



ALBURGH PARISH COUNCIL ANNUAL MEETING

Minutes of the Alburgh annual parish council meeting held on Thursday 4th June 2026 at 7.30pm in Alburgh Village Hall.

Agenda Item	Action																																																												
37. Welcome from the Chair Person -Cllr Croucher, Vice Chair welcomed Cllr's, Price, K. Thompson & Dave Richardson -clerk and 2 members of the public	None																																																												
38. To receive apologies from members unable to attend - Cllr Newson, Cllr Hackett, Cllr Hall & Cllr M. Thompson	None																																																												
39. To receive any Declarations of Interest from members on any item to be discussed at this meeting. None	None																																																												
40. To approve and sign the minutes of the last Parish Council meeting held on 6th May 2026 -approved and signed by Cllr Croucher	None																																																												
41. Open forum for public participation (maximum 10 minutes): an opportunity to hear from members of the public Can we please provide a copy of the risk assessments to the Church for when they carry out the preparation for the fete.	Clerk to forward documents																																																												
42. Matters arising which are not on the agenda and any Clerks actions not on agenda: None	None																																																												
43. To receive reports from District and County Councillors - George Boyd (newly elected County Cllr) sent apologies but forwarded on his June report which was shared with Parish Cllr's and will be uploaded to the website. - Chris Brown – Annual Council meeting has taken place. LGR is moving on although South Norfolk council are considering a legal challenge against the three unitary authority model. It should, however progress and there will be elections next May. The council is currently starting a review of the Local Plan as central gov targets for housing have increased. - First phase of food waste collection will be in July with the second phase in September. We are likely to be in the second phase. - There are grants available which can be used to improve community facilities in the village such as play areas and village halls. Community facilities grant.	Details of grants to clerk																																																												
44. Correspondence received: List of all pertinent correspondence received was circulated prior to the meeting with some being forwarded to councillors.	None																																																												
45. Finance and RFO report: June 2026 Finance and RFO report 45.1 Payments and transfers to be made<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>Wages</td><td>£291.37</td><td></td><td></td></tr><tr><td>Online</td><td>Unity Trust</td><td>Bank fee</td><td>£7</td><td></td><td></td></tr><tr><td>Online</td><td>Great Yarmouth Ag</td><td>0-5mm Granite</td><td>£395</td><td>£79</td><td></td></tr><tr><td>Online</td><td>Mr Ian Smith</td><td>Grounds</td><td>£260</td><td></td><td></td></tr><tr><td>Online</td><td>Mr J Price</td><td>Fencing material</td><td>£394.38</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></td><td></td><td></td></tr><tr><td>Transfer</td><td>Current account</td><td>Transfer from savings</td><td>£1,000</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>£1,426.75</td></tr></table> 45.2 Receipts	PAY TYPE	PAYEE	Description	Actual Amount	VAT	HMRC PAYE	Online	Mr D Richardson	Wages	£291.37			Online	Unity Trust	Bank fee	£7			Online	Great Yarmouth Ag	0-5mm Granite	£395	£79		Online	Mr Ian Smith	Grounds	£260			Online	Mr J Price	Fencing material	£394.38															Transfer	Current account	Transfer from savings	£1,000								£1,426.75	Clerk to make payments
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Date	Account	Received From	Amount
24/04/2026	Unity Trust Current	VAT reclaim	£281.38
			£281.38

45.3 To receive the Responsible Finance Officer’s Report:
(See spreadsheet in finance folder for details)

Unity Trust Main Account			
Balance Brought Forward	£2,464.21		
Receipts this month (9.2 as above)	£281.38		
Transfer from savings	£1,000		
Balance Carried Forward	£3,745.59		
Payments this month (9.1 as above)		£1,426.75	
Balance			£2,318.84
Unity Trust Savings account			
Balance Brought Forward	£9,219.59		
Receipts this month	£0		
Payments this month		£1000	
Balance Carried forward	£9,219.59		£8,219.59
Unity Trust Savings account 50-50 club			
Balance Brought Forward	£368.06		
Receipts this month	£0		
Payments this month		£0	
Balance Carried forward	£368.06		£368.06

46. To discuss and agree proposed roles for parish Councillors

- Suggested roles were previously circulated. Cllr’s were asked about any additions. Not all roles were able to be filled due to the absence of a number of Cllr’s.

Decision: list of roles to be circulated to all Cllr’s to finalise the allocation.

Clerk to circulate.

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

- Work weekend is planned for this Sunday to make repairs to the playing field. Cllr Thompson & Price to replace the lock at Homersfield.

48. Village items

- Pétanque Update
- Quotes were sourced by Cllr Price. Views were sought from all Cllrs on proceeding and it was agreed to proceed. The crushed granite was ordered by Cllr Price at a cost of £474. It has been delivered and now needs laying and compacting down. Cllr Brown informed that he can use members funding to purchase benches and seating for the area.

Decision:

- Clerk to liaise with Cllr Brown over members funding.

49. Other Parish Council Items

- Fundraising and community events in the village
- Due to absence of Cllr’s this will be carried over to next meeting

Decision: Carry over

- Drive carefully signs – Primary school
- Due to absence of Cllr’s this will be carried to next meeting

Decision: Carry over

- Bus shelter grant scheme

Clerk to carry over

○ We received information about the grant scheme for bus shelters. We had previous quotes which have now been renewed. We would still need to provide 20% of the funding. NCC members funding could be used towards our contribution. Decision: It was felt that unless we can fund this fully from elsewhere then we shouldn't be spending other funds on this	
50. Planning • 50.1 To comment on and recommend for Approval/Refusal any current planning applications none • 50.2 To receive an update on any previous planning applications: 2026/1123 PD Change from Barn to Dwelling has been withdrawn.	
51. To receive items for the next meeting, Thursday 2nd July • Website hosting • Councillor emails • Fund raising • Drive carefully signs • Meeting closed 8.20	