



Syleham Parish Council Annual Meeting

Unconfirmed minutes (unless signed) of the 7th May 2025 Annual Meeting & Ordinary Meeting at 7.00 pm at Syleham and Wingfield Village Hall.

Present:	Malcolm Flounders (MF)	Chair
	Gloria Elsdon (GE)	Vice Chair
	David Goodwin (DG)	Councillor
	Layla Pettit (LP)	Councillor
	Steve Phillips (SP)	Councillor
	Robert Pilch (RP)	Councillor
	Steven Scott (SS)	Councillor
	Lesley Hastie (LH)	Clerk
	Members of the public (MOP)	2

Item No	Agenda title	Action
25.08	Chair's welcome MF welcomed people to the meeting	
25.08a	Apologies The following apologies were accepted: <ul style="list-style-type: none"> Lavinia Hadingham, District Councillor 	
25.08b	Conflict of interest – The clerk reported that she had an interest in 25.16	
25.09	ANNUAL MEETING	
25.09a	Election of chair and vice chair Malcolm Flounders was voted as chair. Gloria Elsdon was voted as vice-chair	
25.09b	Chair's Annual Report MF reported the following: The council had over the past year: <ul style="list-style-type: none"> Appointed a new parish clerk following the sad death of David Young. Moved to online banking to make payments more efficient Appointed SALC as payroll provider to ensure that the council meets its obligations regarding PAYE Appointed an accountancy company as internal auditor Updated its standing orders and policies and published these on the website 	

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	<ul style="list-style-type: none"> Moved its website to a new domain to make it easier to update and agreed to adopt the gov.uk domain name Responded to around 10 planning consultation requests Produced an Adverse Weather Plan for residents and published this on the website including free sandbags for residents Made a donation to Syleham and Wingfield Village Hall for play equipment Agreed a grant to Syleham Historical Society towards the cost of the Syleham Heritage Walk information board Commissioned a village sign. 	
25.09c	Community Group Reports Syleham and Wingfield Village Hall – A copy of this report can be found on the parish website.	
	ORDINARY PARISH COUNCIL MEETING	
25.10	Approval of the minutes of 5th March 2025 Parish Council Meeting Councillors approved the minutes with no amendments.	
25.11	District Councillor's Report including Joint Local Plan Clerk reported that LaH had sent her apologies and also her annual report which the clerk has circulated to councillors. Clerk also reported that LaH had asked her to let councillors know that she was speaking to planning colleagues about holding a ward meeting to discuss the Joint Local Plan and its impact on small villages to which parish councils would be invited.	
25.12	County Councillor's Report There was no report as HL was not present at the meeting.	
	Discussion items	
25.13	Approval of Annual Governance and Accountability Return (AGAR) and Annual Accounts The AGAR and annual accounts were approved by councillors.	
25.14	Village sign - Update MF informed councillors that the sign had been carved and was now being painted. MF has asked for a quote for the aluminium frame and the brick base for the sign and would let councillors know the costs.	
25.15	Adverse Weather – Contingency planning for flooding, snow and high winds MF informed councillors that the sand bins and bags were in place and that the bags now needed to be filled. Councillors offered to help with this.	

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25.16	Syleham Heritage Walk – Update Clerk informed the council that the Syleham Heritage Walk information board had been installed on Good Friday at an unveiling ceremony at the village hall. Around 60 residents attended the unveiling ceremony most of who then took part in the augural walk. The walk raised £270 for the renovation of the church testament board through refreshment donations. Clerk thanked the council for their support and the volunteers who helped on the day. The cost of the information board was around £700.	
25.17	Gov.uk email addresses Clerk reported that she had read the guidance and would now ask the government approved digital companies who could move the parish council's website to a gov.uk domain with gov.uk email addresses for quotes.	
	Clerk's Report	
25.18	Planning Indigo Lodge DC/24/03136 – The clerk reported that no decision had been made yet regarding the planning application. DC/25/00113 - Fir Tree Farm's planning application had been approved.	
25.19	Finances The Clerk updated councillors on bank transactions since the last council meeting. Councillors agreed to adopt the 2025 Finance Regulations.	
25.20	Public Participation Session	
	There were no questions from members of the public.	

There being no other business, the Chair thanked those present for their contribution and closed the meeting at 19.45.

Date of next meeting: Wednesday 2nd July 2025 at 7.00 pm at Syleham and Wingfield Village Hall

Chair:



Date: 2.7.2025