

Draft Meeting Minutes of Nordelph Parish Council

Tuesday 9th December 2025 at 6.30pm held at Nordelph Village Hall, Birchfield Road, Nordelph
Parish Councillors present: Councillor Capsey (Chairman), Councillor Gray, Councillor Thomas and Councillor Patch also present Kate Bennett (Parish Clerk), Borough Councillor Spikings and County Councillor Dawson
Apologies: Borough Councillor Rose

MINUTES (draft)

1 Welcome

1.1 The Chairman opened the meeting and welcomed everyone.

2 To consider and approve apologies for absence

2.1 Apologies were received as above and the reasons for such approved.

3 To declare pecuniary interests & consider any requests for dispensations

3.1 Councillor Capsey declared an interest in Item 13.1 of these Minutes. No requests for a dispensation had been requested by any Member prior to the meeting.

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

5 To receive a report from the County Council

5.1 It was noted that the Mayoral Elections have been delayed until 2028.

6 To consider any Norfolk County Council Highways issues: no report.

7 To receive a report from the Borough Council

7.1 A new Local Plan will be produced within the next 30 months with a requirement for a further 998 new homes to be built in the Borough within one year.

County Councillor Dawson left the meeting.

8 To approve the Minutes of the meeting held on 14th October 2025

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

9 Clerk to report any outstanding matters not on this month's Agenda

9.1 It was noted that the Parish Council is carrying three casual vacancies for the position of parish councillor. Any parishioner interested is welcome to contact the Clerk in the first instance for an informal chat.

9.2 A new domain name (www.nordelphparishcouncil.gov.uk) and a new email address for the Parish Council (clerk@nordelphparishcouncil.gov.uk) are now in operation.

9.3 A warning cone has been placed by an unstable memorial in the churchyard.

9.4 Concerns with the aesthetics of a property along the High Street have been shared with Enforcement at the Borough Council for their opinion.

9.5 A key for the Village Hall and a copy of the Village Hall's annual accounts are still awaited.

9.6 Another signatory is still required on the Council's bank account.

10 Parish Matters

10.1 To discuss the amalgamation of Nordelph Parish with Downham West Parish

With the likelihood of some form of Local Government Reorganization being delivered for Norfolk, the Clerk had been approached to ask Members to consider any advantages there might be for the amalgamation of Nordelph Parish with Downham West Parish. With new boundary divisions expecting to be applied next May and with both Parishes being in the same electoral division, it was muted that this *could* be a good marriage. This amalgamation would be achieved by the Borough Council of King's Lynn carrying out a *Community Governance* Review which considers the grouping or de-grouping of parish councils by taking into account the growth/size of the area in question, the resources available and whether or not the grouping or de-grouping would improve efficiency to the locality.

Councillors briefly discussed the idea and felt that any Local Government Reorganization should be in place before a *Community Governance Review* is properly considered but in the meantime Members would be keen to possibly attend future Parish Council Meetings at Downham West to observe only to try and gain a greater understanding of the commitments and involvement Downham West Parish has with its parishioners to determine whether or not this proposal could be beneficial to the Parish of Nordelph. It was resolved to revisit this next year with a view to possibly attending a Downham West Parish Council Meeting in the Spring.

10.2 To review the Council's Data Protection Policy

10.2.1 It was resolved to accept the Council's updated Data Protection Policy as presented at the meeting. The only amendment had been the Council's new email address.

10.3 To discuss findings from the Community Infrastructure Levy Governance review

10.3.1 It was noted that the Borough Council of King's Lynn and West Norfolk has now completed their review of their Community Infrastructure Levy governance which is available for viewing on their website. Part of the new governance requests that Parish Councils produce a *Parish Infrastructure Investment Plan* (a PiiP); a document to be adopted by the Parish Council (and reviewed every three years) which is evidence-based and identifies current infrastructure in the Parish and what infrastructure is needed for the future. This PiiP will give a clear idea of how much funding is needed and can be used as a supporting document when applying to the Borough for funding. Clerk to action.

10.4 To discuss the Fens Reservoir Project

10.4.1 It was resolved to invite a member of the Fens Reservoir Project to this year's Annual Parish Meeting to present their plans for the new reservoir to parishioners. There had been a recent presentation in Downham Market and as a result it is felt that this project will have an impact on the village with lorry traffic on Silt Road for up to ten hours per day. Clerk to action.
Borough Councillor Spikings left the meeting.

10.5 To consider maintenance requirements to the war memorial

10.5.1 It was resolved for the Clerk to arrange for a quote to have remedial works carried out to the short, white wall at the front of the village hall along with some maintenance works that are required to the war memorial area.

10.6 To discuss the provision of bird flight diverters

10.6.1 Councillor Patch agreed to investigate the provision and installation of bird flight diverters for some of the power cables in Nordelph to try and avoid distress for the birds. Parts of the Parish are in the Welney flight path for swans and geese.

10.7 To discuss the provision of a grit bin in the Parish

10.7.1 It was resolved for the Clerk to further investigate the provision of a grit bin for the village, primarily for the bridge area.

10.8 To consider 2026 meeting dates

10.8.1 Due to the closure of the Village Hall there will not be a meeting in January 2026. The next meeting will be Tuesday 10th February 2026 and the remaining 2026 meeting dates will be published on the website once confirmed.

11 Finance

11.1 To approve outstanding payments since last meeting

All outstanding payments per the payments list provided at the meeting were approved for payment.

Payments List December 2025			
Supplier	Vat		Purchase
Kate Bennett - expenses	98.80	0.00	98.80 November & December Clerk expenses - monthly allowance for laptop, mobile etc + mileage
sse	14.43	0.72	15.15 Electricity supply for street lights for August & September & October 2025
HMRC	149.86	0.00	149.86 M4, M5 (part) and M6 (already paid)
Graham Barker	580.00	0.00	580.00 Grass cutting services for October (already paid)
Clerk salary	377.00	0.00	377.00 November Salary (already paid)
	1,220.09	0.72	1,220.81

11.2 To note the bank account balance

11.2.1 The Council's bank account balance at 9th December 2025 was noted at £8,314.95.

11.3 To note any income since last meeting

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

11.4 To approve expenditure for cemetery training

11.4.1 It was resolved to approve expenditure of £24.00 for Clerk Cemetery Management Training in March 2026 (cost shared 50% with Emneth Parish Council).

11.5 To consider grass cutting quotes for 2026

11.5.1 After considering two grass cutting quotes for the Parish for 2026 it was resolved to appoint a new contractor for the next grass cutting season. Clerk to action accordingly.

11.6 To receive and consider 2026/27 Budget figures and resolve to set a precept for 2026/27

11.6.1 Council considered the proposed budget figures for 2026/27 and it was resolved to increase the precept from £12,500 to £14,000 for the next financial year. The cost to provide the ongoing services and facilities for the Parish is ever-increasing i.e. staff salaries, grass cutting to the cemetery, playing field and the Staith area, dog waste bin emptying, litter bin emptying, street lighting, website costs and insurance plus a Parish-wide tree survey is due for 2026 and with the potential costs involved for any necessary tree work as a result of this survey, it was felt it was prudent to increase the precept to cover the anticipated budget costs. This should also keep general reserves at an acceptable level to allow for any unforeseen expenditure. The rise in precept will result in the tax payer of Nordelph paying an average of £94.53 per annum for the running of Parish services; this equates to circa £1.81 per week, or 25.9p per day.

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

11.7.1 Councillor Thomas and Councillor Patch viewed the bank statements.

12 To consider any planning matters since last meeting

12.1 Planning application 25/01447/F, construction of a landing stage at Riverside Farm, Birchfield Road; permitted by the Local Planning Authority.

13 To discuss any cemetery/churchyard issues

13.1 It was resolved to approve expenditure of £70.00 for the necessary repairs to a set of gates at the churchyard and to plant four shrubs to fill a gap between the gates and the hedge.

14 To consider Playing Field issues

14.1 It was noted that a handful of residents continue to report an issue with dog fouling on the playing field.

15 To consider Village Hall matters

15.1 The Clerk needs a key to gain entry for meetings.

15.2 It was resolved for all four Members to take it in turns to attend Village Hall meetings in order for the Village Hall Committee to remain compliant with the trust deed i.e. a Parish Council representative to be part of the Management Committee. Councillor Thomas agreed to attend the next meeting. The Clerk to find out their meeting dates and pass on.

15.3 All village hall-related enquiries can be made to villagehallnordelph@gmail.com

16 To note any correspondence or report any issues relating to the Police

16.1 Information had been received regarding how to report non-urgent matters.

17 To consider Agenda items for the next meeting

- To prepare a Parish Infrastructure Investment Plan

- To note the Parish Council is carrying three casual vacancies for local councillors and to co-opt any interested parties
- To consider a quote for repairs to the war memorial area
- To further discuss the amalgamation of Nordelph Parish with Downham West Parish

18 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 discussed¹: no report.

19 To note the date of the next meeting

19.1 The next meeting will be on Tuesday 10th February 2026 at 6.30pm at the Village Hall.

There being no further business, the meeting closed at 8.20pm.

Signed..... Date

DRAFT

¹ Personnel issues, tenders for contracts, legal proceedings