Syderstone Parish Council

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Minutes of the Parish Council Meeting
Held Tuesday 8th September 2026 in Amy Robsart Hall

PRESENT: Cllr D Niemann (Chair), Cllr D Candy, Cllr D Harris, Cllr A Knight, Cllr P Welland, 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 and extended a particular welcome to the newly co-opted Councillor, Dawn Harris.
2. **Apologies for Absence**: Apologies for absence were received and accepted from Cllr S Wood. 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 23rd July 2026 were circulated before the meeting. It was PROPOSED by Cllr D Candy, SECONDED by Cllr A Knight 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):**
   Gorse Growth – Syderstone Common: A plan identifying the area of concern had been provided to Hayes + Storr Solicitors to enable them to liaise with the relevant occupier(s). A further response was awaited.
   Streetlight – Norman Way: UK Power Networks had appointed Cozens (UK) Ltd to undertake the removal works, which were expected to take place during September. Confirmation of the scheduled date was awaited.
   Bank Mandate: Unity Trust Bank had confirmed completion of the mandate changes, with Cllrs A Knight and S Wood added as authorised signatories alongside Cllrs D Niemann and P Welland.
   Church Directional Sign – Rudham Road/B1454: The missing church directional sign had been reported to the Highways Engineer, with clarification requested regarding responsibility for its reinstatement or replacement. A response was awaited.
   Noticeboards: Both replacement noticeboards had been manufactured and were awaiting delivery. Installation would be arranged following receipt, in accordance with the Council's previous approval.
7. **To receive a report from County Councillor Peter Lawrence:** No report was received.
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:**
SUPPORT
26/01376/F - Variation of Condition 2 of planning permission 25/00775/FM to revise the design to better suit the needs of the business

9.2 **To consider plans since publication of agenda:** None

9.3 **To consider outcomes of planning – approved/withdrawn by the Borough Council.**
26/00931/F - HOUSEHOLDER: 2 storey rear extension and single storey side / rear extension to dwelling at 4 Manor Grange, The Street
Application Permitted: 24 July 2026, Delegated Decision

9.4 **To consider the Local Plan 2026–2044 Scoping Consultation and agree whether the Parish Council wishes to submit a response:** Councillors considered the consultation and discussed

the potential implications of future development for Syderstone. Concerns were raised regarding the capacity of existing infrastructure, particularly water supply and drainage, limited local facilities and employment opportunities, inadequate public transport, housing affordability and pressures associated with second-home ownership in neighbouring villages.
The importance of recognising the recently adopted Syderstone Neighbourhood Plan was also emphasised.
It was RESOLVED that the Parish Council would submit a response to the consultation, with the Clerk to prepare a draft reflecting the matters discussed and circulate it to Councillors for comment and approval prior to submission.

10. **Finance:**

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

Norfolk ALC (Gov.uk Domain Hosting July 2026 to July 2027	86.88	BACS
Simon Wood (Delivery Fee for The Natterjack, Autumn Edition)	25.00	BACS
Parish Online (Annual Subscription, Mapping Software)	48.00	BACS
Fenland Leisure Products Ltd (Replacement Timber + Fixings for Cableway)	264.48	BACS
Cozens UK Ltd (Street Lighting Maintenance, June/July/August)	90.00	BACS
TTSR Ltd (Grounds Maintenance, Invoice 4 of 7)	467.94	BACS
GMACCS (Annual Donation)	150.00	BACS
Tim's Tree Services Ltd (Work to Willow, Playing Field)	150.00	BACS
Clerk's Salary & Expenses (16th July to 19th August 2026)	567.20	BACS

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

Norfolk Parish Training & Support (Public Procurement for Town & Parish Councils)	90.00	BACS
Fakenham Prepress Solutions (Printing Fee for The Natterjack, Autumn)	145.00	BACS
TTSR Ltd (Grounds Maintenance, Invoice 5 of 7)	467.94	BACS
Clerk's Salary & Expenses (20th August to 16th September 2026)	393.15	BACS
Parish Noticeboard Company (Remaining Balance Invoice for Noticeboards)	1,818.60	BACS

10.3 **To note the finance received during July and August 2026:**

Freebridge Community Housing (Donation, Streetlight o/s 12 Norman Way)	500.00
Norfolk County Council (Parish Partnership Scheme 2026/27)	2937.00
Pooch's Treats Ltd (Dog Waste Bin Emptying Donation)	227.76

10.4 **To approve the July and August 2026 financial statements:** It was AGREED to accept the July and August 2026 statements, which were signed by the Chair, Cllr D Niemann.

10.5 **To receive a report from the Internal Control Officer from 1st April to 30th June 2026:** Cllr D Candy reported that no issues of concern were identified during the review. The report highlighted one outstanding unpresented cheque for £15.00 in April. The Clerk advised that the bank details required to make the payment electronically had been received and arrangements had been promptly made for the payment to be issued.

11. **Governance**

11.1 **To consider and approve the revised General Risk Assessment for September 2026, following the annual review undertaken by the Clerk:** The Council considered the revised General Risk Assessment for September 2026, following the annual review undertaken by the Clerk. It was RESOLVED that the revised General Risk Assessment be approved and adopted.

11.2 **To reaffirm the Council's adoption of the ICO Model Publication Scheme and to consider and approve the revised Guide to Information and Schedule of Charges following review by the Clerk:** The Council reaffirmed its adoption of the Information Commissioner's Office (ICO) Model Publication Scheme and considered the revised Guide to Information and Schedule of Charges, following review by the Clerk. It was RESOLVED that the Council's adoption of the ICO Model Publication Scheme be reaffirmed and the revised Guide to Information and Schedule of Charges be approved and adopted.

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 October.

12.3 **Playground Weekly Inspection Reports:** Cllr D Niemann advised that the swing frame would be repainted now that the children had returned to school.

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.

12.6 **Defibrillator on wall of ARVH:** It was noted that the loan defibrillator was still in service.

12.7 **Amy Robsart Village Hall Committee:** Cllr A Knight advised that the Village Hall would be celebrating its 50th anniversary on Saturday 26 September 2026, from 11.30am to 2.00pm. Lord David Cholmondeley would be attending to unveil a commemorative plaque and a portrait of his grandmother, Lady Sybil Cholmondeley. The event would include refreshments, a display of the Village Hall's history and information about current activities and future plans for the Hall. Cllr A Knight advised that the Committee were liaising with the Planning Authority regarding the installation of an air conditioning and heating unit on the rear wall of the village hall

12.8 **To consider arrangements for Councillors to familiarise themselves with the responsibilities undertaken by other Councillors and whether deputy/back-up arrangements should be established for key duties**: Members discussed the importance of ensuring continuity of key responsibilities in the event of a Councillor's absence or unavailability. It was agreed that Councillors responsible for specific duties, including the defibrillator, play area and SAM signs, should prepare written instructions where appropriate to enable other Councillors to familiarise themselves with the relevant procedures and provide cover when required.
The Clerk would prepare a play area inspection sheet and, following installation of the new defibrillator, written guidance setting out the monthly checks and maintenance requirements.

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

13.1 **To receive an update regarding the public access defibrillator, consider the findings of the warranty inspection and approve the installation cost:** Members received an update regarding the replacement defibrillator and cabinet, noting that the existing Defibtech unit had been replaced under warranty and that its future would be considered once the new Mindray C1A was installed and operational.
The Council noted the eight-year manufacturer's warranty for the new Mindray and considered the quotation of £300 from J Walker Electrical for installation of the heated cabinet at the Amy Robsart Village Hall.
It was RESOLVED to approve the additional unbudgeted expenditure of £300 for installation of the new defibrillator cabinet, to be met from the Council's General Reserves.
The Clerk was requested to confirm that the electrician was registered with NICEIC or another recognised competent person scheme and to establish which electrical certificate would be issued upon completion, confirming that the installation had been tested and complied with the relevant requirements of BS 7671.

13.2 **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; and to consider any further action required:** Members noted the difficulties in identifying a suitable alternative location for the SAM2 sign. It was agreed to enquire with Highways whether SAM posts could be relocated to locations where pavements were present, as the only other potential alternative sites appeared to be along The Street.
Regarding the compatibility of the SAM2 and SAM3 solar panel assemblies, the Clerk confirmed that the requested photographs of the connections had been forwarded to Westcotec, and a further response was awaited.

13.3 **To receive an update regarding the village sign at Norman Way and to approve any additional costs:** Members noted that additional work had been required to remove the remains of the existing timber post, resulting in an increased installation cost.
It was RESOLVED to approve additional expenditure of £200.00, bringing the total approved cost for reinstatement of the village sign by M Bateman Maintenance to £525.00.

13.4 **To receive an update regarding the replacement interpretation panel at Syderstone Common:** Members noted that the replacement interpretation panel previously proposed by Norfolk Wildlife Trust had not yet been installed and that the original faded board remained in place. The Clerk had contacted NWT to establish whether installation was still planned and to request an anticipated timescale. A response was awaited.

13.5 **To receive an update on recent tree works and consider further works to the willow tree:** Members noted that the canopy clearance works identified in the Annual Play Area Inspection had been completed on 11 August 2026 at a cost of £150, authorised by the Clerk following consultation with the Chair.

The Council considered the revised quotation of £595 from Tim's Tree Services for further management of the willow tree.
It was RESOLVED to defer the additional tree works due to budget constraints and make provision for the expenditure within the precept for the 2027/28 financial year.

13.6 **To consider a request for the use of the five-a-side pitch for walking football and determine the Council's response:** Members considered the request and expressed support in principle for the use of the five-a-side pitch for organised walking football.
It was RESOLVED to support the proposal in principle, subject to the Clerk obtaining the necessary information from the organiser, including details of the proposed sessions, public liability insurance and risk assessment, and confirming the Council's insurance position and any associated requirements before regular use is approved.

13.7 **To consider the draft Parish Infrastructure Investment Plan (PIIP), agree any amendments and approve the Plan for adoption:** Members considered the draft Parish Infrastructure Investment Plan, which identified the parish's infrastructure priorities and would support future investment decisions and external funding applications, including the proposed Play Area Improvement Project.
It was RESOLVED to approve and adopt the Parish Infrastructure Investment Plan, authorise its publication on the Parish Council's website and submission to the West Norfolk Planning Policy Team, and agree that the Plan be reviewed and updated periodically as necessary.

13.8 **Play Area Improvement Project: To receive a brief update on the community consultation and note that the consultation findings and next stages of the project will be considered at the October meeting:** Members noted that the community consultation had closed on 6 September 2026, following publicity through the Parish Council website, village Facebook page, The Natterjack and posters displayed throughout the village.
It was AGREED that the consultation responses would be analysed and a summary of the findings presented to the October meeting, when Members would consider the next stages of the project, including the proposed scope of improvements and procurement process.

13.9 **To agree a date for the community litter pick:** Members considered the proposed arrangements for the next community litter pick.
It was RESOLVED to hold the community litter pick on Sunday 11th October 2026. Members noted that litter-picking equipment had been requested from BCKLWN and that arrangements would be made to publicise the event.

14 **Correspondence**

To note any general correspondence received:

14.1 **Norfolk County Council, Invitation to Bid for Parish Partnership 2027/28:** to be added to the October Parish Council meeting agenda.

14.2 **Email from Visitor, Play Area:** Members noted the correspondence received from a visitor regarding the condition and appearance of the village play area, together with the Clerk's response outlining the Council's ongoing maintenance and proposed improvement plans.

14.3 **BCKLWN, Community Projects Fund:** Members noted the launch of the Borough Council's Community Projects Fund, offering grants of up to £25,000 for capital projects, with an application deadline of 2 October 2026.

14.4 **BCKLWN, Help shape the borough's next Local Plan:** Members noted the correspondence regarding the Borough Council's forthcoming Local Plan, which had been circulated to Councillors on 2 August 2026.

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

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

17. **To note the date of the next Parish Council Meeting:** Tuesday 15th October at 7.30pm.

Meeting closed: 9.10 pm.

……Chair Dated: 8th October 2026

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