

SYDERSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting Held Thursday 20th July 2023 in Amy Robsart Hall

PRESENT:

Cllr D Niemann - Chair
Cllr D Daly – Vice Chair
Cllr D Candy
Cllr S Ojelade
Cllr S Wood
Clerk/RFO – Sarah Harvey
Borough Councillor C Morley
Members of the Public - 2

1. **Welcome from the Chair:** The Chair welcomed all those present to the meeting.
2. **Apologies for Absence:** received and accepted from Cllrs M Bateman and P Welland. Apologies for absence were also received from County Councillor M Chenery of Horsburgh.
3. **Declarations of Interest on Agenda Items:** None.
4. The Minutes of the meeting held on 22nd June 2023 were circulated before the meeting. It was PROPOSED by Cllr D Candy, SECONDED by Cllr S Wood and AGREED that the minutes were a correct record of the proceedings and signed by the Chair, Cllr D Niemann.
5. **To receive information from Cllr M White (Tattersett Parish Council) regarding the proposed plans for Tattersett Business Park:** it was noted that the presentation had been deferred until the Autumn, date to be confirmed.
6. **Parishioner's Questions and Statements (15 minutes):** None.
7. **To consider the Clerks Report (Matters arising for information only):**

Bank Accounts: it was noted that the Barclays Business Premium Account had been closed and the funds transferred to the Unity Trust Instant Access Account. It was noted that the mandate on the Barclays Community Account had still not been updated. A second current account switch had been attempted by Unity Trust Bank on 18th July, but this had failed because the mandate had not been updated by Barclays.

AGAR: the Clerk advised that the AGAR had been submitted to PKF Littlejohn LLP and the AGAR and accompanying documents were available on the PC website. The notice period for members of the public wishing to access and make copies of the AGAR and associated documents will run from 26th June until 4th August.

Chiplow Community Benefit Fund: it was noted that £472 had been awarded to the Council in order to assist with the remainder of the cost to supply a basketball post and playing area on the playing field. The order for the work had been placed with Online Playgrounds (OLP) and there was an approximate 12-week delay. Picture would be supplied to OLP of the chosen location.

Passing Place, Mill Lane: it was noted that Highways would not look to carry out any significant work as it was an unofficial passing place, but they had programmed for the verge to be graded and compacted.

Syderstone Village Name Plate: the Clerk had been advised by the Highways Engineer that this would be replaced within 3-4 weeks.
8. **To receive a report from County Councillor Michael Chenery:** a briefing note, containing the latest information from Norfolk County Council had been received by email and had been circulated to Councillors.
9. **To receive a report from Borough Councillor Chris Morley:** Borough Councillor C Morley advised that there had been considerable work by the new Administration in preparing a new corporate plan for what they wished to achieve over the next 4 years.

It was noted that they were concentrating more on the Queen Elizabeth Hospital as the new modular design would result in smaller rooms with the need for more nurses. Cllr C Morley also noted that the new hospital was not being designed to cover growth in the population and age distribution. Cllr C Morley advised that each of the seven District Council leaders and the Norwich City Council leader had written jointly to the Secretary of State to raise their concerns that the proposed Devolution Deal was inadequate and to ask for a delay in the decision making, more information on how the current deal was going to help Districts and a fresh consultation as insufficient information was available.

Cllr C Morely advised that the Councillor Community Support Grant would be underway shortly and that Norfolk Community Foundation had details of various grants that were available.

Cllr C Morley also reported that for those working aged people on various benefits they would be recommending to full Council that they do not pay, in future years, any Council tax due to the current hard times.

It was noted that the £1000 grant for defibrillators was coming to an end, and then a national scheme would take over.

Cllr C Morley advised that he was promoting the West Norfolk Wins community lottery. Further details were available on the homepage of the Borough Council website. Cllr C Morley encouraged everyone to buy tickets each month as the majority of the ticket money went to support local causes across West Norfolk.

10. Planning Matters

10.1 To consider plans at the time of publishing:

SUPPORT

23/00966/F - Conversion of existing garage to an annex ancillary to the dwelling at Old School House Mill Lane.

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

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

10.4 To note Appeal Decision (Appeal Ref: APP/V2635/C/22/3299806) for Land at 21 Broadlands, The Street - appeal is dismissed and the enforcement notice is upheld, but with corrections.

10.5 To note Appeal Decision (Appeal Reference: APP/V2635/X/22/3294156) for The Stockyard, Creake Road - appeal is allowed.

11. Finance:

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

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|----------------------------------------------------------------------------------------|---------|
| 101799 BCKLWN (Fee to prepare license agreement for Memorial bench) | £100.00 |
| 101800 TTSR Ltd (Grounds Maintenance) | £307.36 |
| 101801 Wicksteed Leisure Ltd (Annual Play Area Inspection) | £158.40 |
| 101802 Clerk's Salary & Expenses (22 nd June to 19 th July 2023) | £328.60 |

11.2 To note the finance received during June 2023:

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| Norfolk Community Foundation (BCKLWN King;s Coronation Fund) | £200.00 |
| Norfolk Community Foundation (Jack's Lane Community Benefit Fund) | £5,000.00 |

11.3 To approve the June 2023 financial statement: it was AGREED to carry this forward for approval at the September meeting.

11.4 To verify the Parish CIL Annual Report for 2022/23 and earmark unspent CIL money: it was noted that a sum of £6,058.17 in CIL payments had been received by the Council in May 2021. Part of the payment had been earmarked and spent on a bench (£539) and the defibrillator (£144) during 2022/23. The CIL Annual Report had been completed and would be returned to the BCKLWN and published on the PC website. It was noted that the remaining sum (£5,375.17) should be earmarked towards further infrastructure items which were provided or maintained by the Parish Council and should be spent within five years of receipt. It was agreed to earmark the remaining funds at the September meeting.

11.5 To approve a financial reserves policy: the draft policy was noted, and it was AGREED to defer approval of the earmarked reserves (appendix one of the policy) until allocation of the unspent CIL money had been agreed or at the January budget setting meeting.

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

11.7 To approve a street lighting maintenance provider from 1st September 2023: it was AGREED to appoint Cozens (UK) Ltd for a one-year street lighting maintenance contract. The annual cost would be £300.00 + VAT.

12. **Parish Councillors Reports**

- 12.1 **Village Speedwatch and relocating of SAM2 signs:** it was noted that the SAM2 signs had been moved.
- 12.2 **Attendance at SNAP (Safer Neighbourhood and Policing) Meeting:** no report received.
- 12.3 **Playground Weekly Inspection Reports:** Cllr D Daly reported that there were no issues with the play area equipment and that mole activity was being monitored.
- 12.4 **Monitoring of Street Lights and Fire Hydrant List:** following the survey undertaken by Cllr P Welland the Clerk advised that she had contacted the Fire and Rescue Service to report the issues that had been logged. It was noted that the Fire Rescue Service had stated that Syderstone had a very good coverage of water mains and that the hydrants that were marked up would be the hydrants that were used by the Fire Service in the event of a fire. Any unmarked hydrants were hydrants that would not be used due to inadequate capacity/pressure, or they may be old water mains. It was noted that hydrants were usually inspected every 2-3 years and the last inspection in Syderstone was in 2021, these were due to be inspected again in the next 12 months. It was noted that a technician would attend site to inspect the partially collapsed hydrant and that this would then be referred to AW to carry out the repair, which would require a road closure. At the same time the inspector would check that all hydrants on the schedule were clearly marked. The Fire Service had said that they would be grateful if members of the community could possibly clear any foliage from around the hydrants and advised that no harm would be done by undertaking this.
- 12.5 **NCF – Jack’s Lane Wind Farm Community Fund Panel:** Cllr D Candy advised that in future any applications that were submitted to the fund for the Fund Panel to review may need to demonstrate that some fundraising had been carried out in order to assist towards the total cost of any projects.
- 12.6 **Defibrillator on wall of ARVH:** Cllr M Bateman had advised that the defibrillator was working correctly.
- 12.7 **Amy Robsart Village Hall Committee:** it was noted that the ‘Pop Up Pub’ held on the 8th July had been a success and it was hoped that the event could be repeated in September.

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

- 13.1 **Update on Neighbourhood Plan:** it was AGREED that Louise Cornell from Community Collective Planning should be invited to attend a NDP Steering Group meeting in order to talk about the NDP process and how they could assist.
- 13.2 **Update on derelict property on The Street:** it was noted that some progress was being made and that repairs had started to be carried out to the property.
- 13.3 **Playing Field Shelter: to approve a quotation for the installation of a concrete foundation and to receive grant funding options:** following receipt of two quotations it was AGREED that Daly Construction & Building Services should be appointed to install the concrete foundation and erect the Shelter, for a cost of £3,050.00 + VAT. It was AGREED that a funding application would be submitted to the Awards for All programme for £10,000 of funding to assist towards the total project cost (including purchase of the Shelter).
The Clerk advised that she had received confirmation that the work would accord with Part 12 of the General Permitted Development Order (Development by local authorities) and would therefore not require planning permission.

14. **To note the Play Area Inspection Report and approve the costs for any recommended actions:** it was AGREED to carry this item forward to the September meeting.

15. **Highway Matters**

- 15.1 **To receive information about a traffic scheme at Four Winds:** the Clerk Advised that following a successful bid by County Councillor Tom Fitzpatrick to the Road Safety Community Fund a scheme was being processed to install vehicle reactive signs to raise drivers awareness to the junction and should be completed this financial year.
- 15.2 **To consider bids to the Norfolk County Council, Parish Partnership Scheme 2024/25:** it was suggested that the following schemes should be reported to Highways to ascertain whether they would be eligible for PPS funding.
- Village Gateways at Ashside.
 - Placement of a hardstanding around the posts required for the SAM2 at Ashside.

16. **Correspondence**

To note any general correspondence received:

- 16.1 **Email from Landowner, Vacant Allotments:** it was noted that following an enquiry the landowners had confirmed that they were not letting vacant allotments at present, but that all those on the waiting list were aware of this and they would be the first to know when the situation changed.
- 16.2 **BCKLWN, Home Improvement Schemes:** contents of the email were noted and any information that was circulated would be made available on both the noticeboards, the website and the village Facebook page.

17. **Parishioner's Questions and Statements (15 minutes):**

Mr Norman Riches (Village Hall Committee, Chair) commented that the Village Hall would be grateful for any CIL money received in terms of a donation. It was noted that the Village Hall Committee were planning to convert the annexe of the Village Hall into a separate meeting room that could be used by smaller groups.

The Chair, Cllr D Niemann advised that the Clerk/RFO had completed her six-month probation period and that the Council would very much like her to continue in the role. It was noted an annual appraisal would be carried out in November.

18. **To receive items for next Agenda: None were noted.**

19. **To note the date of the next Parish Council meeting:** Thursday 21st September, 2023 starting at 7.30 p.m.

Meeting closed: 8.55 pm.

.....Chair

.....Dated

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