

Strumpshaw Parish Council

Minutes

Council meeting held at 7pm on Tuesday, 21 July 2026 at Buckenham and Hassingham Social Club, Carrs Road, Buckenham, NR13 4HL.

Present: Ellie Buckton (Chair), Russ Blake (Vice Chair), Brian Jones, Tina McAulay, and Bob Morgan.

In attendance: Tanya Rowlandson (Clerk). Members of the public: six, including Jan Davis (County Councillor and District Councillor).

1. **Apologies**
Eleanor Laming, District Councillor sent her apologies.
2. **Declarations of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest**
Cllr Bob Morgan declared a non-pecuniary interest in Item 9, Buckenham Ancient Woodland Trustee.
3. **Minutes of the Meeting held 19 May 2026**
These were agreed as a true record of proceedings.
4. **Matters Arising**
None.
5. **Public Open Forum and to receive the updates from Count Councillor Jan Davis and District Councillors Jan Davis and Eleanor Laming**
County and District Councillor Jan Davis presented highlights from his County Councillor report, followed by key points from the District Councillors report. Copies of both reports are attached to these minutes.
 - No matters were raised by members of the public.
6. **Chair's Update**
Village Gateways - *see 16.1*.
7. **Community Hall Committee (CHC)**
Sarah Cartwright (CHC Chair) presented the update (report attached). Council noted that the Community Hall is now six years old, and future budgets will need to account for repairs and improvements to fixtures and fittings, including the fence and fire doors.
8. **Speed Awareness Message Sign (SAM2)**
Bob Hunt reported that average speed remains 27mph, with 26,000 vehicles recorded in the past month (one direction) and a highest speed of 55mph at 22:25. He will continue reviewing historic data.
Council noted that the warning sign near the Buckenham Wood car park entrance needs clearer hazard messaging. The Clerk will raise this with Highways, and council discussed whether BADCOG might be able to trim the hedge on parish-owned land if required.
9. **Buckenham Wood**
Cllr Bob Morgan met Lizzie Archer and Holly Mackenzie (Broadland District Council) to inspect the Future for Nature Fund path improvements and tour the wood. BADCOG have held two further work parties, continuing sycamore removal and dead-hedging. The additional bleed kit has been donated to The Shoulder of Mutton. BAWT reported a disposable barbecue incident in their section. SPAR does not sell disposable barbecues; the Co-op does, and BAWT will ask them to stop selling them.
A Buckenham Wood Working Group meeting will be scheduled to review the management plan (Sheridan Sayer submitted the final draft on 21 July).
10. **Casual Vacancies**

Council discussed actions to fill the two outstanding councillor vacancies and noted potential interest from Richard Claxton. Council will reach out with an invitation to discuss the role.

11. Neighbourhood Plan

Council received an update on the status of the Strumpshaw Neighbourhood Plan.

- Broadland District Council formally adopted ('made') the Plan at its Council meeting on 21 May 2026. The *Referendum Version* of the Neighbourhood Plan remains available on the Council website.
- Following adoption, the title page and introduction will be updated before the final published version is released. Printed copies will be produced via external printers.
- The Broads Authority adopted the Plan at its Planning Committee meeting on 3 July 2026.

No further action was required at this stage.

12. Community Emergency Plan

Bob Hunt circulated the initial draft and continues to develop the plan. Bob suggested establishing a working group, meeting every six months, to support ongoing review and progress.

13. Village Fayre

Cllr Ellie Buckton is progressing plans to reinstate a traditional village fayre next year, with games and stalls on the green space by the church, to raise funds for the Parochial Church Council (PCC). She has discussed the event with Bob Cameron (The Shoulder of Mutton) and will approach Elizabeth Cameron regarding games. Hilary Hammond (PCC) is supportive. A member of the public questioned whether fundraising could support wider local causes; no decision was made.

14. Annual Policy Reviews

14.1. To review the risk assessments and to consider any necessary action

Council reviewed the current suite of risk assessments. No amendments were required, and Council confirmed that the documents remain fit for purpose. No further action was identified.

14.2. To review the asset register and to consider any necessary action

Council reviewed the updated asset register. The register was noted and approved, with no additional actions required.

15. Finance

15.1. Review of payments and income against budget and to approve payments and note income received

Council reviewed payments and income against the approved budget. All payments were authorised, and income received was noted.

15.2. To check bank reconciliation reports against bank statements

Council verified the bank reconciliation reports against the corresponding bank statements and confirmed that all reconciliations were accurate.

15.3. To check the reserves

Council reviewed the reserves position and confirmed that current reserve levels remain appropriate.

15.4. To consider annual grant payments to BADCOG and Strumpshaw with Hassingham and Buckenham PCC

Council agreed annual grants of £775.00 to the PCC (churchyard grass cutting) and £350.00 to BADCOG (conservation work within parish).

16. Clerk update and correspondence received

16.1. Parish Partnership Scheme 2026/27 - Village Gateways

Both sets of gates are now stored at the Community Hall and are awaiting installation, with works to be scheduled by Norfolk County Council. A

£200.00 donation to Brundall Men's Shed, plus £50.00 for additional material costs (paid under s.137), has been made.

Council agreed the wording for the gates: "**Strumpshaw - Please Drive Carefully**".

16.2. Norfolk County Council - Bus Shelter Grant Scheme 2026/27

The grant application was submitted on 14 July 2026 following receipt of the Street Furniture Licence. Council noted the Westcotec quote of £5,773.00 (excl. VAT), including installation and hedge cutting. Under the 80/20 funding split, the parish council contribution of £1,154.60 will be met from remaining Neighbourhood Plan funds. Council agreed that the Clerk will write to the occupier of 30 Norwich Road only once the grant outcome is confirmed, to advise of the required hedge trimming and offer the option to complete the works themselves or via contractors. Neighbours will also be notified at that stage. Highways advised that "Beware Horses" signs cannot be authorised under current Cabinet restrictions on new signage.

16.3. Norfolk County Council - notice of deposit

Council noted the Norfolk County Council notice of deposit D26 11, dated 11/05/2026. The deposit does not affect any existing public rights of way recorded on the definitive map; all current routes remain available for public use. It confirms that the landowner does not intend to dedicate any additional public rights of way and normally includes acknowledgement of existing routes.

16.4. Complaint

Council noted a complaint regarding the decision not to allow the Community Hall to be used as the polling station for the Norfolk Police & Crime Commissioner by-election. The member of the public had contacted the Elections Team at Broadland District Council, the Community Hall, the Clerk and the Chair. It was agreed that the Chair, Ellie Buckton, will respond on behalf of the Parish Council.

16.5. Annual Allotment Inspection

Council noted the findings of the inspection on 15 July 2026.

- Plot 1 is under-utilised with creeping thistles and other weeds. The Clerk will issue a formal notice to improve and confirm whether the plot holders wish to retain the plot.
- Plot 6 requires holly and ivy to be trimmed back from adjacent land. The Clerk will obtain a quotation from Kevin's Landscaping & Gardening Services for the work.

17. Restated Accounting Statements 2025/26

Council considered the restated Accounting Statements 2025/26, prepared following identification of a transposition error in the Box 8 figure in the 2024/25 column of the previously approved statements. The restated Accounting Statements were approved, and Council authorised the Chair to sign the corrected version for submission to the external auditor (PKF Littlejohn).

18. Date of the next meeting

Tuesday, 15 September 2026 at 7:30pm, Strumpshaw Community Hall
The meeting closed at 8:45 pm

Chair's Signature Date