

## **Meeting Minutes of Nordelph Parish Council**

**Tuesday 14<sup>th</sup> October 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 Rose and one member of the public  
Apologies: Councillor Favell, Borough Councillor Spikings and County Councillor Dawson**

## **MINUTES**

### **1 Welcome**

The Chairman opened the meeting and welcomed everyone.

### **2 To consider and approve apologies for absence**

Apologies were received as above and the reasons for such approved. The recent resignation of Sally Favell was noted and thanks are to be recorded to Sally for her contribution to the Parish over the last couple of years during her tenure as a Parish Councillor.

For the purpose of the Minutes it can be recorded that the Parish Council currently has three casual vacancies for the position of Parish Councillor. If any member of the public is interested in one of these positions, please contact the Clerk for an informal chat.

### **3 To declare pecuniary interests & consider any requests for dispensations**

No pecuniary interests were given and no requests for dispensations had been requested prior to the meeting.

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

### **5 To approve the Minutes of the meeting held on 2<sup>nd</sup> September 2025**

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 report any outstanding matters not on this month's Agenda**

- a) The Clerk has asked a local contractor to look at the large set of gates at the cemetery that do not currently close properly.
- b) There is a need for a third councillor to become a signatory on the bank account.
- c) The Clerk requires a key for the village hall and a copy of their annual accounts when available.

### **7 To receive a report from the Borough Council**

- a) A final decision regarding the *Local Government Review* has still not been made but it can be recorded that the Borough Council is in favour of introducing three new unitary authorities to serve the people of Norfolk.
- b) A councillor reported his concern with the condition of a property along the High Street. Clerk to investigate.

### **8 To receive a report from the County Council**

- a) A Norfolk-wide campaign, *Mud Watch Norfolk*, is being planned in a bid to reduce the amount of mud and debris left on Norfolk's roads by raising awareness, encouraging responsible behaviour and enforcing legal obligations, particularly those in agriculture.

### **9 Parish Matters**

- a) The repair and replacement works to the railings along the riverbank are now complete and it was resolved to approve the final invoice for payment. For the purpose of the Minutes the Clerk raised a concern surrounding the inclusion of an extra £3,750.00 on the original copy of the final invoice which was apparently for extra posts that were required to complete the project. The Clerk pointed out to the contractor that his original quote had been the one approved and only this amount had been applied

for funding and no further funds could be made available for any extra charges at this stage; this £3,750.00 was subsequently removed from the final invoice and the original price reinstated for payment.

- b) It was resolved to ask the Clerk to investigate a new domain name and email address for the Parish Council following the new Assertion 10, Digital and Data Compliance requirements for the 2026 external audit.
- c) It was resolved to adopt a new IT Policy for the Council.
- d) A flag had been purchased for the war memorial (if needed) for Remembrance Sunday, 9<sup>th</sup> November 2025.
- e) Councillors were asked to consider any projects they might be interested in pursuing in 2026/27 to help the Clerk prepare next year's budget.

## 10 Finance

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

| Payments List October 2025 |                  |                 |                  |  |             |
|----------------------------|------------------|-----------------|------------------|--|-------------|
| Supplier                   | Vat              |                 | Purchase         |  | Invoice No. |
| Lee Bishop Construction    | 21,220.00        | 4,244.00        | 25,464.00        | To straighten or replace approx 600m of concrete posts and railings                | 296         |
| Kate Bennett - expenses    | 87.10            | 0.00            | 87.10            | Sept & Oct mileage, mobile, broadband, elec  |             |
| Kate Bennett - back pay    | 59.00            | 0.00            | 59.00            | 1st April 2025 - 31st Aug 2025 20 hours/pcm @ 59p                                  |             |
| Emmeth Parish Council      | 36.00            | 0.00            | 36.00            | 50% share of Clerk training with NPTS 1) External Audit Assertion 10 and b) Budget | 166         |
| HMRC                       | 72.77            | 0.00            | 72.77            | M4 (already paid)  |             |
| Newton Flags               | 28.50            | 5.70            | 34.20            | Union Jack flag (already paid)   | 533         |
| Graham Barker              | 580.00           | 0.00            | 580.00           | Grass cutting services for September 2025 (already paid)                           |             |
| Clerk salary               | 377.00           | 0.00            | 377.00           | September Salary (already paid)  |             |
|                            | <b>22,460.37</b> | <b>4,249.70</b> | <b>26,710.07</b> |  |             |

- b) It was resolved to approve a quote of £320.00 to repaint the BT kiosk. It was noted that the surface at the entrance to the kiosk can be slippery at times.

- c) Income since last meeting to be recorded at £31,214.00:

- £6,250.00 balance of annual precept from the Borough Council
- £15,000.00 funding from Norfolk County Council for railings project
- £5,720.00 funding from Borough Council for railings project
- £4,244.00 Vat refund from HMRC for railings invoice

- d) Councillor Gray viewed the bank statements for internal audit purposes.

## 11 To consider any planning matters since last meeting

- a) Planning application 25/01447/F construction of a 4.8m x 1.2m timber landing stage at the river frontage of Riverside Farm, Birchfield Road, Nordelph: it was resolved to support this application.
- b) It was noted that permission had been granted for the felling and removal of a cherry tree at The Ivy, Silt Road, Nordelph.

## 12 To discuss any cemetery/churchyard issues

- a) It was resolved to lay down one of the memorials in the cemetery as it is unstable; Clerk to action.

## 13 To consider Playing Field issues

- a) It was noted that a handful of residents continue to report an issue with dog fouling on the playing field.
- b) It was noted that the trees planted a few years ago continue to struggle with the elements.

## 14 To consider Village Hall matters

- a) A service of remembrance will be held at the war memorial on 9<sup>th</sup> November 2025 and the hall will be open afterwards for teas and coffee.
- b) A wreath making workshop, craft fayre and Christmas event are planned.

- c) Grants have been awarded to install solar panels and air source heating.
- d) The Chairman of the Village Hall Committee expressed an interest in becoming a Parish Councillor and advised that another member of the Committee might also be interested in one of the vacancies. The Clerk suggested that, in the first instance, both of them attend a couple of Parish Council Meetings to obtain an understanding of what Parish Councils get involved with and in the meantime she will forward a copy of the Good Councillors Guide for their information.
- e) All village hall-related enquiries can be made to [villagehallnordelph@gmail.com](mailto:villagehallnordelph@gmail.com)

**15 To consider Norfolk County Council Highways issues:** no report.

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

- a) The latest Safer Neighbourhood Panel Meeting was held in Downham Market on 13<sup>th</sup> October 2025.

**17 To consider Agenda items for the next meeting**

- To consider 2026/27 budget figures
- To note the Parish Council is carrying three casual vacancies for local councillors
- To report on any progress with the new domain name and email address for the Parish Council

**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 discussed<sup>1</sup>**

**19 To note the date of the next meeting**

The next meeting will be on Tuesday 9<sup>th</sup> December 2025 at 6.30pm at the Village Hall.

There being no further business, the meeting closed at 7.40pm.

Signed..... Date .....

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<sup>1</sup> Personnel issues, tenders for contracts, legal proceedings