SMALLBURGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on the 8th September 2026 in Smallburgh Village Hall, commencing at 7:45pm
Present: Cllrs Mr T Urwin (Chair), Mr C Dean, Mr K Wilby, Mrs J Cavanagh, Mrs A Cousins, Mrs A Holmes and Mr T Hardingham
Apologies:Cllr N Dixon (NNDC) and Clllr A Varley (NCC)
In attendance: Clerk Charlotte Drew and two members of the public came for the public participation section and left after this section

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
   Apologies were received and accepted from Cllr N Dixon (NNDC) and Cllr A Varley (NCC)

2. TO APPROVE THE MINUTES OF THE LAST MEETING
   The minutes were approved and signed.

3. MATTERS ARISING – It was confirmed that the dropped kerb has still not commenced despite a date of commencement of 17th August. The Councillors asked if the Clerk could complain on behalf of the council as this work has been paid for a year ago. A suggestion was made that an email was sent to MP Steff Aquarone in the first instance – **Action Clerk to send an email to MP Steff Aquarone detailing the lack of movement on this project.**
   The advertising signs are still present on the A1151 and a request was made to ask highways for an update. **Action Clerk to email highways to ask for an update.**

4. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA – Cllr Tony Urwin declared an interest in Item 6d.

5. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR & POLICE REPORT
   Two members of the public had attended to discuss the email they had sent to the clerk (Item 6d) and asked what they could do to resolve the issue. The Clerk explained that the Parish Council does not get involved in neighbourly disputes and encouraged the parishioners to speak to their neighbour. Contact details were exchanged and the parishioners said they would take this outside of the meeting.

6. CORRESPONDENCE
   a) To note email re Mobile Connectivity Survey - **noted**
   b) To note email re Hickling Flood Meeting 25th September– **noted**
   c) To note email re Parish Partnership Scheme- **noted and agreed to apply for a bus shelter. Action Clerk to chase for updated quotes.**
   d) To discuss email re 'Derelict Site at Union Road' – Noted and discussed in previous section of the meeting.

7. FINANCIAL AND ADMINISTRATION
   a) To Review Monthly budget report – **reviewed and noted**
   b) To Review Bank Reconciliation – **reviewed and signed**
   c) To Consider options for the Tennis Court – it was confirmed that a survey had been sent to parishioners but very little responses were received. A proposal was made to take the fence down and to incorporate this piece of land into the Playing Field. All agreed with this proposal. **Action Clerk to email secretary of the Village Hall and Playing Field Committee with this proposal.**

8. INVOICES TO APPROVE FOR PAYMENTS

a)	Parish Clerks salary (Aug & Sep)	517.94
b)	HMRC Income tax	12.80
	Total payments	**£ 530.74**

Payments agreed

9. TO RECEIVE AN UPDATE FROM THE SMALLBURGH POORS ALLOTMENT CHARITY
Cllr Cousins updated the Parish Council on the activities of the charity. The fen management works have been scheduled for this Autumn. The Broads Authority have agreed to help manage both fens and to support the charity with grant applications to maintain the fens. The charity is going through a period of stability and the short-term finances are covering all necessary maintenance.
Cllr Urwin thanked Cllr Cousins and asked if the Charity can be thanked on behalf of the Parish Council for all of the work, they do to keep the charity running for the parish.

10. HIGHWAYS ISSUES
a) Advertising signs on the highway – this was discussed at Matter's Arising.
b) It was noted that the A149 is in a bad condition with cracks and pot holes from the 30 mph until you get to The Crown pub. **Action Clerk to report this on the online system.**

11. PLANNING MATTERS
a) Applications for consideration:
b) Notifications:
BA/2025/0296/HOUSEH | White Chimneys , Thimble Hill, Wayford Road, Smallburgh | Demolition of existing garage and workshop. Construction of rear extension and new double garage – **APPROVED SUBJECT TO CONDITIONS**
RV/26/0743 | Unit 3, Church Farm, Knowles Lane, Smallburgh, Norwich, Norfolk, NR12 9NB | Variation of Condition 4: (Restriction on hours of use (07.00 - 18.00 daily) to planning ref: RV/23/0762 (Variation of conditions 2 (approved plans) and 4 (limiting use to a brewery and associated storage only) and removal of condition 5 (restricting certain activities taking place on the site), of planning permission ref: PF/20/2099 (Change the use of part of barn from agriculture to a brewery, taproom and storage) to allow taproom and brewery tours to take place) to "The use of the development to take place between the hours of 07.00 -23.00 Monday to Thursday, 07.00 - 23.00 Friday to Saturday and 07.00 - 22.00 on Sundays and Bank Holidays" - **APPROVED**
c) Outstanding: None
d) Applications received after the agenda has been published: None

12. ITEMS FOR REPORTING FOR FUTURE MEETING
Next Meeting 13th October at 7.45pm
Meeting finished at 8:28

Signed: **Chairman**