

Minutes of the Annual Parish Council Meeting (AGM) of Nordelph Parish Council held on Tuesday 6th May 2025 at 6.30pm at the Village Hall, Birchfield Road, Nordelph

Parish Councillors present: Councillor Sarah-Jane Capsey (Chair), Councillor Sally Favell, Councillor John Lyus, Councillor Pete Gray, Councillor Jan Patch. Also present: Kate Bennett (Parish Clerk), County Councillor Dawson and four members of the public.

Apologies: Borough Councillor Rose, Borough Councillor Spikings and Councillor Helen Thomas

MINUTES

1 To receive nominations for and elect a Chairman for 2025 2026

It was resolved to elect Councillor Capsey as the Chairman for the incoming municipal year; she duly signed a declaration of acceptance office and code of conduct form.

2 To receive nominations for and elect a Vice-Chairman for 2025 2026

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

3 To consider and approve apologies for absence

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

4 Members' Code of Conduct

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.

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

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

6 Open Forum for public participation (fifteen minutes only)

- a) A resident was present to request an update on the installation of a new culvert along the Bedford Bank to complete the circular walk known as Footpath 7. Councillor Dawson reported that the funding at Norfolk County Council has now been approved and we are now just waiting for *Active Travel* to rubber stamp the project. A contractor will need to be scheduled and liaison with the landowner will be required regarding cropping etc. but it is hoped that the project will be carried out in 2025.
- b) A resident was present to suggest moving the dog waste bin, that is currently adjacent to the cemetery, a little closer to the entrance to the Village Hall in the hope that this may help with the continued issue of dog foul being left in the vicinity of the playing field. It was also suggested that further signage requesting dog owners keep their dogs on leads might help with the issue too. This will be discussed at the next Parish Council Meeting.

Councillor Dawson left the meeting.

7 To approve the Minutes of the last meeting held on 11th March 2025

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

8 To consider Council Governance

- a) It was resolved to approve the Council's Standing Orders for 2025 2026.
- b) It was resolved to approve the Council's Financial Regulations for 2025 2026.
- c) It was resolved to approve the Council's Risk Management Policy for 2025 2026.
- d) It was resolved to approve the Safeguarding Policy for 2025 2026.
- e) The Council's asset register had been considered in order to provide adequate insurance cover for Parish assets for 2025 2026: the 700m of concrete posts and railings along the High Street and Birchfield Road will be added to the register this year and the Clerk is currently awaiting a renewal premium from the Parish Council's insurance provider; on-going.
- f) It was resolved for Councillors, Capsey and Gray to continue to be signatories on the Council's bank account for 2025 2026. The Clerk will continue to try and add Councillor Patch but if unsuccessful Councillor Favell offered to be a third signatory.

- g) It was resolved for meeting days to continue to be on Tuesday evenings at 6.30pm for 2025 2026 as advertised on the Parish Council website.
- h) It was resolved to certify the Parish Council as exempt from a limited assurance review for the year of account ended 2024 2025 as the higher of gross income or gross expenditure was less than £25,000.00. The Chairman signed the Certificate of Exemption (Part 2) of the Annual Governance and Accountability Return.
- i) Section 1 of the Annual Governance and Accountability Return 2024 2025 was considered by Council and completed and signed by the Chairman.
- j) It was resolved to approve Section 2 of the Annual Governance and Accountability Return 2024 2025: Accounting Statements and these were signed by the Chairman.

9 Parish Matters

- a) Works to repair and/or replace sections of the 700m of concrete posts and railings along Birchfield Road are due to commence shortly with the work being carried out by a local contractor. Letters have been delivered to most properties along Birchfield Road and the High Street to advise of the imminent start date.
- b) Councillor Patch is still keen to carry out a Village Litter Pick and is investigating joining the *Keep Britain Tidy* initiative and becoming a *Litter Hero Ambassador* which will then permit children to be included. The Parish Council's insurance policy does not cover children being involved.
- c) Ownership of the noticeboard outside the Village Hall was discussed. The Clerk advised that this had been on the Parish Council Asset Register that she inherited so she presumes it is a Parish Noticeboard. The Parish Council is happy to replace it. Councillor Lyus agreed to speak with his fellow Committee Members on the Village Hall Committee to see if they would be in agreement for the Parish Council to relocate their Parish noticeboard from the Staithe to outside the Village Hall.
- d) It was noted that the wall at the front of the Village Hall is in need of maintenance. It was suggested that this is a Village Hall Committee responsibility as it forms part of the curtilage of the Village Hall.
- e) The bench at the Staithe, gifted to the Parish from the Welle Creek Trust a couple of years ago, has been vandalized. Councillor Capsey to investigate the repairs required.
- f) A temporary events notice for the Village Hall in May 2025 was noted.
- g) A resident had reported to the Clerk the matter of a property owner along Birchfield Road fly-tipping their hedge cuttings onto the Welle Creek bank. The Clerk had dealt with this accordingly.
- h) There is still a vacancy on the Parish Council for a councillor.

10 Finance

- a) It was resolved to approve the outstanding payments since last meeting as listed below. Councillor Gray and Councillor Capsey to authorize after the meeting.

Wix.com	129.60	0.00	129.60	Website - annual plan fee	
Wix.com	15.24	0.00	15.24	Website - annual domain fee	
Councillor Thomas	20.00	0.00	20.00	Vouchers for volunteers / gift	
Borough Council of King's Lynn	439.40	87.88	527.28	Dog bin empty 2025/26 - 2 bins/52 weeks	BC110304773
Emneth Parish Council	42.49	0.00	42.49	50% share of annual renewal fee for Microsoft Office subs	149
HMRC - PAYE M11 & M12	64.30	0.00	64.30	M11 & M12 PAYE	
Nordelph Village Hall	9.00	0.00	9.00	Hall hire (£9.00 credit for joint meeting in March)	128
Norfolk Parish Training & Support	125.00	0.00	125.00	Annual subscription for 2025/26	21376
Kate Bennett - expenses	110.40	0.00	110.40	March/April/May monthly allowance, mobile, broadband etc	
Graham Barker	580.00	0.00	580.00	March 2025 grass cutting costs	30
Graham Barker	580.00	0.00	580.00	April 2025 grass cutting costs	31

- b) Income received since last meeting:
 - £6,250.00 Precept (50% of) from the Borough Council
 - £136.04 Vat refund from HM Revenue and Customs
 - £2,941.25 Community Infrastructure Levy receipts from the Borough Council
- c) The 2024 2025 Annual Community Infrastructure Levy report for the Borough Council was signed by the Chairman: receipts were nil.
- d) Councillor Favell viewed the bank statements for audit purposes & initialled each page.

e) The bank account balance as at 6th May 2025 was noted at £9,588.32.

11 To consider any Planning matters since last meeting

- Planning application 25/00673/F conversion of existing garage with first floor extension at Long View House, 16 Silt Road, Nordelph: it was resolved to approve this application.
- It was noted that Planning application 24/02201/F for two dwellings and garages at land between Threeways & The Chequers, Downham Road has been refused by the Local Planning Authority.

12 To discuss Cemetery issues

- a) It was resolved for the Clerk and Councillor Capsey to carry out a topple test on all memorials in the churchyard.

13 Police

- a) It was resolved to request the Clerk to report a recent incident witnessed by a resident at the playing field.

14 To consider Agenda items for the next meeting

- To record the insurance renewal premium for 2025 2026
- To discuss moving the dog waste bin adjacent to the cemetery closer to the Village Hall
- To note findings from the topple test carried out in the churchyard
- To provide an update on repairs/replacement of some of the railings along the riverbank
- To discuss purchasing a flag for the flag pole
- To discuss a new noticeboard for outside the Village Hall
- To provide an update on repairs to the bench at the Staithe

15 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.

16 To note the date of the next meeting: Tuesday 8th July 2025 at 6.30pm at the Village Hall, Birchfield Road.

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

Signed..... Date