



ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Wednesday 7th Jan 2026 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 no members of the public	None																																																																
2. To receive apologies from members unable to attend - Cllr's Newson, Price, M. Thompson & Cllr Stone	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 6th November 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">None																																																																	
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 for the month were circulated prior to the meeting.Clerk and Cllr K. Thompson have signed up for Mental Health training	Feedback at next meeting																																																																
7. To receive reports from District and County Councillors <ul style="list-style-type: none">November & December reports from Cllr Stone previously circulated. No further updates for tonight's meeting																																																																	
8. Correspondence received: <ul style="list-style-type: none">List of all pertinent correspondence received was circulated prior to the meeting.Very disappointingly after much email correspondence, Norfolk Council have said they are now financially not in a position to run an additional bus service on a Wednesday.																																																																	
9. Finance and RFO report: <h3>January 2026 Finance and RFO report</h3> <p>9.1 Payments and transfers to be made</p> <table border="1"><thead><tr><th>PAY TYPE</th><th>PAYEE</th><th>Description</th><th>Actual Amount</th><th>VAT</th><th>HMRC PAYE</th></tr></thead><tbody><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>South Norfolk C</td><td>Play Inspection</td><td>£90</td><td>£18</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>£405.37</td></tr></tbody></table> <p>9.2 Receipts</p> <table border="1"><thead><tr><th>Date</th><th>Account</th><th>Received From</th><th>Amount</th></tr></thead><tbody><tr><td>12/12/2025</td><td>Unity Current</td><td>National Lottery Grant</td><td>£2,400</td></tr><tr><td>12/12/2025</td><td>Unity Current</td><td>South Norfolk CC – Litter Pick</td><td>£20</td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table> <p>9.3 To receive the Responsible Finance Officer's Report: (See spreadsheet in finance folder for details)</p> <table border="1"><thead><tr><th>Unity Trust Main Account</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Balance Brought Forward</td><td>£132.83</td><td></td><td></td></tr><tr><td>Receipts this month (9.2 as above)</td><td>£2,420</td><td></td><td></td></tr></tbody></table>	PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE	Online	Mr D Richardson	Wages	£291.37			Online	Unity Trust	Bank Charge	£6			Online	South Norfolk C	Play Inspection	£90	£18													£405.37	Date	Account	Received From	Amount	12/12/2025	Unity Current	National Lottery Grant	£2,400	12/12/2025	Unity Current	South Norfolk CC – Litter Pick	£20					Unity Trust Main Account				Balance Brought Forward	£132.83			Receipts this month (9.2 as above)	£2,420			Clerk to make payments
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Balance Carried Forward	£2,552.83		
Payments this month (9.1 as above)		£405.37	
Balance	£2,552.83		£2,147.46
Unity Trust Savings account			
Balance Brought Forward	£8,135.15		
Receipts this month	£46.66 (interest)		
Payments this month		£0	
Balance Carried forward	£8,182.01		£8,182.01
Unity Trust Savings account 50-50 club			
Balance Brought Forward	£112.15		
Receipts this month	£234.91		
Payments this month		£117	
Balance Carried forward	£347.06		£230.06

<p>10. To receive inspection report on playing field and Homersfield picnic site including feedback on progress to the repairs to the playing field</p> <ul style="list-style-type: none"> We have now received the completed ROSPA report completed by South Norfolk Council inspecting the playing field equipment. <p>Decision: Clerk to approach NDC to see if they can recommend someone to take remedial actions</p>	Clerk to email Matthew Yates
<p>11. To review and approve the proposed budget and precept request.</p> <ul style="list-style-type: none"> The Clerk presented the budget to the Council along with an overview rationale document. Payments and expenditure are forecast as £11,434. The predicted income (including surplus and reserves) is £4,128.48. <p>Cllr's discussed a suitable precept of either £9K or £10K. It was felt strongly that we cannot keep diminishing reserves each year and we should be aiming for a precept that matches expenditure, leaving reserves for identified projects (reserves 2024/25 £11,726 – 2025/26 £6,373 & estimated £3,963 this year)</p> <ul style="list-style-type: none"> It was therefore proposed that the Parish Council require a precept of £10,000. This would leave an estimated carry forward at year end of £2,694.48. A Band D property will pay £57.47 per year as part of the overall Council tax, a £10.13 increase. Proposed Cllr Hackett, seconded Cllr Croucher and unanimously agreed. Decision: An amount of £10,000 is to be funded by precept. Proposed Cllr Hackett, seconded Cllr Croucher and unanimously agreed. 	Clerk to return precept paperwork to Norfolk Council
<p>12. To consider the request from Harleston Town Council to contribute to parking costs</p> <ul style="list-style-type: none"> The letter requesting a contribution was previously sent to all councillors. Last year we paid £100 towards costs. <p>Decision: Having been through our budget for next year we regrettably are not in a position to contribute this year.</p>	Clerk to respond
<p>13. To discuss the reintroduction of film nights using the National Lottery Grant for licensing</p> <ul style="list-style-type: none"> We have now received confirmation that we were successful in the bid. Discussion took place and Thursday night was suggested and continue to charge £5. Last Thursday of the month 	A group of Cllr's need to work on this and progress.

<p>14. Village items</p> <ul style="list-style-type: none"> • <u>Pétanque Update</u> • No further action has been taken as yet. A final top layer is needed to finish off. 	<p>Cllr Hall to calculate needs. Cllr Croucher to obtain quotes</p>
<p>15. Other Parish Council Items</p> <ul style="list-style-type: none"> • <u>Annual Parish Magazine meeting</u> • Cllr Croucher attended in November. No increase in cost of £6 per year. Try and keep to 40 pages. • <u>Parish Joint fundraising meeting</u> • Still awaiting confirmation of date. • <u>Drive carefully signs – Primary school.</u> • The art work from the school was reviewed. A good example will be trialled as an A3 poster • <u>Disruption from local events</u> • At the previous meeting a resident asked for the item to be raised as a local establishment had caused concern. This was in particular anti-social noise from fireworks late at night as well as poor parking. Cllr's will monitor over the coming months and send a letter to the establishment if there is a further concern • <u>BEPS formal support</u> • Although not impacting Alburgh, East Pye Solar has been discussed at a number of council meetings. The views across Parish Cllr's is very mixed and as a Parish Council we are unable to formally support BEPS 	<p>Cllr Hacket to get a sample produced.</p>
<p>16. Planning</p> <ul style="list-style-type: none"> • <u>14.1 To comment on a recommend for Approval/Refusal any current planning applications</u> • Letter received regarding permitted development to upgrade the existing radio mast at the Grain <p><u>14.2 To receive an update on any previous planning applications:</u></p>	
<p>17. To receive items for the next meeting, Thursday 5th Feb 2026</p> <ul style="list-style-type: none"> • Internal Auditor appointment • Date for May meeting and AGM • December/Jan meeting • Date for Parish meeting • Meeting closed at 21:39 	