

## **Alburgh Parish Council Communications & Clerk actions April 2026**

### **Clerk actions**

Summary of minutes to magazine  
Emailed Officers of SNDC about the Closure of Morningthorpe recycling  
Circulated email on ALburgh Talk and encouraged residents to mail  
Emailed Clear Council to get quote for insurance annual renewal  
Emailed SNDC about litter pick and collection of equipment  
Emailed litter pick poster on Alburgh Talk  
Strimmed around the gateway sign  
Cleaned road signs  
Changed password on CCLA portal  
Finalised leaflet for Annual PARish meeting  
Emailed all contributors to annual meeting  
Phoned HMRC – Twice  
Completed account paperwork for CTS  
Communicated with individual groups questions over Parish meeting  
Reported Village sign condition to SNDC  
Emailed saying we had completed Litter Pick with details of numbers and sacks of rubbish  
Collected Audit folder Lynda Ling  
Completed AGAR paperwork  
Emailed National Allotment Association

### **Key Communication in**

Email from resident about trimming the gateway verge and cleaning  
Email from CCLS to change password on account  
Email from Monitoring officer  
Email from Norfolk Council confirming payment of precept  
Email from CTS about account  
Email from Waste management about Morningthorpe closure  
Letter from East Pye Solar  
Email from East Pye Solar  
Enquiry from Waveney River Trust about grass cutting at Homersfield

