



ALBURGH PARISH COUNCIL ANNUAL MEETING

Minutes of the Alburgh annual parish council meeting held on Wednesday 6th May 2026 at 7.30pm in Alburgh Village Hall.

Agenda Item	Action																																																
18. To elect the Chair person – Cllr Thompson was duly elected as the Parish Council chair for a further year and the declaration of acceptance of office signed. Proposed Cllr Croucher, Second Cllr Price and unanimous from all	None																																																
19. To elect the Vice Chair Person- Cllr Croucher was duly elected as the Vice Chair of the Parish Council and the declaration of acceptance of office signed. Proposed Cllr K. Thompson, Second Cllr Newson and unanimous from all	None																																																
20. Welcome from the Chair Person- Cllr Thompson, Chair welcomed Cllr’s Croucher, Hackett, Newson, Price, K. Thompson & Dave Richardson -clerk and 13 members of the public	None																																																
21. To receive apologies from members unable to attend- Cllr Barry Stone, Cllr Chris Brown, Cllr Hall	None																																																
22. To receive updated Declarations of Interest forms from all members and any declarations on any item to be discussed at this meeting. None	None																																																
23. To approve and sign the minutes of the last Parish Council meeting held on 15th April 2026- approved and signed by Cllr Thompson	None																																																
24. Open forum for public participation (maximum 10 minutes): an opportunity to hear from members of the public <ul style="list-style-type: none"> • Tree at the end of the Tennis Court is causing damage to the court. Can we have some clarification over who is responsible for this either Tennis Club or Parish Council. • 40mph sign at the end of the village. • Do we still have the Rangers who complete works in the village? 	Cllr Price to investigate Clerk to chase again Chair to check																																																
25. Matters arising which are not on the agenda and any Clerks actions not on agenda: <ul style="list-style-type: none"> • Thanks to Cllr Newson for organising the Litter Pick. • Letter was written to Council over Mornigthorpe and response was received 	None																																																
26. To receive reports from District and County Councillors <ul style="list-style-type: none"> • Cllr Brown emailed his report - The new Community Action Fund (£500k) and Community Facilities Grants fund (£500k) are now open for applications • Local Government Reorganisation is progressing with the Government having chosen the Three Unitary authorities option 																																																	
27. 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. A posted version of the East Pye Consultation was shared 																																																	
28. Finance and RFO report: <p style="text-align: center;">May 2026 Finance and RFO report</p> <p style="text-align: center;">28.1 Payments and transfers to be made</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">PAY TYPE</th> <th style="width: 15%;">PAYEE</th> <th style="width: 20%;">Description</th> <th style="width: 10%;">Actual Amount</th> <th style="width: 10%;">VAT</th> <th style="width: 30%;">HMRC PAYE</th> </tr> </thead> <tbody> <tr> <td>Online</td> <td>Mr D Richardson</td> <td>Wages</td> <td style="text-align: right;">£158.69</td> <td></td> <td></td> </tr> <tr> <td>Online</td> <td>HMRC</td> <td>PAYE</td> <td></td> <td></td> <td style="text-align: right;">£132.68</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>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>Lynda Ling</td> <td>Audit</td> <td style="text-align: right;">£70</td> <td></td> <td></td> </tr> <tr> <td>Online</td> <td>Kim Croucher</td> <td>refreshments</td> <td style="text-align: right;">£18.35</td> <td></td> <td></td> </tr> <tr> <td>Online</td> <td>CTS Building</td> <td>Materials</td> <td style="text-align: right;">£296.35</td> <td style="text-align: right;">£59.27</td> <td></td> </tr> </tbody> </table>	PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE	Online	Mr D Richardson	Wages	£158.69			Online	HMRC	PAYE			£132.68	Online	Ian Smith	Grounds	£260			Online	Unity trust	Bank Charge	£7			online	Lynda Ling	Audit	£70			Online	Kim Croucher	refreshments	£18.35			Online	CTS Building	Materials	£296.35	£59.27		Clerk to make payments
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Online	Clear council	Insurance	£823.60		
Transfer	Current Account	Transfer to saving	£4,000		
					£1,825.94

28.2 Receipts

Date	Account	Received From	Amount
24/04/2026	Unity Trust Current	Precept from Norfolk CC	£5,000
			£5,000

28.3 To receive the Responsible Finance Officer's Report:

(See spreadsheet in finance folder for details)

Unity Trust Main Account			
Balance Brought Forward	£3,290.15		
Receipts this month (9.2 as above)	£5,000		
Balance Carried Forward	£8,290.15		
Payments this month (9.1 as above)		£1,825.94	
Transfer to savings		£4,000	
Balance	8,290.15		£2,464.21
Unity Trust Savings account			
Balance Brought Forward	£5,219.59		
Receipts this month	£4,000		
Payments this month		£0	
Balance Carried forward	£9,219.59		£9,219.59

29. To receive and approve Annual Governance & Accountability Return (AGAR) 2025-26

- Confirmation of the Annual Internal Audit Report:
The Audit was completed by Linda Ling and the report circulated to all Cllr's prior to the meeting.
- Confirmation and Approval of The Annual Governance Statement (section 1)
Decision: *The Annual Governance statements were read out, confirmed and approved by all.*
- Confirmation and Approval of The Accounting Statements – Consider, Approve and Sign (Section 2)
Decision: *Accounts were confirmed as accurate, approved & signed*
- The Certificate of Exemption
The Certificate of exemption was shared and agreed
- Confirmation and approval by council of dates of period of Exercise of Public Rights Notice.
Decision: *Dates on the Public rights document were confirmed and agreed*

Clerk to scan all docs and upload to website. Exemption cert to send to Auditor. Public rights to go on notice board

30. To discuss and agree proposed roles for parish Councillors

- Suggested roles were previously circulated. Cllr's were asked about any additions. This will be discussed fully at the next meeting in June

Agenda item for June

31. To receive inspection report on playing field and Homersfield picnic site.

- The Waveney Trust have contacted to ask about grass cutting at Homersfield. Clerk has confirmed we will get grass cut a few times a year around benches. The padlock still needs to be replaced.
- Strimming needed at Picadilly Corner. Ian Smith to be asked to do this.
- Working Party on June 7th Cllr Price has ordered materials from CTS where we have now set up an account. The focus for the day will be on fencing and the Zip line repairs

Cllr's Price & Thompson to Change lock

Chair to ask

32. To discuss the reintroduction of film nights using the National Lottery Grant

- Chair has emailed about the PPL license to check which films are available for us to show. A poll will then be taken for a film in July. The sound issue at the front of the hall may have been resolved but further testing is needed.

<p>33. Village items</p> <ul style="list-style-type: none"> • Pétanque Update • Clerk contacted the National Allotment Society who said there was no issue with our plans as the space could be returned back to allotment if needed. Query was also raised with them over the need for planning permission and they responded saying not in their view. The Chair phoned South Norfolk District Council planning officer Theo Bushnell. He confirmed that given the temporary and easily reversible nature of the pétanque court, no change of use application is necessary. He added that this falls under the permitted development rights of a parish council, which allow us to undertake works that complement the services we provide to the village and therefore no planning application is required. Ruth Walton has someone who can come when finished to teach people how to play. <p>Decision:</p> <ul style="list-style-type: none"> • To protect ourselves it would be pertinent to get it in writing as an email. Chair has emailed. Quotes for top surface to be sought by Cllr Price • Fundraising meeting with village groups • Meeting will be arranged after the holiday season possibly September. 	<p>Cllr Price to get quotes.</p>
<p>34. Other Parish Council Items</p> <ul style="list-style-type: none"> • Insurance renewal • The renewal quote from Clear Councils is £823.60. The schedule is the same as the previous year as there are no changes to the cover we need. <p>Decision: Renew with Clear Councils for the next 12 months</p>	<p>Clerk to arrange</p>
<p>35. Planning</p> <ul style="list-style-type: none"> • 35.1 To comment on and recommend for Approval/Refusal any current planning applications • Application: 2026/1018 Proposal: <i>Erection of single storey rear infill extension</i> Location: <i>Piccadilly Cottage Low Road Alburgh Norfolk IP20 0BX</i> Applicant: <i>Mr and Mrs Susan and Gregory Berman</i> • Decision – No Objection • Application: 2026/1123 Proposal: <i>Notification for Prior Approval for a proposed change of use and associated building works of agricultural barn to a dwellinghouse (QA, QB & QC)</i> Location: <i>Land West of Darrow Green Farm Darrow Green Road Denton Norfolk</i> Applicant: <i>Ms Emily Winter</i> • Decision – No Objection • 35.2 To receive an update on any previous planning applications: 	
<p>36. To receive items for the next meeting, Thursday 4th June</p> <ul style="list-style-type: none"> • Roles for cllrs. • Speed awareness signs 	