

## SMALLBURGH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on the 12 May 2026, commencing at 7:55p.m. in Smallburgh Village Hall

Present: Councillors Mr. T Urwin, Mr. C Dean, Mr K Wilby, Mrs A Cousins, Mrs J Cavanagh and Mrs A Holmes

In attendance: C Drew, Parish Clerk and one member of the public.

1. ELECTION OF CHAIR  
Cllr T Urwin was proposed by Cllr K Wilby and seconded by Cllr C Dean and unanimously elected. Mr T Urwin ACCEPTED the position and signed the Acceptance of Office.
2. ELECTION OF VICE-CHAIR  
Cllr C Dean was proposed by Cllr J Cavanagh and Seconded by Cllr Holmes and unanimously elected. Mr C Dean ACCEPTED the position
3. TO CONSIDER ACCEPTING APOLOGIES FOR ABSENCE  
Apologies were given and accepted by Cllr T Hardingham.
4. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA AND CONSIDER ANY REQUESTS FOR DISPENSATIONS  
NONE
5. MATTERS ARISING  
The Clerk said that the Notice board at the Village Hall which Cllr Dean had mended and put back up is much improved and easier to use. Thanks to Cllr Dean for this. The Clerk said that she had emailed highways about the signs on the A1151 and the state of the A149 but hadn't heard back yet. **Action Clerk to chase highways**
6. REGISTER OF INTEREST FORMS  
All present Councillors confirmed that their forms are up to date.
7. APPROVAL OF THE MINUTES OF THE LAST MEETING  
The minutes of the meeting dated 14<sup>th</sup> April 2026 were approved and signed as being a true record of the business of the meeting.
8. PUBLIC PARTICIPATION - None
9. CORRESPONDENCE - None
10. ANNUAL RESOLUTIONS
  - a. Review Annual Risk Assessment **REVIEWED and commented to update dates at the bottom of the assessment.**
  - b. Review Schedule of Assets **REVIEWED and APPROVED**
  - c. To appoint members of the Council to undertake the periodic review of the administration and accounting procedures **Cllr C Dean Appointed**
  - d. Reappointment of Parish Council Representatives to outside bodies – **Cllr T Hardingham, Cllr Chris Dean and Cllr Keith Wilby are on the Village Hall Committee. Cllr A Cousins is a representative on the Smallburgh Pools Allotment Charity.**
  - e. To Approve Schedule of Meetings **APPROVED**
11. FINANCIAL AND ADMINISTRATION MATTERS
  - a. To appoint internal auditor for 2025/26 **All agreed to appoint Clare Merton to conduct the internal audit.**
  - b. To receive and approve the annual bank reconciliation **Approved and signed**
  - c. To review and approve the insurance schedule and quote – **A decision was made to approve the 3 year insurance quote from Community First to tie in the figure for the next 3 years.**
  - d. To approve General Reserve figure– Decision to keep it the same as last year. **Approved**

- e. To consider communication from the Tennis Club about ceasing to operate. This topic was discussed and it was decided that the parishioners should have a say in what they would like to see the space used for. A survey monkey survey was suggested. **Action clerk to look into a survey and move this item to next month.**

12. INVOICES APPROVED FOR PAYMENT.

	£
a. Parish Clerk's salary plus expenses net	258.97
b. HMRC (income tax)	6.40
c. Mr C Dean (notice board repair)	76.79
d. Community First Insurance	261.20
e. NPTS Annual Subs	87.00
f. Norfolk ALC Annual Subscription	149.20

Total: £ **839.56**

**Resolved: to make payments as listed above**  
**Income**

a. NNDC (Precept)	3625.00
<b>Total</b>	<b>£3625.00</b>

**Resolved – To note all payments**

13. PLANNING MATTERS

- a. Applications for consideration: None
- b. Notifications: None
- c. Outstanding: None

14. MATTERS FOR REPORTING ON FUTURE AGENDA

15. DATE AND TIME OF THE NEXT MEETING

**Date of next meeting:** 9 June 2026 19:45

There being no further business, the meeting closed at 9:32 p.m.

**Signed:** **Chairman**

Date: