



East Rudham Parish Council

Annual Parish Council Meeting Minutes

Tuesday 6th of May 2025 from 7.30pm at the Village Hall

Parish Councillors present: Malcolm Pearson (Chairman), Tony Elburn (Vice Chairman), John Dawson, Mark Tizard, Trevor Davis, Rosemary Weeks and Sue Jones.

Parish Clerk and Cllr Morley

There were no members of the public present.

1. To elect the Chairman

Cllr Pearson was proposed by Cllr Jones, seconded by Cllr Tizard and all in favour. Cllr Pearson duly elected as Chairman.

2. To elect the Vice Chairman

Cllr Elburn was proposed by Cllr Dawson, seconded by Cllr Weeks and all in favour. Cllr Elburn duly elected as Vice Chairman.

3. To sign the Declaration of Office by Chair, Vice Chair and Clerk.

4. Welcome and to receive apologies for absence.

The Chairman welcomed all those present.

Apologies were received from Cllrs Hibbert and Spencer. Apologies accepted.

5. To receive declarations of interest in items on the agenda and consider any requests for dispensations

There were none.

6. To approve the minutes of the meeting held on the 1st of April 2025

The minutes were approved without amendment, proposed Cllr Dawson, seconded Cllr Jones and signed by the Chairman as a correct record.

All in favour who were present at the meeting.

7. To hear from Borough Councillor

Cllr Morley:

The Government have requested the Local Government Reorganisation by September 2025. There will be a significant difference with far less Borough Councillors. Still going for a Unitary including King's Lynn, Breckland and half of North Norfolk.

More housing is due to be built including the development in Hunstanton.

8. Open forum for Public Participation: an opportunity to hear from members of the public – None

9. To receive updates from council members

- 9.1 Jack's Lane Windfarm community fund – Cllr Davis advised that the next meeting will be on the 12th of June 2025. Cllr Tizard has put in an application for the inflatable chair. £10k is available and decision will be made on the 12th of June.

- 9.2 SAM– Cllr Elburn advised that the SAM unit located by Groveside had failed, which seems to happen often and could be down to interference? Cllr Weeks suggested moving the post and Highways to approve, maybe by the Old Police House. Cllr Spencer had sent in the report for West Rudham.
- 9.3 Inflatable Chair - Cllr Tizard advised that the application for funding with Chiplow Wind Farm had been declined and has applied to Jack's Lane Windfarm.
- 9.4 Clerks report – The internal audit for 24-25 has been completed and all good. The AGAR has been completed for approval.
3 calls from residents requested info on Devolution and advised to check the page on our website. Also received calls from residents regarding the ongoing traffic lights.
The bus shelters have been cleaned and look great. Cleaner advised that they should be cleaned every 4-6 months as it took a long time to get the foliage cleared.
Still having no luck in sending emails to Cllr Weeks and Cllr Dawson will forward.
- 9.5 Devolution – web page updated when new information is received.
- 9.6 Bin emptying charges – paying monthly via direct debit.

10. Open Spaces & Highways Issues

- 10.1 Kerbing Project – Cllr Elburn advised that he had contacted the NCC funding contact who will send details to Highways, and we should then get a timeline.
- 7.2 Village Green - Cllr Elburn was thanked for cutting the grass. The pub is looking to put benches on the green under the same conditions as last year and this was agreed by all. The Trod at the top needs clearing. A caravan parked on the green for a short time causing slight damage to the kerbing. Agreed that enlarged signage to be added facing West. Cllr Weeks suggested wooden posts could be used, similar to those at Houghton. Check on any potholes – need exact location and images for reporting.
Cllr Pearson advised that the fencing has had more breaks which will be repaired.
Cllr Jones raised an issue with youths using the play park at night and music could be heard.

11. East Rudham Cemetery & Churchyard

Cemetery – David Weir has started work on the cemetery and it is looking very good. Cllr Pearson advised that a couple of graves require lowering.

Church – Cllr Pearson advised that some rubbish has been cleared, and Cllr Elburn was checking on the timber leaning against the wall. Scaffolding will go up at the end of May/beginning of June and permission has been given to stop the Jackdaws getting into the clock by wiring up the hole. Forthcoming Historical weekend to consider.
The storage space is now available for use and the flagpole to be looked at in the future.

12. Newsletter and Facebook page

Cllr Weeks confirmed that the deadline for the next Newsletter is the 10th of May.
The Publisher software used for the newsletter is now going to cost £89.99 per year and it was agreed that the Parish Council can cover this cost.

13. Financial Matters

13.1 To approve the bank reconciliation and payments/receipts for April – approved. Proposed Cllr Tizard, seconded Cllr Jones and all in favour.

13.2 To approve the payments for May to date – proposed Cllr Jones, seconded Cllr Tizard and all in favour:

C Boyden	Salary	253.11	
HMRC	PAYE	63.40	
C Boyden	Expenses	26.00	
K & M Lighting	Street light maintenance	39.73	Standing order
BCKLWN	Dog Bin emptying monthly	79.09	Direct Debit
R. Newstead	Bus shelter cleaning	150.00	
Dan Andrews	Internal Auditor	40.00	
Clear Councils	Annual Insurance	873.74	

13.3 The year end accounts were approved by all.

13.4 The AGAR, Certificate of Exemption form 2, Annual Governance Statement Section 1 and Accounting Statements, Section 2 were proposed by Cllr Tizard, seconded Cllr Dawson and all in favour. These documents duly signed by the Chairman and Clerk.

13.5 The insurance renewal was approved by all with an increase of £113.90

14. Planning Matters

No applications or decisions

15. Communications

15.1 Letter from Houghton regarding the August Festival received

15.2 Letter from Age UK regarding donations – usual donation at year end.

16. Receive items for next agenda and note the date of the next meeting

The date of the next meeting will be on the 3rd of June 2025

To include the Bus Stop Shelter near the war memorial – funding of 80% available.

The Chairman thanked everyone for attending and closed the meeting at 8.21pm.

Signed by Chairman:

Date: