



ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Thursday 5th March 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, Price & Dave Richardson -clerk and 4 members of the public	None																																										
2. To receive apologies from members unable to attend- Cllr's C. Brown, Newson, K. Thompson, M. Thompson & Cllr Stone	None																																										
3. To receive any declarations of interest from members on any item to be discussed at this meeting – Cllr Croucher declared an interest in two planning items - 2026/0405 & 2026/0449. She will leave the meeting at that point	None																																										
4. To approve and sign the minutes of the last Parish Council meeting held on 5th February 2026- 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"> • Road safety – can we enquire about lowering the speed limit on the outskirts of the village by the Grain where it is currently 40mph. Road markings and the carriage surface at the junction with station Road and Tunbeck were also raised as a concern • Progress was sought over the purchase of a Bike rack. This has gone to the Village Hall committee who are sourcing • Thanks from resident for contacting Highways who conducted a visit and plan works. 	Clerk to email Highways. VH to source																																										
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. • Assertion 10 training completed – All cllrs were sent a Data Protection statement to sign and were informed that it is likely in the future that they will each need a council owned email account. 																																											
7. To receive reports from District and County Councillors <ul style="list-style-type: none"> • Cllr Stone emailed the following in his absence- Country elections are now back on and Devolution and Local Government Reorganisation are cancelled at the moment so it looks like the two-tier system of governance will stay the same for now but who knows what will evolve, however, I will be standing again for re-election for what will now be called Waveney Valley instead of Clavering under the new district council reorganisation. Alburgh will remain the same although there will be some changes elsewhere. 																																											
8. Correspondence received: <ul style="list-style-type: none"> • List of all pertinent correspondence received was circulated prior to the meeting with some being forwarded to councillors 																																											
9. Finance and RFO report: March 2026 Finance and RFO report 9.1 Payments and transfers to be made	Clerk to make payments																																										
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07/03/2026	Unity trust Current	Savings account	£1,000
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9.3 To receive the Responsible Finance Officer's Report:

(See spreadsheet in finance folder for details)

Unity Trust Main Account			
Balance Brought Forward	£2,850.09		
Receipts this month (9.2 as above)	£1,000		
Balance Carried Forward	£3,850.09		
Payments this month (9.1 as above)		£1,001.57	
Balance	£3,850.09		£2,848.52
Unity Trust Savings account			
Balance Brought Forward	£7,182.01		
Receipts this month	£0		
Payments this month		£1,000	
Balance Carried forward	£6,182.01		£6,182.01
Unity Trust Savings account 50-50 club			
Balance Brought Forward	£230.06		
Receipts this month	£0		
Payments this month		£0	
Balance Carried forward	£230.06		£230.06

10. To receive inspection report on playing field and Homersfield picnic site. Set date for work party.

- Nothing more to report at this time. Cllr Price will walk the boundaries to do a check. More feedback will be provided at the next meeting. Discussion took place over the work weekend.

Decision: Working Party date- potentially 11th & maybe 12th April

Cllr Price to assess.

11. To approve reviewed policies and procedures in line with NPTS model versions.

Policies were circulated prior to the meeting for review. They were prepared and reviewed against model versions from NPTS by the Clerk.

- *Accessibility Statement*
- *Asset management*
- *Code of conduct*
- *Complaints or Compliments*
- *Co-option*
- *Data Protection*
- *Equality*
- *IT Policy*
- *Finance regulations*
- *Financial Risk assessment*
- *Information Audit*
- *Planning Applications*
- *Privacy Statement*
- *Record management*
- *Risk Register*
- *Standing Orders.*

Decision: Policies were all adopted -Proposed Cllr Croucher, Second Cllr Price - agreed unanimously

Clerk to upload to website

12. To set a date and make arrangements for the Big South Norfolk Litter Pick – (19th Feb to 31st May)

<p>Date was discussed and it was agreed to be after the Easter weekend to not impact on the Church cleaning.</p> <p>Decision: April 25th with Cllr Newson organising</p>	<p>Cllr Newson to organise.</p>
<p>13. To discuss the reintroduction of film nights using the National Lottery Grant</p> <ul style="list-style-type: none"> • Cllr Croucher provided a list of tasks based on previous experience which was circulated to all before the meeting. An advert went into the magazine requesting help- No take up yet. • Main item is the booking of the film. Cllr Croucher to liaise with Cllr Hackett. • A new A frame for posters is needed as well. 	<p>All Cllr's to be involved</p>
<p>14. Village items</p> <ul style="list-style-type: none"> • Pétanque Update • Bid for materials was submitted on our behalf by Cllr Brown. Covered costs for top layer and some benches. Clerk will follow up when we know. 	
<p>15. Other Parish Council Items</p> <ul style="list-style-type: none"> • Drive safely signs • Need to find out from Cllr M. Thompson about where he originally sourced the company to make the signs. <ul style="list-style-type: none"> • Party in the Park • Are we happy to jointly organise and fund this event again this year? Yes and will fund £250 again. Needs to be involvement from Cllr's in organising. <ul style="list-style-type: none"> • Decision: To have representatives from Parish Council to help organise the event. • Tree Condition Survey <p>Was completed successfully. Minor works were identified for a few trees. We need to check the ownership on a couple. Cllr Croucher left the meeting at 20:20 due to the planning items and Cllr Price chaired.</p>	<p>Cllr M. Thompson to share details of company.</p> <p>Clerk + two others.</p>
<p>16. Planning</p> <ul style="list-style-type: none"> • 16.1 To comment on and recommend for Approval/Refusal any current planning applications • 2026/0405, Applicant: Ms Tina Hair, Location: Ardmair 36 The Street Alburgh Norfolk IP20 0DN Proposal: Removal of conservatory and replace with rear extension. Replacement front porch. • Decision: No Comments • 2026/0003 Applicant: Mr George Durrant, Location: The White House Low Road Alburgh Norfolk IP20 0BZ, Proposal: Replace 2 single glazed windows with 2 hardwood sash windows to the Northern elevation • Decision: No comments • 2026/0449 Applicant Mr Bert Vermunt Location : Little Barn Station Road Alburgh Norfolk IP20 0BT Proposal : Details of conditions 2, 5, 7, 9 and 12 of 2024/1357 - verge vehicular crossing, parking, external lighting, fences gates and walls, foul water disposal. • Decision: No Comments <p>16.2 To receive an update on any previous planning applications:</p> <p>NONE</p>	<p>Clerk to email Planning</p>
<p>17. To receive items for the next meeting, Thursday 2nd April 2026</p> <ul style="list-style-type: none"> • Meeting closed at 20:27 • Plan Annual Parish meeting • Repairs to park equipment • Boundaries 	