

## ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Thursday, 4<sup>th</sup> Sept 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 & Price. Cllr Chris Brown & Cllr Barry Stone, Dave Richardson -clerk and 5 members of the public	None
2. <b>To receive apologies from members unable to attend-</b> Cllr Hackett, Hall & Newson	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 3<sup>rd</sup> July 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>Homersfield pocket park is looking a little bit scruffy. There is also knotweed there as well now - later agenda item.</li> <li>Concern about Public transport through the village was raised. Cllr Stone suggested Daniel Yallop is the contact at the council. We have raised this before. Cllr Brown suggested looking at Border Hoppa.</li> <li>Question raised about the demise of the Cinema in the village. We will continue to look at how we can reinstate this.</li> </ul>	Clerk to email Daniel Yallop  Cinema on agenda next month
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>Sheet of clerk's actions circulated prior to the meeting.</li> <li>Concern over the quality of the highways works at the junction by The Grain. Also concern over the works completed down Church Road.</li> </ul>	Clerk to email Highways
7. <b>To receive application(s) for Co option for vacancy and co opt/elect councillor</b> <ul style="list-style-type: none"> <li>Application received from Karen Thompson (no relation to the Chair – Mark Thompson) was previously circulated to all Councillors. She was unanimously welcomed to the parish Council and acceptance of office paperwork signed.</li> </ul>	
8. <b>To receive reports from District and County Councillors</b> <ul style="list-style-type: none"> <li>Sept report previously received from Cllr Barry Stone has been circulated. Highlight on report is that Norwich Castle is now open.</li> <li>Bill for devolution had second reading - needs a third etc. Should be completed by the Autumn.</li> <li>Local Gov re-organisation is progressing.</li> <li>Work has been ongoing by Cllr Stone on Mill Road liaising with Highways. Unfortunately, Highways have said there is nothing that they can do regarding the speed limit change.</li> <li>Still small amounts of funding available – We looked at signs for speed awareness designed by Primary school – could also ask for funding for pétanque.</li> <li><b>Chris Brown</b> – Proposal for restructure has to go off in just under three weeks time. SNC are proposing the model for two unitary authorities.</li> </ul>	
9. <b>Correspondence received:</b> <ul style="list-style-type: none"> <li>List of all pertinent correspondence received was circulated prior to the meeting. No queries were raised and any items for follow up are on agenda.</li> </ul>	
10. <b>Finance and RFO report:</b>  <b><u>August 2025 Finance and RFO report</u></b>	

**10.1 Payments and transfers**

PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE
Online	Mr D Richardson	Wages	<b>£291.37</b>		
Online	Unity Trust	Bank Charge	<b>£6</b>		
Online	EE Green	Crushed rubble	<b>£400</b>	£80	
Online	Ian Smith	July grounds	<b>£145</b>		
Online	Parish Council	Move to savings	<b>£6,500</b>		
					<b>7,422.37</b>

**10.2 Receipts**

Date	Account	Received From	Amount
01/08/2025	Unity Trust	SNDC recycling mini centre	<b>£200</b>
13/08/2025	Unity Trust	SNDC Recycling mini centre (textiles)	<b>£50</b>
13/08/2025	Unity trust	Village Hall (Ice cream sales)	<b>£8</b>

**10.3 To receive the Responsible Finance Officer's Report:**

(See spreadsheet in finance folder for details)

<b>Unity Trust Main Account</b>			
Balance Brought Forward	<b>£7,407.50</b>		
Receipts this month (9.2 as above)	£258		
Payments this month (9.1 as above)		£7,422.37	
<b>Balance Carried forward</b>	£7,665.50		<b>£243.13</b>
<b>Unity Trust Savings account</b>			
Balance Brought Forward	<b>£0</b>		
Receipts this month (9.2 as above)	£6,500		
Payments this month (9.1 as above)		£0	
<b>Balance Carried forward</b>	£6,500		<b>£6,500</b>

**September 2025 Finance and RFO report****10.1 Payments and transfers made**

PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE
Online	Mr D Richardson	Wages	<b>£291.37</b>		
Online	Unity Trust	Bank Charge	<b>£6</b>		
Online	SNDC	Dog bins	<b>£188</b>	37.60	
Online	Ian Smith	August grounds	<b>£240</b>		
Online	Mr D Richardson	Small Lottery	<b>£40</b>		
Transfer of funds	Unity Trust Main	Transfer from Savings	<b>£600</b>		
					<b>£802.97</b>

**10.2 Receipts**

Date	Account	Received From	Amount
	Unity Trust	Transfer from savings	<b>£600</b>

**10.3 To receive the Responsible Finance Officer's Report:**

(See spreadsheet in finance folder for details)

<b>Unity Trust Main Account</b>			
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Balance Brought Forward	<b>£243.13</b>			
Receipts this month (9.2 as above)	£600			
Payments this month (9.1 as above)		£802.97		
<b>Balance Carried forward</b>	£843.13		<b>£40.16</b>	
<b>Unity Trust Savings account</b>				
Balance Brought Forward	<b>£6,500</b>			
Receipts this month (9.2 as above)	£0			
Payments this month (9.1 as above)		£600		
<b>Balance Carried forward</b>	£6,500		<b>£5,900</b>	
<b>11. 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>There is hopefully a donation of materials to make the repairs needed to the play equipment. A date will be arranged for a work weekend.</li> <li>We have received an email from Waveney Trust over Homersfield and Grass cutting. <ul style="list-style-type: none"> <li><b>Decision:</b> Get a cost from Ian to cut the grass. Contact Waveney Trust asking what they are happy to complete so we can work with them.</li> <li>Quote from Ian Smith for Hedge cutting in the garden has been received for £275</li> <li><b>Decision:</b> Happy to go with this quote</li> </ul> </li> </ul> <b>To Confirm arrangements for Annual Play Area Inspection:</b> <ul style="list-style-type: none"> <li>Council have approached with offer to take part in Annual Play Area inspection. Indicated would be £90 plus VAT</li> <li><b>Decision:</b> Go with council this year.</li> </ul>				Chair to arrange date.  Clerk to email  Clerk to arrange
<b>12. To discuss and review the Allotments charges for the coming year</b> <ul style="list-style-type: none"> <li>Charges were reviewed and discussed. We seem to have lost two holders in Alburgh as no payments last year.</li> <li><b>Decision:</b> Leave pricing as it is and advertise in magazine.</li> </ul>				Clerk to invoice.
<b>13. Village Items</b> <ul style="list-style-type: none"> <li>Pétanque Update <ul style="list-style-type: none"> <li>Crushed rubble delivered. Needs a group to help lay it.</li> </ul> </li> </ul>				Chair to organise
<b>14. Other Parish Council Items</b> <ul style="list-style-type: none"> <li><b>50/50 Club update</b></li> <li>Currently 14 people have shown interest. Needs to be pushed at the Party in the Park. Clerk will email all interested with final payment details and standing order set up on Sunday 14<sup>th</sup>. First draw would be on the bar night Friday 26<sup>th</sup> Sept. Small lottery license needs to be applied for at a cost of £40.</li> </ul> <b>Decision</b> – Proceed with running and apply for lottery license. <ul style="list-style-type: none"> <li><b>Parish Joint fundraising meeting</b> <ul style="list-style-type: none"> <li>Meeting to take place in October with all interested parties invited.</li> </ul> </li> </ul> <b>Decision</b> – 21 <sup>st</sup> October date for this <ul style="list-style-type: none"> <li><b>Drive carefully signs – Primary school.</b> <ul style="list-style-type: none"> <li>Nothing back from Primary school yet</li> </ul> </li> <li><b>Tree condition survey</b> <ul style="list-style-type: none"> <li>Cllr Price has spoken to contact and was asked to come back after the Summer when less busy.</li> </ul> </li> </ul>				Clerk to continue set up  Chair to do invites  Cllr Price to follow up
<b>15. Planning</b>				None

<ul style="list-style-type: none"> <li>• <b>14.1 To comment on a recommend for Approval/Refusal any current planning applications</b></li> <li>• 2025/2363 <b>Proposal:</b> 1Erection of garden building to be used as gym <b>Location:</b> Old School Barn Denton Road Alburgh Norfolk IP20 0BY <b>Applicant:</b> Mr and Mrs A.T. and C.F. Scott</li> <li>• 2025/2398 <b>Proposal:</b> for Prior Approval for a proposed change of use and associated building works of agricultural building to 2 dwellinghouses (QA &amp; QB) <b>Location:</b> Agricultural Building East of Tunbeck Road Alburgh Norfolk <b>Applicant:</b> Mr and Mrs Lightfoot</li> <li>• 2025/1837 <b>Proposal:</b> Construction of a tractor storage building <b>Location:</b> The Bungalow Mill Road Alburgh Norfolk IP20 0DS <b>Applicant:</b> Mrs Lorraine Stokes</li> </ul> <p><b>Decision</b> – All applications were circulated and feedback sought via email prior to the meeting due to the deadlines for feedback. All had no objections from any councillor.</p> <p><b>14.2 To receive an update on any previous planning applications:</b> Previous applications 2025/0840 &amp; 2025/1837 have now been approved.</p>	
<p><b>16. To receive items for the next meeting, Thursday, 2<sup>nd</sup> October 2025</b></p> <ul style="list-style-type: none"> <li>• Film nights for next meeting.</li> <li>• Meeting closed at 8:39</li> </ul>	