

SMALLBURGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on the 13th October 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 A Varley (NCC)

In attendance: Clerk Charlotte Drew, Cllr N Dixon (Left after Public Participation section) 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 from Cllr A Varley (NCC)
2. TO APPROVE THE MINUTES OF THE LAST MEETING
The minutes were approved and signed.
3. MATTERS ARISING
 - a. It was confirmed that the dropped curb work has been completed at the Village hall and that confirmation has been received from highways that the work on a dropped curb at the garage at Wayford Bridge will commence in 8 weeks.
4. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA - NONE
5. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR & POLICE REPORT
 - a. Clerk Charlotte Drew read out a report sent from Cllr Adam Varley (Appendix 1)
 - b. Cllr N Dixon (NNDC) confirmed that the LGR has been paused for the time being. NNDC have been delivering too few homes for the past three years and therefore the Local Plan is no longer valid. Due to the lack of delivery of houses, the target of new houses has been increased and NNDC have 30 months to meet this new target. There will be a new Local Plan to reflect these changes and examples of meeting this requirement could be new towns in rural areas/opportunities for land owners to put forward sites for development. Cllr Dixon confirmed that there will be a new process for Planning Applications at the end of October 2026. Each Planning Application will be separated into two categories; the first is small uncontentious applications which will be decided by a delegated Planning Officer and second will be larger applications which will go to a planning committee. The idea behind this change is to streamline the process. Parish Council's will still be a consultee for planning applications.
Q Cllr Holmes asked how you can tell if a Planning Application is contentious or not and whether it will state this on the planning notification. Cllr Dixon said he was not sure about this and would look into it.
Cllr Dixon said that the new Beat Officer is PC Dan Haughton and that you can find out crime figures for the parish on the police website. Cllr Dixon said that there are Police Drop in sessions on TEAMS and the next one is on the 4th November.

Cllr Dixon said that there is a Councillor Community Grant of figures from £250 to £1000. There is more detail on the website.

- c. Two members of the public had attended to discuss an updated Planning Application - PF/26/1140. It was agreed by the Chair and Councillors to move item 11d to this section of the meeting. The members of the public explained that the Landscape Officer had concerns about the cutting down of certain trees to make way for a new entrance to the property. The member of public said that there are no TPO's on the trees in question and if they move the proposed entrance way then it would not abide by highways stipulations and would go to close to a drainage ditch. The members of public expressed frustration that they have been trying to make the access to their property safer with this planning application for the last year but keep coming up against stumbling blocks. Cllr Urwin said that the Parish Council had submitted support for the initial application. It was proposed that the Parish Council submit the same comment as previously. All councillors agreed. **Action Clerk to put this comment on the planning system.**

6. CORRESPONDENCE

- a) To note email re Norfolk Police and Crime Plan Consultation 2026 – 2030 : Invitation to Participate – **Noted**

7. FINANCIAL AND ADMINISTRATION

- a) To Review Monthly budget report – **reviewed and noted**
- b) To Review Bank Reconciliation – **reviewed and signed**
- c) To Review and Adopt updated Standing Orders – **reviewed and adopted**
- d) To Review and Adopt updated Financial Regulations – **reviewed and adopted**
- e) To Review and Adopt an IT Policy – **reviewed and adopted.**
- f) To consider national Pay Award and backdated pay for the Clerk – **Cllr Cousins proposed to award, Cllr Dean Seconded and all agreed.**
- g) To consider quote for grass cutting – **Cllr Hardingham proposed to continue with ABC Landscaping, Cllr Dean seconded and all agreed.**
- h) To Consider quote for bus shelter – It was agreed that the 2 bay cantilever design would be best suited for the location. **Action Clerk to apply for Parish Partnership on this basis.**
- i) To Consider a grant request from the Village Hall Committee for a goal post. **Cllr Cavanagh proposed to buy the goal post and gift it to the Village Hall Committee, Cllr Wilby Seconded and all agreed. Action Clerk to purchase a goal post.**

8. INVOICES TO APPROVE FOR PAYMENTS

- | | |
|---|--------|
| a) Parish Clerks salary Including back dated Pay(OCT) | 308.45 |
| b) HMRC Income tax | 18.80 |

Total payments £ 327.25

Payments agreed

9. INCOME

- a. NNDC

	3625.00
Total Income	£3625.00

Income noted

10. TO DISCUSS ANY HIGHWAYS ISSUES – Cllr Wilby said that the white give way line is not very visible as you exit Union Road on to the A149. **Action Clerk will report this.**
11. TO DISCUSS TENNIS COURT AREA
It has been decided to have some goal posts in this area for children to play some football. The fence will remain and the entrance will be restricted to one door so that there is some security for the goal posts.
12. PLANNING MATTERS
 - a. Applications for consideration: None
 - b. Notifications: NMA/26/1782 | Holly House, Church Road, Smallburgh, Norwich, Norfolk, NR12 9NB | Non-material amendment of planning permission PF/26/0308 Reconstruction of dwelling following a severe fire damage) to allow amendment of the position of LPG tanks, from originally underground to above ground on a concrete slab, located in the original proposed courtyard - **Approved**
 - c. Outstanding: None
 - d) Applications received after the agenda has been published: Discussed above
13. ITEMS FOR REPORTING FOR FUTURE MEETING – Budget setting 2027/28
Next Meeting 10th November at 7.45pm
Meeting finished at 9:00

Signed:

Chairman

Appendix 1

NCC October Report (Cllr Adam Varley)

Helping residents into work

Employment support programmes in Norfolk are helping residents with disabilities, long-term health conditions and other barriers to move into, return to or remain in work.

The Working Well programme was launched in October 2023 and has received almost 3,000 referrals and supported more than 2,200 people. The programme has ensured 45% achieving employment outcomes in Norfolk, compared with a national average of 38%. A specialist Local Supported Employment programme helped 48 people into work.

By joining up health and employment support, these programmes help residents improve their wellbeing, independence and quality of life. They also support local employers, reduce economic inactivity and contribute to a stronger Norfolk economy.

Building on the success of Working Well and supported employment programmes, Norfolk County Council was commissioned by the Department for Work and Pensions to deliver the Government-funded Connect to Work programme. This is working alongside local delivery partners, with the aim of supporting more than 4,000 people.

Residents can find out more information and how to access support via Connect to Work at: www.norfolk.gov.uk/workingwell or email connecttowork@norfolk.gov.uk.

East of England Investment Fund launched

The British Business Bank recently unveiled at the Norwich Research Park a £140m East of England Investment Fund. This will provide much-needed equity and loan finance to dozens of Norfolk's most promising businesses.

The fund aims to drive sustainable economic growth by supporting innovation and creating local opportunities for new and growing businesses throughout the region. It offers two commercial finance options: loans ranging from £25,000 to £2m and equity investments of up to £5m.

The contact is below for the New Anglia Growth Hub – where the team can discuss the criteria or provide information on alternative business support services. Contact Us - New Anglia Growth Hub

Flooding and MAG002

I have included this item again, as we enter autumn and rain and flooding implications become more prevalent.

MAG002 - the multi-agency group which brings together Anglian Water and Highways and EA etc., has been very proactive in resolving flooding issues across Norfolk.

I ask that if there are any areas of flooding concern that this be shared with me so I can raise this at future MAG002 meetings.