**SMALLBURGH PARISH COUNCIL**

Minutes of the Parish Council Meeting held on the 8th July 2025 in Smallburgh Village Hall, commencing at 7:45pm

Present: Cllrs Mr T Urwin (Chair), Mr C Dean, Mr K Wilby, Mrs J Cavanagh, Mrs A Cousins and Mrs A Holmes

Apologies: Cllr T Hardingham

In attendance: C Drew, Parish Clerk and two members of the public.

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received from Cllr T Hardingham and were accepted.

1. TO APPROVE THE MINUTES OF THE LAST MEETING

The minutes of the Parish Council Meeting dated 10th June were approved and signed

1. MATTERS ARISING
2. The Clerk confirmed that an invoice has been received for the Parish Council share of the Parish Partnership funded dropped kerb project. **Action Clerk to contact highways to find out when this work will take place before paying the invoice.**
3. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA

None.

1. PUBLIC PARTICIPATION, COUNTY & DISTRICT COUNCILLOR & POLICE REPORT
2. Cllr N Dixon said that he would update the meeting on the NNDC perspective and the NCC perspective on LGR. Firstly Cllr Dixon said that NNDC have offered presentations to the public on their proposal (Cllr Holmes confirmed she had attended one of the presentations). Cllr Dixon said that their proposal is to recommend 3 unitary councils for Norfolk. Cllr Dixon said that the presentation did not look at the costs involved. Cllr Dixon confirmed that the proposal needs to be submitted by 19th September.

Cllr Dixon said that NCC have looked at all options and are proposing that there is one Unitary Council. Cllr Dixon said that the County have looked at costs closely and they have detailed that there would be cost savings with one unitary council, slight savings with two unitary councils and that it would cost the County with 3 Unitary Councils. Finally Cllr Dixon encouraged the Parish Council to respond to the consultation on behalf of the Parish Council as well as individually.

1. A member of public explained that they had attended the meeting as they wanted to bring a sewerage scheme to the attention of the Parish Council which could impact the parishioners of Smallburgh, in particular the homeowners on Low Street, Smallburgh. The member of public explained that they had been accepted on a separate scheme to provide soak-away tanks to individual home owners but that this scheme would not be offered to others. They had been contacted by a consultant who had explained that a new mains sewerage system is being installed for the village of Barton Turf and that any homeowners with a pond near the proposed new mains sewerage pipes were being contacted as they need to do a survey to check for protected species. The individual explained that they had asked the consultant if the residents on Low Street could access the main sewage if the pipes were going to be installed nearby but the consultant did not think so due to the direction of flow. The member of public said that sewage drainage is a problem in Low Street and it was suggested that if the residents would like to have the option of mains sewerage in the future, that they would need the support of the Parish Council. Councillor Urwin thanked the member of public for raising this issue with the Parish Council. **Action Clerk to contact the consultant to find out more about the proposed mains sewerage scheme. Clerk to put this as an item on the next agenda.**
2. CORRESPONDENCE
	1. To note email re Local Government Reform Presentation **Noted**
3. FINANCIAL AND ADMINISTRATION
4. To review monthly budget report – **Reviewed and approved**
5. To review bank reconciliation – **Reviewed and signed**
6. To consider whether to put in a Parish Partnership Scheme Application – It was decided to put in an application for a new bus shelter on the A149. **Action Clerk to contact more suppliers**
7. To decide whether to go ahead with the proposed bus shelter – as above the Clerk will contact some more suppliers. It was decided that it is important to get the design right to protect bus users from the elements and from the fast traffic on the main road.
8. To consider the Tree Survey and the subsequent quote for recommended work. Cllr Cavanagh proposed to go ahead with the Target Tree quote for work on the trees Cllr Dean seconded and all agreed. **Action Clerk to contact Target Trees to ask them to go ahead with the work.**
9. To consider adopting the updated Standing Orders. Cllr Cousins proposed to adopt the Standing Orders Cllr Wilby seconded and all agreed. **Action Clerk to publicise the updated Standing Orders.**
10. To consider updating the Parish Website and to consider quote. This was discussed and it was agreed that the website needs to be update. **Action Clerk to seek further quotes to be considered in September.**
11. INVOICES TO APPROVE FOR PAYMENT

 £

1. Parish Clerks salary (July) 257.23
2. Target Trees (Annual Tree Survey) 360.00

**Total payments £ 617.23**

 Income to note

1. Mooring fees 393.40

**Total £393.40**

**Resolved: to note income and to make all payments listed above**

1. ADVERTISING SIGNS IN SMALLBURGH: The clerk read an email response from highways to say that they will keep in view but that advertising signs are not high on their agenda unless they cause a danger.
2. LOCAL GOVERNMENT REFORM

a) to consider questions from LGR Powerpoint from NNDC – these questions were considered and it was decided that there are no NNDC assets in Smallburgh

1. PLANNING MATTERS

a. Applications for consideration: None

b. Notifications: None

c. Outstanding: None

1. ITEMS FOR REPORTING FOR FUTURE AGENDA
2. Next Meeting is 9th September 25 in Smallburgh Village Hall commencing at **19:45pm.**

 The Meeting finished at 21.13

**Signed: Chairman**

**Date:**