



ALDBOROUGH and THURGARTON PARISH COUNCIL

MINUTES OF THE MEETING OF ALDBOROUGH AND THURGARTON PARISH COUNCIL Held in the Community Centre Monday 6th July 2026

Present: R. Gadsby (Vice-) (RG), D. Hooker (DH), T. Hooker, (TH), J. Mumford (JM), S. Prime (Parish Clerk).
1 member of the public

1. APOLOGIES FOR ABSENCE

Cllr. Helen Hudson, Cllr. Guy Fiske, Cllr. Emily Harrod.
Cllr. Callum Ringer & Cllr. John 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.

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

None noted.

5. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

A member of the public raised the increased risk of wildfires due to the hot and dry weather. Vigilance throughout the community concerning bonfires, BBQs, fireworks, etc., was encouraged due to the quick-acting and devastating nature of wildfires sweeping through dry arable land, such as the many fields of barley and wheat surrounding the local area. The parishioner raised concerns about the increased risks to elderly members of the community and those with limited mobility.

DH discussed the plan for emergency services access with the parishioner.

Action: Clerk to share information about wildfires on Facebook & the Parish website.

Action: TH to request 'What's on Aldborough' to share information about Wildfires.

Action: RG to publish information about Wildfires in the upcoming newsletter.

Action: Clerk to email NNDC and see what safeguards/plans are in place.

6. REPORTS

- 6.1. Reports for June and July from Cllr Callum Ringer were emailed to Cllrs prior to the meeting and were made available for members of the public to read should they wish to.

Signed/dated

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The Village Fayre report was produced by HH and read by RG in her absence. See Appendix 1 for the full report. DH proposed that the Fayre retains they're entire takings from 2026 in order to ensure they are able to facilitate 2027's Fayre.

Cllrs discussed issues with attendees violating parking and traffic orders which were in place for the enjoyment of the Fayre, the safety of the attendees, and access for residents. DH suggests cutting off road access from Victoria Cottage onwards in order to minimise these issues, and notes that the road closure permit is already in place for this. DH suggests considering alternative placement of marshals to assist with traffic issues.

TH suggests creating better parking options for attendees with mobility issues, in addition to the disability parking spaces which are already available.

Proposed DH/2nd RG – All in favour. RESOLVED for the Fayre to retain profits from 2026.

Action: Clerk to add Village Fayre to the September agenda to discuss further when the full council is present.

7. FINANCE AND REGULATORY

7.1. Actions for the Internal Audit were reviewed:

7.1.1. Cllrs reviewed the proposed Policy Schedule and confirmed publication. Cllrs noted that the Standing Orders were overdue for review.

Proposed JM/2nd DH – All in favour. RESOLVED to publish the policy schedule and review Standing Orders in advance of the next meeting.

7.1.2. Cllrs received an update from TH regarding the compliance of the Parish's Biodiversity Policy with the Environmental Act 2021. TH noted that the Policy is working well within the frameworks set out by the policy and has produced a statement to outline compliance, to be included with the policy.

Action: Clerk to add statement to Biodiversity Policy.

7.1.3. RG confirmed the appointment of HH as Internal Scrutineer to comply with Financial Regulations.

7.1.4. RG confirmed that ICO registration is active and that the certificate is now available online.

7.1.5. Clerk confirmed that May's payment schedule was published alongside the minutes, and that the same will happen for this meeting and for all future meetings.

7.1.6. Clerk unable to complete Quarterly VAT claim pending minimum threshold being met.

7.1.7. Clerk confirmed that the operation of a single cashbook is complete and active.

7.1.8. Clerk has identified that not all Policy Documents accurately reflect the current contact details.

Action: Clerk to update contact details on Policy Documents.

7.2. RG read out HH's first Quarterly Internal Scrutineers report in her absence. No issues of concern were identified.

7.3. VAT 126 has not been claimed yet this quarter. Clerk explains that once the statements for June are received the VAT claim should be able to be completed, as there will be over £100 to claim. At present there is only £69.57

7.4. Current invoices received. See Appendix 2.

Proposed JM/2nd DH – All in favour. RESOLVED to confirm payment of invoices.

Signed/dated

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7.5. Clerk shared an update on the current HMRC position. £444.32 had been misallocated from the previous clerk's PAYE tax towards fines which were not at that time visible due to the lack of access to the Government Gateway. The clerk had the amount re-allocated via HMRC PAYE Helpdesk. This left an outstanding amount in late payment fines (£408.65), as well as a small outstanding PAYE tax amount (£30.30), both amounts gaining interest due on top. The clerk has written several letters and made numerous phone calls requesting that the fines be removed in the same manner as the fines DH previously succeeded in having removed, to no avail. The clerk notes that this has taken a substantial amount of the weekly 5-hour budget for a sustained period.

DH suggests that the outstanding amounts be paid in order to stop the Parish accruing any further interest and to minimise further time spent by the clerk. DH suggests that he and the clerk then retrospectively contest those amounts, with the backing of the Vice Chair. DH also suggests contacting NALC to see if there is any recourse for Clerks having failed in their duties as Clerk/RFO, leading to the fines occurring.

Proposed DH/2nd JM - All in favour. RESOLVED to pay outstanding HMRC debts.

Action: DH and Clerk to draft a letter to the HMRC requesting that the fines be refunded.

7.6. Cllrs considered an additional bank signatory. RG offered. DH suggested waiting for a full Council meeting to offer the opportunity to Cllrs who have confirmed they will remain on the Council after May 2027.

Action: Clerk to add consideration of an additional bank signatory to the September agenda.

7.7. Clerk confirms that the Exercise of Public Rights went live on the website on 28 June and became active on 29 June. It will remain active for 30 working days.

8. THE GREEN

8.1. RG confirmed that the village sign is now fully renovated and in situ. DH notes that the sign has received positive feedback from attendees at the Village Fayre, and that the renovations cost a total of £469 (plus a small amount for an additional set of aluminium signs being made available for further future proofing).

8.2. Cllrs considered amendments to the Bench Policy:

8.2.1. Cllrs discussed a bench cap. DH stated that there are 13 benches in situ presently, including a memorial bench expected for delivery on Thursday. Cllrs discussed the financial and time burden for the maintenance of the benches. DH notes that poor-quality benches are difficult to maintain.

8.2.2. Cllrs consider adding a one-in, one-out clause to the policy.

8.2.3. Cllrs discuss alternatives to memorial benches such as bird boxes or flower planting.

Proposed DH/2nd JM – All in favour. RESOLVED to update the bench policy to reflect a maximum of 12 benches around the green, and a one-in, one-out policy with an active waiting list as needed.

Action: Clerk to update Bench Policy.

Action: Cllrs to consider alternatives for memorials.

8.3. TH gave an update on hedging for the play area. TH has applied for a branching-out grant from the Tree Council. TH hopes to be successful as the grant is for under £500 and expects confirmation by mid-August. TH notes that planting the trees will be a community effort, involving residents and the primary school.

Action: Clerk to add hedging grant update to September agenda.

Signed/dated

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8.4. RG confirmed that the new bin is in situ. TH has added the bin to the NCC collection round. Despite this, it was missed from the last collection. TH has emailed to ensure NCC have updated Serco, who undertake collection on their behalf. No further action required.

9. PARISH MATTERS

9.1 A request was received that the position of the pub within the village be protected as a community asset, as it has been in the past.

Proposed TH/2nd RG – All in favour. RESOLVED to make a request to NNDC for the pub to be re-registered as a community asset.

Action: Clerk to send TH's drafted request to NNDC.

9.2 Clerk has been unable to find options for noticeboards for Margaret Lily Way for under £500. DH suggests it is not cost-effective given that only 10 households voted in favour out of the number of residents in the immediate area. Cllrs supported efforts to increase inclusion through all areas of the village but didn't feel there was sufficient support from residents to move forward with the noticeboard. TH adds that there is now a member of the Parish Council from Margaret Lily Way.

9.3 TH outlines the effectiveness of having new Cllrs during this term to shadow the Parish Council, avoiding starting from scratch come May 2027, when it is anticipated some Cllrs may stand down. DH adds that an election costs £1500-£200 of taxpayers' money. TH suggests advertising in the hope of attracting a range of candidates & has designed a poster. Cllrs note that youth and energy would be of great benefit to the Council.

Proposed DH/2nd JM – All in favour. RESOLVED to recruit two new Parish Councillors.

Action: Clerk to check with NPTS if the council can temporarily increase it's numbers.

10. PLANNING

10.1. Cllrs reviewed planning applications:

10.1.1. PF/26/1151 – Solar Panels Thurgarton house. No concerns.

10.1.2. LA/26/0971 - Solar Panels Thurgarton house. No concerns. Cllrs note that the Parish is in favour of renewable energy.

10.2. Cllrs Received planning decisions:

10.2.1. PF/26/0662 – Approved.

10.2.2. RV/25/2455 – Approved.

DH added that a parishioner had approached him regarding the appeal to Rectory Farm. DH noted that there is no end date in place.

11. TO DEAL WITH CORRESPONDENCE

A parishioner approached the Parish to highlight graffiti on a road sign. DH will rectify.

RG noted correspondence from Cllr Guy Fiske in response to Cllr Callum Ringers' July update, and his concerns around funding being removed from the Parish, especially with regards to ongoing school parking issues.

Signed/dated

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12. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA

- To elect a Chair.
- To receive and discuss ROSPA inspection results.
- To consider putting out a tender for grass cutting on The Green.
- To reconsider an additional bank signatory.
- To receive an update on the hedging grant application.
- To discuss school parking.
- To consider amendments to the Village Fayre traffic system and marshal placement.

13. CONFIRM DATE AND TIME OF NEXT MEETING

7 September 2026 at 7pm

Meeting closed 20.05pm

ALDBOROUGH and THURGARTON PARISH COUNCIL

Sadie Prime, Parish Clerk

Email: clerk@aldboroughandthurgarton-pc.gov.uk

Signed/dated

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Appendix 1:

On the day of the Fayre, our bank account showed a healthy balance of £1155.60.

Cash collected on the day, after paying for bands and First Aid cover was £700.

The current balance with all except one payment in, is £1950.60. This is a very good position to be in, as last year we only broke even with £800. This is the bare minimum we need to put on a Fayre.

The success came from an increase in pitch fees from £10 to £15 on basic stallholder charges, with Charity Stalls being free in the past, this year the cost was just £10. We had 45 stalls.

The uptake for parking @ £5 each car showed a similar number to last year. The problem we have, as always, that for 190 drivers paying the £5 we have roughly 190 bypassing the carpark and parking anywhere else they can. Most annoyingly, around the green!!

The Fayre this year seemed to have a real buzz about it and many people commented that it felt very much busier than in the past. We had a very balanced choice on food options and the seating area near the food trucks and stage worked very well. The stage gave us a focal point and Penguins go Pop and the Shanty Sirens did it justice.

The pub and the Community Centre both report fabulous takings. All in all a very successful Fayre. We will start planning the next one early in February 2027.

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Appendix 2:

Aldborough and Thurgarton Parish Council
List of Payments for authorisation July 2026.

Payee	Description	Amount
Expenditure for confirmation		
For authorisation		
HMRC	PAYE Tax due 22/7/26	£311.10
NNDC	Emptying of bins	£829.92
N Power	Street light electricity	£99.22
TT Jones	Street light maintenance for Jul – Sept	£54.41
David Hudson	Village Sign works as per quote Q1370/2	£385.00
ROSPA	Play area inspection	£118.80
Hugo Fox	Website June – July	£11.99
Hugo Fox	Emails June – July	£11.99
For ratification		
Hugo Fox	Email accounts May – June	£11.99
Hugo Fox	Website May – June	£11.99
Cheverton Printers	Village sign printing – set 1	£84.00
Cheverton Printers	Village sign printing – set 2	£84.00
Roadware	New bin	£241.14
Gallagher	Insurance	£1,199.83
Sadie Prime	Clerk's Pay May	£442.90
URM	Glass recycling	£26.70
EON Next	The Green Electricity	£78.28
Hugo Fox	Emails April – May (listed in May's meeting but unsigned)	£11.99
Sadie Prime	Clerk's Pay	£291.06
Payments received		
HMRC	VAT Return for 25-26	£1,602.59

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

Payments received: e.g. donations, precept

Signed RFO:

[Signature]

Date: 6/7/26

Signed Chairman:

[Signature]

Date: 06/07/26

Signed/dated

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