



ALDBOROUGH and THURGARTON PARISH COUNCIL

MINUTES OF THE MEETING OF ALDBOROUGH AND THURGARTON PARISH COUNCIL Held in the Community Centre, Monday 7th September 2026

Present: R. Gadsby (Vice-Chair) (RG), D. Hooker (DH), T. Hooker (TH), E. Harrod (EH), S. Prime (Parish Clerk).
Cllr C. Ringer, 5 members of the public

1. APOLOGIES FOR ABSENCE

Cllr H. Hudson, Cllr G. Fiske, Cllr J. Mumford.
Cllr J. Toye

2. ELECT A CHAIRMAN

As no nominations were received for the position of Chair, no Chair was elected. Vice Chair RG agreed to Chair the meeting.

3. MINUTES

The minutes of the previous meeting were approved and signed as a true and accurate record.

6. REPORTS

(Minute order adjusted to reflect live running order)

6.1 Cllr C. Ringer had previously circulated updates for August and September, which were available at the meeting. He advised that the local government re-organisation plan has been temporarily shelved and elections will therefore take place in May 2027. Plans for a unitary council may be revisited in 1–2 years. DH noted that PCs had no clear indication of expectations under a unitary system. Cllr Ringer advised that town councils could inherit responsibility for assets currently maintained by the District Council, such as toilets, requiring increased precepts to cover additional costs. NNDC was noted as currently the leanest District Council, and a county-wide merger could therefore increase costs for NNDC residents.

Cllr Ringer raised parking at the school, advising that a meeting with a Highways engineer had not resulted in progress. He proposed meeting Cllrs on site to discuss further and offer support.

The proposed 20mph speed limit around the Green was also discussed. With the Local Members Fund scrapped, the PC would need to fund a feasibility study at approximately £6,000, with no guarantee of a positive outcome. TH suggested a speed camera or updated SAM2 to provide better evidence. Difficulties retrieving current SAM2 data were noted, with mixed results previously obtained. Community Speed Watch was discussed, with Cllr Ringer advising that police may fund equipment.

Cllr Ringer will arrange a site meeting with Cllr G Fiske at the school within 2–3 weeks.

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4. RE-AFFIRM DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

DH & TH declared that they were both Vice Presidents of the Cricket Club, in relation to item 11.1.

5. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A member of the public, a resident for over 50 years, raised concerns about the appearance of areas of the village, including boarded-up windows and weeds on Margaret Lilly Way, a fence erected with the bad side facing outward, and road deterioration caused by heavy traffic from a building extension. DH suggested reporting the road issue to Highways and offered to do so as well. EH noted that the weeds had been sprayed but had since increased and agreed that Margaret Lilly Way looks untidy. TH stated that the area had been a priority during the current Parish Council's term, with improvements made to the park and tree issues addressed. A previous kerbside-clearing initiative received no volunteer uptake.

Action: DH to report road issue to Highways.

Action: EH & TH to liaise with Flagship Housing Association regarding weeds and boarded windows.

A parishioner raised concerns about dangerous parking near the village sign and pub, including parking within 10 metres of a corner, and asked what the PC could do. DH advised that this was a police matter. TH stated that she was in contact with the police regarding another PC matter, and would raise the issue once a channel of communication with the beat officer was open. A parishioner suggested submitting photographs via the 101 portal. A further parishioner asked about creating additional parking on the Green. DH explained the bureaucratic process and significant costs involved in de-registering the Green. It was noted that additional parking may not resolve the issue, as residents may still park close to their homes.

Action: TH to raise parking concerns with the police.

6. REPORTS

7. FINANCE AND REGULATORY

7.1. Invoices received: payment agreed. Appendix 1.

7.2. Q1 budget report discussed: no issues. The Clerk raised that the PC was close to being over budget for subscriptions and suggested this be reviewed in the 2027/28 budget.

7.3. £113.89 was received from the Q1 VAT return on 21st July 2026.

7.4. A letter from HMRC was shared, following DH and the clerk's email to the Director General. £400 is due to be refunded for fines paid, but has not yet arrived. The Clerk has chased twice.

A direct debit has been set up in order to avoid any potential future fines.

7.5. Cllrs decided to postpone consideration of an additional bank signatory until a full council was present.

7.6. Cllrs considered the following options for standing orders: a) amend the existing standing orders, b) adopt NALC model standing orders (2025 iteration), c) adopt NPTS standing orders. Cllrs discussed the options and considered the NPTS version to be the most accessible.

Proposed DH/2nd TH - all in favour. RESOLVED to adopt NPTS standing orders.

7.7. DH undertook a review of the clerk's performance on 28th August 2026 and confirmed the PC is pleased with the clerk's progress. The probation period was completed as of 2nd September 2026.

7.7.1. Proposed DH – all in favour. RESOLVED to appoint the Clerk permanently.

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7.7.2. Proposed DH – all in favour. RESOLVED to increase the clerk's salary by one spinal column point (SCP).

7.7.3. The council was notified of backdated pay due to the Clerk in line with the 3.3% increase awarded by the NJC, amounting to £61.49.

8. THE GREEN

8.1. TH informed Cllrs that the play area hedging grant from the Tree Council had today been approved, offer letter pending. TH informed Cllrs that next steps would be ordering necessary supplies (which will be reimbursed), and engaging residents who had shown an interest, especially young people, as well as Aylsham High School DofE students.

Action: TH to communicate with residents and students.

Action: TH to order supplies.

Action: Clerk to accept grant.

8.2. RG read a report from Cllr G Fiske in his absence in response to the RoSPA playground report. See Appendix 2.

8.3. Cllrs discussed the need to put grass cutting out to tender. DH noted that the current contract has been in place for around 5 years, and it would be best practice to re-tender to ensure the residents are getting value for money.

Action: Clerk to obtain three quotes.

8.4. DH informed Cllrs that kerbside renovations between 1st and 2nd Slip Cottages, and Longstop had been paused due to the hot weather creating poor conditions for grass seed to establish. Renovations are now scheduled to take place on 28th September 2026, or before, with the original cost being honoured.

8.5. Cllrs discussed a request by the pub for the Green to be used as parking for scooters (vespas etc.) for a Cromer Soul Club event in 2027. Cllrs noted the respectful nature of the approach, as well as discussing other ad hoc uses by vehicles which were permitted. The following conditions were outlined for the Green to be used:

- Clear boundaries for parking will be outlined in advance. Cllrs discussed the little green and the separating road.
- Residents must be respected.
- A marshal from the Soul Club should oversee parking to ensure it is within designated spaces, sensible, and safe.
- The green must be cleared of parked vehicles, and returned for residents' use by 11 pm.
- The pub must obtain a written agreement from the Soul Club accepting conditions laid out by the PC.

9. PARISH MATTERS

9.1 The PC has not yet received any applications in response to the recruitment posters. RG suggested another run in the Parish magazine. TH also suggested Cllrs be proactive and discuss the vacancy with parishioners.

Action: Clerk to advertise vacancy with NALC/NPTS.

9.2 The Clerk informed Cllrs that the application to nominate the pub as a community asset has been

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accepted; however, NNDC have requested supporting evidence to strengthen the application. TH has forwarded the Clerk evidence of the pub in use as part of the emergency plan for the village.

Action: Clerk to add evidence from TH to application.

9.3 The PC has received three reports of antisocial behaviour. Damage to table tennis bats and balls, damage to a resident's sunflowers, and starting a fire. TH has communicated with the police requesting support. The police have advised that they are under-resourced, but will put TH in touch with the beat officer. TH awaits a response from beat officer Keeley Smith.

10. PLANNING

10.1. TH suggests that the local population of swifts should be supported by the PC requesting swift blocks/bricks as part of planning. DH added that this could be strengthened by being added to the PC's biodiversity policy; when new planning applications arise, the policy could be referenced. Proposed DH/2nd TH – all in favour. RESOLVED to update biodiversity policy.

Action: Clerk to communicate with NNDC planning department regarding swift boxes/bricks.

Action: Clerk to update biodiversity policy.

10.2. Planning applications:

10.2.1. Comment submitted on application PF/26/1287 on 30th July 2026 requesting that plans be mindful of disruption to both wildlife and public right of way bordering the property.

10.3. Planning Decision:

10.3.1. PF/26/1151 – Solar Panels Thurgarton House. Approved.

10.3.2. LA/26/1157 - Solar Panels Thurgarton House. Approved.

11. TO DEAL WITH CORRESPONDENCE

11.1. The PC has received correspondence from the Cricket Club requesting support with a grant application from the ECB for equipment. The ECB requests evidence of tenure on the Green. The Cricket Club were provided with a supporting email and a memorandum of understanding, which the ECB says does not suffice. DH has researched Community Use Agreements, which request that the club submit fixture lists to the PC in advance of the season, amongst other things. DH also notes that there is an upcoming change of PC and whatever solution is reached must be of minimal impact to the next PC.

Action: Clerk to produce a package of information for the Cllrs in advance of discussing the issue at the next PC meeting.

11.2. Cllrs discussed an approach by a resident who had seen a welcome booklet for new residents in a neighbouring Parish, and suggested this may be a good idea for new residents of the Parish. TH felt this would be a good idea. EH felt it was a good idea but a lot was already covered by the newsletter. RG questioned the means of delivery. A member of the public offered to create the booklet. Proposed DH/2nd TH – all in favour. RESOLVED to create a welcome booklet for new residents.

12. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

- To elect a Chair.
- To consider bike racks for the play area.

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- To discuss the Village Fayre
 - To consider the committee holding all funds from 2026 for use in 2027.
 - To consider amending the traffic and marshalling systems.
- To discuss school parking.
- To consider the need for both NALC and NPTS subscriptions.
- To decide village Christmas plans.
- To reconsider an additional bank signatory.
- To receive an update on the grass cutting tender.
- To receive an update on hedging for the play area.
- To discuss Q2 budget and Q2 Internal Scrutineers report.
- To consider and agree the 2027/28 budget.
- To consider and agree the 2027/28 precept.

13. CONFIRM DATE AND TIME OF NEXT MEETING

2 November 2026 at 7pm

Meeting closed 20.27pm

ALDBOROUGH and THURGARTON PARISH COUNCIL

Sadie Prime, Parish Clerk

Email: clerk@aldboroughandthurgarton-pc.gov.uk

Signed/dated

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Appendix 1:

Aldborough and Thurgarton Parish Council

List of Payments for authorisation, September 2026.

Payee	Description	Amount
Expenditure for confirmation		
For authorisation		
D. Hooker	Reimbursement for Glass-HOLT, reglaze damaged frame	£61.33
T.Hooker	Reimbursement for Ben Burgess Wildlife area cutting	£45.28
S.Prime	Reimbursement for HMLR plans to support pub community asset nomination	£7.00
Ildborough Community Centre	Hall Hire	£12.00
Hugo Fox	Email Accounts Aug-Sept	£11.99
Hugo Fox	Website Aug-Sept	£11.99
HMRC	Month 4 (Jul – Aug) PAYE tax	£63.20
For ratification		
ICO	Registration 26-27	£47.00
HMRC	Late filing penalty Month 3 24-25	£102.16
HMRC	Late filing penalty Month 6 24-25	£306.49
HMRC	PAYE bill month 6 25-26	£30.30
HMRC	Q1 PAYE Tax Bill 2026	£211.10
HMRC	Late filing Interest	£2.19
HMRC	Late filing Interest	£6.61
HMRC	Remaining Q1 PAYE Tax Bill 2026	£64.15
URM	Glass recycling	£17.80
Sadie Prime	Clerk's salary July	£253.20
Sadie Prime	Clerk's salary August	£278.44
N Power	Electricity	£85.90
N Power	Electricity	£94.30
Payments received		
	Bench Maintenance	£100.00
HMRC	Q1 VAT Return	£113.89

Key:

To be issued to councillors prior to a council meeting.

Expenditure for confirmation: e.g. annual inspections that are upcoming - Playground

For authorisation: e.g. payments that need to be signed off at the meeting

For ratification: e.g. any standing charge – D/D

U.M. Doby
01/09/26

Signed/dated

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Signed/dated

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Payments received: e.g. donations, precept

Signed RFO:

Date:

Spokane

7/19/26

Signed Chairman:

Date:

Signed/dated

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Appendix 2:

Most of the issues flagged do not score highly in terms of risk. We have debated thresholds to act previously and most of the issues highlighted need monitoring but probably do not need immediate action.

That said it's worth noting that some of these issues are likely to worsen and we may need to act in the foreseeable future.

Examples include-

The uneven surfaces around the seesaw's and the little disc these have wear from feet where the grass has worn away but don't present much risk, the latter though has got an overgrowth of soil and grass which could be easily chopped out I did think of doing this a month or so ago but it seems likely that part of this is a large ants nest and they were very active at that point.

The grass around the table tennis table is also quite worn but again probably not at the point of urgent repair.

Notched chain links and strimmer damaged post bases do not need immediate remedy. We have previously debated protecting these bases but most protections would not allow the wood to breathe and if it sweats may encourage a faster decay ?

That said, we could potentially cut back the grass by 6 inches , gravel or of the like, which would mean the grounds guys wouldn't keep chewing the posts. I guess cheaper options would ask them to lave the grass around the base.

The only thing that seems to have escalated is one of the posts on the swings has some decay and as such earns a moderate risk score. Looking at this there is a 'chunk' broken from the surface of the post but the integrity does not appear compromised and I do t think carries immediate risk. However, we probably need to factor in replacing this over the next year or so but we need to be happy enough to 'park' this recommendation for the time being. The frames of these swings are very expensive but we maybe able to replace the singular post. I guess it depends if the other posts quickly catch up in decay terms and we may just end up chasing the problem every year or so

Lastly dog ban signs are recommended and we may need to consider this along with our hedging plans and potential cycle rack based on consensus.

The basketball board: we do need to tidy this up and I'll look at it further

Signed/dated

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