

SMALLBURGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on the 10 January 2023 in Smallburgh Village Hall, commencing at 7:45pm

Present: Councillors Mr. C Dean, Mr T Hardingham, Mr K Wilby, Mr T Coleman, Mrs A Cousins and Mr R Debbage

Apologies: Cllr Mr T Urwin

In attendance: Cllr Mr N Dixon NCC & NNDC (arrived during section 7 and left after completing a County and District Update) C Drew, Parish Clerk and one member of the public.

1. APOLOGIES FOR ABSENCE
Cllr Mr T Urwin received and accepted.
2. APPROVAL OF THE MINUTES OF THE LAST MEETING
The minutes of the last meeting were approved and signed
3. MATTERS ARISING
Parish Clerk Confirmed that the Grass Cutting of the Playing Field is now going to take place in the spring.
Parish Clerk confirmed that moving Smallburgh Parish Council onto online banking is still outstanding
Parish Clerk confirmed that she is still liaising with highways about the car park at Smallburgh Staithe.
4. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA
None.
5. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR & POLICE REPORTS
 - a) Cllr Mr N Dixon (NCC & NNDC) asked for feedback about the bin collections. It was confirmed that on the whole things had improved.
 - b) A member of public had raised concerns about the position and the number of advertising signs that have appeared on the road side. **Action clerk will report these signs to highways and inform the public that they can also report the signs on the online system.**
 - c) A member of public asked for an update on the bungalow which has been built on the Yarmouth Road as they thought this has been refused planning permission. It was explained that planning had been granted for the Bungalow.
 - d) A member of public said a hedge on Union Road is encroaching on the road therefore making it difficult to pass cars when necessary. **Action Clerk to write to the homeowner to ask if they could cut the hedge back.**
 - e) A member of public said that a sign at the Burial Ground stating 'No Vehicle Access' has broken and needs replacing. **Action Clerk and the member of public will get quotes for a new sign.**
6. CORRESPONDENCE
 - a) Email – to note Broads Authority Plan 2022-2027 - **Noted**
 - b) Email – Jubilee Grant for Village Hall Improvements – **Noted**
 - c) Email – NNDC Town and Parish Council Engagement Forum 9th January– **Noted**
7. FINANCIAL AND ADMINISTRATION MATTERS
 - a) Review Budget report to date – **Reviewed and approved**
 - b) Review and adopt updated risk assessment – **Reviewed and Adopted**
 - c) To note 6 months accounts review – **Noted**
 - d) Budget Setting 2023/24 – **The budget at appendix 1 was agreed**
 - e) Precept Request – **It was agreed to increase the precept to £6000 -Action Clerk to email request to NNDC**

8. INVOICES APPROVED FOR PAYMENT.	£	
a) Parish Clerks salary (Dec & Jan) and expenses		471.18
b) NPTS (Clerk Election training – reclaimed £18		36.00
	Total payments	£507.18

Resolved: to make all payments as listed above

9. SMALLBURGH STAITHE - **Action – Clerk to move this item to the next agenda**
10. BT PHONEBOX - **Action – Clerk to keep this item on the agenda**
11. TREE AND HEDGE PROJECT
Dates have been organised for a hedge planning session on 21st January and 28th January. The target of 3000 trees/hedges will be met which is quite an achievement for a small village.
12. PLANNING MATTERS
Applications for consideration:
 - a. Applications for consideration: None
 - b. Notifications: None
 - c. Outstanding: None
13. ITEMS FOR REPORTING FOR FUTURE AGENDA
Smallburgh Staithe, BT Phonebox and Noticeboard
14. DATE AND TIME OF NEXT MEETING
The next meeting will be held on Tuesday 14th February 2023 in the Village Hall commencing at 7.45pm.

Signed:

Chairman

Date:

Appendix 1

SMALLBURGH PARISH COUNCIL BUDGET

	Actual Spend 2021/22	Budget 2021/22	Spend to date 2022/23	Budget 2022/23	Est spend to year end	Budget 2023/24	
PARISH EXPENDITURE							
Insurance.	239.64	275.00	267.58	275.00	267.78	275.00	No Change
Audit fees	40.00	50.00	50.00	50.00	50	50.00	No Change
Grass cutting - Playing field.	753.46	880.00	916.06	890.00	916.06	1750.00	Increase in line with agreed new contract
Grass cutting - Burial Ground.	600.00	600.00	600.00	600.00	600	600.00	No Change
Northern boundary strim - Playing Field	160.00	350.00	0.00	350.00	0	350.00	No Change
Annual Risk Assessment - Burial Ground & Staithe	0.00	250.00	500.00	600.00	500	600.00	No change
Tree maintenance - Burial Ground	0.00	500.00	1390.00	500.00	1390	500.00	No change
Staithe Tree work	0.00	100.00	276.67	100.00	276.67	100.00	No Change
Staithe grass cutting	461.28	357.00	446.64	480.00	446.64	480.00	No Change
Mooring and Slipway	0.00	0.00	0.00	0.00	0	0.00	
Town and Country News inserts.	0.00	50.00	0.00	50.00	0	0.00	Decision to not include inserts
Defibrillator						100.00	Purchase of defibrillator
Repairs and Renewals.	83.33	50.00	0.00	50.00	0	50.00	No Change
Subscriptions and Publications.	145.00	150.00	170.50	150.00	170.5	175.00	Increase in line with quotes for subs
Printing, Postages, Stationery & administrative exps.	74.80	250.00	70.99	200.00	70	200.00	No Change
Hire of Village Hall.	0.00	200.00	100.00	200.00	150	200.00	No Change
Parish Clerk's salary.	2831.95	2525.00	2448.85	2525.00	2682.19	2750.00	Increase in line with new pay scale
Mileage	17.50	0.00	12.15	0.00	12.15	15.00	Mileage to be included
Section 137 - charitable donations	50.00	400.00	0.00	400.00	100	400.00	No Change

NNDC, possible election expenses.	0.00	0	0	0.00	0	1190.00	Election costs received	
Councillor Training	0.00	100.00	0.00	100.00	0	100.00	No Change	
Clerk Training	125.00	250.00	481	250.00	463	250.00	No Change	
Total Parish expenses.	5581.96	7337	7730.44	7770.00	8094.99	10135.00		
VAT	297.61		1037.00					
Total	5879.57	7337	8767.44	7337.00		10135.00	increase	2798.00

	Actual Income 21/22	Budget 20/21	Income to Date 22/23	Budget 22/23	Est Income to year End	Budget 23/24
PARISH INCOME						
Precept	5720	5720	5720.00	5720	5720	6000
Mooring fees	1243.5	1246.5	832	1246.5	832	832
Bank interest.	1.32	5	5.09	5	5.09	5
Slipway fees and donations	861.67	0	294.14	0	294.14	300
Slipway donations Bank Boats	861.68	0	294.15	0	294.15	300
To be taken from reserves other	42.50	0	1300	0	1300	2698
Total Parish income.	8730.67	6971.5	8445.38	6971.5	8445.38	10135
VAT	0		543.53	0	543.53	
Total	8730.67	7052	8988.91	6971.5	8988.91	10135

Tax base	191.24	
Band D Charge	31.37	
Increase % on Council Tax	3.80%	
General reserve		7500
Earmarked reserve	Burial Ground	4800
	Staithe and Slipway	4000

Total Reserves	16300	
Current balances held	23084.00	21953.37
Estimated Balance at year end	21953.37	
Difference between budgeted spend and year end spend 2021/22	1457.43	
Difference between budgeted spend and estimated year end spend 2022/23	-324.99	