Syderstone Parish Council

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Minutes of the Parish Council Meeting
Held Thursday 8th October 2026 in Amy Robsart Hall

PRESENT: Cllr D Niemann (Chair), Cllr D Candy, Cllr D Harris, Cllr P Welland, Cllr S Wood and the Clerk/RFO, Sarah Harvey
Members of the Public – 1

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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 A Knight. Apologies for absence were noted from Borough Councillor C Morley.
3. **Declarations of Interest on Agenda Items**: None.
4. The Minutes of the meeting held on 8th September 2026 were circulated before the meeting. It was PROPOSED by Cllr D Candy, SECONDED by Cllr D Harris 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. **To consider the Clerks Report (Matters arising for information only):**
   Village Sign – Norman Way: The works had been completed and the village sign reinstated.
   Walking Football: It was proposed to advertise an informal walking football session on the recreation field to gauge interest. The Council's insurers had confirmed that its existing Public Liability insurance would ordinarily cover its legal liability as landowner. Should a regular group be established, the organisers would be advised to obtain their own Public Liability insurance. Existing inspection and maintenance arrangements were considered sufficient.
   Parish Infrastructure Investment Plan (PIIP): The completed draft had been submitted to the Borough Council.
   Local Plan 2026–2044 Scoping Consultation: The Parish Council's response had been submitted, highlighting concerns regarding infrastructure, drainage, public transport, employment, affordable housing and the lack of local services and facilities.
   Village Litter Pick: Arrangements had been made for the village litter pick on Sunday 11th October 2026, including the provision of equipment by the Borough Council and publicity.
   Streetlight – Norman Way: Cozens UK Ltd remained awaiting approval from UK Power Networks for the disconnection and removal of the column outside 12 Norman Way. No date for the works had yet been confirmed. The Clerk would continue to monitor progress.
   White Lining and Surface Dressing – Tattersett Road: Highways had proposed Tattersett Road for inclusion in the 2027 surface dressing programme, subject to funding. The outstanding white lining works had been ordered and prioritised, with completion anticipated shortly.
   Gorse Growth – Syderstone Common: A further response from Hayes & Storr remained outstanding.
7. **To receive a report from County Councillor Peter Lawrence:** No report was received. It was suggested that the Clerk send a reminder of the Parish Council's meeting dates to Cllr P Lawrence and request that, where he was unable to attend, a written report be provided for consideration at the meeting.
8. **To receive a report from Borough Councillor Chris Morley:** The report had been received by email and circulated to all Councillors prior to the meeting.
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:** None.

10. **Finance:**

10.1 **To note accounts for payment under the Late Payments Interest Act (1998):**

London Hearts (Mindray C1A defibrillator and heated external cabinet)	1,159.20	BACS
Parish Noticeboard Company (Final balance for the two new noticeboards)	1,818.60	BACS

10.2 **To approve the accounts for payment in October (list at meeting):**

TTSR Ltd (Grounds Maintenance, Invoice 4 of 7)	467.94	BACS
Clerk's Salary & Expenses (17th September to 14th October 2026)	428.73	BACS
M Bateman Maintenance (Village Sign, Replacement of timber post)	570.00	BACS

10.3 **To note the finance received during September 2026:**

BCKLWN (Parish Precept - Second Six Monthly Instalment)	8,854.50
Credit Interest (Instant Access Account)	58.48

10.4 **To approve the September 2026 financial statement:** It was AGREED to accept the September 2026 statement, which were signed by the Chair, Cllr D Niemann.

10.5 **To consider and approve a subscription to Norfolk Parish Training & Support:** The Council considered the benefits of subscribing to Norfolk Parish Training & Support (NPTS), including access to professional advice, training discounts and support resources.
It was RESOLVED to approve a subscription to NPTS for the period 1 October 2026 to 31 March 2027, at a cost of £88.55 plus VAT.

11. **Governance**

11.1 **To consider and approve the revised Standing Orders and Financial Regulations, based on the current NALC model documents and tailored to reflect the Parish Council's existing arrangements and updated procurement requirements:** The Council considered the revised Standing Orders and Financial Regulations, which had been reviewed and updated in accordance with the current NALC model documents, relevant procurement requirements and advice received from Norfolk Parish Training & Support (NPTS).
The principal amendments were noted, including changes to procurement procedures and thresholds, financial authorisation arrangements and provisions reflecting the Council's existing practices.
It was RESOLVED to approve and adopt the revised Standing Orders 2026 and Financial Regulations 2026, as presented, with immediate effect.

12. **Parish Councillors Reports**

12.1 **Village Speedwatch and relocating of SAM2 signs:** There were no updates to report.

12.2 **Attendance at the Priority Setting Meeting (formerly SNAP):** It was noted that the next meeting was scheduled for the 26th October.

12.3 **Playground Weekly Inspection Reports: To receive the weekly inspection update; consider and approve the proposed procedure and record for weekly visual inspections of the play area; agree arrangements for completion and retention of inspection records; and confirm deputy/back-up arrangements:** The Council considered the proposed Weekly Visual Inspection Procedure, Inspection Record and Defects and Actions Log prepared by the Clerk to formalise the recording of weekly inspections at Norman Way Play Area.
It was agreed that the relevant documents should be forwarded to Cllr D Daly, who currently undertakes the weekly inspections, and that a combined approach to recording inspections would be adopted, allowing either paper or electronic records to be completed.
It was RESOLVED to approve the proposed inspection procedure and associated records, with the Clerk to prepare an electronic method of recording inspections and maintain the Council's central inspection records and Defects and Actions Log.

12.4 **Monitoring of Street Lights and Fire Hydrant List:** No issues were reported.

12.5 **NCF – Jack's Lane Wind Farm Community Fund Panel:** There were no updates to report. Cllr D Candy agreed to prepare briefing notes for Cllr A Knight to assist him in deputising for her on the Panel, should this be required.

12.6 **Defibrillator on wall of ARVH: To consider and approve the proposed routine inspection procedure and annual inspection log for the new defibrillator and appoint a councillor(s) to undertake the monthly checks:** The Council considered the proposed Defibrillator Routine Inspection Procedure, Annual Inspection Log and Defibrillator Asset and Clerk Action Sheet, prepared following the installation of the new Mindray C1A defibrillator and heated cabinet.
It was confirmed that Mr M Bateman, who currently undertakes the routine checks, was happy to continue in this role.

It was RESOLVED to approve the proposed inspection procedure and associated record-keeping arrangements, with Mr M Bateman continuing to undertake the routine monthly inspections and report any faults or concerns to the Clerk for appropriate action.

12.7 **Amy Robsart Village Hall Committee:** In the absence of Cllr A Knight, it was noted that a Pop-Up Pub event was scheduled for Saturday 10 October 2026, refurbishment works were planned for the Village Hall kitchen, and the garden project was in the early stages of commencement.

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

13.1 **Play Area Improvement Project – Community Consultation and Next Steps:**
To consider the findings of the community consultation; agree the broad scope and priorities of the proposed Play Area Improvement Project; consider establishing a Play Area Working Group and approve its Terms of Reference and membership; and agree the next stages for development of the project specification, procurement and funding: The Council considered the findings of the community consultation and the Clerk's report outlining the proposed scope, priorities and next steps for the Play Area Improvement Project.
Members noted the strong support for replacing the ageing multi-play unit with a larger facility offering greater play opportunities for a wider range of ages, including inclusive play provision. A phased approach was discussed, with replacement of the multi-play unit identified as the principal priority and additional improvements, including seating, picnic provision and a shelter, to be considered subject to available funding.
It was RESOLVED:

- To note the findings of the community consultation and agree the broad priorities of the project, recognising that the final scope and phasing would depend on indicative costs and available funding.
- To establish a Play Area Improvement Project Working Group comprising Cllrs D Harris, D Niemann and S Wood, and approve its Terms of Reference.
- To authorise the Clerk to prepare a draft project brief and undertake preliminary market engagement to establish available options, practical considerations and indicative costs.
- To bring the draft project specification, estimated project costs and proposed procurement arrangements back to the Council for consideration and approval before formal procurement commences.

13.2 **To receive an update regarding the replacement public access defibrillator, including installation of the new Mindray C1A and heated cabinet; to note arrangements for the return of the Community Heartbeat Trust loan defibrillator; and to consider the future disposal of the warranty-replacement Defibtech Lifeline View to Community Heartbeat Trust and agree an appropriate donation:** The Council noted that the new Mindray C1A defibrillator and heated external cabinet had been received from London Hearts at a cost of £1,159.20 including VAT.
J Walker Electrical was scheduled to install the new equipment at the Amy Robsart Village Hall on 9th October 2026, at the previously approved cost of £300.
It was confirmed that Mr M Bateman would update the equipment details on The Circuit and that the Community Heartbeat Trust (CHT) loan defibrillator would be returned once the new equipment was operational.
The Council also considered the future of its original Defibtech Lifeline View defibrillator, which had been returned to CHT due to a fault and subsequently replaced under warranty. As the Council had purchased a new defibrillator, CHT had expressed an interest in retaining the warranty-replacement unit.
It was RESOLVED to agree that CHT could retain the warranty-replacement Defibtech Lifeline View, with the Council requesting that, in lieu of any payment or donation to the Parish Council, CHT make a donation to the East Anglian Air Ambulance (EAAA).

13.3 **To receive updates regarding the proposed relocation of the SAM post sign from Tattersett Road and regarding the compatibility of the SAM2 and SAM3 solar panel assemblies following enquiries with Westcotec:**
Proposed Relocation – Tattersett Road: The Council considered further advice received from the Highways Engineer regarding alternative locations for the SAM sign. Highways had recommended consulting affected property owners before proceeding, to avoid potential objections or disputes regarding the location at a later date. It was therefore agreed that the Clerk would write to the property owners at 11, 12 and 13 Ashside seeking their views on the proposed revised location.
SAM2/SAM3 Solar Panel Compatibility: It was reported that Westcotec had agreed to modify the connections on the existing SAM sign and solar panel free of charge to ensure compatibility with the

new equipment. Cllr P Welland had already returned the equipment to Westcotec, avoiding the collection charge of £59 plus VAT.

13.4 **To receive an update regarding the replacement interpretation panel at Syderstone Common:** The Council noted that Norfolk Wildlife Trust (NWT) had apologised for the delay in replacing the interpretation panel at Syderstone Common and confirmed that Chris Hood was dealing with the matter. NWT had undertaken to seek a further update, with the Clerk to be copied into the correspondence. A response remained outstanding.

14 **Open Spaces**

14.1 **To agree the siting of the 'Tommy' silhouette', poppy cascade and arrangements for Remembrance Sunday:** Cllr P Welland AGREED to erect the 'Tommy' silhouette' and the 'Poppy Fall' would also be put in place. It was noted that a permit had been secured for its temporary placement from Norfolk County Council. Cllr D Candy AGREED to attend the Remembrance Service at the Church and would lay the wreath on behalf of the Parish Council.

14.2 **To receive an update regarding the possible historical significance of the lime tree near the Tommy site and its potential identification as a Coronation tree:** The Chair, Cllr D Niemann, reported that she had been contacted by a parishioner regarding the possible historical significance of the lime tree near the Tommy site and its potential identification as a Coronation tree. It was noted that the tree had previously been surrounded by metal railings and had a commemorative plaque. It was hoped that further research into historical archives would confirm its origins and significance, with a view to considering how its historical importance might be appropriately recognised.

14.3 **To note and consider potential bids for the Norfolk County Council Parish Partnership Scheme:** The Council considered the opportunity to submit a bid under the Norfolk County Council Parish Partnership Scheme 2027/28, noting the funding arrangements and application deadline of 1st December 2026.
It was RESOLVED not to submit an application under the 2027/28 scheme.

14.4 **To consider the proposed closure of Docking Recycling Centre and agree whether the Parish Council wishes to make representations to Norfolk County Council:** The Council considered Norfolk County Council's proposal to close Docking Recycling Centre from April 2027 as part of its budget proposals. Members noted that the proposal remained subject to consultation and that no final decision had been made.
It was RESOLVED to monitor the situation and consider making representations to Norfolk County Council should the proposal progress.

15 **Correspondence**

To note any general correspondence received:

15.1 **GMACCS, Funding Support Letter:** The Council noted that a request had been received from GMACCS for a statement of support to accompany a funding application. Due to the deadline of 18th September 2026, a draft response had been circulated to Councillors by email for comment and subsequently submitted within the required timescale.
The statement acknowledged the valuable contribution made by the scheme in helping local residents access medical and other essential appointments, particularly older and less mobile residents in rural communities.

15.2 **BCKLWN Scoping Consultation presentation:** The presentation had been circulated to Councillors by email on 2 October 2026.

15.3 **Norfolk Police and Crime Plan Consultation 2026-2030: Invitation to Participate**: Details of the consultation had been circulated to Councillors by email on 23rd September 2026. The consultation had also been publicised on the community Facebook page and Parish Council website to encourage residents to submit their views before the closing date.

15.4 **BCKLWN – Local Government Reorganisation (LGR) Update:** An update from the Leader of the Borough Council, Cllr A Beales, had been circulated to Councillors by email on 14th September 2026.

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

17. **To receive items for next Agenda:** None.

18. **To note the date of the next Parish Council Meeting:** Thursday 19th November at 7.30pm.

Meeting closed: 8.30 pm.

……Chair Dated: 19th November 2026