



ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Thursday, 2nd October 2025 at 7.30pm in Alburgh Village Hall.

Agenda Item	Action																																																												
1. Welcome by the Chairman - Cllr Croucher, vice chair welcomed Cllr’s Hackett, Hall, K. Thompson, Dave Richardson -clerk and 1 member of the public	None																																																												
2. To receive apologies from members unable to attend- Cllr Newson & Price, Thompson and Cllr Barry Stone & Cllr Chris Brown	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 4th September 2025- approved and signed by Cllr Croucher	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">• Bike racks – refer back to VH committee• Alburgh Village sign near Moat Farm has been bent.• The village gateway had been Graffitied – Cllr Hall has cleaned off now.	Clerk to report Village sign																																																												
6. Matters arising which are not on the agenda and any Clerks actions not on agenda: <ul style="list-style-type: none">• Sheet of clerk’s actions circulated prior to the meeting.• We have now had response from Steve Phillips with speeding data which does not meet any thresholds for further action.																																																													
7. To receive reports from District and County Councillors <ul style="list-style-type: none">• Cllr Chris Brown emailed an item- <i>“The only thing to report is that South Norfolk Council submitted our proposal for Local Government Reorganisation to the Government last week, with its plan for 2 Unitary Authorities for Norfolk. We now wait to hear back from Government about this, after they also do a consultation, so the decision will be next year.”</i>																																																													
8. Correspondence received: <ul style="list-style-type: none">• 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.																																																													
9. Finance and RFO report: <div>October 2025 Finance and RFO report 9.1 Payments and transfers to be made <i>Ian Smith payment may change as we haven’t had the invoice in for this month yet.</i><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>Online</td><td>Mr D Richardson</td><td>Wages</td><td>£291.37</td><td></td><td></td></tr><tr><td>Online</td><td>Unity Trust</td><td>Bank Charge</td><td>£6</td><td></td><td></td></tr><tr><td>Online</td><td>Mark Newson</td><td>Benches</td><td>£370.60</td><td></td><td></td></tr><tr><td>Online</td><td>Ian Smith</td><td>Sept grounds</td><td>£240</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Transfer of funds</td><td>Unity Trust Main</td><td>Transfer to Savings account</td><td>£3,000</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>£907.97</td></tr></table>9.2Receipts<table><tr><th>Date</th><th>Account</th><th>Received From</th><th>Amount</th></tr><tr><td>17th Sept</td><td>Unity Trust</td><td>SNC – Precept payment</td><td>£4,000</td></tr><tr><td>Sept</td><td>50-50 savings</td><td>50-50 participants</td><td>£221</td></tr></table></div>	PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE	Online	Mr D Richardson	Wages	£291.37			Online	Unity Trust	Bank Charge	£6			Online	Mark Newson	Benches	£370.60			Online	Ian Smith	Sept grounds	£240									Transfer of funds	Unity Trust Main	Transfer to Savings account	£3,000								£907.97	Date	Account	Received From	Amount	17 th Sept	Unity Trust	SNC – Precept payment	£4,000	Sept	50-50 savings	50-50 participants	£221	
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15/09/2025	Unity Trust	Denton PC	£47
30/09/2025	Unity savings	Interest payment	£35.35
30/09/2025	50-50 savings	Interest payment	£0.15
9.3 To receive the Responsible Finance Officer's Report: (See spreadsheet in finance folder for details)			
Unity Trust Main Account			
Balance Brought Forward	£34.16		
Receipts this month (9.2 as above)	£4,047		
Transfer to savings		£3,000	
Payments this month (9.1 as above)		£907.97	
Balance Carried forward	£1,081.16		£179.19
Unity Trust Savings account			
Balance Brought Forward	£5,900		
Receipts this month	£3,035.15		
Payments this month		£0	
Balance Carried forward	£8,935.15		£8,935.15
Unity Trust Savings account 50-50 club			
Balance Brought Forward	£1		
Receipts this month	£221.15		
Payments this month		£110 (prizes)	
Balance Carried forward	£222.15		£112.15
Alburgh Parish lands Account (Coop)			
Balance Brought Forward	£1,899.91		
Receipts this month	£351.15		
Payments this month		£850	
Balance Carried forward	£2,251.06	£0.00	£1,401.06
Pagan Trust (Coop)			
Balance Brought Forward	£9,208.82		
Receipts this month	£686.03		
Payments this month		£2,500	
Balance Carried forward	£9,894.85	£0.00	£7,394.85
The finance spreadsheet was presented as was the latest bank statements to ensure figures reconcile. Cllr's checked statements against spreadsheet and RFO report for accuracy.			
10. 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">Annual inspection paperwork and request sent to SNDC. Clerk sent follow up email to ensure they received and we are on the list for checks. They confirmed we are.Cllr Hall inspected Homersfield. The bench with the burn mark in the top is usable. Another bench is not fixed down securely. We are still awaiting the quote for grass cutting in that areas as well.			
11. To agree dates for 2026 meetings <ul style="list-style-type: none">Meetings to continue on first Thursday of the Month. Suggested topics for each meeting previously circulated Decision: Check the January date as clashes with a Village Hall meeting			
12. Village Items <ul style="list-style-type: none">Pétanque Update			

<ul style="list-style-type: none"> • Court levelling is being done this Thursday am by a digger free of charge. Then we just need to whacker plate it and see what else needs doing regards top surface or if its sufficient as is. 	
<p>13. Other Parish Council Items</p> <ul style="list-style-type: none"> • Film Nights • propose submitting for a National Lottery Awards for All Grant. Suggestion to go for 2 years' worth of monthly movies at £100 for a licence each month. Equates to a grant of £2.4k. <p>Decision: Clerk apply for the grant and then see where we go from there.</p> <ul style="list-style-type: none"> • 50/50 Club update • First draw had £221 in payments. £110 was paid out in prizes. We need to grow from this by advertising and encouraging participation. <p>Decision – All Cllr's to continue to push this. Advert in magazine to run again as well as draw results.</p> <ul style="list-style-type: none"> • Party in the Park feedback • Accounts from Village Hall committee circulated. We should get our money back plus a small profit. • Parish Joint fundraising meeting • We previously agreed a date of October 21st for this meeting but will now move to November due to other commitments and advertising in Magazine. • Drive carefully signs – Primary school. ○ Still nothing from school on this – Clerk to follow up. Could this include signs saying "Careful Horses"? • Tree condition survey ○ Now the Summer is over this needs following up with contact. Cllr K Thompson also has a contact to follow up with as well. 	<p>Clerk apply for grant</p> <p>All Cllr's to push this.</p> <p>Chair to arrange new date and advertise meeting</p> <p>Clerk to meet school</p> <p>Cllr Price & Cllr K. Thompson</p>
<p>14. Planning</p> <ul style="list-style-type: none"> • 14.1 To comment on a recommend for Approval/Refusal any current planning applications • Proposal: 2025/2879 Change of use of agricultural building to residential dwelling following Class Q approval, change of use of agricultural land to residential curtilage Location: Pied Bridge Farm, Burntoak Lane, Alburgh, Norfolk. IP20 0DT Applicant: Kelly and Andrew Denny <p>Decision – No comments on this item as previously discussed and circulated.</p> <p>14.2 To receive an update on any previous planning applications: none</p>	
<p>15. To receive items for the next meeting, Thursday, 6th November 2025</p> <ul style="list-style-type: none"> • Budget initial discussion • Speed signs and primary signs • Meeting closed at 8:38 	