



## ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Thursday 5<sup>th</sup> February 2026 at 7.30pm in Alburgh Village Hall.

Agenda Item	Action												
1. <b>Welcome by the Chairman</b> - Cllr Croucher, vice chair welcomed Cllr's Hackett, Hall, Newson, Price, Thompson & Dave Richardson -clerk and 5 members of the public	None												
2. <b>To receive apologies from members unable to attend-</b> Cllr's C. Brown, M. Thompson & Cllr Stone	None												
3. <b>To receive any declarations of interest from members on any item to be discussed at this meeting</b> – Cllr Croucher declared an interest in the planning item	None												
4. <b>To approve and sign the minutes of the last Parish Council meeting held on 7<sup>th</sup> January 2026-</b> approved and signed by Cllr Croucher	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>• St Georges flag attached to tree was reported to Highways by clerk and resident who were unable to action the removal so a local resident removed it. – Thank you.</li> <li>• Concern regarding flooding of residents front drive from the highway. Highways have responded saying they are not able to help. Cllr Newson joined at 7:40. The number of lorries was raised as well.</li> </ul>	Clerk to email Gary Overland												
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 for the month were circulated prior to the meeting.</li> <li>• Clerk signed up for a course on Assertion 10</li> </ul>													
7. <b>To receive reports from District and County Councillors</b> <ul style="list-style-type: none"> <li>• January report from Cllr Stone previously circulated.</li> <li>• Cllr Brown emailed - South Norfolk Council is in the process of agreeing our budget. Despite a tight funding situation, there are proposals to agree additional capital spending this year on projects across the district and the substantially increase the Community Action Fund for grant applications in 2026/27.</li> <li>• There is also an additional Community Action Fund pot immediately open to applications, by 22 February, for grants of £1,000 to £15,000 for projects that are ready to go ahead:. See <a href="https://www.southnorfolkandbroadland.gov.uk/community-safety/community/funding/community-action-fund">-https://www.southnorfolkandbroadland.gov.uk/community-safety/community/funding/community-action-fund</a></li> <li>• The Council has just introduced a new, bookable small electrical and battery recycling service, see - <a href="https://www.southnorfolkandbroadland.gov.uk/rubbish-recycling/bin-collections-and-app/south-norfolk-small-electrical-items-and-battery-recycling">https://www.southnorfolkandbroadland.gov.uk/rubbish-recycling/bin-collections-and-app/south-norfolk-small-electrical-items-and-battery-recycling</a></li> <li>• Local Government Reorganisation: The Government's consultation on the various reorganisation proposals ran from December to January. The Council has submitted it views and we await a decision on the plans. We hope for an announcement in March.</li> </ul>													
8. <b>Correspondence received:</b> <ul style="list-style-type: none"> <li>• List of all pertinent correspondence received was circulated prior to the meeting.</li> </ul>													
9. <b>Finance and RFO report:</b> <div style="text-align: center; font-weight: bold; font-size: 1.2em;"> <u>Feb 2026 Finance and RFO report</u> </div> <div style="text-align: center; font-weight: bold; font-size: 0.9em;">             9.1 Payments and transfers to be made           </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">PAY TYPE</th> <th style="width: 15%;">PAYEE</th> <th style="width: 25%;">Description</th> <th style="width: 10%;">Actual Amount</th> <th style="width: 10%;">VAT</th> <th style="width: 25%;">HMRC PAYE</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE							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		
					£297.37

**9.2 Receipts**

Date	Account	Received From	Amount
Feb 2026	Unity Current	Unity Trust Savings account	£1,000

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

(See spreadsheet in finance folder for details)

<b>Unity Trust Main Account</b>			
Balance Brought Forward	£2,147.46		
Receipts this month (9.2 as above)	£1,000 (Savings)		
<b>Balance Carried Forward</b>	<b>£2,147.46</b>		
Payments this month (9.1 as above)		£297.37	
<b>Balance</b>	<b>£3,147.46</b>		<b>£2,850.09</b>
<b>Unity Trust Savings account</b>			
Balance Brought Forward	£8,182.01		
Receipts this month	£0		
Payments this month		£0	
<b>Balance Carried forward</b>	<b>£8,182.01</b>		<b>£8,182.01</b>
<b>Unity Trust Savings account 50-50 club</b>			
Balance Brought Forward	£230.06		
Receipts this month	£0		
Payments this month		£0	
<b>Balance Carried forward</b>	<b>£230.06</b>		<b>£230.06</b>

**10. To receive inspection report on playing field and Homersfield picnic site including feedback on progress to the repairs to the playing field**

- Hawthorn whips were planted by the ladies who work in the Millenium garden along the fence. Thanks to Cllr Newson for providing.
- The clerk contacted Matthew Yates at Norfolk Council to ask for recommendations for companies to complete repairs identified on the recent report. Three companies were emailed requesting quotes broken down by item. Only one has responded. The costings returned were extremely high, being just under £15K for all works. The original report completed in November did not rag rate any item as red but did however identify that some works were needed. Cllr's felt a weekend working party would be a better course of action and a better use of the available funds.

**Decision:** Organise a working party when the weather improves to complete suitable works and bring to a future meeting for remaining items and decisions.

**11. To appoint the Internal Auditor for 2026.**

- Lynda Ling from Earsham Parish Council has completed the audit in the past. She is happy to complete again this year and the cost remains £70
- **Decision:** Proposed Cllr Croucher Second Cllr Hackett agreed unanimously

Clerk to Liaise with audit.

**12. To discuss completing a tree condition survey.**

- Cllr Price had followed up regarding a tree condition survey with Oakfield Arboricultural Services. They have advised that they could complete the survey for £450 + vat, which

<p>includes the survey, schedule and location plan. Cllr's agreed to this and acknowledged that this would likely lead to further expenditure on any identified works.</p> <p><b>Decision:</b> Unanimously agreed- Cllr Price to follow up and arrange the condition survey liaising with the Clerk</p>	<p>Cllr Price will contact and arrange.</p>
<p><b>13. To discuss the reintroduction of film nights using the National Lottery Grant</b></p> <ul style="list-style-type: none"> <li>• Discussion around a Wednesday or Thursday with the first one being in May.</li> <li>• Cllr's do not currently have the capacity to organise this. Could it be advertised in the Parish Magazine asking for volunteers to help.</li> <li>• Cllr Croucher said she would produce a list of tasks that need to be completed for each film night.</li> </ul>	<p>List from Cllr Croucher</p>
<p><b>14. Village items</b></p> <ul style="list-style-type: none"> <li>• <b><u>Pétanque Update</u></b></li> <li>• Quotes for top layer have been obtained and will be brought to the next meeting.</li> <li>• Clerk will see if the link to funding from Cllr Brown would fund the final top layer.</li> </ul>	<p>Cllr Croucher</p>
<p><b>15. Other Parish Council Items</b></p> <ul style="list-style-type: none"> <li>• <b><u>Drive safely signs</u></b></li> <li>• Cllr Hackett brought an A3 example of art work from Primary school. It was agreed more signage is needed in the village. Cllr Thompson to be asked where the details he previously found for the company that produce signage. <ul style="list-style-type: none"> <li>• <b><u>To discuss the possibility of instigating a December meeting</u></b></li> </ul> </li> <li>• Discussion took place regarding the January meeting as it was poorly attended and it was felt it was so soon after Christmas. Constitution says we have to have at least 4 meetings a year one of which is the annual meeting in May. <ul style="list-style-type: none"> <li>• <b>Decision:</b> Unanimously agreed to stop holding January meeting unless it is needed <ul style="list-style-type: none"> <li>• <b><u>To arrange the date for the Annual Parish Meeting</u></b></li> </ul> </li> </ul> </li> <li>• Discussion took place regarding whether the meeting should be joint with the PC annual meeting. Last year it was two separate meetings. It was agreed to combine meetings again this year. A resident suggested the Annual Parish meeting could start earlier at 6pm with organisations asked to set up a table with overview leaflets to sell/encourage participation. Parish Meeting to start at 6.30pm. This format was agreed and date set at Weds 6<sup>th</sup> may <ul style="list-style-type: none"> <li>• <b><u>To agree a date for the May Annual Parish Council meeting due to elections</u></b></li> <li>• Meeting to be on Weds 6<sup>th</sup> May after Annual Parish Meeting instead of Thursday due to the local elections.</li> </ul> </li> </ul>	
<p><b>16. Planning</b></p> <ul style="list-style-type: none"> <li>• <b>16.1 To comment on and recommend for Approval/Refusal any current planning applications</b></li> <li>• <b>2026/0037, Applicant:</b> Mr/ Mrs Richard/ Claire Smith, <b>Location:</b> The White Barn Low Road Alburgh Norfolk IP20 0BZ <b>Proposal:</b> Replacement garden room</li> <li>• <b>Decision:</b> No concerns raised by any Cllr's</li> </ul> <p><b>16.2 To receive an update on any previous planning applications:</b> NONE</p>	
<p><b>17. To receive items for the next meeting, Thursday 5<sup>th</sup> March 2026</b></p> <ul style="list-style-type: none"> <li>• Review policies, Litter Pick</li> <li>• Meeting closed at 8.38</li> </ul>	