

ERPINGHAM with CALTHORPE PARISH COUNCIL

Clerk to the Council: Martin K Campbell Well Cottage, High Street, Southrepps, Norwich, NR11 8AH

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Minutes of the Ordinary Meeting of the Council

held on Wednesday 12th November 2025

Present: Mr Glen Carr, Mr Bill Goreham, Mr Gerry Cox, Mr Rob Goodliffe (Chairman), Mr Stephen Green, Mr Richard Reeve and Mr Alan Witham; in attendance Cllr J Toye (NNDC) and four members of the public

1. In the chair Mr R Goodliffe welcomed all present; apologies were received from Cllr S Penfold (NCC).
2. Declarations of interest – none
3. The Council approved the minutes of the Ordinary Meeting of the Council held on September 10th 2025, proposer SG, all in favour.

3. Matters arising

- 4.1 Highways matters - the 20 mph limit proposal would be revisited in January.
- 4.2 Paths – (also 8.1)
- 4.3 Calthorpe defibrillator – a location continues to be sought

5. Planning

- 5.1 Littlewood Lodge, Butts Common, 2-storey extension (25/1339) – approved.
- 5.2 Land N of the Street, new 3-bed dwelling (25/2309) – the Council has no objection.

6. Finance

6.1 Report – the Clerk advised that, although the budget review and setting of the precept was on the agenda the NNDC timetable would allow the Council to defer these items until the January meeting, which would also include the decisions about grants for the year. The 2nd-half precept (£6985) had been received.

6.2 Quotations for resurfacing the MUGA; the Council had received the quotations and WG explained the differences; the Council approved the Simons Landscaping quote, proposer GCa, all agreed. The Clerk would place the order.

6.3 To agree a contribution to the Village Hall acoustic panels installation – the Council agreed to support the scheme with a grant of £1000, proposer GCa, all agreed.

6.4 To consider the budget review and first-cut 2026-2027 budget – item deferred

6.5 **To determine the Parish Precept for the year 2026-2027** – item deferred

6.6 The Council approved en bloc the following payments due, proposer RR all in favour

- E.ON, electricity	£53.86	(cheque 0776) *
- Erpingham Village hall, room hire	£69.00	(0777)
- K Richardson, grass cutting	£225.00	(0778)
- Royal Brit Legion, donation	£50.00	(0779)
- Mark Eade, bus shelter	£90.00	(0780)

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- Play Inspection Co	£113.94	(0781)
- Clerk's salary [Oct, Nov]	£387.68, 387.68	SO

The cheques were signed. * signed outside the meeting.

7. Play Area

7.1 Health and Safety report inc Annual Safety Inspection – the 2025 report had been circulated to members with no increased risks from 2024. The 'check' book was presented by GCa and signed off by the Chairman.

7.2 Rectification work – Council members reviewed the site meetings (3 members, Clerk) and the quotations/costs had been circulated. The Council noted that the annual reports differed in their conclusions/risk status so determined to make minor cosmetic improvements. The Clerk would obtain revised quotations for new swing seats, the wooden ramp, a new scramble net and the unstable upright post, including installation costs.

8. Council business

8.1 To review and progress the new path project – inc review of quotations received – members had received the outcome from the issue of invitations to quote and the Chairman updated the Council on the progress for obtaining a licence from NNDC. The Council decided to approve the quote from Elite, proposer RR, all agreed, and proceed when the licence had been issued to the parish council. KIT would be advised and a Notice of path closure would be needed.

8.2 To adopt an **IT Policy for Erpingham with Calthorpe Parish Council**. The policy was duly adopted, proposer WG, all agreed, and signed; it would be placed on the Council's website. The Clerk advised that the new Council email address was in operation and invited any members of the Council to contact him for details of their own new email address for their Council business. He reminded members that participation was optional but using a personal email placed a duty on members to observe GDPR regulations.

9. Reports

9.1 Clerk's Report – the Clerk advised that he would have to re-enrol the Council with the Pensions Regulator, as required, by 31.3.26. The next meeting is scheduled for **Wednesday 14th January 2026**.

9.2 Members' Reports - Cllr JT (NNDC) gave a brief report on current issues.

WG had laid a wreath at the Remembrance Service, and updated the Council on the SAM sign, the defibrillator battery, and 10 years of the Erpingham Hub.

SG asked that 'affordable homes' be included in the next agenda.

RG suggest the Council consider bus shelter renewals with Alby w/Twaite pc.

With no other business the meeting closed at 20.45

Signed Chairman January..... 2026