

ERPINGHAM with CALTHORPE PARISH COUNCIL

Clerk to the Council: Martin K Campbell Well Cottage, High Street, Southrepps, Norwich, NR11 8AH
Telephone: 01263 834551 Email: clerk@ec-pc.norfolkparishes.gov.uk

Minutes of the Annual Meeting of the Council

held on Wednesday 27th May 2026

Present: Mr Glen Carr, Mr Gerry Cox, Mr Rob Goodliffe (Chairman), Mr Bill Goreham, Mr Stephen Green, Mr Richard Reeve and Mr Alan Witham.

1. In the chair Mr R Goodliffe welcomed all present; apologies were received from Cllr C Ringer (NCC), Cllr J Toye (NNDC)
2. Appointment of Chairman - The Chairman asked for nominations as Chairman and SG proposed Rob Goodliffe, seconded by GCa. With no other nomination Rob Goodliffe was re-elected as Chairman. He signed his Declaration of Acceptance of Appointment.

Following nomination by SG, Gerry Cox was proposed as vice-Chairman and with no other nominations was duly elected vice-Chairman. Other responsibilities were agreed: WG: MUGA, SNAP, SAM2 sign and defibrillator; GCa play area checks; Village Hall attendance on rotation; PC governance – RG.

3. Declarations of interest - none

3. Finance

4.1 The Council adopted the Accounts for 2025-2026, proposer RR, all in favour. The Accounts and Cashbook were signed by the Chairman and Clerk.

4.2 The Council approved the AGAR Certificate of Exemption, proposer WG, all in favour.

4.3 The Council received the Annual Report of the Internal Auditor 2025/26, proposer WG, all in favour.

4.4 The Council approved AGAR Section 1 (the Annual Governance Statement 2025/26), proposer RR, all in favour. The form was signed by the Chairman and Clerk.

4.5 The Council approved AGAR Section 2 (the Accounting Statements 2025/26), proposer WG, all in favour. The form was signed by the Chairman and Clerk.

4.6 The Council re-appointed Roger Canwell as Internal Auditor for the current year, proposer GCo, all in favour.

4.7 The Council re-appointed the Clerk as Responsible Financial Officer, proposer WG, all in favour.

4.8 The Council reviewed the budget for 2026-2027 as presented and it was adopted nemcon. The Clerk was asked to consult Norfolk ALC over any better savings account facilities than that currently enjoyed by the Council.

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4.9 The Council approved en bloc the following payments due, all agreed:

HMRC April payment paye/NIC	£162.46	Letter resubmission
E.ON, electricity,	£54.95	(cheque 0235) *
Play Inspection Co. (resubmission)	£113.94	(0236) *
Ewing, payroll service	£174.00	(0237)
NALC, subscription,	£199.50	(0238)
Roger Canwell, internal audit fee,	£55.00	(0239)
K Richardson, grass cutting	£316.00	(0240)
W Goreham, reimburse defib pads	£89.00	(0241)
NNDC, waste/dog bins collections	£1035.84	(0242)
Gallagher Insurance, annual premium	£1542.71	(0243)
Elite Equipment, path construction	£21,030.00	(0244)
Norfolk ALC, website service	£111.72	(0245)
Clerk's salary payslip [Apr, May]	£387.68, £387.68	

The cheques were signed (* signed outside the meeting)

5. The minutes of the Ordinary Meeting of the Council held on March 11th 2026 were approved and signed, proposer SG, all agreed.

5.1. To consider any matters arising: Highways matters – NCC had acknowledged the mis-placement of the village entry sign.

6. Planning – no business

7. Play Area - (Health and Safety) report/maintenance update – there were no new issues. Minor repairs are in hand.

8. New path project – the path itself had now been completed and the Council considered enhancements (seats/dog bins etc). One or two seats are envisaged. The Clerk would contact the parishioner who had indicated a wish to provide a memorial seat. One dog bin would be acquired for the Eagle Road end. A bird nesting box was planned, as was a table tennis facility. The key to the 'drop-post' would be held by the Clerk and NNDC.

9. Reports 9.1 Clerk's Report – the Clerk had passed on a letter from NNDC concerning the need for members to keep their Register of Interests advice to the Monitoring Officer up-to-date. He would re-circulate the email. The date for the next meeting is **Wednesday 8th July 2026** at 7.30 pm.

9.2 Members' Reports – WG advised that the new defibrillator pads had been installed and another defibrillator is now located at Manor Farm, Calthorpe.

AW advised that a Sir Thomas Erpingham memorial is planned for near the Village Hall, and he questioned the early verge cutting programme which blighted the wild flower display this year.

With no other business the meeting closed at 20.30.

Signed Chairman

July..... 2026