

ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Thursday, 6th March 2025 at 7.30pm in Alburgh Village Hall.

Agenda Item	Actions
1. Welcome by the Chairman - Cllr Croucher, Vice chair welcomed Cllr Hackett, Cllr Gibson, Cllr Newson, Dave Richardson -clerk, District Cllr Chris Brown and 5 members of the public. Cllr Thompson joined the meeting 8.22	None
2. To receive apologies from members unable to attend- , Cllr Hall, Cllr Price	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 6th February 2025- approved and by signed Cllr Croucher	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"> • School Parking along School Road and Church Road. There is a safety issue as well as the damage to verges– Will discuss later as part of the agenda for Highways. 	None
6. Matters arising which are not on the agenda and any Clerks actions not on agenda: <ul style="list-style-type: none"> • Charities commission website admin updated for parish Lands and Pagan Trust • CCLA change of correspondence & new bank details paperwork completed • 3 clerk induction training sessions attended with NPTS • Litter pick registered with keep Britain Tidy campaign and Big South Norfolk Litter Pick • Police quarterly report and County Councillor report uploaded to website • Liaison with Cllr Brown over benches and £300 funding confirmed 	None
7. To receive reports from District and County Councillors <ul style="list-style-type: none"> • Report received from Cllr Barry Stone on 06/03/2025 circulated to all Parish Councillors • Cllr Chris Brown fed back - District council budget agreed. 3% increase which is about £5 for Band D. Investments have been good this year. There will be an increase in the community action fund. £50K will rise to £150K - £20K for a single project. • Greater Norwich Local Plan (GNLP) Village clusters – villages have been clustered and suggested the allocation of small sites for building. Due to go to central gov but has been delayed until next year. • There will be a new conservation Fund - looking to fund up to 5 projects – up to £10K each. • VE day grants are available- £300 available as a grant • Devolution and local gov reorganisation – Norfolk is a fast track authority – Proposal for the creation of a Mayor of Norfolk and Suffolk elected next year in May. Various powers. All District and County Councils will disappear and be replaced by unitary authorities. Shadow Authorities should be in place by 2027 with election in 2028 with new Unitaries in place. 	Clerk to apply for VE day Grant

8. Correspondence received:

- Email from David Buckton regarding another vehicle accident on the bend outside his property
- Clerk from Wortwell regarding allotments
- Mrs Watts – Puddle in the village hall car park
- Devolution information from Cllr Stone
- VE DAY information
- Email from Parent of the school about parking

9. Finance and RFO report:

9.1 To approve payments:

PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE
Online	Mrs Kim Croucher	Shed	£279.99	£46.67	
Online	Read Brothers	Pétanque sleepers	£312	£52	
Online	Mr D Richardson	Clerks Salary	£231.82		£51.40
Online	Mrs J Loveday	Clerks Salary	£85.36		
Online	Mr Ian Smith	Hedge cutting	£60		
Online	NPTS subs	Annual Subs	£80		
Online	Mrs Kim Croucher	Gravel for shed	£19.80	£3.30	
			£1,068.97		£1,120.37

Payments were approved unanimously

9.2 Receipts

Date	Account	Received From	Amount
28/02/2025	Parish Lands	CCLA Investment	£172.15

9.3 To receive the Responsible Finance Officer's Report:

(See spreadsheet in finance folder for details)

Barclays Business account			
Balance Brought Forward	£7,193.52		
Receipts this month	£0.00		
Payments this month (9.1 as above)		£1,120.37	
Balance Carried forward			£6,073.15
Alburgh Parish lands Account (Coop)			
Balance Brought Forward	£1,555.61		
Receipts this month	£172.15		
Payments this month		£0.00	
Balance Carried forward			£1,727.76
Pagan Trust (Coop)			
Balance Brought Forward	£4,472.48		
Receipts this month	£0.00		
Payments this month		£0.00	
Balance Carried forward			£4,472.48

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<p>10. To approve items to be included in the CIL report return 24/25 (minus VAT)</p> <p>March 24 Travis Perkins – Timber for repairs to play equipment £94.83 Excite Solutions Ltd for hedge cutting of Allotments at Wortwell £288.00</p> <p>July 24 Online Playgrounds £394.80 for Swing Seats Bird Spikes £36.99 O J Fencing £510.00</p> <p>September 24 Online Playgrounds parts for play equipment £66.20</p> <p>October 24 Black Dog Signs Ltd, for Millennium Garden Signs £150.00</p> <p>January 25 Homersfield repairs £70.44</p> <ul style="list-style-type: none"> • Decision: – All items approved - Proposed Cllr Hacket, seconded Cllr Newson 	
<p>11. Review of Financial regulations and Financial Risk Assessment:</p> <ul style="list-style-type: none"> • The regulations and risk assessment were previously circulated to all Councillors. There was concern regarding the values stated in the Risk Assessment document which relate to Insurance cover. This needs further review • Decision: – Financial regs approved- Proposed Cllr Thompson & Seconded Cllr Hacket. Risk assessment deferred pending further investigation on insurance values 	<p>Clerk to ensure the financial regs are correct in all places. Clerk to seek guidance on what levels of insurance cover are appropriate.</p>
<p>12. To receive inspection report on playing field and Homersfield picnic site including feedback on progress to the repairs to the playing field</p> <ul style="list-style-type: none"> • - No playing field report was available at the meeting. • Could a rota be put in place? A check sheet would be needed. ○ Decision: - Other Cllr’s to take on the checking of equipment to support Cllr Hall. 	<p>Cllr Thompson is developing new check sheets for the equipment with guidance.</p>
<p>13. Village Items</p> <ul style="list-style-type: none"> ○ <u>Update on speed camera battery replacement</u> <ul style="list-style-type: none"> ○ Cllr Thompson has replaced batteries in cameras and cleaned them along with a number of speed signs. We are investigating siting one camera near the bend as you enter the village from the North. Paperwork needs completing for Highways sign off for a change in location. ○ <u>Update on shed for gardeners</u> <ul style="list-style-type: none"> ○ Cllr Croucher has ordered the shed and a small slab base has been laid by Mr Vermont and the Clerk. Shed due in a few weeks ○ <u>To receive update on boules/pétanque pitch</u> <ul style="list-style-type: none"> ○ The section of Hedge was removed and disposed by the local farmer working with Ian Smith. The clerk and Mr Goodridge reduced the hedge height along a section to open up the area next to the millennium gardens. Cllr Thompson ordered sleepers which have been delivered to mark out the edge of the court ○ <u>To receive an update on Village Gateway signs</u> 	<p>Clerk to follow up with Highways on memorandum of understanding.</p>

<ul style="list-style-type: none"> ○ The Partnership engineer confirmed by email the Village Gateways are scheduled for install on Friday 7th March. This was confirmed by the Highways representative out our meeting. ○ <u>Damage fence update</u> ○ Cllr Hall arranged for a quote to repair and replace the section of fence. “To supply and fit 2 x 4x4 posts and 1 x 2m wide picket panel x 1.2 high, to infill gap on hedge would be £160 + vat” ○ Decision – Place on hold for time being ○ <u>Village questionnaire update</u> ○ 54 responses to date compared to 18 last time. A brief overview of responses was shared. ○ Cllr Thompson joined the meeting 8.22 ○ <u>Litter Pick 22nd March organisation</u> ○ This has been registered with South Norfolk CC as well as Keep Britain Tidy Campaign. Have applied for litter pickers, hi Viz etc. 10.30 Propose meet at the Church as there is a party at the VH. ○ <u>VE Day 80 Thursday 8th May https://www.veday80.org.uk/</u> <ul style="list-style-type: none"> ○ Grant to be applied for £300 to support event by PC. ○ Could an event be planned for by the war memorial? ○ Members of PC to attend VH meeting to discuss further 	<p>Cllr Newson will see what fencing he has available</p> <p>Clerk to circulate link to all Cllr’s</p> <p>Cllr Croucher and Cllr Newson to decide start point.</p> <p>Clerk to apply for the grant. Cllr Thompson to speak to PCC</p>
<p>14. Other Parish Council Items</p> <ul style="list-style-type: none"> ○ <u>To discuss the Wortwell allotments</u> <ul style="list-style-type: none"> ○ Email from the clerk at Wortwell was shared with the meeting. Options were discussed. The preferred option would be to allow for a long term lease to Wortwell as a peppercorn rent. Further information needs to be sought. ○ <u>To discuss the Parish Council involvement in jointly managing and funding the Party in the Park</u> <ul style="list-style-type: none"> ○ Proposed to jointly fund this between VH and PC. Other sources of funding are being explored. ○ Decision – Proposed Cllr Thompson, Seconded Cllr Newson all others in favour ○ <u>Discussion on change of name from Parish to “village” or “Community”</u> <ul style="list-style-type: none"> ○ This will be placed on hold for the time being. ○ <u>Health & Safety and Risk Assessment review.</u> <ul style="list-style-type: none"> ○ Cllr Thompson circulated a draft updated Risk Assessment. Further work is needed and a completed version will be brought to a future meeting. ○ <u>To discuss the format of the Annual Parish meeting.</u> <ul style="list-style-type: none"> ○ Scheduled as 15th May. Reports will be invited from contributors. Could we arrange a talk to encourage attendance. ○ <u>To receive an update on Banking.</u> <ul style="list-style-type: none"> ○ Pagan Lands account now open. Paperwork sent to CCLA to inform of new account for dividends. Closing cheque from Barclays paid in and is showing in account despite being 15 months old. 	<p>Clerk to investigate further</p> <p>Cllr Thompson to speak to Ruth Walton to see if she would be willing to do a talk</p>

<ul style="list-style-type: none"> ○ New Business account online application ready to go but a decision is needed on Savings account. ○ Decision – open a 35 day access savings account - Proposed Cllr Croucher, Seconded Cllr Newson agreed unanimously. ○ <u>To receive feedback on the meeting with highways representative.</u> <ul style="list-style-type: none"> ○ Meeting held with Gary Overland. Notes from meeting were circulated to all Councillors. As a result of the meeting a further meeting with Steve Phillips the local Police Officer will be taking place to discuss the number of lorries driving through the village. ○ Parking and condition of road outside the school. Cars driving too fast along the road by the school. The PC have raised this in the past with the school. Meeting is being arranged with a parent who has contacted about disabled parking. The school have agreed to attend that meeting where other issues could ne discussed. 	<p>Cllr Thompson will raise with District and County Councillors.</p> <p>Cllr Thompson to arrange meeting with parent and school.</p>
<p>15. Planning</p> <ul style="list-style-type: none"> ● 14.1 To comment on a recommend for Approval/Refusal any current planning applications ref 2024/3464 Proposal: Erection of new self-build dwelling and garage. Location: 23 The Street Alburgh Norfolk IP20 0DF. Decision – Cllr’s unanimously agreed to oppose this application for the same reasons as before ● 14.2 To receive an update on any previous planning applications: None 	
<p>16. To receive items for the next meeting, Thursday, 3rd April 2025</p> <ul style="list-style-type: none"> ● Insurance renewal questionnaire Cllr Croucher thanked everyone for attending and closed the meeting closed at 9:43pm. 	