



ALBURGH PARISH COUNCIL MEETING

Minutes of the Alburgh annual parish council meeting held on Thursday 2nd July 2026 at 7.30pm in Alburgh Village Hall.

Agenda Item	Action
52. Welcome from the Chair Person -Cllr Croucher, Vice Chair welcomed Cllr's, Newson, Hackett, K. Thompson & Dave Richardson -clerk and 5 members of the public	None
53. To receive apologies from members unable to attend - Cllr Price, Cllr M. Thompson, Cllr Hall, Chris Brown.	None
54. To receive any Declarations of Interest from members on any item to be discussed at this meeting. None	None
55. To approve and sign the minutes of the last Parish Council meeting held on 4th June 2026 -approved and signed by Cllr Croucher	None
56. Open forum for public participation (maximum 10 minutes): an opportunity to hear from members of the public <ul style="list-style-type: none"> • Planning application on Mill Road was raised by a resident. There is no objection about the current application in replacing a building. There are concerns however about the operation of the site which were raised: Hours of operation, external lighting, professional asbestos report, disposal of waste on the site & the current speed limit of the road. • The speed of traffic in Mill Road was also raised by another resident. 	Speeding to be an agenda item next meeting
57. Matters arising which are not on the agenda and any Clerks actions not on agenda: <ul style="list-style-type: none"> • None 	None
58. To receive reports from District and County Councillors Chris Brown sent the following in his absence: <ul style="list-style-type: none"> • - Local Government Reorganisation- South Norfolk are progressing with a legal challenge to the Government's decision. Whilst disappointed with the option chosen by the Government, for 3 Unitaries, I do not support the legal challenge against the decision. Officers are continuing to work on preparations for the change. • - The Greater Norwich Local Plan Review process has started, with an initial Call for Sites having been issued. • - Food waste collections will start in some parts of the district in July, with other areas expected to start in September • - You will be aware that there is a County wide Police & Crime Commissioner election taking place on 16th July. Details of candidates at www.choosemypcc.org.uk George Boyd – PCC election 16 th July. Bi election in North Catton. <ul style="list-style-type: none"> • Local Government Reorganisation – Norfolk CC submitted a judicial review against the proposal. • Changes to local funding schemes. Alternative funds will be available though. • Electrical & electronic waste – has been suspended due to a fire but will back in action soon. • CEO, Tom McCabe of NCC has resigned. 	
59. 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 further email was received concerning the War Memorial requesting a correction to a wrongly spelt surname. The Clerk has followed up. Also emails raising concern regarding the speed limit in Mill Road 	Speed limit on next agenda.
60. Finance and RFO report: 45.1 Payments and transfers to be made	Clerk to make payment

PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE
Online	Mr D Richardson	Wages	£291.37		
Online	Unity Trust	Bank fee	£7		
Online	D Richardson	DVD costs	£31.14		
online	ICO	Data Protection	£47		
Online	Mr Ian Smith	Grounds work	£260		
Online	Village Hal	Party in Park	£250		
Transfer	Current account	Transfer from savings	£1,000		
					£886.51

45.2 Receipts

Date	Account	Received From	Amount
26/06/26	Unity Current	SNDC recycling	£250

45.3 To receive the Responsible Finance Officer's Report:

(See spreadsheet in finance folder for details)

Unity Trust Main Account			
Balance Brought Forward	£2,318.84		
Receipts this month (9.2 as above)	£250		
Transfer from savings	£1,000		
Balance Carried Forward	£3,568.84		
Payments this month (9.1 as above)		£886.51	
Balance			£2,682.33
Unity Trust Savings account			
Balance Brought Forward	£8,219.59		
Receipts this month	£0		
Payments this month		£1000	
Balance Carried forward	£8,219.59		£7,219.59
Unity Trust Savings account 50-50 club			
Balance Brought Forward	£368.06		
Receipts this month	£234		
Payments this month		£123.50	
Balance Carried forward	£602.06		£478.56

61. To finalise and assign roles for Parish Councillors

- Roles were circulated again via an online poll for Cllr's to sign up.

Decision:

Chair – **Cllr M. Thompson**

Vice Chair – **Cllr Croucher**

Internal Control Officer - Finance sign off and banking approval – **Cllr Croucher**

Speed Sam2 monitoring, battery checks and data download – **Cllr Hall**

Feoffees Trustee **Cllr Price**

Parish Magazine & Village news – **Cllr K. Thompson**

Play Area Inspections **Cllr Price**

Tree Warden **Cllr Newson**

Defib checks **Cllr Hall**

Film Nights **Cllr Hackett**

Village Hall Management Committee Trustee – **Cllr M. Thompson**

Clerk to
add
section to
website

<p>Footpath Officer & local environment – Cllr K Thompson, Cllr Hackett.</p> <p>Events – None</p> <p>Fundraising - None</p>	
<p>62. To discuss setting up and associated costs of Parish Councillor email accounts and PC website.</p> <ul style="list-style-type: none"> Overview sheet with information was provided prior to the meeting outlining options along with costings. The clerk went through options for website and email. Suggestion to retain current website as a Village Website. <p>Decision: Unanimous decision to set up Cllr emails and new PC website and to use NALC at a cost of £108.57+VAT. Per annum</p>	<p>Clerk to set up</p>
<p>63. To receive inspection report on playing field and Homersfield picnic site.</p> <ul style="list-style-type: none"> To agree playing field inspection to be completed by SNDC at a cost of £90+VAT <p>Decision: Proposed Cllr Croucher, Seconded by Cllr Newson & Unanimous</p> <ul style="list-style-type: none"> Grass has been strimmed at Homersfield around the picnic tables. A further padlock has been found that needs removing from the height bar as well. Repairs were made to playing field Zip wire equipment on the work weekend. A further work party session needs to be arranged before the next meeting. Dates to be agreed 	<p>Clerk to arrange inspection with SNDC.</p> <p>Dates to be arranged via Whatsapp</p>
<p>64. Village items</p> <p>Party in the Park</p> <ul style="list-style-type: none"> Payment of £250 from PC needs to now be made. <p>Pétanque Update</p> <ul style="list-style-type: none"> The top surface has been laid and it just needs a few finishing touches to complete the works 	<p>Clerk to make payment</p>
<p>65. Other Parish Council Items</p> <p>Movie Night arrangements feedback from Cllr Hackett</p> <ul style="list-style-type: none"> 15th July for Hamnet. Advert has gone in magazine. A3 poster at the Grain. Poster frames have been purchased. Alburgh & Denton talk & Facebook. Poster can be placed in the A frame. Payment on the night has been arranged with the Village Hall. Mark Newson will run the DVD. Job roles Dave Hackett setting up chairs and introduce film. Ice Cream – Mark Newson will speak to Alburgh Ice Cream. <p>Fundraising and community events in the village</p> <ul style="list-style-type: none"> Remove from agenda's until new year <p>SNDC Communities Facilities Grant</p> <ul style="list-style-type: none"> Grant deadline is August for the facilities grant. Previously it was discussed about submitting a grant application for playing field equipment. It was thought that Cllr Price have previously sought some quotes that could be used. <p>Drive carefully signs – Primary school</p> <ul style="list-style-type: none"> With the council changes the Members grants no longer exist. Cllr Boyd indicated that there could possibly be another avenue to explore in funding the signage <p>Age UK Email</p> <ul style="list-style-type: none"> An email from Age UK was circulated prior to the meeting. Mainly asking for donations which as PC we are unable to support. Discussion took place regarding other charities in the village but they are only able to support village requests. 	<p>Cllr Hackett to continue organising.</p> <p>Clerk to email Cllr Boyd</p>
<p>66. Planning</p> <ul style="list-style-type: none"> 66.1 To comment on and recommend for Approval/Refusal any current planning applications 	<p>Clerk to respond</p>

<p>Application:2026/1306, Location : Mill Farm Mill Road Alburgh Norfolk IP20 0DS, Proposal : Replacement of existing Storage and Distribution Building</p> <p>Decision: The views the resident presented earlier in the meeting were fully supported and will be the return to planning officers from the Parish Council.</p> <p>66.2 To receive an update on any previous planning applications:</p> <p>2026/0003 The White House Low Road Alburgh Norfolk IP20 0BZ Proposal : Replace 2 single glazed windows with 2 hardwood sash windows to match the eastern elevation Decision : Approval with Conditions</p>	
<p>67. To receive items for the next meeting, Thursday 3rd September</p> <ul style="list-style-type: none"> • Speed limit • PIP • Meeting closed @8.55 	