

ALBURGH PARISH COUNCIL ANNUAL COUNCIL MEETING

Minutes of the Alburgh Parish Council Annual meeting held on Thursday, 1st May 2025 at 7.30pm in Alburgh Village Hall.

Agenda Item						Action s
1. To elect the Chair Person - Cllr Thompson was duly elected as the Parish Council chair for a further year and the declaration of acceptance of office signed						None
2. To elect the Vice Chair Person - Cllr Croucher was duly elected as the Vice Chair of the Parish Council and the declaration of acceptance of office signed						None
3. Welcome from Chair and to receive apologies from members unable to attend – Present: Cllr Croucher chaired the meeting, Cllr Gibson, Cllr Hall, Cllr Newson, Cllr Thompson joined the meeting at 20:50, 1 member of the public, Parish Clerk Dave Richardson Apologies: Cllr Barry Stone, Cllr Price, Cllr Hackett						None
4. To receive any declarations of interest from members on any item to be discussed at this meeting – Cllr Newson declared an interest in the planning application 2025/0670						None
5. To approve and sign the minutes of the last Parish Council meeting held on 3rd April 2025 - approved and signed by Cllr Croucher						
6. Open forum for public participation (maximum 10 minutes): an opportunity to hear from members of the public • Nothing						None
7. Matters arising which are not on the agenda and any Clerks actions not on agenda: • Clerk followed up with Steve Phillips over radar results. • Further meeting with the school regarding disabled parking • AGAR form completed and sent to Mrs Loveday for audit purposes						
8. To receive reports from District and County Councillors • Email from Barry Stone with Annual report previously circulated						
9. Correspondence received: • Email from potential buyer of 91 High Road Wortwell enquiring about Allotments • CIL request for expenditure • Age UK letter • Enquiry from SNDC about disabled parking bay outside the school						Added to waiting list
10. Finance and RFO report: 10.1To approve payments:						
PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE	
Transfer to Unity from Barclays	Unity Bank (Alburgh Parish)	Moving funds to new account	£3,000			
Online	Mr D Richardson	Wages	£283.23			
Online	Clear Councils	Insurance	£804.01			
			£		£1,087.24	
Payments were approved unanimously						
10.2 Receipts						
Date	Account	Received From			Amount	
April 2025	Unity Trust	Eastern Power Wayleave			£47.56	
April 2025	Barclays	South Norfolk Council Precept			£4,000	

April 2025	Unity Trust	Funds moved from Barclays	£3,000	
10.3 To receive the Responsible Finance Officer's Report: (See spreadsheet in finance folder for details)				
Barclays Business account				
Balance Brought Forward	£5,730.83			
Receipts this month (9.2 as above)	£4,000			
Payments this month (9.1 as above)		£3,000		
Balance Carried forward	£9,730.83			£6,730.83
Unity Trust account				
Balance Brought Forward	£0			
Receipts this month (9.2 as above)	£3,047.56			
Payments this month (9.1 as above)		£1,087.24		
Balance Carried forward	£3,047.56			£1,960.32
10.4 CIL Return 2024/25				
Community Infrastructure Levy - Income and Expenditure for the year ending 31 March 2025				
INCOME RECEIVED FROM DISTRICT COUNCIL			EXPENDITURE	
Date	Development Description	Amount	Date	Expenditure Incurred/description
			Mar-24	Timber to repair park play equipment
			Mar-24	Maintenance of Allotments at Wortwell
			Jul-24	Playground swing seats
			Jul-24	Bird spikes
			Jul-24	OJ Fencing company for pond
			Sep-24	Parts for playground repairs to swing
			Oct-24	Blackj dog signs for millenium garden
			Jan-25	Repairs at Homersfield pocket park
Total received from 1 April 2024 to 31 March 2025		0.00	Total spent from 1 April 2024 to 31 March 2025	
Unspent Balance brought forward from previous years		2,317.94		
Total spent from 1 April 2024 to 31 March 2025		1,611.26		
Parish CIL balance as at 31 March 2025		706.68		
11. To discuss insurance quotes and approve insurance renewal from June 1st <ul style="list-style-type: none"> Having discussed options Clear Councils was proposed. Decision: - to take out insurance with Clea Councils - Proposed Cllr Croucher, seconded by Cllr Hall. 				Clerk to arrange insurance
12. Approval/review of Council policies and Procedures <ul style="list-style-type: none"> IT Policy Data protection Policy Freedom of Information Scheme Financial risk assessment All policies were reviewed and discussed. Proposed Cllr Newson, Seconded Cllr Gibson				Clerk to update website
13. To receive inspection report on playing field and Homersfield picnic site including feedback on progress to the repairs to the playing field <ul style="list-style-type: none"> Cllr Newson repaired the fence and changed to a wire fence so that the hedgerow can grow. Homersfield picnic site seems a little overgrown. Need to follow but we agreed to leave an area as a wildlife area. The decking on the zip line could do with replacing. Slope with chevron steps. A visit will be made to decide on repairs needed and costed. 				Cllr Hall Cllr Gibson will review the works on

<ul style="list-style-type: none"> • Decision: - Inspection and plan of action on replacing boards for zip wire by Cllr Hall and Cllr Gibson 	Friday 2 nd
<p>14. Village Items</p> <ul style="list-style-type: none"> ○ <u>VE Day 5th May</u> ○ Help needed on the day. Cater 25 people ○ <u>To receive update on boules/pétanque pitch</u> ○ Still awaiting the decision over the donation of type 2. ○ <u>Re introduction of film evenings</u> ○ Carry over to next meeting 	
<p>15. Other Parish Council Items</p> <ul style="list-style-type: none"> ○ <u>Public spaces protection order renewal (Dog fouling)</u> <ul style="list-style-type: none"> ○ Discussed and no objections ○ <u>Health & Safety and Risk Assessment review.</u> <ul style="list-style-type: none"> ○ Cllr Thompson previously circulated a draft updated Risk Assessment. This will be discussed fully at a future meeting ○ <u>Bin Stickers using Cllr Stone members allowance</u> <ul style="list-style-type: none"> ○ After discussion it was felt that we should look into using any additional funding such as this for signs produced by the Primary school. ○ <u>Parish Council run Village Lottery</u> <ul style="list-style-type: none"> ○ Cllr Newson fed back having researched this. A 100 club was shared that is run by another council. Proposed to advertise on Facebook page with a poll to gauge uptake as there were concerns over take up of this. 	
<p>16. Planning</p> <ul style="list-style-type: none"> • 14.1 To comment on a recommend for Approval/Refusal any current planning applications <p>Planning application 2025/0670. Proposal: New timber framed Garage / workshop Location: Springfield House The Street Alburgh Norfolk IP20 0DP Applicant: Mr Mark Newson</p> <ul style="list-style-type: none"> ○ Decision – No objections <p>2025/0840 Applicant: Mr David Buckton Location: Hawthorn Farm Mill Road Alburgh Norfolk IP20 0DS Proposal: Installation of nine 450 kw solar panels on the south facing roof of the main house Application Type: Listed Building Consent</p> <ul style="list-style-type: none"> ○ Decision – Clarify size of the panels but No Objections <p>2025/1200 Proposal: Notification for Prior Approval for a proposed change of use and associated building works of agricultural barn to 1 dwelling (QA & QB) Location: Pied Bridge Farm Burntoak Lane Alburgh Norfolk IP20 0DT Applicant: Kelly and Andrew Denny</p> <p>14.2 To receive an update on any previous planning applications: None</p>	Clerk to respond to planning
<p>17. To receive items for the next meeting, Thursday, 5th June 2025</p> <ul style="list-style-type: none"> • Approve AGAR forms and sign off audit • Cllr Croucher thanked everyone for attending and closed the meeting at 20:56 	