



# Syderstone Parish Council

Parish Clerk: Sarah Harvey, BA Hons  
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## Minutes of the Parish Council Meeting Held Thursday 21<sup>st</sup> November in Amy Robsart Hall

### PRESENT:

Cllr D Niemann - Chair  
Cllr D Daly – Vice Chair  
Cllr D Candy  
Cllr K Jordan  
Cllr S Ojelade  
Clerk/RFO – Sarah Harvey  
County Councillor M Chenery of Horsburgh  
Members of the Public – 4

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1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting including new Councillor, Kimberly Jordan.
  2. **Apologies for Absence:** apologies for absence were received and accepted from Cllrs P Welland and S Wood.
  3. **Declarations of Interest on Agenda Items:** None.
  4. The Minutes of the meeting held on 17<sup>th</sup> October 2024 were circulated before the meeting. It was PROPOSED by Cllr D Candy, SECONDED by Cllr S Ojelade 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):**  
It was noted that the grant application to Awards for All for the Playing Field Shelter has been submitted and an outcome of the bid should be received by early March 2025.  
UKPN had carried out a site visit to the playing field in order to put together a formal quotation for an independent power source.  
The website had been updated to include a page outlining the Parish Councils functions as well as a guide for members of the public wishing to attend the meetings.  
The Clerk advised that there were still a number of outstanding highway issues that were awaiting feedback/action namely, installation of village gateways and SAM2 Posts, moss on pavement (The Street), Rudham Rd trod, installation of proposed trod at Docking Rd (between RB3 and RB5), integrity of safety barrier/roadway (Docking Rd) and placement of Play Area directional signs.  
It was noted that the outstanding Play Area parts had now been delivered and the Play Area inspection had been carried out by Wicksteed on the 14th November.
  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 advised that Electoral boundaries would change at the County Council elections in May 2025 and that he would no longer represent Syderstone should he stand for election or be re-elected.
  8. **To receive a report from Borough Councillor Chris Morley:** Cllr C Morley had relayed his apologies as he was engaged with BCKLWN budget commitments.
  9. **Planning:**
    - 9.1 **To consider plans at the time of publishing:** None.
    - 9.2 **To consider plans since publication of agenda:** None.

- 9.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council:**
- 9.4 **BCKLWN, King’s Lynn and West Norfolk Local Plan 2021-2040: Main Modifications Part 2 (Gypsy, Traveller and Travelling Showpeople) consultation (October – November 2024):** noted.
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 November (list at meeting):**
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|--|----------|------|
| TTSR Ltd (Grounds Maintenance, October)                        | 410.62   | BACS |
| Royal British Legion (Donation)                                | 50.00    | CHQ  |
| Collective Community Planning Ltd (Neighbourhood Plan)         | 1,470.00 | BACS |
| Cozens UK Ltd (LED Lantern, Opp Ten Cottages)                  | 474.00   | BACS |
| Cozens UK Ltd (Street Lighting Maintenance Sept/Oct/Nov)       | 90.00    | BACS |
| Online Playgrounds (Play Area Equipment Replacement Fixings)   | 48.84    | BACS |
| C Appleby (Delivery of NDP Flyer & Newsletter)                 | 30.00    | BACS |
| Paperklip (Printing of Newsletter)                             | 210.80   | BACS |
| Clerk’s Salary & Expenses (17th October to 20th November 2024) | 334.45   | BACS |
| HM Revenue & Customs (Income Tax Payment)                      | 1.40     | BACS |
- 10.3 **To note the finance received in October 2024:** None.
- 10.4 **To approve the October 2024 financial statement:** it was AGREED to accept the October 2024 statement, which was signed by the Chair, Cllr D Niemann.
- 10.5 **To receive a report from the Internal Control Officer for Apr/May/Jun/Jul:** Cllr D Candy (Internal Control Officer) advised that she had checked random receipts/expenditure from April to August and found that all had been correctly recorded, authorised and reported to the Council. It was noted that the invoice from PaperKlip for NDP printing costs noted the figures for both colour and black and white options, when the latter was agreed and paid for.
- 10.6 **To review and approve the grounds maintenance contract for 2025:** it was noted that the grounds maintenance contract for 2025 had been received from TTSR Ltd. It was AGREED that the contract should be revised to include the spike and roll of the playing field and spraying of weeds along Norman Way to The Street footpath. The revised contract would be considered at the December meeting.
- 10.7 **To approve a donation using s137 of the Local Government Act 1972 to the East Anglian Air Ambulance:** it was AGREED that a donation of £100 would be made to the East Anglian Air Ambulance.
- 10.8 **To approve the cost for Budget/Precept training:** it was AGREED that half of the cost of the course would be met by the Council (£24), with the remainder of the fee being met by Great Massingham Parish Council.
- 10.9 **To note an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC for Local Government Services - pay points 2 to 43 inclusive. This equates to a £0.63p per hour increase and to note this is to be back paid to April 2024:** noted.
11. **To review and adopt the Freedom of Information Publication Scheme:** it was AGREED that the revised Publication Scheme should be adopted and that this would be made available on the Parish Council website.
12. **To review and adopt a Records Management Policy:** it was AGREED that the Records Management Policy should be adopted and that this would be made available on the Parish Council website.
13. **Parish Councillors Reports**
- 13.1 **Village Speed watch and relocating of SAM2 signs:** Cllr P Welland reported that regular session was taking place on Mondays and Fridays. The Speed watch team were still awaiting a date from the Beat Officer to attend.
- 13.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** Cllr P Welland reported that he had attended the November meeting. It was noted that they were now taking away any priority issues agreed upon and would be running them past a combined meeting which would consist of themselves, all Council departments and highways to form solutions. This had been piloted in Norwich with good results.
- 13.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that there were no issues to raise other than the presence of recurring mole hills.
- 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 nothing to report.
- 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. Cllr D Niemann advised that ‘Defibrillator Training’ had been organised for Saturday 16<sup>th</sup> November and had been delivered by the East Anglian Air Ambulance.
- 13.7 **Amy Robsart Village Hall Committee:** It was noted that the Christmas tree lights were to be switched on Sunday 1<sup>st</sup> December and that a further ‘Pop-Up Pub’ had been scheduled. It was also noted that on Saturday 14<sup>th</sup> December ‘An American in Paris – The Musical’ would be shown at the Village Hall from 7.00pm.
14. **Updates and on-going items**
- 14.1 **Update on Neighbourhood Plan:** it was noted that a consultation on the draft Neighbourhood Plan was running from 4<sup>th</sup> November to the 16<sup>th</sup> December. A drop-in session would take place on Wednesday 4<sup>th</sup> December between 10am-12pm at the Village Hall back room for those with questions or wished to discuss elements of the plan further with the Steering Group.
- 14.2 **Update on derelict property on The Street:** it was noted that work had halted at the property. The Clerk advised that she would obtain an update from the Borough Council regarding the 215 notice and whether the outstanding work had been completed.
- 14.3 **Update on Play Area Noticeboard:** Cllr S Ojelade advised that further updates to the final design would be completed following which the order would be placed with Earth Anchors and the design work made available to them.
- 14.4 **Update on Emergency Plan:** it was noted that a further working group meeting had been held on the 19<sup>th</sup> November and that various tasks had been allocated to group members to complete. A further meeting would be held in January 2025.
- 15 **Open Spaces**
- 15.1 **To approve a quotation to repair the PC noticeboard, reinstate loose cobbles around the base of the village sign (at the bottom end of The Street) and the installation of Book Exchange signs:** it was considered and AGREED that a quotation from M Bateman Maintenance for £140 should be approved and the work be carried out.
- 15.2 **To receive information regarding the installation of proposed trod at Docking Rd (between RB3 and RB5):** it was noted that further information was being awaited from the Area Technician.
- 16 **To agree a Parish Council representative to undertake a reading for the Christmas Carol concert:** it was noted that should the Parish Council be requested to undertake a reading at the Christmas Carol concert on 20<sup>th</sup> December, Cllr S Ojelade would be happy to represent the Council.
- 17 **Correspondence**  
To note any general correspondence received:
- 17.1 **Email from Parishioner, Moss on Pavement:** both the contents of the email and the Clerk’s response were noted.
- 17.2 **Email from Village Hall Committee, Signage:** the request by the Village Hall had been passed on to Highways for directional signage to ‘Syderstone’ erected at the junction of the A148 with the B1454.
- 17.3 **BCKLWN, Parish Planning Update Session:** noted.
18. **A resolution to adjourn the meeting for Parishioners Questions and Statements (if required):** None.
19. **To receive items for next Agenda:** None received.
20. To note the date of the next Parish Council meeting Thursday 12<sup>th</sup> December 2024 at 7.30 p.m.
- Meeting closed: 8.45 pm.

.....Chair

.....Dated

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