

**MINUTES OF THE ANNUAL MEETING OF UPPER SHERINGHAM PARISH
COUNCIL HELD IN THE VILLAGE HALL ON 14th MAY 2026 at 6.15pm**

Present:

**Mr Dorey (Chairman), Mr Knowles (Vice Chairman),
Mr Battha-Pajor, Mrs Hunt & Mrs Scott-Stone
Cty Cllr Liz Withington, Dst Cllr Bailey
Sally Gill, Parish Clerk**

4469. Election of Chairman

Mr Knowles proposed that Mr Dorey is re-elected as Chairman for the ensuing year, seconded by Mrs Scott-Stone. It was agreed. Mr Dorey signed the declaration of acceptance of office.

4470. Election of Vice Chairman

Mrs Hunt proposed that Mr Knowles is elected as Vice Chairman for the ensuing year, seconded by Mrs Scott-Stone. It was agreed. Mr Knowles signed the declaration of acceptance of office.

4471. Apologies for Absence

Dst Cllr Heinink sent apologies.

4472. Declarations of Interest on Agenda Items

There were none on this occasion.

4473. Minutes of the Meeting of 5th March 2026

Mr Knowles proposed acceptance of the minutes of the meeting of Upper Sheringham Parish Council held on 5th March 2026, seconded by Mr Battha-Pajor. The Chairman signed the minutes

4474. Co-option to Casual Vacancies

The Parish Council have advertised the two vacancies but to date no-one has applied.

4475. Public Participation

No members of the public were present.

4476. Police

a) Newsletters from the Police are circulated to members on receipt.

4477. County Council

a) Cty Councillor Report

Former Cty Cllr Vardy previously sent an annual report giving information on NCC projects delivered during 25/26, this was circulated to members.

b) A148 Safety Improvements

Mr Dorey had been unable to attend the latest meeting at High Kelling regarding improvements to the A148 led by MP Steff Aquarone. An update to be received later in this meeting from Cty Cllr Withington.

c) An Other Highway Matters

There were none on this occasion.

4478. District Council

a) Dst Councillor Report

Dst Cllrs Heinink and Bailey sent a report giving information on:
Brown tailed moth caterpillars at West Cliff, Cromer
Kerbside collection of batteries
Domestic food waste collections
Dst Councillors Actions for Residents

b) Register of Interests

NNDC monitoring officer has contacted local councils to ask members to review and if appropriate amend/update their register of interests. This correspondence has previously been circulated.

4479. Planning Matters

a) Planning Application TW/26/1098

The Parish Council have written to NNDC noting concern that three of the trees in this TPO application, T1, T2 and T3 are all adjacent to the boundary wall which previously had flints fall onto the road with repairs taking a while to be carried out. The concern being that growth of trunks and roots may in future cause damage to the wall which could become a highways safety issue if flints fall onto the road and would like this issue looked at before any decision is made on the TPO.

A previous planning application TPO/26/0400 with a proposal to fell trees at 33 Chapel Yard, Lodge Hill includes the three that now have a TPO application, the Parish Council support this application.

The case officer informed that with an application for the removal of protected trees the applicant should justify removal and for this application needs to obtain an expert assessment on the wall concerned. On receipt of the report NNDC will act accordingly.

It was agreed to reply to the case officer reiterating the Parish Council's concerns with the TPO application and that they would like to see this matter dealt with quickly. Dst Cllr Bailey will be copied in to the reply.

4480. Finance

a) Payments

Clerk's pay, 1st April to 30th June 2026, £608.40
HMRC Clerk's tax, 1st April to 30th June 2026, £152.10
Admin expenses, 1st April to 30th June, £109.02
Npower, street light electricity, February, £29.78
Npower, street light electricity, March, £28.30
NPTS, annual subs, £72.43
Community Heartbeat Trust, Defib pads, £89.94
TT Jones, street light maint, April to June, £16.01
J Boxall, Internal audit, 25/26, £100
Zurich, annual Council insurance, £435.26
Mr Knowles proposed making the above payments, seconded by Mr Battha-Pajor. It was agreed.

b) Accounts for 2025/2026

1. Appointment of Internal Auditor for 2025/2026 – Mr Knowles proposed that Jo Boxall is appointed for the internal audit, seconded by Mrs Hunt. It was agreed. The internal audit report was noted.
2. External Audit 2025/2026 - Mr Knowles proposed that the Parish Council claim exemption from an assurance review, seconded by Mrs Hunt. It was agreed.
3. End of Year Accounts for 2025/2026 – Mr Knowles proposed acceptance of the 25/26 accounts, seconded by Mrs Hunt. It was agreed.

4. AGAR Governance Statement – Mr Knowles proposed approval of the governance statement, seconded by Mrs Hunt. It was agreed.
 5. AGAR Accounting Statements – Mr Knowles proposed approval of the accounting statements, seconded by Mrs Hunt. It was agreed.
 6. Mr Knowles proposed that Jo Boxall is appointed as internal auditor for the 2026/2027 accounts, in the sum of £25 per hour, seconded by Mrs Hunt. It was agreed.
 7. The internal auditor gave advice to: link the Parish Council website to the NNDC website members register of interests, include an insurance value column on the asset register, to upload the asset register onto the website and also to claim back vat on the PC mobile phone.
- c) Income, Expenditure and Bank Balances**
 Receipt was noted of income, expenditure and bank balances to 30th April 2026.

4481. Parish Matters

a) SAM Update

The SAM3 has been ordered, with delivery hopefully by the end of May. Nick Wright who previously looked after the SAM has confirmed he will continue to do so when the new one arrives for the same as the previous monthly amount of £25.

Cty Cllr Withington joined the meeting.

Cty Cllr Withington was welcomed to the meeting and gave an update on the following.

Attended a meeting earlier in the day with regard to safety improvements along the A148 from High Kelling to Cromer. A map was circulated to members giving current speed limits and accidents. Also a further map showed proposed speed limits, the main stretches not including villages to be reduced to 50mph, this speed limit indicates a hazard. All the proposed changes to be funded. Lodge Hill junction will be cut more frequently than scheduled if needs be. Cty Cllr Withington will email the maps to the Clerk for circulation to members. It was noted the roundabout at the A148/Holway road junction is still awaiting funding.

Regarding local government reform the government had advised the first order would be in May, however it will not now be until later in the year. Organising the statute in Dec/Jan for an election to be called in February means a very tight time schedule.

4482. Correspondence Previously Received and Circulated

Norwich Western Link project update

Local Government Re-organisation

Norfolk Ramblers correspondence regarding Rights of Way (prev circ). The Clerk informed members of the map identifying footpaths that the Clerk held along with definitive statements. The two main footpaths in the village are regularly walked with residents informing if there are any issues along these footpaths. The Clerk will upload the map and statement to the Parish Council website.

4483. Any Other Business for Information Only/Items for the Next Agenda

Mr Battha-Pajor asked for litter to be cleared from Lodge Hill and Weybourne Road.

Mr Knowles noted the correspondence received from a resident regarding civic accountability and candour notices re local government organisation.

4484. Date of Next Meeting – Thursday 2nd July 2026 at 6.00pm

There being no further business the meeting closed at 7.02pm

ChairmanDated.....