

ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Thursday, 3rd July 2025 at 7.30pm in Alburgh Village Hall.

Agenda Item						Action
1. Welcome by the Chairman - Cllr Thompson, chair welcomed Cllr's Hackett, Newson, Price, Cllr Chris Brown, Dave Richardson -clerk and 0 member of the public						None
2. To receive apologies from members unable to attend- Cllr Croucher, Cllr Hall.						None
3. To receive any declarations of interest from members on any item to be discussed at this meeting - None						None
4. To approve and sign the minutes of the last Parish Council meeting held on 5th June 2025- approved and signed by Cllr Thompson						None
5. Open forum for public participation (maximum 10 minutes): an opportunity to hear from members of the public						
<ul style="list-style-type: none"> None present 						
6. Matters arising which are not on the agenda and any Clerks actions not on agenda:						Chair sourcing Bike rack. Chair arranging date for meeting
<ul style="list-style-type: none"> Sheet of clerks actions circulated prior to the meeting. New email now for clerk – clerk@alburgh-pc@gov.uk Bike rack still needs sourcing Village meeting to discuss joint fundraising to be arranged in September Film night to be arranged in the future – possibly seek to do this jointly with Denton 						
7. To note the resignation of Cllr Gibson and election/Co-option process						Clerk to advertise co-opted post and share applications
<ul style="list-style-type: none"> Cllr Gibson has resigned from the Parish Council. The chair, vice chair and clerk have all thanked him for his contribution. Other Cllr's also added their thanks. The clerk has informed the monitoring officer and the election team at SNDC. The Notice of Vacancy was displayed until July 2nd. SNDC have been in touch to say no election has been called so we are able to now Co-opt. The clerk has prepared an advert and application form for co-option. 						
8. To receive reports from District and County Councillors						
<ul style="list-style-type: none"> June report previously received from Cllr Barry Stone has been circulated. Cllr Chris Brown – Has a full council meeting next Monday with a very large agenda so more updates after that. Village clusters should be agreed at that meeting. Various other planning documents will also be discussed including some on solar planning details. Local Gov reorganisation is taking a lot of time and meetings. There will be public consultation over the Summer on this. Members Funding is available again for this year £1K. The toddler group have already made an application for funding. 						
9. Correspondence received:						Chair to reply to resident emails. Clerk to mail Gary Overland
<ul style="list-style-type: none"> List of all correspondence received was circulated prior to the meeting. The two correspondences from residents regarding speeding in Mill Road were discussed. When this was raised previously in January we met with both Highways and the Police. The Chair will reply to the residents outlining the response and we will also email SNDC again. 						
10. Finance and RFO report:						
10.1 To approve payments:						
PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE	
Online	Mr D Richardson	Wages	£283.23			
Online	Mrs L. Ling	Audit Fees	£70.00			

Online	Unity Trust	Bank Charge	£6		
Online	Ian Smith	June Grounds	£240		
Direct Debit	ICO	Data Protection	£52		
Online	Village Hall	Party in the Park	£250		
			£901.23		£901.23
Payments were approved unanimously					
10.2 Receipts					
Date	Account	Received From	Amount		
09/06/2025	Unity Trust	VAT reclaim from HMRC	£464.21		
10.3 To receive the Responsible Finance Officer's Report:					
(See spreadsheet in finance folder for details)					
Barclays Business account					
Balance Brought Forward		£0			
Receipts this month (9.2 as above)		0			
Payments this month (9.1 as above)			£0		
Balance Carried forward		£0		£0.00	
Unity Trust account					
Balance Brought Forward		£7,839.52			
Receipts this month (9.2 as above)		£464.21			
Payments this month (9.1 as above)			£901.23		
Balance Carried forward		£8,303.73		£7,402.50	
<ul style="list-style-type: none">It was also noted that items of expenditure included in the budget and therefore previously agreed, do not need approval at each meeting especially in light of no meeting in August where we still have outgoings.					
11. To review and approve opening a savings account with Unity Trust Bank				Clerk to open Instant access account.	
<ul style="list-style-type: none">We are only eligible for the instant access account as the others all need a minimum deposit of £85KDecision: Open instant access account – all agreed					
12. To receive inspection report on playing field and Homersfield picnic site including feedback on progress to the repairs to the playing field				Chair to circulate rota and arrange weekend	
<ul style="list-style-type: none">The chair will arrange the rota for checking equipment and circulateEnd of August a work weekend will be arranged to complete repairs.					
13. To appoint Trustees to the Alburgh Town Lands Estate Charity.				Clerk to inform Nicola Dernie	
<ul style="list-style-type: none">We received correspondence from Nicola Dernie, Clerk to the Alburgh Town Lands Estate Charity. The appointments of Paul Crosbie and Peter Wrench come to an end this year. Both are very willing to be re-appointed but the decision about who to appoint is made by the Parish Council.Decision: Unanimous to vote them back in.					
14. Village Items				Continue to source materials	
<ul style="list-style-type: none">Pétanque Update<ul style="list-style-type: none">Cllr Hall had a quote of £700 for materials. Cllr Thompson has been back to them asking for a discount. Need to check if includes VAT					
15. Other Parish Council Items				Clerk to apply and set up. Chair to advertise	
<ul style="list-style-type: none">50/50 Club update					

<p>Decision – All agreed to continue with this. The dates will need to be edited to end Sept, end Dec, end March, end June. Clerk to apply for small Lottery license and complete all the set up etc. Advert to go in Village magazine and Alburgh Talk etc.</p> <ul style="list-style-type: none"> • <u>Clothes/textiles bank with SNDC</u> <ul style="list-style-type: none"> ○ The school approached the Village Hall to ask if they would join with them in placing a clothing bank on the car park. Any profits would be split. The Village Hall committee do not wish to proceed with this as the best place would be in the recycling area which SNDC have oversight of. After investigation SNDC could place a textile bank in that area and pay an additional £50 per year to the PC increasing the recycling payment to £250. <p>Decision – All agreed to arrange a textiles bank with SNDC</p> <ul style="list-style-type: none"> • <u>Armed forces covenant</u> <ul style="list-style-type: none"> ○ Communication received from SNDC about signing up to support this. <p>Decision – All agreed to sign up to this.</p> <ul style="list-style-type: none"> • <u>Drive carefully signs – Primary school.</u> <ul style="list-style-type: none"> ○ The school have been reminded over the artwork for these. Once we have the artwork we will produce the signs. • <u>Tree condition survey</u> <ul style="list-style-type: none"> ○ Cllr Price will investigate a tree surgeon to get a price for the survey. 	<p>Clerk to follow up with SNCC and arrange</p> <p>Clerk to complete covenant form and return</p> <p>Chair liaising with school</p> <p>Cllr Price following up</p>
<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>None</p> <p>14.2 To receive an update on any previous planning applications:</p> <p>2025/1200 App Type : PD Change from Barn to Dwelling Location : Pied Bridge Farm Burntoak Lane Alburgh Norfolk IP20 0DT Proposal : Notification for Prior Approval for a proposed change of use and associated building works of agricultural barn to 1 dwelling (QA & QB) Decision : Approval of details - Approved</p>	<p>None</p>
<p>17. To receive items for the next meeting, Thursday, 4th September 2025</p> <ul style="list-style-type: none"> • Review of any Cllr applications and Co-option • Meeting closed at 8:49 	