

## ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Thursday, 5<sup>th</sup> June 2025 at 7.30pm in Alburgh Village Hall.

Agenda Item						Action																																																								
1. <b>Welcome by the Chairman</b> - Cllr Thompson, chair welcomed Cllr's Croucher, Hackett, Gibson, Newson, Price, Dave Richardson -clerk and 1 member of the public						None																																																								
2. <b>To receive apologies from members unable to attend-</b> Cllr Hall, Cllr Barry Stone						None																																																								
3. <b>To receive any declarations of interest from members on any item to be discussed at this meeting</b> - None						None																																																								
4. <b>To approve and sign the minutes of the last Parish Council meeting held on 1<sup>st</sup> May 2025-</b> approved and signed by Cllr Thompson						None																																																								
5. <b>Open forum for public participation (maximum 10 minutes): an opportunity to hear from members of the public</b> <ul style="list-style-type: none"><li>Could we investigate getting some bike racks installed at the Village Hall. This will be taken to the Village Hall committee meeting to progress.</li></ul>						Cllr Thompson to take to VH meeting																																																								
6. <b>Matters arising which are not on the agenda and any Clerks actions not on agenda:</b> <ul style="list-style-type: none"><li>Insurance arranged with Clear Councils</li><li>Email to Highways regarding bus stop replacement.</li><li>Register of interest forms sent</li><li>Email follow up with Steve Phillips</li><li>VAT reclaim done for £464.21</li></ul>						None																																																								
7. <b>To receive reports from District and County Councillors</b> <ul style="list-style-type: none"><li>Annual report previously received from Cllr Barry Stone</li></ul>																																																														
8. <b>Correspondence received:</b> <ul style="list-style-type: none"><li>Various local government reorganisation emails have been passed on.</li><li>Norfolk Events website email.</li><li>Email from Barclays over lack of information</li><li>Norfolk and Broadland design code consultation</li><li>Parish online free .Gov email account</li><li>Monitoring officer regarding register of interest forms</li><li>Email regarding concerns over the Traffic at the berry farm in Hempnall.</li></ul>						Clerk to write to planning about berry farm																																																								
9. <b>Finance and RFO report:</b> <b>9.1 To approve payments:</b> <table><tr><th>PAY TYPE</th><th>PAYEE</th><th>Description</th><th>Actual Amount</th><th>VAT</th><th>HMRC PAYE</th></tr><tr><td>Transfer to Unity from Barclays</td><td>Unity Bank (Alburgh Parish)</td><td>Moving funds to new account</td><td>£5,000</td><td></td><td></td></tr><tr><td>Transfer to Unity from Barclays</td><td>Unity Bank (Alburgh Parish)</td><td>Moving funds to new account</td><td>£1,730.83</td><td></td><td></td></tr><tr><td>Online</td><td>Mr D Richardson</td><td>Wages</td><td>£283.23</td><td></td><td></td></tr><tr><td>Online</td><td>Mrs J Loveday</td><td>Fees</td><td>£75.00</td><td></td><td></td></tr><tr><td>Online</td><td>Unity Trust</td><td>Bank Charge</td><td>£3.40</td><td></td><td></td></tr><tr><td>Online</td><td>Ian Smith</td><td>April/May Grounds</td><td>£485</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td>£846.63</td><td></td><td>£846.63</td></tr></table> <p>Payments were approved unanimously</p> <b>9.2 Receipts</b> <table><tr><th>Date</th><th>Account</th><th>Received From</th><th>Amount</th></tr><tr><td>May 2025</td><td>Unity Trust</td><td>Funds moved from Barclays</td><td>£5,000</td></tr></table>						PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE	Transfer to Unity from Barclays	Unity Bank (Alburgh Parish)	Moving funds to new account	£5,000			Transfer to Unity from Barclays	Unity Bank (Alburgh Parish)	Moving funds to new account	£1,730.83			Online	Mr D Richardson	Wages	£283.23			Online	Mrs J Loveday	Fees	£75.00			Online	Unity Trust	Bank Charge	£3.40			Online	Ian Smith	April/May Grounds	£485						£846.63		£846.63	Date	Account	Received From	Amount	May 2025	Unity Trust	Funds moved from Barclays	£5,000	
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April 2025	Unity Trust	Funds moved from Barclays	<b>£1,730.83</b>	
30/05/2025	Parish Lands	CCLA Investments	<b>£172.15</b>	
30/05/2025	Pagan Trust	CCLA Investments	<b>£686.03</b>	
<b>9.3 To receive the Responsible Finance Officer's Report:</b> (See spreadsheet in finance folder for details)				
<b>Barclays Business account</b>				
Balance Brought Forward	<b>£6,730.83</b>			
Receipts this month (9.2 as above)	0			
Payments this month (9.1 as above)		<b>£6,730.83</b>		
<b>Balance Carried forward</b>	£6,730.83		<b>£0.00</b>	
<b>Unity Trust account</b>				
Balance Brought Forward	<b>£1,960.32</b>			
Receipts this month (9.2 as above)	£6,730.83			
Payments this month (9.1 as above)		<b>£846.63</b>		
<b>Balance Carried forward</b>	£8,686.15		<b>£7,839.52</b>	
<ul style="list-style-type: none"> <li>Next meeting can we look at the options for a savings account with Unity Trust</li> </ul>				Clerk to bring savings account options with Unity Trust to next meeting
<b>10. Review and approve the Asset Register 2025 and Policy.</b> <ul style="list-style-type: none"> <li>Asset register updated and reviewed for 2025</li> <li><b>Decision:</b> Approval of policy via email post meeting.</li> </ul>				Clerk to circulate Policy
<b>11. To receive and approve Annual Governance &amp; Accountability Return (AGAR) 2024-25</b> <ul style="list-style-type: none"> <li>Confirmation of the Annual Internal Audit Report: <i>The Audit was completed by Linda Ling and the report circulated to all Cllr's prior to the meeting.</i></li> <li>Confirmation and Approval of The Annual Governance Statement (section 1)</li> </ul> <b>Decision:</b> <i>The Annual Governance statements were read out, confirmed and approved by all.</i> <ul style="list-style-type: none"> <li>Confirmation and Approval of The Accounting Statements – Consider, Approve and Sign (Section 2)</li> </ul> <b>Decision:</b> <i>Accounts were confirmed as accurate, approved &amp; signed</i> <ul style="list-style-type: none"> <li><u>The Certificate of Exemption</u> <i>The Certificate of exemption was shared and agreed</i></li> <li><u>Confirmation and approval by council of dates of period of Exercise of Public Rights Notice.</u></li> </ul> <b>Decision:</b> <i>Dates on the Public rights document were confirmed and agreed</i>				Clerk to scan all docs and upload to website. Exemption cert to send to Auditor. Public rights to go on notice board
<b>12. To receive inspection report on playing field and Homersfield picnic site including feedback on progress to the repairs to the playing field</b> <ul style="list-style-type: none"> <li>Clerk has been through the last inspection report and produced a list of actions. Not all are required as some were just suggested improvements.</li> <li>Cllr Thompson and Cllr Gibson inspected the playground and identified Approx. £200 worth of repairs that are needed. It was agreed to spend this on repairs at a work weekend.</li> </ul>				Cllr Thompson to organise work weekend
<b>13. Village Items</b> <ul style="list-style-type: none"> <li>Pétanque Update               <ul style="list-style-type: none"> <li>Still not had a response from company who said they could donate type 2. We need to assume that we will not get this. We would need approx. 15 Tonnes. Can we approve up to £400?</li> </ul> </li> </ul> <b>Decision:</b> Spend up to £400 <ul style="list-style-type: none"> <li>Benches - £300 still left from Cllr Brown fund. Cllr's Croucher and Newson to discuss options and purchase benches.</li> </ul>				Cllr's Thompson & Newson to source Cllr's Newson and Croucher to source benches

<p><b>14. Other Parish Council Items</b></p> <ul style="list-style-type: none"> <li>• <b><u>Party in the Park budget</u></b> £250 budget agreed to match with Village Hall</li> <li>• <b><u>Fund raising and community events for the future of the village following the APM suggestion.</u></b> <ul style="list-style-type: none"> <li>○ Various things have been tried in the past to organise a variety of events. A benefit could be in having a meeting to coordinate dates at the start of the year with all the different organisations.</li> </ul> </li> </ul> <p><b>Decision</b> – one off meeting with all key groups in the village who would normally attend the annual Parish meeting to discuss challenges and fundraising. Meeting in September.</p> <ul style="list-style-type: none"> <li>○ Movie nights –</li> </ul> <p><b>Decision</b> -More popular films to be chosen and a one off trial to test the water again.</p> <ul style="list-style-type: none"> <li>○ 100 club idea – Hargrave Parish council do one – 4 draws a year, £13 a quarter. Each draw 50% goes back in prizes. Draw could be at a bar night.</li> </ul> <p><b>Decision</b> – Cllr Thompson &amp; Clerk will progress</p> <ul style="list-style-type: none"> <li>○ Bingo Night is also another idea for a Bar night.</li> </ul> <ul style="list-style-type: none"> <li>• <b><u>Change in meeting evening to Wednesday</u></b> <ul style="list-style-type: none"> <li>○ This would be of no benefit so leave meetings to Thursday</li> </ul> </li> <li>• <b><u>Drive carefully signs – Primary school.</u></b> <ul style="list-style-type: none"> <li>○ The school are producing these as groups. Cllr Thompson will progress this and look at costs of making signs and using Cllr Stone members funding.</li> </ul> </li> <li>• <b><u>Parish Online .Gov email</u></b> <ul style="list-style-type: none"> <li>○ Decision to go with the single free email account for the clerk so we have one account that is a .Gov.uk</li> </ul> </li> <li>• <b><u>Website Accessibility statement</u></b> <ul style="list-style-type: none"> <li>○ There is now a statement on the website. More work is needed regularly to check on accessibility on the website.</li> </ul> </li> <li>• <b><u>Tree condition survey</u></b> <ul style="list-style-type: none"> <li>○ Need to have an accurate plan of our boundaries to identify which trees need survey. Agreed to spend up to £50 on getting boundary plans</li> </ul> </li> </ul>	<p>Cllr Thompson to organise meeting in Sept.</p> <p>Cllr Thompson &amp; Clerk will progress</p> <p>Cllr Thompson</p> <p>Clerk to investigate further and sign up.</p>
<p><b>15. Planning</b></p> <ul style="list-style-type: none"> <li>• <b>14.1 To comment on a recommend for Approval/Refusal any current planning applications</b> None</li> <li>• <b>14.2 To receive an update on any previous planning applications:</b> <b>Appl Number :</b> 2025/0670, <b>Location :</b> Springfield House The Street Alburgh Norfolk IP20 0DP <b>Proposal :</b> New timber framed Garage / workshop <b>Decision :</b> Approval with Conditions <b>Date of decision :</b> 22 May 2025</li> </ul>	<p>None</p>
<p><b>16. To receive items for the next meeting, Thursday, 3<sup>rd</sup> July 2025</b></p> <ul style="list-style-type: none"> <li>• Church yard Donation</li> <li>• Unity Trust saving account</li> <li>• Cllr Thompson thanked everyone for attending and closed the meeting closed at 21:01 pm.</li> </ul>	