

## ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Thursday, 6<sup>th</sup> February 2025 at 7.30pm in Alburgh Village Hall.

Agenda Item	Actions
1. <b>Welcome by the Chairman</b> - Cllr Croucher, Vice Chair welcomed Cllr Hackett, Cllr Hall, Dave Richardson, clerk, District Cllr Chris Brown and 3 members of the public.	None
2. <b>To receive apologies from members unable to attend</b> - Cllr Thompson, Cllr Gibson, Cllr Price, Cllr Newson	Clerk to check on possible absences before agenda published.
3. <b>To receive any declarations of interest from members on any item to be discussed at this meeting</b> - None	None
4. <b>To approve and sign the minutes of the last Parish Council meeting held on 6<sup>th</sup> January 2025</b> - Signed by Cllr Croucher	None
5. <b>Open forum for public participation (maximum 10 minutes): an opportunity to hear from members of the public</b> <ul style="list-style-type: none"> <li>• Has the battery for the speed camera on the left hand side been purchased so it can be changed?</li> </ul>	Cllr Hall will check with Cllr Thompson
6. <b>To discuss matters arising from the minutes of the last meeting which are not on the agenda:</b> <ul style="list-style-type: none"> <li>• Cllr Brown and DRN are liaising over the purchase of 2 picnic tables from Member Ward Fund.</li> <li>• Meeting has been requested and chased twice now to Highways</li> </ul>	DRN to liaise with Cllr Brown over tables DRN to chase highways
7. <b>To receive reports from District and County Councillors</b> <ul style="list-style-type: none"> <li>• January update from Cllr Barry Stone was circulated to all councillors via email.</li> <li>• Email about local elections and devolution circulated to all councillors via email.</li> <li>• Chris Brown – setting budget for South Norfolk. Seems in a fairly good position. <ul style="list-style-type: none"> <li>○ Have been working on the Villages clusters plans – does not directly impact Alburgh.</li> <li>○ Greater Norwich plan although complete and in place is out of date now as there is to be an increase in housing by 30%.</li> <li>○ Devolution is now going ahead for Norfolk and Suffolk. Norfolk and Suffolk will become a strategic Authority. Unity authorities will be created to deliver services.</li> </ul> </li> </ul>	
8. <b>Correspondence received:</b> <ul style="list-style-type: none"> <li>• David Bullock, Highways programme tech saying the village gateway should be installed by the end of January. Followed up and will now be March</li> <li>• 08/01/2025 - Request to Highways for a meeting with Parish council - enquiry 7203-1817-5362-0457. Followed up requesting again on 23/01/2025</li> <li>• Quarterly Neighbourhood Policing meeting information from Steven Phillips</li> <li>• January update from Cllr Barry Stone</li> <li>• Approach from reporter regarding accident on A143</li> <li>• Email from new Wortwell Clerk enquiring about the allotments.</li> </ul>	DRN will upload Cllr reports and police meeting feedback to the website.
9. <b>To Appoint the Internal Auditor</b>	JLY to arrange audit

<ul style="list-style-type: none"> <li>• Proposal to appoint Lynda Ling who is the clerk at Earsham Parish Council as internal auditor</li> <li>• <b>Decision</b> – agreed - Proposed Cllr Hall, Second Cllr Hackett</li> </ul>	
<p><b>10. To receive inspection report on playing field and Homersfield picnic site including feedback on progress to the repairs to the playing field</b></p> <ul style="list-style-type: none"> <li>• Flooding again at Homersfield</li> <li>• Zip line frame in playing field– replace the 4 plywood planks @£75 each. <ul style="list-style-type: none"> <li>○ <b>Decision:</b> replace in the Spring/Summer</li> </ul> </li> </ul>	<p>Cllr Hall to progress in Spring</p>
<p><b>11. Village Items</b></p> <ul style="list-style-type: none"> <li>• <u>Millenium Garden update – Shed.</u> <ul style="list-style-type: none"> <li>○ Village Hall agreed to position shed behind hall. Will not part fund though as they don't feel they need one. Need to order 6x4 shed. Cllr Croucher will progress this. Base is needed. Cllr Croucher has some slabs. DRN to help Mr Vermunt with base</li> </ul> </li> <li>• <u>To receive update on boules/pétanque pitch.</u> <ul style="list-style-type: none"> <li>○ Local farmer happy to remove hedging by the end of Feb</li> </ul> </li> <li>• <u>To receive an update on Village Gateway signs</u> <ul style="list-style-type: none"> <li>○ Chased 3 times now – response now saying possibly by the March</li> </ul> </li> <li>• <u>Playing field damaged fence / gate install</u> <ul style="list-style-type: none"> <li>○ Current feeling is not in favour of a gate because of safety issues in security of the playing space and egress onto the road. Needs more robust fence and hedging.</li> </ul> </li> <li>• <u>Village questionnaire.</u> <ul style="list-style-type: none"> <li>○ 33 responses so far. Posted on Facebook, Alburgh Talk &amp; embedded on website front page. Leaflets produced to go out next week and re post everywhere next weekend.</li> </ul> </li> <li>• <u>Litter Pick suggested by local resident.</u> <ul style="list-style-type: none"> <li>○ 22<sup>nd</sup> March provisional date Cllr Newson has agreed to organise- volunteers</li> </ul> </li> </ul>	<p>Cllr Croucher will follow up.</p> <p>DRN to keep following up</p> <p>Cllr Hall to progress fence.</p> <p>DRN to continue promoting</p> <p>Cllr Newson to organise.</p>
<p><b>12. Other Parish Council Items</b></p> <ul style="list-style-type: none"> <li>• <u>Fundraising</u> <ul style="list-style-type: none"> <li>○ Some Parish Councillors to attend Village Hall meeting on 13<sup>th</sup> Feb to discuss joint events as a starting point.</li> </ul> </li> <li>• <u>Discussion on change of name from Parish to “village” or “Community”</u> <ul style="list-style-type: none"> <li>○ Carry forward to next meeting with more councillors</li> </ul> </li> <li>• <u>Health &amp; Safety and Risk Assessment review.</u> <ul style="list-style-type: none"> <li>○ Carried over to next meeting due to Cllr Thompson absence</li> </ul> </li> <li>• <u>Confirm the date for the May meeting and the AGM (pending elections or not)</u> <ul style="list-style-type: none"> <li>○ Now no elections meeting can be May 1st</li> </ul> </li> <li>• <u>Confirm the date and structure of the Parish Meeting</u> <ul style="list-style-type: none"> <li>○ 15<sup>th</sup> May provisional date.</li> </ul> </li> <li>• <u>Banking update.</u> <ul style="list-style-type: none"> <li>○ Parish lands account with Coop has been fully moved over to DRN</li> <li>○ DRN has applied for an additional Charity account with the Coop for the Pagan Trust</li> <li>○ In April the main Business account needs moving as well. Cllr Price and clerk have looked into possible alternatives. Lloyds, Unity trust and Coop</li> </ul> </li> </ul>	<p>DRN to investigate implications of change.</p> <p>DRN to seek a list of invitees.</p> <p>DRN to make change after this financial year.</p>

<p>have been recommended by others. A few concerns over having all three accounts with the Coop as mistakes could be made. Suggestion to have a different second signatory for each account would mitigate this. Clerk has had very good experience recently in using the Coop to make the other changes.</p> <ul style="list-style-type: none"> <li>○ <b>Decision</b> – Coop bank based on current experience. Proposed Cllr Croucher second Cllr Hall</li> </ul>	
<p><b>13. To report on planning decisions, applications commented on since last meeting:</b>  <b>Applications:</b></p> <ul style="list-style-type: none"> <li>● EN0110014 East Pye Solar - EIA Scoping Notification and Consultation. <ul style="list-style-type: none"> <li>○ <b>Decision</b> – to send the prepared list of items to be included in the Environmental scope. Proposed Cllr Croucher - Seconded Cllr Hall.</li> </ul> </li> </ul>	<p>DRN to send the list to the planning Inspectorate</p>
<p><b>14. Finance:</b> To approve payments to be made:</p> <ul style="list-style-type: none"> <li>● Clerk Salary: JLY <b>£129.88</b> - DRN <b>£231.82</b></li> <li>● HMRC PAYE: month 9 <b>£86.99</b> - Month 10 <b>£51.40</b></li> <li>● Questionnaire leaflets <b>Clerk £29.56</b></li> <li>● Budget training - <b>£48.00</b></li> <li>● Monthly accounts</li> </ul>	<p>Mrs Loveday to make payments</p>
<p><b>15. To receive items for the next meeting, Thursday, 6<sup>th</sup> March 2025</b>  Review finance regs.  Cllr thanked everyone for attending and closed the meeting closed at 9 pm.</p>	<p>Cllr Price to be asked to review finance regs</p>