



ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Wednesday 15th April 2026 at 7.30pm in Alburgh Village Hall.

Agenda Item	Action																																																																		
1. Welcome by the Chairman - Cllr Thompson, Chair welcomed Cllr's Croucher, Hackett, Hall, Newson, Price, K. Thompson, Cllr Stone & Dave Richardson -clerk and 1 member of the public	None																																																																		
2. To receive apologies from members unable to attend- Cllr's Hall, Newson	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 5th March 2026- approved and signed by Cllr Thompson	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"> What is the Parish Council doing to make representation to the county council about closing Morningthorpe recycling centre. The journey to the alternative suggested site doubles the journey. Could increase fly tipping, journey time. Direct to Tom McCabe. 	Clerk to draft an email from PC.																																																																		
6. Matters arising which are not on the agenda and any Clerks actions not on agenda: <ul style="list-style-type: none"> None 																																																																			
7. To receive reports from District and County Councillors <ul style="list-style-type: none"> Cllr Stone – not much happening as council is in Purdah. Gritting season has finished. Road dressing is now commencing. There will be another £11k development money after elections for new Councillor. More elections next year as well as the year after. Election of Mayor. Cllr Stone was thanked for all his support and wished good luck in the elections. 																																																																			
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. Tennis club have informed that they have met and will continue for a further year. 																																																																			
9. Finance and RFO report: <p style="text-align: center;">April 2026 Finance and RFO report</p> <p style="text-align: center;">9.1 Payments and transfers to be made</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">£291.37</td> <td></td> <td></td> </tr> <tr> <td>Online</td> <td>Unity Trust</td> <td>Bank Charge</td> <td style="text-align: right;">£7</td> <td></td> <td></td> </tr> <tr> <td>Online</td> <td>Ian Smith</td> <td>Grounds</td> <td style="text-align: right;">£260</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">558.37</td> </tr> </tbody> </table> <p style="text-align: center;">9.2Receipts</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Account</th> <th>Received From</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>03/04/2026</td> <td>Unity trust Current</td> <td>Savings account</td> <td style="text-align: right;">£1,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">9.3 To receive the Responsible Finance Officer's Report: (See spreadsheet in finance folder for details)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Unity Trust Main Account</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Balance Brought Forward</td> <td style="text-align: right;">£2,848.52</td> <td></td> <td></td> </tr> <tr> <td>Receipts this month (9.2 as above)</td> <td style="text-align: right;">£1,000</td> <td></td> <td></td> </tr> <tr> <td>Balance Carried Forward</td> <td style="text-align: right;">£3,848.52</td> <td></td> <td></td> </tr> <tr> <td>Payments this month (9.1 as above)</td> <td></td> <td style="text-align: right;">558.37</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	£7			Online	Ian Smith	Grounds	£260								558.37	Date	Account	Received From	Amount	03/04/2026	Unity trust Current	Savings account	£1,000									Unity Trust Main Account				Balance Brought Forward	£2,848.52			Receipts this month (9.2 as above)	£1,000			Balance Carried Forward	£3,848.52			Payments this month (9.1 as above)		558.37		Clerk to make payments
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Balance	£3,848.52		£3,290.15
Unity Trust Savings account			
Balance Brought Forward	£6,182.01		
Receipts this month	£37.58		
Payments this month		£1,000	
Balance Carried forward	£6,219.59		£5,219.59
Unity Trust Savings account 50-50 club			
Balance Brought Forward	£230.06		
Receipts this month	£261.50		
Payments this month		£123.50	
Balance Carried forward	£491.56		£368.06

<p>10. To receive inspection report on playing field and Homersfield picnic site. Set date for work party.</p> <ul style="list-style-type: none"> • Cllr Price walked the boundaries to do a check. Quite a few issues were identified including a gap that leads to a pond. He also completed work on April 11th clearing tree debris and costed the fencing needed to improve safety. The ditch by the allotment also needs clearing. Two fencing options were shared. The more comprehensive option was costed at £400 and agreed to take forward. Thanks was passed on to Cllr Price by the Chair and others. <p>Decision: Order materials and complete works on June 7th work</p>	<p>Cllr Price & Thompson to identify order of materials</p>
<p>11. To finalise arrangements for the Annual Parish meeting on 6th May</p> <ul style="list-style-type: none"> • Clerk has produced the leaflet. It needs additional information added on what has taken place over the past year. • Councillors will be present to man the table and answer questions • Clerk will set up at 5.30 • Suggestion that the Chair circulates during the evening to talk to people. • Final email reminder to be sent out. <p>Decision: Leaflet to have details of what PC has done, Chair to circulate</p>	<p>Clerk to email reminder again.</p>
<p>12. To set a date and make arrangements for the Big South Norfolk Litter Pick 25th April</p> <p>Cllr Newson is organising. Clerk has ordered equipment for collection on Friday 24th. Advert has been placed in magazine and on facebook.</p> <ul style="list-style-type: none"> • Refreshments need to be arranged. <p>Decision: Cllr Thompson to organise refreshments</p>	<p>Cllr Thompson to organise refreshments</p>
<p>13. To discuss the reintroduction of film nights using the National Lottery Grant</p> <ul style="list-style-type: none"> • Cllr Croucher & Cllr Hackett have met to discuss. We need to decide which company to use. Cllr Thompson has researched the most appropriate. If we use MPLC single movie license it is £75 +VAT and 35% of box office takings. Discussion took place over choosing the film. Cllr Thompson will contact the company for details • 3rd Wednesday of the month was the preferred time slot starting June. 	<p>Cllr Thompson to book hall.</p>
<p>14. Village items</p> <ul style="list-style-type: none"> • Pétanque Update • The bid was unsuccessful for Community Action Funding as there was concern raised that we should have planning permission. Clerk to contact National Allotment Society to seek advice on the current plans. 	<p>Clerk to contact</p>
<p>15. Other Parish Council Items</p> <ul style="list-style-type: none"> • Drive safely signs • Cllr Thompson will find the material to use from previous research. More discussion is then needed over the signs. 	<p>Cllr Thompson</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 • 2026/0944 Proposal: Change of use of commercial building (Class E) to residential dwelling (Class C3), Location: The Dove Station Road Wortwell Norfolk IP20 0EP Applicant: Mr Robert Oberhoffer, Application Type: Prior Notification -Class E to Residential • Decision - No objections • 16.2 To receive an update on any previous planning applications: 2026/0405 – granted, 2026/0449 – granted but limited to exterior lighting only. A new application is needed for gates. 	
<p>17. To receive items for the next meeting, Thursday 6th May 2026</p> <ul style="list-style-type: none"> • Election of chair and vice chair • To receive Audit report • To sign off AGAR paperwork • Insurance • Parish Council roles discussions. • Fundraising meeting for all village groups • Meeting closed at 20:46. 	