

SMALLBURGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on the 10th February 2026 in Smallburgh Village Hall, commencing at 7:45pm

Present: Mr Anthony Irwin (chair) Mr C Dean , Mr K Wilby, Mr T Hardingham, Mrs A Cousins Mrs J Cavanagh and Mrs A Holmes

Apologies: Charlotte Drew parish Clerk - accepted

In attendance: Cllr N Dixon (NCC and NNDC)

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
Apologies were received from the clerk ,
2. TO APPROVE THE MINUTES OF THE LAST MEETING
The minutes of the Parish Council Meeting dated and were approved and signed.
3. MATTERS ARISING
All ongoing items covered on the agenda.
4. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA – none declared
5. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR & POLICE REPORT – no members of the public in attendance.
 - a) Report from Cllr Nigel Dixon –
North Norfolk local plan Cllr Dixon reported on the adoption of the local plan for North Norfolk. It is 300 pages and 200 pages of this set out all the policies related to planning applications. He outlined the planned housing plan which includes 300 additional homes for Stalham. No allocations for Smallburgh as anticipated. The plan is now in force and is available on line. It covers a period from 2025- 2040 but will normally be reviewed every 5 years.
Local Government Reorganisation – county council elections have not been cancelled by NCC. The secretary of state has been asked to make the decision. A “minded to” decision notice has been communicated by the secretary of state and there will be application from the secretary of state to the government to postpone the election. A lot of work to do to move forward. Election of the Mayor has been deferred by two years.
Sydney house at Stalham - NCC is selling off NORSE care and the 20 homes which go with it and the company which is selected to take over is Stow HealthCare. Supported living is being developed in Stalham on Yarmouth road. Concerns were raised regarding the due diligence process of the sale and the need for ongoing local services. Current NORSE contracts run out at the end of March but will likely be extended if needed.
The dropped kerb issue was raised and Nigel has asked for the correspondence to be forward to him. **Action Clerk To send correspondence to Cllr Nigel Dixon.**
The pot holes through the village were raised as needs resurfacing. This was raised with Cllr Dixon to see if this could be escalated. This road has a lot of heavy lorry traffic and the road is not coping. Agreed we would keep on reporting via highways. **Action keep reporting pot holes.**
6. CORRESPONDENCE

- a) To note email from Broads Authority re Broads Briefing – **noted**
- b) To note IMB Bure Annual Report – **noted**
- c) To note email from NPTS Training Opportunities – **noted**
- d) To note email from Norfolk Community Foundation re funding. – **noted**
- e) Clerks report - **Noted**

All correspondence had been emailed to councillors

8. FINANCIAL AND ADMINISTRATION

- a) To Review Monthly budget report – **reviewed and noted**
- b) To Review Bank Reconciliation – **Reviewed and Approved Cllr Cavanagh and Cllr Holmes signed these off**
- c) To agree the budget for 26/27 (Appendix 1) **Proposed Cllr Dean and seconded Cllr Wilby, all in favour.**
- d) To agree the precept request for 26/27 It was agreed to request a precept of £7250 **Cllr Cavanagh proposed, Cllr Holmes seconded and all agreed**
- e) To note new website – The new address is <https://www.smallburghpc.info/> . The clerk has had a good training session with Steve and he has confirmed that our website is accessible – it is up to the clerk to keep it that way going forward. A few changes have been made, such as not keeping as many agendas and minutes on the website as they are not necessary and all documents have to be PDF on the website. We have got the upgraded Wix website and have our own hosting site so this meets the requirements for Assertion 10 – the final stage is to have an IT policy which the clerk will work on and to have a .gov email which she will also look into.
- f) To discuss update re dropped curb project – The clerk has chased this, as NNDC came back to the clerk to check whether we still wanted this as the cost has increased. The clerk went back to them and said we have paid for it and yes we still wanted it – She has chased again but still not heard anything yet. **Action to escalate this to Cllr Nigel Dixon with the correspondence.**
- g) To discuss Bus Shelter Application – awaiting news on this.

9. INVOICES TO APPROVE FOR PAYMENTS

- | | |
|---|--------|
| a) Parish Clerks salary (December, January, February) | 796.11 |
| b) Steve Jackman (New Website) | 222.50 |

Total payments £ 1018.61

Invoices agreed for payment – Cllr Hardingham proposed and Cllr Dean seconded. It was noted that Steve Jackman has requested an online payment rather than a cheque.

10. HIGHWAYS ISSUES

- a) An email was sent to the clerk about potholes on the A149 which have been previously reported. It was confirmed that the pot holes have recently been filled but some have been marked but not dealt with sufficiently. Ideally the road needs to be resurfaced.
- b) The issue of the canoe man sign on the A149 which is attached to a highways sign is still in situ and a request has been made to put this on the next agenda was raised by Cllr Cousins. In the meantime it would be useful to gain clarity from highways in terms of what has been agreed with them with

regards to this sign. It is noted that the trailer sign in the layby between Wayford Bridge and Stalham has been removed. **Action Clerk to enquire with Highways .**

11. PLANNING MATTERS

- a) Applications for consideration: None
- b) Notifications: RV/25/2409 | Smallburgh Hall, Hall Drive, Smallburgh, Norwich, Norfolk, NR12 9FW | Erection of single storey building for use as holiday accommodation on site of existing tennis court, without complying to condition 2 (approved plans) of appeal ref APP/Y2620/W/24/3356340 of planning ref PF/22/1697 to amend the design - **APPROVED**
- c) Outstanding: None
- d) Applications received after the agenda has been published: RV/25/2409 | Smallburgh Hall, Hall Drive, Smallburgh, Norwich, Norfolk, NR12 9FW | Erection of single storey building for use as holiday accommodation on site of existing tennis court, without complying to condition 2 (approved plans) of appeal ref APP/Y2620/W/24/3356340 of planning ref PF/22/1697 to amend the design. **This application has been approved.**

12. LOCAL GOVERNMENT REFORM

Discussed above

13. ITEMS FOR REPORTING FOR FUTURE AGENDA

Update re Dropped Kerbs, Road signs, Bus shelter.

Next Meeting 10th March at 7.45pm

The Meeting finished at 20.45

Signed:

Chairman

Date:

Appendix 1

	Actual Spend 23/24	Budget 2023/24	Actual Spend 24/25	Budget 2024/25	Spend to date 25/26	Budget 25/26	Est spend	Budget 26/27
PARISH EXPENDITURE								
Insurance.	195.55	275.00	195.55	275.00	193.77	275	193.77	275
Audit fees	60.00	50.00	100.00	100.00	100.00	100	100	100
Grass cutting - Playing field.	1550.00	1750.00	1700.00	1800.00	1850.00	1850.00	1850	2000.00
Grass cutting - Burial Ground.	600.00	600.00	600.00	600.00	600.00	600	600	600
Northern boundary strim - Playing Field	350.00	350.00	400.00	400.00	350.00	400	350	450
Annual Risk Assessment - Burial Ground & Staithe	320.00	600.00	300.00	600.00	300.00	600	300	600
Tree maintenance - Burial Ground	1000.00	500.00	600.00	750.00	0.00	1000	0	1000
Staithe Tree work	0.00	100.00	0.00	100.00	500.00	150	500	150
Staithe grass cutting	450.00	480.00	500.00	500.00	500.00	500.00	500	560.00
Mooring and Slipway	0.00	0.00	0	0.00	0.00	200	0	200
Defibrillator	67.00	100.00	0.00	100.00	0.00	100.00	50	100.00
Repairs and Renewals.	22.13	50.00	55.99	50.00	0.00	50	0	50
Subscriptions and Publications.	230.96	175.00	205.62	250.00	212.34	250.00	212.34	250.00
Printing, Postages, Stationery & administrative exps.	67.43	200.00	71.08	150.00	27.99	150.00	80	150.00
Hire of Village Hall.	136.00	200.00	180.00	200.00	216.00	200.00	220	250.00
Parish Clerk's salary.	3168.25	2750.00	2829.53	3000.00	2381.06	3500.00	3442.54	3750.00
Mileage	15.75	15.00	11.70	15.00	0.00	15.00	0	15.00
Section 137 - charitable donations	0.00	400.00	225.00	400.00	0.00	500.00	0	500.00
NNDC, possible election expenses.	50.62	1190.00	0	0.00	0.00	0.00	0	0.00
Councillor Training	30.00	100.00	0.00	100.00	0.00	100.00	0	100.00
Clerk Training	0	250.00	0	200.00	0.00	200	0	100
Community Projects			440	500.00	2931.00	500	2931	2000
Total Parish expenses.	8313.69	10135	8414.47	10090.00	10162.16	11240.00	11329.65	13200.00

VAT	287.83		268.00				
Total	8601.52	10135	8682.47	10090.00			
PARISH INCOME	Income 23/24	Budget 23/24	Income	Budget 24/25	Income to date	Est Income	Budget
Precept	5720.00	5720	6250	6250	6750	6750	7250
Mooring fees	832	846	954	846	1095.5	1095.5	1200
Bank interest.	28.95	5	199.5	50	90.77	180	150
Slipway fees and donations	294.14	0	532.93	300		300	300
Slipway donations Bank Boats	294.15	0	532.94	300		300	300
To be taken from reserves				2344.00		2344.00	4000
other	1300	0					
50% training	138.00						
Total Parish income.	8607.24	6571	8469.37	10090			
VAT	1580.53	0	287.83				
Total	10187.77	6971.5	8757.2	10090	7936.27	10969.5	13200
Tax base	7250						
Band D Charge	35.94	1.58 increase					
Increase % on Council Tax from last year	4.60%						
General reserve	9000						
Earmarked reserve	4800						
	4000						
Total Reserves	17800						
Current balances held	19941.14						
Estimated Balance at year end	18879.66						

