

## ALBURGH PARISH COUNCIL

Minutes of the Alburgh parish council meeting held on Thursday, 3<sup>rd</sup> April 2025 at 7.30pm in Alburgh Village Hall.

| Agenda Item  | Actions              |
|--|----------------------|
| 1. <b>Welcome by the Chairman</b> - Cllr Thompson, chair welcomed Cllr Croucher, Cllr Hackett, Cllr Gibson, Cllr Newson, Dave Richardson -clerk, District Cllr Chris Brown, County Cllr Barry Stone and 2 members of the public  | None                 |
| 2. <b>To receive apologies from members unable to attend-</b> Cllr Price, Cllr Hall  | None                 |
| 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> March 2025-</b> approved and signed by Cllr Thompson   | 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>New Village Gateways signs look very good. Could we plant Daffodils in that area but ensure the signs do not get overgrown.</li> </ul>  | Investigate planting |
| 6. <b>Matters arising which are not on the agenda and any Clerks actions not on agenda:</b> <ul style="list-style-type: none"> <li>Application for VE day grant completed</li> <li>Applied for insurance quotes from 3 providers (Clear councils, Community action suffolk &amp; Gallagher)</li> <li>Chased UKpower for wayleave payment</li> <li>Follow up on allotments at Wortwell with Charity Commission.</li> <li>Changed contact details with ICO</li> </ul>  | None                 |
| 7. <b>To receive reports from District and County Councillors</b> <ul style="list-style-type: none"> <li>Report received from Cllr Barry Stone on 23/03/2025 circulated to all Parish Councillors on devolution.</li> <li>Barry Stone- We have had the March report and items on devolution. All previously circulated to Parish Cllr's. Budget was difficult this year. Over £2 bn budget. Adult and children services are a high cost item. Lost the rural services delivery grant this year redirected to unitary authorities.</li> <li>Local member fund this year. Highways and environmental issues. Street signs and speed signs could be funded.</li> <li>Devolution and local Gov re organisation. From the County perspective – Looking at other unitary's to see what they are doing and how funded. It is about saving money. A single Unitary would save about £29m a year. 2 Unitary £23m. Should know by September which direction it will go in. Boundary commission will decide the boundaries of the unitary and decide how many elected Cllr's.</li> <li>Chris Brown – South Norfolk looking at the Local gov reorganisation. Proposing a 2 Unitary plan. Keeps current boundaries.</li> <li>Devolution – Single Mayor should gain more power and funding.</li> </ul> |                      |
| 8. <b>Correspondence received:</b> <ul style="list-style-type: none"> <li>Email from Barry Stone</li> <li>Email regarding East Pye Solar</li> <li>Various Insurance quote queries</li> <li>Wayleave payment confirmation.</li> </ul>   |                      |

| <ul style="list-style-type: none"><li>Retirement of Roger Moore Harleston branch of Waveney Trust</li><li>Email from Doug Stockdale about Homersfield and leaving grass to grow in certain areas.</li><li><b>Decision</b> – Allow this as they think a good idea</li></ul>   |   |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
|--|---|----------------|------------------|---------------|----------------|-----------|--------|-----------------|---------------|----------------|--|---------------|--------|---------------|---------------|----------------|--|--|--------|--------------|---------------|-------------|--|--|--------|----------------|--------------|---------------|--|--|--|--|--|--|--|--|--|--|--|----------------|--|----------------|------|---------|---------------|--------|------------|----------|--------------|-------------|--|--|--|--|--|--|--|--|---------------------------|--|--|--|-------------------------|------------------|--|--|---------------------|------|--|--|------------------------------------|--|----------------|--|--------------------------------|-----------|--|------------------|--|
| <p><b>9. Finance and RFO report:</b></p> <p><b>9.1 To approve payments:</b></p> <table><tr><th>PAY TYPE</th><th>PAYEE</th><th>Description</th><th>Actual Amount</th><th>VAT</th><th>HMRC PAYE</th></tr><tr><td>Online</td><td>Mr D Richardson</td><td>Clerks Salary</td><td><b>£231.82</b></td><td></td><td><b>£51.40</b></td></tr><tr><td>Online</td><td>Mrs J Loveday</td><td>Clerks Salary</td><td><b>£100.20</b></td><td></td><td></td></tr><tr><td>Online</td><td>Mr Ian Smith</td><td>Hedge cutting</td><td><b>£240</b></td><td></td><td></td></tr><tr><td>Online</td><td>Mrs K Croucher</td><td>Refreshments</td><td><b>£18.90</b></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td><b>£590.92</b></td><td></td><td><b>£642.32</b></td></tr></table> <p>Payments were approved unanimously</p> <p><b>9.2 Receipts</b></p> <table><tr><th>Date</th><th>Account</th><th>Received From</th><th>Amount</th></tr><tr><td>28/02/2025</td><td>Barclays</td><td>Members Fund</td><td><b>£300</b></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <p><b>9.3 To receive the Responsible Finance Officer's Report:</b><br/>(See spreadsheet in finance folder for details)</p> <table><tr><th colspan="2">Barclays Business account</th><th></th><th></th></tr><tr><td>Balance Brought Forward</td><td><b>£6,073.15</b></td><td></td><td></td></tr><tr><td>Receipts this month</td><td>£300</td><td></td><td></td></tr><tr><td>Payments this month (9.1 as above)</td><td></td><td><b>£642.32</b></td><td></td></tr><tr><td><b>Balance Carried forward</b></td><td>£6,373.15</td><td></td><td><b>£5,730.83</b></td></tr></table> | PAY TYPE  | PAYEE          | Description      | Actual Amount | VAT            | HMRC PAYE | Online | Mr D Richardson | Clerks Salary | <b>£231.82</b> |  | <b>£51.40</b> | Online | Mrs J Loveday | Clerks Salary | <b>£100.20</b> |  |  | Online | Mr Ian Smith | Hedge cutting | <b>£240</b> |  |  | Online | Mrs K Croucher | Refreshments | <b>£18.90</b> |  |  |  |  |  |  |  |  |  |  |  | <b>£590.92</b> |  | <b>£642.32</b> | Date | Account | Received From | Amount | 28/02/2025 | Barclays | Members Fund | <b>£300</b> |  |  |  |  |  |  |  |  | Barclays Business account |  |  |  | Balance Brought Forward | <b>£6,073.15</b> |  |  | Receipts this month | £300 |  |  | Payments this month (9.1 as above) |  | <b>£642.32</b> |  | <b>Balance Carried forward</b> | £6,373.15 |  | <b>£5,730.83</b> |  |
| PAY TYPE   | PAYEE   | Description    | Actual Amount    | VAT           | HMRC PAYE      |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| Online   | Mr D Richardson   | Clerks Salary  | <b>£231.82</b>   |               | <b>£51.40</b>  |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| Online   | Mrs J Loveday   | Clerks Salary  | <b>£100.20</b>   |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| Online   | Mr Ian Smith  | Hedge cutting  | <b>£240</b>      |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| Online   | Mrs K Croucher  | Refreshments   | <b>£18.90</b>    |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
|  |   |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
|  |   |                | <b>£590.92</b>   |               | <b>£642.32</b> |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| Date   | Account   | Received From  | Amount           |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| 28/02/2025   | Barclays  | Members Fund   | <b>£300</b>      |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
|  |   |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
|  |   |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| Barclays Business account  |   |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| Balance Brought Forward  | <b>£6,073.15</b>  |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| Receipts this month  | £300  |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| Payments this month (9.1 as above)   |   | <b>£642.32</b> |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| <b>Balance Carried forward</b>   | £6,373.15   |                | <b>£5,730.83</b> |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| <p><b>10. Review of Financial Risk Assessment based on insurance sums.</b></p> <ul style="list-style-type: none"><li>Having reviewed with what other Parishes insurance sums are:</li><li>Legal expenses increase to £250,000 from £100,000</li><li>Personal Accident remains at £100,000 but Cllr's not happy and would seek a higher value on next insurance renewal.</li><li>Other clerks also said to check we have fidelity cover.</li></ul>  | Nothing changes on policy until insurance renewed and values confirmed    |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| <p><b>11. 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>Rubbish levels are quite low at both sites which is good.</li><li>Cllr Thompson has created a new check sheet and a rota needs creating.</li><li>Cllr Newson has materials to repair the fence. Just needs post Crete.</li><li><b>Decision:</b> - Other Cllr's to take on the checking of equipment to support Cllr Hall.</li></ul>   | Cllr Thompson and Newson will meet to look at work that needs completing. |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |
| <p><b>12. Village Items</b></p> <ul style="list-style-type: none"><li>Update on shed for gardeners<ul style="list-style-type: none"><li>Shed is now in erected and available for gardeners. Query over whether the white line machine will be stored there. Not at moment. Request to strengthen the floor.</li></ul></li><li>To receive update on boules/pétanque pitch</li></ul>   | Cllr Thompson   |                |                  |               |                |           |        |                 |               |                |  |               |        |               |               |                |  |  |        |              |               |             |  |  |        |                |              |               |  |  |  |  |  |  |  |  |  |  |  |                |  |                |      |         |               |        |            |          |              |             |  |  |  |  |  |  |  |  |                           |  |  |  |                         |                  |  |  |                     |      |  |  |                                    |  |                |  |                                |           |  |                  |  |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>○ Sleepers and membrane now in place. There is a possibility that 20 Tonnes of type 2 will be donated.</li> <li>○ <u>Village questionnaire next steps</u> <ul style="list-style-type: none"> <li>○ A summary of the questionnaire was emailed to all councillors.</li> <li>○ Create a summary of the comments to go in the magazine. One pager.</li> <li>○ Put summary on website.</li> </ul> </li> <li>○ <u>VE Day village events</u> <ul style="list-style-type: none"> <li>○ We were successful in acquiring the £300 grant.</li> <li>○ Monday 5<sup>th</sup> Coffee &amp; cake VE day morning,</li> <li>○ Friday bar night (9<sup>th</sup>) to be VE day themed</li> <li>○ Referencing VE day at Annual Parish Meeting as well.</li> <li>○ Weather permitting Union Flag will fly from the church for a week.</li> </ul> </li> <li>○ <u>To receive an update on Highways and Police meetings</u> <ul style="list-style-type: none"> <li>○ Gary Overland responded with an email outlining what further actions will be undertaken by Highways in the new financial year.</li> <li>○ Steve Phillips placed a black box radar device for 10 days on a key location along the street. It measures speed and length of vehicle. If 20% are over the threshold (35mph) further action regarding speeding can be taken. We now have a copy of the TRO for the village regarding the weight limit. It covers a huge area.</li> <li>○ Could the school create signs to go in people's gardens?</li> <li>○ Signs on bins could this come from Cllr Stone funds?</li> <li>○ Meeting with the school has taken place. A few options were discussed. School have already made reasonable adjustments. Next meeting later this month.</li> </ul> </li> </ul> | <p>Cllr Thompson liaising with the company.</p> <p>Clerk to upload to website<br/>Cllr Thompson to do summary for magazine.</p> <p>Clerk to ask Cllr Stone if it can be funded.</p> |
| <p><b>13. Other Parish Council Items</b></p> <ul style="list-style-type: none"> <li>○ <u>To receive a proposal to move the main bank account to Unity Trust</u> <ul style="list-style-type: none"> <li>○ The clerk has been unable to open an account with the Coop as we do not fully meet their criteria. The second choice was Unity Trust. There is a fee of £6 per month but it comes recommended by NPTS and other clerks.</li> <li>○ <b>Decision</b> – Proposed Cllr Croucher Seconded Cllr Newson all others in favour.</li> </ul> </li> <li>○ <u>Health &amp; Safety and Risk Assessment review.</u> <ul style="list-style-type: none"> <li>○ Cllr Thompson previously circulated a draft updated Risk Assessment. This will be discussed fully at a future meeting</li> </ul> </li> <li>○ <u>To note the annual review of the Standing Orders by the Chair and Clerk</u> <ul style="list-style-type: none"> <li>○ The Standing Orders have been reviewed and no changes are proposed.</li> </ul> </li> <li>○ <u>To discuss and plan the format for the Annual Parish Meeting</u> <ul style="list-style-type: none"> <li>○ The invite went to Ruth Walton to speak at the APM. She has kindly agreed and will talk about the history of Parish Councils and the War Memorial. The meeting will form part of the VE day celebrations. Invites to organisations have been sent out.</li> </ul> </li> <li>○ <u>Parish Council run Village Lottery</u> <ul style="list-style-type: none"> <li>○ Would someone like to look into this in more detail.</li> </ul> </li> </ul>   | <p>Clerk to complete paperwork.</p> <p>Clerk to put on future agenda</p> <p>Cllr Newson will look into this.</p>  |

|   |      |
|---|------|
| <ul style="list-style-type: none"> <li>○ Cllr Thompson will look at the movie license to see if we can use more effectively.</li> </ul>   |      |
| <b>14. Planning</b> <ul style="list-style-type: none"> <li>• <b>14.1 To comment on a recommend for Approval/Refusal any current planning applications</b></li> </ul> None <b>14.2 To receive an update on any previous planning applications:</b> None  | None |
| <b>15. To receive items for the next meeting, Thursday, 1<sup>st</sup> May 2025</b> <ul style="list-style-type: none"> <li>• Election of chair and Vice Chair</li> <li>• Any policies that need approving.</li> <li>• Insurance quotes</li> <li>• Renewal of all declarations of interest.</li> </ul> Cllr Thompson thanked everyone for attending and closed the meeting closed at 20.48 pm. |      |