

# SMALLBURGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on the 14<sup>th</sup> April 2026 in Smallburgh Village Hall, commencing at 7:45pm

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

Apologies: Cllr A Cousins and Cllr N Dixon (NCC NNDC)

In attendance: Clerk Charlotte Drew and one member of public

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE  
Apologies were received and accepted from Cllr A Cousins.
2. TO APPROVE THE MINUTES OF THE LAST MEETING  
The minutes of the Parish Council Meeting dated 10<sup>th</sup> March were approved with an amendment to item 13a as follows. It was reported that there had been an increase in dog fouling at the parish staithe which was suspected from holiday maker's dogs and the rental cottages users dogs. It was agreed that Cllr T Urwin would put a sign up stating 'No dogs' at the staithe which would hopefully eliminate this problem. A note to state this amendment would be made was written on the minutes with agreement from all councillors and this was signed.
3. MATTERS ARISING – None
4. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA – none declared
5. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR & POLICE REPORT  
A Member of public said that a household has been digging out a parking area on Union Road – opposite Long Yard on the bank holiday weekend. This did not appear to have been agreed by highways and no safety signs or equipment were adhered to. **Action Clerk to write to highways to find out whether this new parking area is allowed under their jurisdiction.**
6. CORRESPONDENCE
  - a) To note email re Local Government Reform- **noted**  
**All correspondence** had been emailed to councillors
7. FINANCIAL AND ADMINISTRATION
  - a) To Review Monthly budget report – **reviewed and noted**
  - b) To Review Bank Reconciliation – **reviewed and signed**
  - c) To note note damage to the notice board at the Village Hall and to agree on payment for new material to mend the board – Cllr Dean said that he had taken the board home to mend it. He said he will have to purchase some equipment to mend the board. All councillors agreed that Cllr Dean would be reimbursed for this. **Action Cllr Dean to pass receipts on to the Clerk to put on the payment list.**
  - d) To appoint new Internal Auditor – the clerk confirmed that the current internal auditor has stepped down so she is in the process of finding a new internal auditor to audit the accounts. So far it has not been possible to find anyone.
  - e) To update on Bus Shelter Application – no update has been received.
8. INVOICES TO APPROVE FOR PAYMENTS

a) Parish Clerks salary (April)	258.97
b) HMRC Income tax	6.40

**Total payments    £ 265.37**

**Payment agreed – it was also agreed that a further cheque would be paid to C Drew for £222.50. This was a previously agreed payment to Mr S Jackman for updating the website and training the clerk on the website. He would not accept a cheque and as the online banking is not working the clerk paid this amount from her own account.**

9. HIGHWAYS ISSUES

a) It was noted that some of the potholes on the A149 had been filled in but this seems to be a temporary fix rather than a permanent one. The councillors asked the Clerk if she could email highways to ask if they could re-plane and resurface that piece of road to stop the potholes from appearing again. **Action Clerk to write to highways.**

10. PLANNING MATTERS

- b) Applications for consideration: None
- c) Notifications: None
- d) Outstanding: None
- d) Applications received after the agenda has been published: None

11. LOCAL GOVERNMENT REFORM

Discussed above

12. ITEMS FOR REPORTING FOR FUTURE MEETING

Next Meeting 12<sup>th</sup> May at 7.30pm  
Meeting finished at 8:30

**Signed:**

**Chairman**