

# SMALLBURGH PARISH

## MINUTES OF ANNUAL PARISH MEETING FOR SMALLBURGH HELD ON 12th MAY 2026 AT 7.30 p.m. IN SMALLBURGH VILLAGE HALL

Present Cllrs: Mr. T Urwin, Mr. C Dean, Mr T Hardingham. Mrs A Cousins, Mrs J Cavanagh and Mrs A Holmes. In attendance Charlotte Drew Smallburgh Parish Council Clerk and one member of the public

1. Chairman's welcome  
Cllr Urwin, Chair of the Parish Council welcomed those present.
2. Apologies for absence  
Cllr T Hardingham
3. Approval of the Minutes of the last meeting (2025)  
Approved and Signed
4. PARISH ACCOUNTS  
The Clerk presented a summary of the accounts for 2025/26 (Appendix 1).
5. COUNTY COUNCILLOR'S REPORT  
No Report received
6. DISTRICT COUNCILLOR'S REPORT  
No Report received
7. SMALLBURGH POOR'S ALLOTMENT CHARITY REPORT  
Cllr A Cousins presented a report for the Smallburgh Poor's Allotment Charity (Appendix 2)
8. VILLAGE HALL AND PLAYING FIELD COMMITTEE REPORT  
Cllr Dean presented a report from the committee (Appendix 3) Cllr Urwin thanked the Village Hall and Playing Field Committee for their report and the amount of work they do for the committee and the parish.
9. BURIAL GROUND REPORT  
The Clerk reported on the burial ground (appendix 4)
10. SMALLBURGH BOWLS REPORT  
Cllr Wilby said that the Bowls club is self-sufficient and has similar member numbers to last year. They could do with more members.
11. OPEN FORUM- QUESTION AND ANSWER SESSION  
It was noted that Parishioners can collect Pea Sticks from the Fens.  
It was also noted that the Smallburgh Tennis Club is sadly closing down due to lack of members.
12. DATE AND TIME OF THE NEXT MEETING  
Tuesday 11<sup>th</sup> May 2027 at 7.30 p.m.

Signed,

Parish Council Chair,

## Appendix 1

**Smallburgh Parish Council  
Accounts 2025/26**

| <b>Payments</b>                                  | <b>Budget</b> | <b>Actual</b> | <b>Over/under<br/>r spend</b> | <b>Receipts</b>                          | <b>Budget</b> | <b>Actual</b>   |
|--|---------------|---------------|-------------------------------|--|---------------|-----------------|
|  |               |               |                               |  | 6750.0        |                 |
| <b>Administration</b>                            |               |               |                               | Precept.                                 | 0             | 6750.00         |
| Hall hire  | 200.00        | 216.00        | -16.00                        | Mooring fees                             | 1000          | 1095.4          |
| Salary inc tax                                   | 3500.00       | 3442.54       | 57.46                         | Bank interest                            | 100           | 165.72          |
| Insurance  | 275.00        | 193.77        | 81.23                         | Slipway fees & donations                 | 300           |                 |
| Audit  | 100.00        | 100.00        | 0.00                          | Slipway fees donated by Bank Boats       | 300           |                 |
| Subs   | 250.00        | 259.34        | -9.34                         |  |               |                 |
| Printing, Postages, Stationery & admin           | 150.00        | 30.99         | 119.01                        |  |               |                 |
| Equipment  | 0.00          | 0.00          |                               | Other                                    |               |                 |
| Mileage  | 15.00         | 0.00          | 15.00                         | <b>Total</b>                             | <b>8450</b>   | <b>8011.12</b>  |
| Defibrillator                                    | 100.00        | 0.00          |                               |  |               |                 |
| NNDC, possible election expenses                 | 0.00          | 0             | 0.00                          |  |               |                 |
| Charitable donations / S137                      | 500.00        | 0.00          | 500.00                        | <b>Opening Balance @ 1st April 2025</b>  |               | <b>22234.05</b> |
| Cllr Training                                    | 100.00        | 0.00          | 100.00                        |  |               |                 |
| Clerk Training                                   | 200.00        | 222.50        | -22.50                        | Total Income                             |               | 8011.12         |
|  |               |               |                               |  |               | 11556.1         |
| <b>Maintenance</b>                               |               |               |                               | Total Expenditure                        |               | 4               |
| Grass cutting - Playing field                    | 1850.00       | 1850.00       | 0.00                          |  |               |                 |
|  |               |               |                               |  |               | <b>18689.0</b>  |
| Grass cutting - Burial Ground                    | 600.00        | 600.00        | 0.00                          | <b>Closing Balance @ 31st March 2024</b> |               | <b>3</b>        |
| Grass cutting - The Staithe                      | 500.00        | 500.00        | 0.00                          |  |               |                 |
| Northern Boundary Strim                          | 400.00        | 350.00        | 0.00                          |  |               |                 |
| Annual Risk Assessment - Burial Ground & Staithe | 600.00        | 300.00        | 300.00                        | <b>Represented by</b>                    |               |                 |

|                                  |                |                |                |                                       |                |
|----------------------------------|----------------|----------------|----------------|---------------------------------------|----------------|
| Tree maintenance - Burial Ground | 1000.00        | 0.00           | 1000.00        |                                       |                |
| Tree maintenance - The Staithe   | 150.00         | 500.00         | -350.00        | Current account                       | 5365.89        |
|                                  |                |                |                |                                       | 13811.0        |
| Repairs & renewals               | 50.00          | 0.00           | 50.00          | Business Saver account                | 1              |
| Mooring & Slipway                | 200.00         | 0.00           | 0.00           | unrepresented payment                 | 487.87         |
| Community Projects               | 500.00         | 2931.00        | -2431.00       |                                       |                |
|                                  |                |                |                | <b>Total</b>                          | <b>18689.0</b> |
|                                  |                |                |                |                                       | <b>3</b>       |
| VAT                              |                | 60.00          |                | VAT yet to be reclaimed               | 60.00          |
|                                  | <b>11240.0</b> | <b>11556.1</b> |                |                                       |                |
| <b>Total</b>                     | <b>0</b>       | <b>4</b>       | <b>-316.14</b> |                                       | <b>18749.0</b> |
|                                  |                |                |                | <b>Total</b>                          | <b>3</b>       |
| Total minus VAT                  |                | 11496.1        |                | Of which is earmarked for:            |                |
|                                  |                | 4              |                | Burial Ground                         | 4800           |
|                                  |                |                |                | Staithe and slipway                   | 4000           |
|                                  |                |                |                | General Reserve                       | 7500           |
|                                  |                |                |                | <b>Total after earmarked reserves</b> | <b>2449.03</b> |

Appendix 2 (Draft Accounts Poors)

**Receipts & Payments Account and Statement of Assets & Liabilities**

**Stonely Housing Poors, A.L.C. (Trust) Limited**  
 Charitable Commission Registered Number: 201008

For the Financial Year to 28 February 2020

**Explanatory**

This account set out below for the financial year ending on the above date, and the statement of assets and liabilities at that date are all approved by the trustees.

Trustee for approval of this report (Trustees meeting)  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Trustee authorized to sign on behalf of all trustees

**Receipts & Payments Account for the Financial Year Ending 28 February 2020**

|  | £        | p        | Year to<br>28/02/2020<br>£ |
|--|----------|----------|----------------------------|
| <b>Receipts</b>                                  |          |          |                            |
| Balance as brought off Receipts                  |          |          |                            |
| Grants of Common Fee                             |          |          |                            |
| Environmental Stewardship                        | 2,442.00 |          | 2,442                      |
| Interest on Bank Accounts                        | 222.00   |          | 222                        |
| <b>Total Receipts</b>                            |          | 2,708.00 | 2,664                      |
| <b>Less Payments</b>                             |          |          |                            |
| Interest   | 222.00   |          | 222                        |
| Contributions to Stonely Authority re Common Fee | 1,200.00 |          | 1,200                      |
| Hand Washing (Stratthorough Park)                | 1,200.00 |          | 1,200                      |
| Flat Insurance (Stratthorough Park)              | 1,000.00 |          | 1,000                      |
| Land Insurance                                   | 100.00   |          | 100                        |
| <b>Total Payments</b>                            |          | 3,822.00 | 3,822                      |
| <b>Excess of Receipts over Payments for Year</b> |          | 1,114.00 | 1,114                      |
| Balance brought forward from Last Year           |          | 1,910.00 | 14,700                     |
| <b>Balance in hand</b>                           |          | 3,028.00 | 16,414                     |

**Statement of Assets & Liabilities as at 28 February 2020**

|   | £        | p        | 28/02/2020<br>£ |
|---|----------|----------|-----------------|
| <b>Monetary Assets</b>                                  |          |          |                 |
| <b>Bank Balances on Receipts &amp; Payments Account</b> |          |          |                 |
| Bartholomew Community Account                           | 2,000.00 |          | 2,000           |
| Business Protection Account                             | 1,000.00 |          | 1,000           |
| CCP Charities (Special Fund)                            | 1,188.00 |          | 1,188           |
| <b>Total Bank Balances</b>                              |          | 4,188.00 | 4,188           |
| <b>Liabilities</b>                                      |          | 10.00    | 10.00           |

**Non-Monetary Assets**

Land at Stone in Stratthorough comprising Common Fee (207 PM area) and Green Fee (17,500 area), vested in the Official Custodian for Charities. Date acquired: 01 May 1999

## Appendix 3

### Chairman and Trustees' Report 2025-26

In 25-26 we worked hard to consolidate our playground fundraising. Alongside our own efforts through quiz nights and sales and some generous one-off personal donations, we received donations from the charitable arms of Waitrose and Tesco; a generous donation from the Geoffrey Watling Charity and a donation from the Old Norvicensian Lodge. These add to money previously pledged by Norwich Freeman's and Wroxham and Hoveton Lions. We are grateful to everyone who has played a part in this effort. We have exceeded our fundraising target and have been able to order a wider range of new play equipment than seemed likely to be possible. Installation is due within the next two months; we look forward to your feedback; children and adult carers alike, and to seeing it all in use.

Our next fundraising challenge is to improve the village hall seating. Some chairs are rather worn, others a little hard for comfort and stability. Our 26-27 quiz nights and sales will target this initiative. Events will follow our now established format with spring and autumn fish and chip quiz nights, complete with raffle; complemented by a late spring / early summer sale, timed to help you find plants for the garden; and a pre-Christmas event. The mix of home-made refreshments, books, plants, children's play corner and bric-a-brac, alongside a raffle and tombola seems to work well at these sales. As developed for the Christmas special in 2024, in 2025 we again sold our own brand local Christmas cards and not just at the sale event but also doing rather well with subsequent sales at The Crown. We are grateful for this extra opportunity to promote our wares and extend sales. We are still considering developing this initiative further with some less seasonally specific cards. New ideas for community events with, or without, a fundraising focus are always welcome. Do contact us on our dedicated email address, [smallburghvillagehall@gmail.com](mailto:smallburghvillagehall@gmail.com) if you have ideas to share.

The regular inspection of play facilities by RoSPA took place in late June 2025 and the annual fire safety inspection was undertaken in the autumn. An electrical inspection and safety check has recently taken place. Subsequently some small playground repairs and maintenance items were done to ensure short-term safety and maintain play equipment availability. Some play items have now been removed in preparation for the new equipment. In the village hall routine repairs and upgrades have been undertaken. A big effort was made last autumn, and continued early this year, to cut back and control nettles and thistles along the playing field border beside the School Lane properties. Not to eliminate them; these plants do have wildlife value, but control is essential and especially important near the footpath exit to and from the playing field. The telephone box refurbishment is still 'ongoing'. We still need some more enthusiastic helpers to assist with minor refurbishments before we can start to use the interior. Proposed uses include a schematic village map highlighting footpaths and local features alongside information on activities, contact details, and with some seasonally relevant additionally items. There are plans for a new series of defibrillator awareness events including CPR training during the next few months.

The regular weekly village hall clubs and societies have continued to thrive viz. Pilates, Dance for Fun, Thursday Art groups and Martial Arts, which has booked an extra session Monday session with a new series of regular classes. There are regular fortnightly meetings of the Countryside Guild of Spinners and Weavers which are periodically supplemented by all-day events for the Spinners and Weavers. The hall is occasionally hired by a local welfare support charity, and by external charities for fundraising charitable events. Feedback from the groups is regularly invited by our bookings clerk and their comments can be found on the Smallburgh website. The hall continues to be used as a polling station for national and local elections though longer-term arrangements may change when the new local government structures for Norfolk and Suffolk become operational. Occasional use for private social events completes the scene in terms of hall use.

Maintaining our regular baseline income from these bookings is vital for the charity; it is our primary routine income source. Less positive, and quite concerning, is the news from the playing field and tennis courts. It is disappointing we have not found a regular football users since lock down. There have been some tentative inquiries but no new regular bookings for the main playing field have materialised. Tennis club membership has fallen considerably to 8 in 2025 season compared with 21 in summer 2023. In the last year (summer season 2025) a significant effort was made to attract new members and encourage more frequent use by occasional players. Racquets and balls were made available alongside court hire from The Crown and Fairview Garage. Posters and pamphlets were made advertising the facilities. Encouraging more occasional players and younger local participants was a key objective. Unfortunately, response was, at best, muted. Feedback for the 2026 season and longer-term future was requested in the last edition of Smallburgh News but, to date, none has been received. Ideas to promote fuller use of the courts or alternative uses that would generate wider community engagement are sought. More pleasingly the lawn bowls club continues with good numbers playing though it too would welcome new members, especially some younger people. Longer-term we may re-visit biodiversity

enhancement in selected marginal areas of the playing field but first we need a base line survey of what is there, thoughts on what we would like to encourage, and some clear evidence that our local community is engaged with this activity. Volunteer helpers please.

It remains a concern that 200 club subscriptions have not recovered to pre-Covid levels. As stated last year this may be in part be due to suspending door-to-door collections which were not thought appropriate while the pandemic lingered. It may also reflect financial pressures of the current cost of living challenges, or it might just be forgetfulness. In 25-26 we continued to push to improve this situation and we the hope that more local people will donate regularly through the on-line banking system. The village hall and playing field committee is now signed up for on-line banking and it may be possible in future to distribute winnings from the monthly prize draws through the electronic banking system rather than by cheque. Reinstating door-to-door 200 club collections throughout the village is not practicable but where residents cannot access banking facilities or on-line systems, a telephone call to Pam, 01692 536446, will bring out someone from the committee to collect your donation, listen to your ideas for the village facilities, or, if you are lucky, even bring you a prize. Small amounts are regularly raised from the ongoing book sales within the village hall, where we now have smart new bookcases in the entrance area, and from roadside and in-hall plant sales. These are on-going in addition to book and plant sales at the main spring and autumn events. We continue to look for better ways to promote these sales. We would need more helpers to support opening the hall e.g. for a fortnightly or monthly drop-in chat and book swap / plant perusal and perhaps a cuppa too. Please support our village events with your presence and your own fundraising ideas and initiatives.

The chairman and trustees would like to thank everyone who has supported us during the year with a special thank you to Lorraine Smith who, as ever, has worked diligently to keep the village hall clean and safe and who regularly alerts us to any minor problems, long before they can become major issues. Thank you is also due to all committee members who work to keep the village hall and playing field amenities viable and safe for everyone to use; to Reina and Les who prepare and ensure Smallburgh News is delivered to every local household with information about what's happening and, via the archives, what used to happen. How life changes! Thank you to Cheryl Mash who continues her very useful village hall tea-towel laundering service and to the defibrillator guardians, Elaine Bailey and Gerry Conroy, who make sure this important local facility is always in good working order.

We look forward to seeing you all at our next fundraising events. The spring sale is scheduled for Sunday 17th May. Do come along and support this, bring some local friends, donate your unwanted books, share your surplus plants, donate a delicious cake, your homemade jam, crafted novelty, or whatever your speciality and talents afford. We always welcome new ideas and helpers. Contact us on [smallburghvillagehall@gmail.com](mailto:smallburghvillagehall@gmail.com) or telephone 01692 536446 to discuss.

## **Burial Ground Report**

### **Annual Risk Assessment.**

Annual Risk assessment has been agreed with Target Trees for a period of 3 years. We are in year 3 of 3.

All works recommended have been completed.

### **Current maintenance requirement.**

Contract for grounds maintenance continues with Mervin Hardingham. Thanks were given to Mervin for keeping the grounds at such a high standard enabling the parishioners to enjoy the Burial Ground.

### **Reserve.**

The Burial Ground reserve is currently £4800

Parish Clerk.

12.05.26