Syderstone Parish Council

Parish Clerk: Sarah Harvey, BA Hons
Byanoak, Leicester Road, South Creake, Fakenham, Norfolk, NR21 9PW
Telephone: 01328 823391 Email: clerk@syderstone-pc.gov.uk
www.syderstonevillageandpc.info

Minutes of the Parish Council Meeting
Held Thursday 23rd July 2026 in Amy Robsart Hall

PRESENT: Cllr D Niemann (Chair), Cllr D Candy, Cllr D Daly, Cllr A Knight, Cllr P Welland, Cllr S Wood and the Clerk/RFO, Sarah Harvey
Members of the Public – 3

---

1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **Apologies for Absence**: None were received.
3. **Declarations of Interest on Agenda Items**: None.
4. The Minutes of the meeting held on 17th June 2026 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.
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 one application had been received from a qualifying candidate 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 nominee. Following a vote, Dawn Harris 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 she would officially join the Council.
7. **To consider the Clerks Report (Matters arising for information only):**
   TTSR Ltd, Fuel Surcharge: Due to stabilising fuel prices, TTSR Ltd had informed the Council that the temporary fuel surcharge would be removed from the next invoice.
   Gorse Growth, The Common: The Clerk reported that correspondence had been sent to Hayes + Storr Solicitors, acting for the A W & W W Ringer Settlements, regarding the management of land at Rudham Road and concerns over gorse growth and the potential fire risk. No response had yet been received.
   Streetlight, Norman Way: The Clerk reported that following the Council's resolution to proceed with the removal of the damaged streetlight column, UK Power Networks had prepared an Asset Owner Agreement to enable the appointment of Cozens Ltd as the Independent Connections Provider. The agreement had been signed on behalf of the Council and returned to UK Power Networks for completion. Once the fully executed agreement had been received, Cozens Ltd would be able to arrange the removal works.
   The Clerk further reported that Freebridge Community Housing's agreed goodwill contribution of £500 towards the cost of the works had been received and Freebridge had been thanked for its generous support.
   Natterjack deadline: It was noted that the deadline for the Autumn edition would be the 10th August, and that reminders would be sent to all regular contributors on Monday 27th July.
8. **To receive a report from County Councillor Peter Lawrence:** no report was received.
9. **To receive a report from Borough Councillor Chris Morley:** no report was received.

10. **Planning:**

10.1 **To consider plans at the time of publishing:**
SUPPORT
26/01116/F - Construction of SELF BUILD Dwelling at Agricultural Building West of 14 Mill Lane.

The Chair invited the applicant to address the Council regarding the application.
The applicant explained that the proposal was to convert the existing agricultural building into a modest two-bedroom self-build bungalow, broadly retaining the existing footprint of the building. The applicant provided further details of the proposal and the reasons behind the application.

Following discussion, the Parish Council agreed in principle to support the application. The Clerk was asked to prepare and submit an appropriate response to the Borough Council, reflecting the discussion at the meeting and the provisions of the adopted Syderstone Neighbourhood Plan.

10.2 **To consider plans since publication of agenda:** None were received.

10.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:** None.

11. **Finance:**

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

Clear Councils (Insurance - Additional Cover for Street Furniture/Play Equipment)	117.96
Norfolk ALC (Gov.uk Renewal July 26 to July 27)	69.48
Online Playgrounds (Aerial Cableway Service)	798.96
Online Playgrounds (Basketball Net + Swing Shackles)	99.23
Parish Noticeboard Company (50% Deposit Invoice for Noticeboards)	1,818.60
TTSR Ltd (Grounds Maintenance Invoice 3 of 7 2026)	495.26
Westcotec Ltd (SAM3 Unit + Portable Solar Kit)	5,368.80
Clerk's Salary & Expenses (18th June to 15th July 2026)	483.90

11.2 **To note the finance received in June 2026:**

Credit Interest (Instant Access Account)	50.59
Norfolk Community Foundation (Jack's Lane CBF)	2,946.00

11.3 **To approve the June 2026 financial statement:** it was AGREED to accept the June 2026 statement, which was signed by the Chair, Cllr D Niemann.

11.4 **To consider transferring £3,000 from the Instant Access Savings Account to the Current Account to maintain adequate working balances and meet approved expenditure:** The Clerk reported that a transfer of £3,000 from the Instant Access Savings Account to the Current Account was required in order to maintain an adequate working balance and enable approved expenditure to be met.
Councillors noted that, following receipt of the invoice from Westcotec Ltd in respect of the new SAM3 sign, reimbursement had been requested from Norfolk County Council comprising the Parish Partnership contribution of £2,237 and the Local Member contribution of £700, amounting to £2,937 in total. The transfer would therefore provide sufficient funds pending receipt of those monies.
It was RESOLVED that £3,000 be transferred from the Instant Access Savings Account to the Current Account.

11.5 **To review and adopt the revised Asset Register and note the updated insurance reinstatement values:** Members considered the revised Asset Register, which had been comprehensively reviewed to verify existing assets, record recently acquired assets, update acquisition costs where known and include estimated insurance reinstatement values.
The Clerk reported that the Council's insurers had also reviewed the adequacy of the existing sums insured. As a result, the brick and tile bus shelter had been added to the Buildings section of the policy, while the declared values for Street Furniture and Playground Equipment had been increased to reflect current reinstatement costs.
Following discussion, it was unanimously RESOLVED to adopt the revised Asset Register as the Council's official register of assets and to note the updated insurance schedule. It was further agreed that the register should be reviewed on an annual basis.

11.6 **To consider approval for the Clerk to attend NPTS's "Public Procurement for Town & Parish Councils" training course:** Members considered the proposed training course and noted that it would support the Council in undertaking forthcoming procurement exercises and complying with current procurement requirements. It was RESOLVED that the Clerk be authorised to attend the course on 16th September 2026 at a cost of £75.

11.7 **To approve a donation to Great Massingham Community Car Scheme:** Members noted that a provision of £150 had been made within the current budget in support of the scheme. It was RESOLVED that a donation of £150 be made to Great Massingham Community Car Scheme.

11.8 **To consider the adoption of the revised HMRC Approved Mileage Allowance rate:** Members considered the revised HMRC Approved Mileage Allowance Payment (AMAP) rate. It was AGREED that the revised rate of 55 pence per mile for the first 10,000 business miles per tax year, and 25 pence per mile thereafter, be adopted with effect from 6 April 2026 and applied to all future business mileage claims.

12. **Governance**

12.1 **To review and approve the Internal Control Policy:** Members reviewed the revised Internal Control Policy and noted the minor amendments made to ensure that it remained consistent with the Council's current governance arrangements and adopted Financial Regulations. It was RESOLVED that the revised Internal Control Policy be approved and adopted.

12.2 **To review and approve the Internet Banking Policy:** Members reviewed the revised Internet Banking Policy and noted the amendments made to reflect the Council's current banking arrangements and adopted Financial Regulations. It was RESOLVED that the revised Internet Banking Policy be approved and adopted.

13. **Parish Councillors Reports**

13.1 **Village Speedwatch and relocating of SAM2 signs:** Cllr P Welland reported that Speedwatch sessions would continue from September. Cllr P Welland advised that the new SAM3 sign had been received.

13.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** It was noted that the next meeting would take place on 27th July.

13.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that the decking to the embankment slide had been replaced and that the replacement basketball net and swing shackles had been installed. Cllr D Daly also advised that works to the willow tree remained necessary, as branches were overhanging the swing frame. The Clerk was asked to seek advice from a suitably qualified tree surgeon and obtain a quotation for the recommended works.

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 advised that she had forwarded details of the BCKLWN Small Grants Fund to the Village Hall.

13.6 **Defibrillator on wall of ARVH:** See agenda item 14.1.

13.7 **Amy Robsart Village Hall Committee:** Cllr A Knight provided an update on the proposed refurbishment of the village hall garden and advised that enquiries were also being made with the Planning Authority regarding the installation of an air conditioning and heating unit on the rear wall of the village hall. Members noted that two quotations had been obtained in relation to the proposed works.

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

14.1 **To receive an update regarding the public access defibrillator, consider the findings of the warranty inspection (if available), review future replacement options and determine the next steps:** The Clerk provided an update on the Parish Council's existing Defibtech Lifeline View defibrillator, which had been returned to the Community Heartbeat Trust for assessment under warranty following the appearance of a service fault. Members noted that the outcome of the manufacturer's inspection had not yet been received and that repeated requests had been made for a loan unit while the Parish Council's defibrillator remained unavailable.
Members also considered the information previously circulated regarding replacement options available through London Hearts, including the supply of a Mindray C1A defibrillator and a replacement heated external cabinet.
Following discussion, members agreed that, in view of the age and condition of the existing cabinet and the importance of restoring a reliable public access defibrillator as soon as possible, the Parish Council should proceed with the purchase of a new Mindray C1A defibrillator and a heated external cabinet from London Hearts at a total cost of £1,159.20, including VAT and delivery.
It was AGREED that the Parish Council purchase a Mindray C1A defibrillator and heated external cabinet from London Hearts at a cost of £1,159.20, and that the Clerk be authorised to make the necessary arrangements for installation and continue to pursue the outcome of the warranty inspection.

14.2 **To note the feedback received from residents regarding the proposed relocation of the SAM2 sign from Tattersett Road to Ashside and receive an update on the response from the Highways Engineer:** Members noted the responses received from local residents regarding the proposed relocation of the SAM2 sign. Whilst both respondents supported the principle of installing a speed awareness sign on Ashside, both residents raised objections to the proposed location. Members noted that the consultation responses and the subsequent objection had been forwarded to the Highways Engineer at Norfolk County Council and that further advice had been requested regarding the most suitable location. A response was awaited at the time of the meeting.

14.3 **To consider Westcotec's proposed exchange of the SAM3 solar panel assembly to ensure compatibility with the Parish Council's existing mounting brackets and determine the next steps:** Members considered the information received from Westcotec regarding the proposed exchange of the SAM3 solar panel assembly to ensure compatibility with the Parish Council's existing mounting brackets.
Cllr P Welland explained that the issue related to an incompatibility between the plug assemblies fitted to the solar panels and the SAM signs. Members noted that Westcotec had confirmed that an exchange of the solar panel assembly could be undertaken at no additional cost and that this would have no effect on the operation of the sign or the manufacturer's warranty.
It was AGREED that the Clerk should relay the information provided by Cllr P Welland to Westcotec, although members considered that it might be beneficial for Cllr P Welland to speak directly with the company if further clarification was required.

14.4 **To receive an update on the village noticeboards project, authorise payment of the supplier's 50% deposit invoice, and consider and approve the quotation for installation of the replacement noticeboards:** The Clerk provided an update on the replacement noticeboards project and reported that the order had been placed with the supplier. Members noted that the artwork proofs had been approved in accordance with the specification previously agreed by the Council and that a 50% deposit was required before manufacture could commence.
Members also considered a quotation from M Bateman Maintenance in the sum of £90.00 for the installation of the two replacement noticeboards and the removal and disposal of the existing noticeboards. It was AGREED to authorise payment of the supplier's 50% deposit invoice and to approve the quotation from M Bateman Maintenance in the sum of £90.00.

14.5 **Play Area**

1. **To note the cableway inspection report and consider and approve costs for replacement parts:** Members received and noted the operational inspection report for the cableway. It was noted that surface rust was visible on the main cable, but that no immediate action was required other than regular monitoring. Members also noted that the seat, trolley, damper spring and cable stop had been inspected, all fixings had been found to be secure, and the cable had been re-tensioned.
The inspection report identified that the six half-log timbers forming the access ramp were heavily worn and required replacement. Members considered the quotation received from Online Playgrounds Ltd and agreed that all six timbers should be replaced in the interests of safety. It was further agreed that the materials should be supplied only and delivered to Cllr D Daly, who had kindly offered to undertake the installation work. It was AGREED that replacement timbers and fixings for all six half-logs be purchased from Online Playgrounds Ltd on a supply-only basis at a cost of £182.40, including VAT.
2. **To approve a quotation for repainting of the swing frame:** Members considered the quotation received from M Bateman Maintenance for the preparation and repainting of the swing frame in order to address deteriorating paintwork and surface corrosion and help extend the life of the equipment. It was AGREED that the quotation of £285.00 from M Bateman Maintenance be approved and that the works be authorised to proceed.
3. **To consider a draft community consultation for the proposed play area improvement project and receive an update on funding opportunities and indicative project costs:** Members considered the draft community consultation questionnaire and approved it without amendment. It was agreed that the consultation should be published through the Parish Council website, Facebook page, *The Natterjack*, noticeboards and other suitable locations in order to maximise participation and help inform future funding applications.
Members noted the funding opportunities identified to date, including the National Lottery Awards for All programme, the Borough Council's Community Infrastructure Levy (CIL) Infrastructure Fund and the availability of the Parish Council's earmarked Neighbourhood CIL funding. Indicative costs

associated with the replacement of the multi-play unit and the possible provision of a playing field shelter were also noted.

Members approved the proposed project plan and authorised the Clerk to progress the next stages of the project and report back to the Council as appropriate.

4. **To consider the preparation of a Parish Infrastructure Investment Plan (PIIP) to support future funding applications, including the proposed play area improvement project:**
Members considered the guidance issued by the Borough Council of King's Lynn and West Norfolk regarding the preparation of a Parish Infrastructure Investment Plan (PIIP). It was noted that the document would provide an evidence base to support future infrastructure projects and funding applications, including potential applications to the Community Infrastructure Levy (CIL) Infrastructure Fund.
Members agreed that a PIIP should be prepared for the parish and approved the proposed approach, drawing upon information contained within the adopted Neighbourhood Plan, the Asset Register and existing and proposed infrastructure projects.
It was RESOLVED that the Clerk be authorised to prepare an initial draft PIIP for consideration by the Council at a future meeting.

15 **Correspondence**

To note any general correspondence received:

15.1 **BCKLWN, Parish Training Update Sessions:** it was noted that the relevant email was circulated to members on the 2nd July.

16. **A resolution to adjourn the meeting for Parishioners Questions and Statements:** None.

17. **To receive items for next Agenda:** It was noted that the following items would be added to the September agenda; Support for new Information Board at Mill Lane, Syderstone Common, to consider arrangements for councillors to familiarise themselves with the responsibilities currently undertaken by other members,

18. **To agree a revised date for the September and December Parish Council meetings:** Tuesday 8th September and Thursday 10th December.

19. **To note the date of the September Parish Council Meeting:** Tuesday 8th September at 7.30pm.

Meeting closed: 9.00 pm.

………………………………………Chair Dated: 8th September 2026

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL