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## Crimplesham Parish Council

### Minutes of the meeting of the Annual Parish Council Meeting for Crimplesham, Thursday 14<sup>th</sup> May March 2026, 6.45pm

**Committee Members:** Cllr Satur (Chair) Cllr Dodds (Vice-Chair), Cllr Woods.

**Those Present:** Cllr Satur, Cllr Dodds, Cllr Woods, CCllr Westman, M Hilton Clerk

**Public:** none

**Apologies:** BCllr Devulapalli, BCllr Moriarty.

#### MINUTES

- 1. Election of Chairman for the coming year and sign the declaration of acceptance of office:** Cllr Woods proposed and Cllr Dodds seconded the nomination of Cllr Satur as Chair for the forthcoming year. The Council approved the appointment, and Cllr Satur signed the Declaration of Office.
- 2. Election of Vice Chairman and sign the declaration of acceptance of office:** Cllr Satur proposed and Cllr Woods seconded the nomination of Cllr Dodds as Vice-Chair for the forthcoming year. The Council approved the appointment, and Cllr Dodds signed the Declaration of Office.
- 3. Welcome and opening remarks:** The Chair opened the meeting and welcomed those present.
- 4. To consider and approve apologies for absence:** these were approved.
- 5. To declare any conflicts and pecuniary interests on any items on this month's agenda:** none received.
- 6. To approve the minutes from the last meeting:** these were approved and signed by the Chair.
- 7. Public Forum:** No members of the public were present.
- 8. To receive an update of the Action Log:**
  - Leaning trees at the top of Main Road remain a low priority for Highways, and the Council will continue to monitor the situation.
  - Playground Inspection: The councillors agreed to carry out minor repairs and clean the equipment when the weather improves.
  - The Give Way sign has still not been installed. Highways advised that it will not be illuminated as part of a countywide effort to reduce illuminated signs. The issue has remained unresolved for more than six months, and the damaged surface also needs repair. The Council asked CCllr Westman to follow this up with Highways.
  - A grit bin has been installed outside the playground.
- 9. To discuss any general correspondence:**

Correspondence was received about speeding through the village. Cllr Satur will contact the parishioner to ask whether they would like to set up a Community Speed Watch team. The Council also discussed moving the 30mph speed sign further back, and the Clerk will contact Highways about this. Police have recently been in the area, and at the next SNAP meeting Cllr Dodds will ask how many speeding motorists were caught. The parishioner also reported removing a large amount of rubbish from the village, including televisions and a fridge.
- 10. To update the Assets Register, if necessary:** The Council confirmed that the register was correct.

#### 11. Reports from individual Councillors, Council Groups and Clerk:

Clerk to the Council; Melanie Hilton Mobile; 07368 420237 Email; [clerk@crimplesham-pc.gov.uk](mailto:clerk@crimplesham-pc.gov.uk) 15<sup>th</sup> May 2026

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- i. Planning applications: none received.

Cllr Westman thanked the Council for the invitation, noting that this was the first Parish Council meeting he had attended since being elected the previous week. He informed the Council that he sits on the planning committee at Breckland. He also said this was the biggest change in the county council in 120 years. From May 2027, ward boundaries will also change, with each ward represented by one borough councillor.

### 12. To consider and receive reports on Health and Safety issues:

- A bag of rubbish was recently left next to the clothing bank at the playing field. It contained a large knife, which Cllr Satur reported to the police; they asked him to dispose of it. Given the location, the incident was considered highly irresponsible. The clothing bank is now emptied weekly because the recycling centre no longer accepts clothing.
- It was noted that the Borough Council no longer collects small electrical items and is also unable to collect large items following a recent fire at the recycling centre in King's Lynn.

### 13. Finance matters

- i. To note and approve monthly expenditure. This was noted.

#### Payments for April 2026 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	17.65	0.00	17.65	EP	working from home allowance, mileage to March meeting
Melanie Hilton	405.85	0.00	405.85	EP	25 Hours
HMRC	114.94	0.00	114.94	EP	Month 12
NALC	96.00	19.20	115.20	EP	Payroll 2025/26
NPTS	182.90	36.58	219.48	EP	Subscription April 26 to March 27
Crimplesham Parochial Church Council	900.00	0.00	900.00	EP	Grant for Churchyard Maintenance (pd 23rd/3/26)
SSE	137.13	6.86	143.99	DD	Street light energy
Cozens	75.00	15.00	90.00	SO	Street Light Maintenance
<b>TOTAL</b>	<b>1,929.47</b>	<b>77.64</b>	<b>2,007.11</b>		

#### Payments for May 2026 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	67.55	11.51	79.06	EP	working from home allowance, Wix website
Melanie Hilton	340.89	0.00	340.89	EP	21 Hours
HMRC	86.56	0.00	86.56	EP	Month 1
BCKLWN	455.52	91.10	546.62	EP	Dog waste disposal
BCKLWN	267.12	0.00	267.12	EP	Bin collection fortnightly
Robin Goreham	45.00	0.00	45.00	EP	Internal Audit 2025/26
Limetree	55.55	0.00	55.55	EP	Spring Newsletter printing
Methodist Church	16.00	0.00	16.00	EP	Hall rental 19th March 2026
SSE	142.65	7.13	149.78	DD	Street light energy
Cozens	75.00	15.00	90.00	SO	Street Light Maintenance
<b>TOTAL</b>	<b>1,551.84</b>	<b>124.74</b>	<b>1,676.58</b>		

- ii. To note income and expenditure balances reconciled from the previous month: this was noted.
- iii. To note the QPAB: this was noted
- iv. To note the Internal Auditor report: this was noted with no recommendations.
- v. To approve **Section 1 of the Annual Governance and Accountability Return 2025/26 – *the Annual Governance Statement***: The Clerk read this aloud, and it was approved by the Council and signed by the Chair.
- vi. To approve **Section 2 of the Annual Governance and Accountability Return 2025/26 – *the Accounting Statements***: This was approved by the Council and signed by the Chair.

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**Crimplesham Parish Council**

- 14. To propose agenda items for the next meeting.** Please send any items to the Clerk at least one week before the meeting.
- 15. To confirm the date and time for Full Council Meeting – 16<sup>th</sup> July 2026 18.45pm**
- 16. Close:** the meeting closed at 19.21pm

**Signed by the Chair** ..... **Date** .....