



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 |
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| 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: <u>January 2026 Finance and RFO report</u> 9.1 Payments and transfers to be made | | | | | | Clerk to make payments |
| 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 | |
| 9.2Receipts | | | | | | |
| 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 | |
| | | | | | | |
| 9.3 To receive the Responsible Finance Officer’s Report: (See spreadsheet in finance folder for details) | | | | | | |
| Unity Trust Main Account | | | | | | |
| Balance Brought Forward | | £132.83 | | | | |
| Receipts this month (9.2 as above) | | £2,420 | | | | |

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| Balance Carried Forward | £2,552.83 | | | |
| Payments this month (9.1 as above) | | £405.37 | | |
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| 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 | |
| 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"> We have now received the completed ROSPA report completed by South Norfolk Council inspecting the playing field equipment. Decision: Clerk to approach NDC to see if they can recommend someone to take remedial actions | | | | Clerk to email Matthew Yates |
| 11. To review and approve the proposed budget and precept request. <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. 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 (<i>reserves 2024/25 £11,726 – 2025/26 £6,373 & estimated £3,963 this year</i>) <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: <i>An amount of £10,000 is to be funded by precept. Proposed Cllr Hackett, seconded Cllr Croucher and unanimously agreed.</i> | | | | Clerk to return precept paperwork to Norfolk Council |
| 12. To consider the request from Harleston Town Council to contribute to parking costs <ul style="list-style-type: none"> The letter requesting a contribution was previously sent to all councillors. Last year we paid £100 towards costs. Decision: Having been through our budget for next year we regrettably are not in a position to contribute this year. | | | | Clerk to respond |
| 13. To discuss the reintroduction of film nights using the National Lottery Grant for licensing <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. |

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| <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 Hackett to get a sample produced.</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 • Letter received regarding permitted development to upgrade the existing radio mast at the Grain <p>14.2 To receive an update on any previous planning applications:</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 | |