

**Draft Meeting Minutes of a Nordelph Parish Council Meeting held on
Tuesday 10th February 2026 at 6.30pm 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 Rose and County Councillor Dawson
Apologies: None

MINUTES (draft)

1 Welcome

1.1 The Chairman opened the meeting and welcomed everyone.

2 To consider and approve apologies for absence

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

3 To declare pecuniary interests & consider any requests for dispensations

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

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

5 To approve the Minutes of the last meeting held on 9th December 2025

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

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

6.1 It was noted that the Parish Council is still carrying three casual vacancies for the positions of Parish Councillors.

6.2 The Clerk will endeavour to obtain a quote for repairs to the wall surrounding the war memorial now that the weather has improved.

6.3 County Councillor Dawson kindly offered to contribute towards the cost of a grit bin for the Parish at the area of the bridge if required next year. It can be noted that Norfolk County Council will top the bin up with grit / salt twice per year free of charge.

6.4 The Clerk had sent an invitation to the Fens Reservoir Project Team to attend the Annual Parish Meeting in March; to date, no response.

6.5 Repairs to one of the sets of gates at the cemetery will be carried out when the weather improves.

6.6 A conversation followed regarding 'mud on the road' i.e. Birchfield Road during the sugar beet season and how the lorries had destroyed the verge area by the rear entrance to the cemetery.

6.7 It was resolved to write once more to the owner of a grave in the cemetery with an unstable memorial asking for repairs to be carried out or the memorial will be laid down.

7 To receive a report from the Borough Council

7.1 Recent online training on the new Community Infrastructure Levy process had been made available to Clerks and Councillors.

7.2 The Budget is being finalised.

7.3 The Government is requesting that 1.5 million new homes are provided by 2029. The Borough is now asking that anyone who might own a parcel of land suitable for development to respond to a 'call for sites' consultation which opened on Monday 2nd February 2026. All types of sites and uses will be considered, from small sites suited to custom and self-build housing to large parcels of land for employment, renewable energy and green spaces. Sites can be greenfield (undeveloped land) and/or brownfield (previously developed land). They can be anywhere across West Norfolk.

8 To consider any Norfolk County Council Highways issues

8.1 *The Department for Education* has confirmed funding of £40m for Norfolk to provide two new schools, one in Downham Market and another in Great Yarmouth for children with *special educational needs*.

8.2 Unitary Authority elections are expected in 2027.

8.3 There will be a Mayoral Election in 2028.

9 To consider Norfolk County Council Highways issues

9.1 A comment was made reiterating the issues with 'mud on the roads' during sugar beet harvest.

10 Parish Matters

10.1 To consider an initial draft of a Parish Infrastructure Investment Plan

10.1.1 Part of the Borough Council's new governance for the Community Infrastructure Levy scheme requests that Parish Councils consider producing 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. An initial draft was considered and agreed as acceptable; Clerk to continue to work on this.

11 Finance

11.1 To approve outstanding payments since last meeting

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

Payments List February 2026					
Supplier		Vat		Purchase	Invoice No.
Emneth Parish Council	24.00	0.00	24.00	50% share of cemetery training for Clerk in May 2026	30106
Emneth Parish Council	18.06	0.00	18.06	25% share of stationery costs - copy paper / ink cartridges	570776
Nordelph Village Hall	36.00	0.00	36.00	December & February hall hire	132/157
sse	3.64	0.18	3.82	Street lighting (energy)	3932278
Kate Bennett	98.80	0.00	98.80	Clerk expenses, mileage, mobile, electricity, laptop etc.	
Kate Bennett M9 salary	377.00	0.00	377.00		
Kate Bennett M10 salary	377.00	0.00	377.00		
	934.50	0.18	934.68		

11.2 To note the bank account balance

11.2.1 The Council's bank account balance at 30th January 2026 was noted at £7,524.03.

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 Two councillors to view the bank statements for internal audit purposes

11.4.1 Councillor Thomas and Councillor Patch viewed the bank statements.

12 To consider any planning matters since last meeting

12.1 Planning application 25/02111/RM appearance, landscaping, layout and scale for one dwelling at Bank View, Outwell Road, Nordelph; it had been resolved prior to meeting to *support* this application.

13 To discuss any cemetery/churchyard issues

13.1 It was resolved to write once more to the owner of an unstable memorial to advise that if repairs to the loose base of the memorial are not carried out by end March the Parish Council will make arrangements to lay the memorial down.

13.2 It was noted that recent lorry traffic following the sugar beet harvest this year has churned up the grassed entrance to the rear of the cemetery.

Councillor Dawson left the meeting.

14 To consider Playing Field issues

14.1 Correspondence from a visitor to the Parish was noted regarding the holes in the playing field. This whole area is due to be inspected soon by the new grounds maintenance contractor.

14.2 It was noted that a handful of residents continue to report an issue with dog fouling on the playing field. It was resolved for the Clerk to publish a post on Facebook requesting residents to pick up behind their dogs.

14.3 It was resolved to ask the grass cutting contractor to leave a strip of unmown grass through the centre section of the playing field this year to allow for wildlife etc. This initiative will be monitored and, if deemed unsuccessful, or unpopular, we shall return to the previous years' arrangements.

14.4 The suggestion of planting more trees at the playing field was discussed and it was resolved to revisit this idea next year. Other trees planted here a few years ago have not been successful as the area is so exposed to the elements.

15 To consider Village Hall matters

15.1 The Clerk now has a key for the Village Hall.

15.2 It has been previously 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 attended their February meeting and provided a report which included the fitting of the new heating and solar panels, smoking canopies are being installed, some guttering needs repairing and their website will soon be *live*.

15.3 Their next meeting will be Monday 9th March 2026 at 7.15pm; Councillor Capsey or Gray to attend.

15.4 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 It was resolved to invite the local beat officer to the Annual Parish Meeting in March.

17 To consider Agenda items for the next meeting

- To further consider 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 wall surrounding the war memorial area

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 March 2026 at 6.30pm at the Village Hall. This will be the Annual Parish Meeting for the residents of the Parish to attend, to meet their local councillors and discuss any matters of local interest or concern. Tea, coffee and biscuits will be served.

There being no further business, the meeting closed at 7.50pm.

Signed..... Date

¹ Personnel issues, tenders for contracts, legal proceedings