Meeting Minutes of a Nordelph Parish Council Meeting held on Tuesday 11th August 2026 at 6.30pm at Nordelph Village Hall, Birchfield Road, Nordelph

Parish Councillors present: Councillor Sarah-Jane Capsey (Chairman), Councillor Gray, Councillor Ivor Capsey also present Kate Bennett (Parish Clerk), Borough Councillor Rose and County Councillor Kiddell and two members of the public
Apologies: None

Councillor Ivor Capsey signed his *Declaration of Acceptance of Office* form before the meeting started.

MINUTES

1 Welcome

1.1 The Chairman opened the meeting and welcomed everyone.

2 To receive and approve apologies for absence

2.1 No apologies had been received for this month's meeting.

3 To officially record the resignation of a Parish Councillor

3.1 Councillor Patch had resigned from the Parish Council shortly after the Annual General Meeting on 9th June 2026. Thanks to be recorded to her for all of her efforts and support to the local community and local projects during her tenure as a local councillor.

4 To declare pecuniary interests & consider any requests for dispensations

4.1 No pecuniary interests were declared at the meeting and no requests for a dispensation had been requested by any Member prior to meeting.

5 Open Forum for public participation (15 minutes only): no report.

6 To approve the Minutes of the last meeting held on 9th June 2026

6.1 It was resolved to approve the Minutes of the last meeting as a true record and these were signed by the Chairman.

7 Clerk to provide and update on any matters not included on this month's Agenda

7.1 Repairs to the war memorial wall are expected to commence August 2026 and be finished in time for Remembrance Sunday in November.

7.2 The tree report, following the survey in the cemetery/churchyard, has been sent to a contractor to quote for the three fairly minor works recommended.

7.3 The Parish Council is currently carrying four casual vacancies for the position of Parish Councillor. There are a total of seven seats available with currently just three parish councillors currently on the Council.

8 To receive a report from the Borough Council

8.1 The ongoing judicial review proceedings were noted concerning the Government's decision on the proposed Local Government Reorganisation in Norfolk. Three unitary councils in Norfolk have been proposed but the judicial review may have implications on this. The Borough Council of King's Lynn and West Norfolk will cease to exist as a separate Borough Council on 1st April 2028 when the new unitary councils are due to take over these functions.

8.2 A new £500,000 *Community Projects Fund* opened for applications on 27th July 2026.

9 To receive a report from Norfolk County Council

9.1 It was reported that the Parish Partnership Scheme will be launched again soon: this is funding available for highways initiatives which is split 50/50 between Norfolk County Council and a Parish Council.

9.2 County Councillor Kiddell is attending a meeting with the Middle Level Commissioners regarding the cutting of the riverbanks through the villages of Nordelph, Outwell and Upwell.

10 To consider Norfolk County Council Highways issues

10.1 It was noted that the 40mph sign and chevron sign on the A1122 close to the village have both been recently eplaced.

11 Village Hall matters

11.1 Two representatives from the Village Hall Committee were present to provide an update on recent hall-related functions and events.

11.2 A grant is required for a new floor and new chairs.

11.3 A request was made from one of the Village Hall representatives present for the Parish Council to purchase a couple of Tommy statues for the war memorial area. Councillors agreed to consider once enquiries have been made regarding planning permission, installation within the conservation area etc. (both unlikely but need to be confirmed).

12 Parish Matters

12.1 Norfolk County Council Highways has approved the siting of a grit bin at the top of the Staithe should the Parish Council resolve to purchase and install one. For the purpose of the Minutes it can be recorded that Norfolk County Council will supply one fill of salt in November of each year and depending on the severity of the winter might then provide a further supply in January of each year but anything more than this will be the responsibility of the Parish to supply and fund.

12.2 Councillor Capsey agreed to progress investigating ways of replacing the top of the picnic bench at the Staithe.

12.3 Councillors were advised of councillor training available online at a cost of £52.00 + Vat per delegate. Councillors were asked to contact the Clerk confirming their interest in attending.

12.4 A resident of Silt Road had requested a further dog waste bin for the Parish in the vicinity of Squires Drove. It was resolved to determine a suitable site and whether or not the bin would be adequately used to justify the initial expense of a further bin for the Parish and the ongoing cost to have it emptied weekly or fortnightly.

12.5 It was resolved to purchase another battery and two sets of electrode pads for the defibrillator at a cost of £437.82 (both the battery and pads need replacing as are out of date). The Clerk had replaced the battery on 11th August 2026 using the spare kept in the defibrillator so this *spare* now needs replacing.

13 Finance

13.1 To approve outstanding payments since last meeting

The July 2026 payments list had been circulated prior to the meeting, the payments approved and authorised on the Unity Trust Bank website at the end of July.

Payments List July 2026				
Supplier		**Vat**		**Purchase**
HMRC	75.52	0.00	75.52	M3 PAYE
Tawny Owl Tree & Garden Services	603.41	120.68	724.09	Grounds maintenance for the month of July
Nordelph Village Hall	18.00	0.00	18.00	Hall hire for August PC meeting
sse	3.52	0.18	3.70	Electricity for June 2026
Kate Bennett	39.20	0.00	39.20	Clerk expenses for July/August 2026
	739.65	**120.86**	**860.51**	

13.2 To note the bank account balance

13.2.1 The Council's bank account balance at 31st July 2026 was £8,567.24.

13.3 To note any income since last meeting

13.3.1 Income received since last meeting to be recorded at £0.00.

13.4 To note the electricity contract with sse expires 30/08/2026

13.4.1 A new three year contract for energy for street lighting has been negotiated with *sse* £799.00 + Vat per annum. This will be a large increase for the Parish but with the recent change from *unmetered supplies* (UMS) to *market-wide half-hourly settlement* (MHHS)[1] for devices such as street lights, traffic lights and CCTV, the Clerk has found it extremely difficult finding energy providers interested in quoting. She eventually contacted Utility Aid (who are a partner of the National

[1] Electricity will now be recorded in 48 half-hourly blocks per day replacing broad estimates with real-time data

Association of Local Councils) who helped with sourcing quotes but they too found it extremely difficult in sourcing energy providers interested in quoting.

13.5 To approve expenditure to purchase more dog fouling bags for the BT kiosk

13.5.1 It was resolved to approve expenditure to purchase more dog fouling bags.

13.6 To consider endorsing the *Flag of the Fens*

13.6.1 It was resolved to endorse the *Flag of the Fens*.

13.7 To consider the condition of a sign at the Staithe

13.7.1 It was resolved for the Clerk to obtain a quote to replace the Parish Council sign at the Staithe regarding resident parking.

13.8 Two councillors to view the bank statements for internal audit purposes

13.7.1 Councillor Gray viewed the bank statements.

14 To consider any planning matters since last meeting

14.1 To note that Planning application 26/00754/F for a proposed menage (non-commercial) at East Farm, Outwell Road has been permitted by the Local Planning Authority.

15 To discuss any cemetery/churchyard issues

15.1 A quote of circa £1,050.00 + Vat for memorial testing to be carried out in the churchyard/cemetery by Cemetery Development Services was recorded should the Parish Council decide to have such a test in the future.

15.2 The Clerk is meeting a representative from the West Norfolk Priory Group on 13th August 2026 to provide clarity on the boundary between the churchyard (which the West Norfolk Priory Group are responsible for burils in) and the new cemetery area (which is the responsibility of the Parish Council). A line of trees were planted the length of the area to separate both.

16 To consider Playing Field issues

16.1 The Nordelph Craft Group had requested to use the playing field for a picnic on the afternoon of 16th September 2026; Councillors had no issues with this and were happy for the field to be used.

16.2 The suggestion of installing some fencing at the entrance to the playing field to make it more secure for dogs was considered (as suggested at a meeting earlier this year by a resident). After consideration it was resolved to not pursue this idea any further at this stage. It was felt that the field is not for the sole purpose of walking dogs and owners should have a good enough recall with their dogs to not require fencing at this location; it is not at a roadside either.

17 To note any correspondence or report any issues relating to the Police: no report.

18 To consider Agenda items for the next meeting

- To discuss the request to purchase Tommy statues for the war memorial area
- To consider the cost of a grit bin for the top of the High Street (via the Parish Partnership Scheme)
- To consider the benefits of purchasing another SAM2 camera for the Parish (via the Parish Partnership Scheme)
- To consider repairs to the picnic bench at the Staithe

19 If required to consider excluding the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed[2]: no report.

20 To note the date of the next meeting

The next meeting will be held on Tuesday 13th October 2026 at 6.30pm at the Village Hall.

There being no further business, the meeting closed at 7.45pm.

Signed…… Date ……..

[2] Personnel issues, tenders for contracts, legal proceedings