



Meeting of the Parish Council

Minutes

2nd July 2025, 7.30pm

Burgh St Peter Village Hall

PRESENT: Cllrs A. Godsave, P. Harrison, K. Kennedy-Hill, M. Tansley and T. Wright.

Also in Attendance: Tina Newby (Clerk).

Members of the public attending: 1 member of the public and District Councillor Evans.

1. **Welcome**
2. **Apologies** – None
3. **Declarations – Pecuniary and Other:** None
4. **Minutes** – Confirmation and signing of Minutes of the Meeting held on 7th May 2025 and matters arising from these Minutes. **RESOLVED: To approve the minutes from 7th May 2025, proposed by Cllr Tansley and seconded by Cllr Godsave, unanimously agreed.**
 - a. To receive an update on the footpaths – ongoing, there are more volunteers interested in walking the footpaths. There is an issue with Mill Lane, Burgh St Peter footpath. More information needed.
 - b. PLB223 Aldeby, The Street, St. Marys Road & Beccles Road – Speed limit change – RSCF TRO – Ongoing.
 - c. To discuss the problem with the moles and agree any action. Playing fields are good. There is slow progress with the churchyard.
 - d. To receive an update on P Sharman outstanding items. Ongoing.
 - e. Basketball backboard. The Clerk contacted MH Goals and they cannot replace the back board. **MT** to contact the managing director, as he had said that they could replace them.
5. **To consider co-option for the Councillor vacancy, and the signing of the declaration of office.** Ongoing.
6. **Adjournment** – Standing orders will be suspended to allow public participation, 3 minutes per person, for items to be discussed for information only.

Resume Standing Orders.
7. **Reports received from County and District Councillors.** District Councillor Evans reported that under the LGR 3 unitary option has been rejected. 1 and 2 unitary options are at government for consideration.

There was a discussion over District Councillor grant available. The Council would like to consider a Defib Battery with the grant. **Action Clerk** to progress this.
8. **Planning** –
 - a. Late planning applications received after the agenda being published. None
 - b. To note the latest planning decisions
 - 2025/1400 Reubens, Dun Cow Road, approval with conditions - Noted
 - c. To discuss any Enforcement issues. There appears to be an area that is used for dumping. More information needed.

9. Highways – No new issues at the time of the agenda being published.

- a. To note the situation with the SAM2 and movement programme. Issues with the batteries not working effectively. Periodic failure

Tailors Road is covered in mud and stone, overgrown verges. **Action Clerk** to report this to highways.

The new Oak tree is sickly, **MT** to chase with the nursery where it was purchased. **TW** may have some more oak trees.

10. Parish Land – Discuss and agree any actions:

- a. Things to apply for under the members Allowance & Parish Partnership scheme:

- Replacement for the damaged grit bin on the bus shelter triangle
- SLOW signs to be painted on roads around the bus shelter triangle
- Remedial works to footpaths and Rights of Way in the Parish
- Under the greenspace improvements heading, bark chippings for the path into Sole Bay wood.

Action Clerk to contact County Cllr Stone regarding his Local Members Fund for any of the above.

- c. Update on grants for the woodchip footpath. **Action Clerk** to obtain grants.

- d. Playing Field inspection reports. Outstanding items. **MT and KKH** to meet with Elliott to discuss the options with the old swing.

- e. Other Grant Applications for Play equipment and bus shelter re-thatching. **Action Clerk** to source.

11. Finance –

- a. To note balances of all accounts and receive bank accounts update.

**Aldeby Parish Council
Statement of Accounts**

b/f	01/04/2025	£3,026.71
Running total	Receipts	£6,793.73
	Payments	-£3,289.56
		£6,530.88
Bank balance	30th June	£6,530.88
Payments between meetings		
CAS	Insurance	£422.64
Tina Newby	Wages and expenses (May)	£282.89
Tina Newby	Defib Battery	£243.60
Tina Newby	Microsoft	£84.99
D Wrighting	Grass maintenance	£1,321.79
Lloyds	Bank charges * 2 mths	£8.50
	included in above	£2,364.41
Payments		
Payable too	Description	Cashbook Ref
Tina Newby	Wages June and exp	£308.49
Heelis and Lodge	Internal Audit	£170.00

Balances

Parish Council	01/07/2025	6530.88
Amenities	01/07/2025	1721.36
Savings	01/07/2025	4127.76

12380.00

- b. Payments for Approval. **RESOLVED: To approve the payments of £2,364.41 + £478.49, + £48 play inspections. (£2,890.90), proposed by Cllr Wright and seconded by Cllr Godsave, 4 in agreement with 1 abstention.**
- c. To note statement of accounts, as above.
- d. To discuss and note the AGAR Internal Auditor Report 24/25 and the detailed Internal Audit Report 24/25.
 Heelis and Lodge recommendations were discussed:
 Recommendation 1 – Council to review and adopt Standing Orders and Financial Regulations, and minute this action.
 Recommendation 2 – To undertake and minute a review of the Risk Assessment during the year of audit.
 Recommendation 3 – Council to review the accounts *****7868 and *****4960 and determine the course of action to be taken.
 Recommendation 4 – The Council should review whether the earmarked reserves need to be established.
 Recommendation 5 – It is a requirement to review the effectiveness of the internal audit during the year of account.
 The Clerk reported that Recommendations 1, 2 and 5, will be ready for September meeting.
 Recommendation 3 and 4 was discussed in detail. The Council agreed accounts should include both ****7868 (Savings) and *****4960 into the reserves. **Action Clerk** to amend the accounts to evidence this.
- e. To discuss the issues with the new assertion 10 in 2025/2026 audit. The situation with personal emails were discussed. **RESOLVED: To agree to set up 7 Councillor Emails and one Clerk email, using Norfolk ALC. Costing £106+VAT. Unanimously agreed.**

12. Parish Council – Discuss and agree any actions: none

13. Correspondence – To distribute any relevant correspondence to councillors.

14. Any issues or information from the Councillors:

- No access to community policing. There used to be a community police liaison. **AG** to speak to her neighbour Thurlton PC and see if they have contact details.
- Chase up with the Police and Crime Commissioner and Chief Constable.
- DC has informed Cllr Kennedy-Hill of an application for 5 glamping pods on Lily Meadow.
- Cllr Wright spoke to Norfolk Wildlife Trust and they are very happy with what we have done so far

Date of next meeting: 3rd September 2025, 7.30pm.

Close meeting 8:49pm