update on expected income for The Natterjack and to note any items for inclusion within the Autumn edition:** It was noted that an additional £35 advertising income had been received from Economy Storage. Fakenham Prepress Solutions had waived the printing fee for the summer edition due to a printing error.  
For 2025/26, costs were £495.00 per year (printing and delivery), with advertising income to date of £400.00, leaving a projected annual deficit of £95.00.  
The next deadline for contributions to the Autumn edition was 11th August. It was AGREED that items on hedge cutting and GMACCS be included, and that Councillors be copied into the reminder email to regular contributors.

## 16 Open Spaces

- 16.1 **Ownership of Pond and Common Land: To clarify the ownership of the pond and adjacent land formerly held by the Ringer Trust and consider approaching the new owners regarding possible purchase or lease by the Parish Council:** The Council considered the ownership of the pond area at Docking Road, which formed part of the Ringer Trust. It was agreed that confirmation should be sought as to whether this land was included in the recent farmland sale. The Council would then consider whether to approach the new owners regarding possible purchase or lease by the Parish Council.
- 16.2 **Pill Box – Listing Proposal: To consider a proposal to seek listed status for the wartime pill box and agree next steps:** it was noted that the Local History Group had AGREED to investigate this further and possibly apply for the Pill Box to be listed via Historic England.
- 16.3 **To agree arrangements for the village Autumn litter pick:** it was AGREED that a village litter pick should be planned for Sunday 12<sup>th</sup> October 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.
- 17 **To receive an update on event to mark VJ Day (Friday 15<sup>th</sup> August) and approve a risk assessment for the event:** 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 9.00/9.30pm. It was noted that there would be a bar available at the Village Hall during the evening. Cllr D Candy would approach the suggested individual to invite them to light the beacon. The Council reviewed the Beacon Risk Assessment for the 15<sup>th</sup> August 2025 as circulated prior to the meeting. It was RESOLVED that the Risk Assessment be approved and accepted as presented.

## 18 Correspondence

The following correspondence was noted as received:

- 18.1 **Email from Parishioners, Grass Cutting Concerns in the Churchyard.**  
18.2 **NCC Invitation to bid for Parish Partnership Scheme 2026/27.**  
18.3 **NCC, Funding to Support Bus Shelter Installations Across Norfolk.**  
18.4 **BCKLWN, Future Norfolk Survey.**  
18.5 **Community Action Norfolk, Help Your Community Save on Heating Oil with Thinking Fuel.**
19. **A resolution to adjourn the meeting for Parishioners Questions and Statements:**  
A parishioner thanked the Clerk and the Parish Council for the Summer edition of The Natterjack.
20. **To receive items for next Agenda:** None.
21. **To note the date of the next Parish Council Meeting – Thursday 15<sup>th</sup> September at 7.30 p.m.**

Meeting closed: 8.50 pm.

.....Chair, 25<sup>th</sup> September 2025

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