

# **BACTON AND EDINGTHORPE PARISH COUNCIL**

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## **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**

**HELD MONDAY 14<sup>TH</sup> SEPTEMBER 2026 - BACTON VILLAGE HALL @ 7PM**

**Present:** Susan Holden (Chair), Coral Salih (Vice Chair),  
Lynn Day, Gill Cullingford, Christine Smith, Jan Rush  
Richard Kimble, Ian Witham, and Stephen-Humphreys White  
**Others:** Lucy Shires - NCC and Pauline Porter - NNDC (partial)

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**  
All Council Members were present.
2. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**  
There were no interests declared or dispensations authorised.
3. **To approve Ordinary Parish Council Minutes 13<sup>th</sup> July 2026**  
These had been circulated and it was resolved that they be signed by the Chair.
4. **Resolution to adjourn the meeting for public participation - NNDC and CC Reports (15 minutes allowance)**  
*Members of the public are invited to give their views on Parish affairs at the discretion of the Chair, for no more than 15 minutes.*  
**Resolved to open the meeting to the public.**

**Lucy Shires, NCC** - introduced herself and detailed her monthly report which can be adapted as required. Updated on the LGR in is currently postponed. The NNDC elections should be held in 2027 with Mayoral elections in 2028. It is unknown when the Unitary elections will be held. A “wc tour” took place with the cleanliness of Bacton’s facilities being assessed as needing attention.

Members discussed issues of parking around the school and this would be discussed with Highways. LS

**Pauline Porter, NNDC** - invited everyone to a Flood Wardens Ceremony which was being held on the 15<sup>th</sup> September to commemorate the life of the originator of WEEVA. The 3 storm drains for Walcott would be installed and the TRO’s had been issued. It was suggested that the Parish Council investigates another drain near to the Poacher’s Pocket/ice cream van location. Agenda

**Resolved to close the meeting to the public.**

**5. To consider Financial Matters**

**5.1 To receive bank reconciliation and note receipts and review reserves**

The bank reconciliation was detailed and members reviewed and noted reserves.

**5.2 To agree payment schedule and approve payments**

|                                             |          |
|---------------------------------------------|----------|
| <b>Payments paid external to meeting</b>    |          |
| Countrystyle Recycling                      | 72.00    |
| HMRC - Tax                                  | 3.20     |
| Clerk                                       | 752.00   |
| EON Pavilion                                | 31.07    |
| Tesco Mobile - flood wardens                | 12.16    |
| Service charge (August)                     | 7.00     |
| <b>Payments to be authorised at meeting</b> |          |
| Richard Kimble (dog warden)                 | 44.85    |
| Clerk - expenses                            | 154.36   |
| Secret Gardens                              | 1,682.11 |
| PFK Littlejohn (external audit)             | 378.00   |
| EON Next - Pavilion                         | 22.20    |
| Kevin Richardson                            | £445.00  |

**Resolved to pay enbloc.**

**5.3 To receive expenditure against budget**

Expenditure against budget was circulated which members noted.

**6. To consider purchase of replacement bench outside the Village Hall**

The Clerk circulated a report detailing two suggested options A or B. It was resolved that the Council purchase unit B at a cost of £572 plus VAT and installation.

EP

**7. To consider and appoint contractor to install additional perimeter fencing at the playing field (funds drawn down from 106 agreement) together with a new bench for the dog enclosure zone**

The Clerk circulated a detailed report informing Council members of the specification for the project. Three quotations had been sought and two received. It was resolved that due to the time constraints of weather and the risks involved of the current fencing the Council suspended Financial Standing Orders to progress this project and address the health and safety issues. The funding for this project was via the 106 monies drawn down from the Flagship housing allocation. Council resolved to appoint supplier B - Secret Gardens at a total cost of £7,900 plus VAT for fencing and remedial groundworks and £495 plus VAT for the concrete slab for the bench. The Clerk would liaise with the supplier and ensure that a risk assessment was submitted and would project manage the installation.

EP

**8. To consider and review correspondence**

|                                                 |                                     |
|-------------------------------------------------|-------------------------------------|
| NCC - Norwich Western Link                      | Circulated                          |
| Coastwise Coastal Transition Plan               | Circulated                          |
| PFK Littlejohn - invoice and end of year report | Noted                               |
| Lucy Shires - NNDC - monthly reports            | Circulated                          |
| NCC - Parish Partner Scheme                     | Council resolved not to participate |

**9. Allotments**

**9.1 To consider the installation of a replacement gate at the allotments and authorise expenditure**

Council reviewed the two options for materials to be utilised. It was resolved that a new galvanised field gate be installed with matching posts and anti-theft hinge lock at a cost of £760.00 plus VAT from Secret Gardens. The Clerk would liaise and manage the project.

**9.2 To consider yearly increase in allotment rent for 27-28**

Council resolved not to increase the allotment rents for the year 2027-2028.

**10. Clerk report and report on Matters Arising (updates and for information only)**

**GENERAL**

**10.1 Village maintenance programme including transfer of village planters -**

It was anticipated once the new fence was installed that the designated planters would be moved to the playing field.

**10.2 Installation of replacement bin at playing field - installed**

**10.3 K6 Door for BT Red Telephone Box - being monitored and deferred**

**10.4 Drains along the Keswick Road - cleansing - reported to Highways**

**10.5 Odour along Coast Road - reported to Steff Aquarone reference SA 10132**

The Clerk would chase Steff Aquarone.

EP

**10.6 Household bins, The Green, Edingthorpe - with NNDC for follow up**

The County Councillor would review the matter with Callum Ringer, NNDC.

**10.7 Installation of 2 picnic benches within play area - these had both been installed.**

**THE PAVILION**

**10.08 Refurbishment of Extension of time - the Clerk was asked to pass on the tenants thanks for their generosity and understanding for the delay.**

Progress was being made and it was anticipated that the agreed date of April 2027 would be met.

**LAND AT Highbanks**

**10.09 Volunteer recruitment**

No volunteers had been forthcoming however, a voluntary conservation group had been contacted who might be able to assist with the area.

**11. To review and consider Planning if received and agree response**

|         |                                         |                                                                                                                                                    |                                                             |
|---------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 26/0641 | Flat 1 By The Sea Coast Road            | Change of use and subdivision                                                                                                                      | Refused                                                     |
| 26/0937 | Northfield, North Walsham Road          | Erection of detached garage (retrospective)                                                                                                        | Approve                                                     |
| 26/1172 | Western Cottage, The Wild, The Green    | Ext and internal works for reconstruction of the collapsed cottage                                                                                 | Withdrawn                                                   |
| 26/1163 | Western Cottage, The Wild, The Green    | Reconstruction of the collapsed cottage                                                                                                            | Withdrawn                                                   |
| 26/1321 | Castaways                               | CLD - lawful use                                                                                                                                   | Lawful use                                                  |
| 25/2284 | Land North of Village Hall - Coast Road | Village open space                                                                                                                                 | Approved                                                    |
| 26/1868 | Great Barn, Walcott Road, Bacton        | Conv of attached cart shed barn to additional living space for dwelling - associated ext alts including installation of windows in front elevation | Council resolved they had no objections on the application. |

**12. To Receive Reports from Councillors and items for the next Agenda**

**Richard Kimble** - highlighted the restricted Beach at Cable Gap. There is a welcome side and a no dog side and the signage needed to be refreshed. Three jet skis were launched off of the beach and this has been investigated with NNDC. There are no restrictions however, the vehicles are subject to regulations. There needed to be additional signage to cover jet skis at this part of the beach covering the 1<sup>st</sup> May to 30<sup>th</sup> September. This matter has been taken up with NNDC.

Beach Road flood boards are missing and this has been reported to NNDC for action.

The Annual Village Hall Meeting will be held on January 8<sup>th</sup> - currently there are two Trustees standing.

**13. To confirm date of the next Meeting  
Bacton Ordinary Parish Council Meeting -  
Monday 9th November 2026 - Bacton Village Hall @ 7.00pm**

There being no further business the meeting concluded at 8.30pm

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**SUSAN HOLDEN - CHAIR**

**9<sup>th</sup> November 2026**