

Draft Minutes of the Annual Parish Council Meeting (AGM) of Nordelph Parish Council held on Tuesday 9th June 2026 at 6.30pm in the Village Hall, Birchfield Road, Nordelph

Parish Councillors present: Councillor Capsey (Chair), Councillor Gray, Councillor Patch. Also present: Kate Bennett (Parish Clerk), Borough Councillor Spikings, Borough Councillor Rose and four members of the public. Apologies: County Councillor Kiddell

MINUTES (draft)

1 Open and Welcome

1.1 The Chairman opened the meeting and welcomed everyone.

2 To receive nominations for and elect a Chairman for 2026 2027

2.1 It was resolved to elect Councillor Capsey as the Chairman for the incoming municipal year; she duly signed a *Declaration of Acceptance of Office and Code of Conduct* form.

3 To receive nominations for and elect a Vice-Chairman for 2026 2027

3.1 It was resolved to elect Councillor Gray as the Vice-Chairman for the incoming municipal year.

4 To consider and approve apologies for absence

4.1 Apologies were noted as above and the reasons for such approved.

5 Members' Code of Conduct

5.1 Members were reminded of their responsibility to check their Register of Interests Forms and to advise the Clerk of any amendments within 28 days of the date of this meeting so the details can be amended if necessary.

6 To declare any pecuniary interests in any item on the Agenda & consider any requests for dispensations

6.1 No declarations of pecuniary interests were given for any item on the agenda and no dispensations had been requested prior to the meeting.

7 Open Forum for public participation (fifteen minutes only)

7.1 A resident requested that Council consider erecting a fence at the entrance to the playing field area to allow dogs off-lead. Council agreed to discuss this at their next meeting.

7.2 A resident reported his concerns with speeding traffic along Silt Road. It was resolved to enquire with the Police about a mobile speed check for this area.

7.3 A resident was present interested in one of the four casual vacancies currently on the Parish Council. After a brief discussion it was resolved to co-opt Ivor Capsey onto the Parish Council.

8 To approve the Minutes of the last meeting held on 10th March 2026

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

9 To receive an update from the Village Hall Committee

9.1 The Chair and Vice Chair of the Committee provided an update on general village hall matters including matters such as their new heating system, new windows and fire exit doors and solar panels. The kitchen has been upgraded with a new dishwasher, freezer, microwave and two new air fryers.

9.2 The bingo nights and pub nights continue to be a success and well supported and another Christmas Event is planned for this year.

10 To receive a report from the Borough Council

10.1 Vivienne Spikings is the Chair of the Planning Committee.

10.2 There will be thirteen members on the Planning Committee now instead of the previous eighteen.

10.3 A decision has been made by Central Government that elected councillors are no longer able to request that a planning application be decided by the Council's Planning Committee (known as a member call-in); all applications will now be determined by Planning Officers under delegated powers.

10.4 The Borough is providing Planning Update Sessions to Parish Councils on two dates in June.

11 To receive a report from the County Council

11.1 Tina Kiddell had sent her apologies but had circulated some current information by means of an update for councillors including details of the new Leader of Norfolk County Council, information

surrounding carers week, an update from Trading Standards, staying safe with lithium batteries via Norfolk Fire and Rescue Service, some information surrounding policy reviews and more. All is available on the Norfolk County Council website.

12 Clerk to report any outstanding issues not on this month's Agenda

12.1 To note that there are currently three casual vacancies on the Parish Council.

12.2 The internal auditor had suggested that councillors should periodically attend some form of Councillor Training.

12.3 The Borough Council has determined a property at the top of the High Street is not currently adversely affecting the area but suggested contacting them again if the property deteriorates further in the future.

12.4 The Fens Reservoir Project had provided a recent update on the proposed new reservoir for the Fens which is available on the Parish Council's website for anyone interested.

Borough Councillor Spikings and three members of public left the meeting.

13 To consider Council Governance

13.1 It was resolved to approve the Council's Standing Orders for 2026 2027.

13.2 It was resolved to approve the Council's Financial Regulations for 2026 2027.

13.3 It was resolved to approve the Council's Risk Management Policy for 2026 2027.

13.4 The Council's asset register had been considered in order to provide adequate insurance cover for Parish assets for 2026 2027. This year's premium totalled £847.84 and was paid 30th April 2026.

13.5 It was resolved for Councillors Capsey and Gray to continue to be signatories on the Council's bank account for 2026 2027.

13.6 It was resolved for meeting days to continue to be on Tuesday evenings at 6.30pm for 2026 2027 as advertised on the Parish Council website.

13.7 **Section 1 of the Annual Governance and Accountability Return 2025 2026** was considered by Council and completed and signed by the Chairman.

13.8 It was resolved to approve **Section 2 of the Annual Governance and Accountability Return 2025 2026: Accounting Statements** and these were signed by the Chairman.

14 Parish Matters

14.1 It was resolved to request assistance from County Councillor Kiddell in obtaining a grit bin for the Parish.

14.2 It was resolved to approve expenditure to carry out repairs to the war memorial area; Clerk to action.

14.3 It was resolved to approve expenditure for a tree survey to be carried out on all land that the Parish Council is responsible for in the Parish.

14.4 The Chairman signed the annual community infrastructure levy report for the Borough Council.

14.5 After discussion it was resolved to not purchase dog fouling posters for the Parish.

14.6 Councillor Capsey agreed to speak with a resident regarding the refurbishment of the picnic bench at the Staithe.

14.7 Clerk to negotiate a new energy contract for the Parish from 30th August 2026.

15 Finance

15.1 It was resolved to approve the payment of £395.00 to Caroline Hall for carrying out a tree survey and providing a tree report for the Parish.

15.2 April 2026 community infrastructure levy receipts of £1,680.91 were noted.

15.3 A Vat refund from HMRC of £251.02 was noted.

15.4 Burial fees of £1,150.00 were recorded.

15.5 It was resolved to approve the new mileage rate of 55p/mile for the Clerk.

15.6 Councillor Patch viewed the bank statements for internal audit purposes.

16 To consider any Planning matters since last meeting

- 16.1 Planning application 26/00754/F proposed ménage (non-commercial purposes) at East Farm, Outwell Road, Nordelph: it was resolved to approve this application on the understanding that it remains for non-commercial purposes.
- 16.2 It was noted that Planning application 26/00389F two new dwellings and garages at land between Threeways and The Chequers, Downham Road, Nordelph has been approved by the Local Planning Authority.
- 16.3 It was noted that the Borough Council is hosting two planning update sessions in June. Clerk to attend and report back.

17 To discuss Cemetery issues

17.1 It was reported that a burial had taken place in the cemetery in 2023, administered by the West Norfolk Priory Group and Coggles of Downham Market, unbeknown to the Parish Council until last month when the Clerk was contacted for permission to erect a memorial by a local stonemason. Despite numerous attempts by the Clerk to determine who exactly was responsible for marking the grave etc., she has been unable to clarify this but the Parish's records are now up to date following receipt of copies of paperwork from both the West Norfolk Priory Group and Coggles and burial fees have been retrieved from the Funeral Director.

17.2 The recently provided tree report was considered; there is nothing urgent that requires attention but the Clerk will source a quote from the grounds maintenance contractor for the minor works suggested.

18 To consider Agenda items for the next meeting

- To discuss the suggestion of erecting a fence at the playing field
- To progress the provision of a grit bin for the Parish
- To provide an update on 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: no report.

20 To note the date of the next meeting: Tuesday 11th August 2026 at 6.30pm at the Village Hall, Birchfield Road.

There being no further business, the meeting closed at 8.10pm.

Signed..... Date