

**BACTON & EDINGTHORPE  
ANNUAL PARISH MEETING  
MINUTES  
MONDAY 11<sup>TH</sup> MAY 2026  
HELD @ BACTON VILLAGE HALL – 7.00PM**

SUSAN HOLDEN - CHAIRED THE MEETING

IN ATTENDANCE 10 MEMBERS OF THE PARISH, 3 REPRESENTATIVES FROM NATIONAL GAS  
AND ELAINE PUGH - CLERK TO COUNCIL

**1. Chair's Review/Report for the year 2025-2026**

Susan Holden welcomed all attendees to the meeting. Susan highlighted that it had been an interesting and progressive year. Finally, the Flagship Housing project is progressing. The Council agreed to adopt a parcel of land on the Coast Road from Flagship which formed part of the 106 agreement and we are currently waiting confirmation of the title deeds from the Land Registry.

The Council has been maintaining and making future plans for the play and the former bowls club area. The former bowls club area has been cleared and is converted ready for use as additional allotments. We received funds of £14,950 to prepare the area which was specified for this use in the 106 agreements; the facilities had not been utilised for many years. New fencing was also installed to protect the sites.

For the play area we received funds of £18,820 to purchase new play equipment. These funds have been spent on various new units including the zip wire which have been installed. The new facilities are being well used and enjoyed which is lovely to see.

We also applied for change of use for the Pavilion at the playing field. This was eventually granted and an ongoing project for the unit being made for a new café which we are all looking forward to visiting.

Various initiatives for the benefit of the parish have been carried out including liaising with the History Group on the updating and repair of the war Memorials for World War I and II at Bacton Church.

The Council engaged with the community along Mill Lane to try and resolve problems with the road surface. Residents along the Lane were canvassed but due to the substantial funding and legal complexities it was not possible to move forward with this project.

Regular maintenance has been ongoing including all the defibrillators in the Parish which are regularly checked and financially supported with the replacement of batteries, pads and other items required.

The VAS sign (flashing speed sign) has been re-instated by Highways at the entrance to the village from North Walsham to assist with speeding issues.

In Edingthorpe new signage has been erected at Highbanks. A second defibrillator has also been installed and the land at Highbanks continues to be managed by the community, and we thank them for their input.

Donations by the Council included £300 to Wild Touch, £363 to Little Pirates and NCT (Norfolk Community Transport) £200.

A presentation was received from Coastwise to discuss the Transition Plan for Bacton & Walcott. This was to inform on the Transition Plan for Bacton and Walcott in order that the villages will be protected for the future of our important coastline.

We would like to thank the flood and dog wardens - you are all very much appreciated. We would also like to thank all of our volunteers who assist the council in any capacity.

Personally, I would like to thank all the Council members for their commitment and also our excellent and hard-working Clerk to the Council.

## 2. To approve Annual Parish Minutes 12<sup>th</sup> May 2025

The Minutes had been circulated and were duly signed by the Chair.

## 3. To receive presentation from National Gas (BGT) (15 minutes max)

Three representatives from National Gas attended the meeting to give a brief overview of the plans to extend the complex.

OFGEM has allocated funding for 9 years to bring National Gas up to the correct standard for the next 20 years. There is lots of work to do. The current compound is not fit for use going forward and there is a planning application to upgrade the unit to take up the balance of the current area. The structure will be greener and moving towards solar panels for energy. A planning application is due to be submitted. Assessments have already been made with regard to a traffic and management plan, Landscape, Heritage, Health and Safety with the involvement and consultation of Highways.

At the recent community consultation important points were raised and this has impacted the planning application. The online forms are still available for the community to feedback into the consultation. It is understood that the additional traffic is an issue to the community and additional signage will be deployed to assist with contractors accessing the site. It is anticipated that the working pattern will be 8-5 however, if work dictates then, they would need to move to 24 hours.

The terminal needs to be in situ for another 20-25 years. National Gas is able to help with volunteering with each member allocated 2 days per annum.

The Clerk would inform of community contacts.

EP

## 4. Receive annual reports from local organisations

Bacton Village Hall had supplied a report which detailed that the hall was doing extremely well and that hall hire was a strong income stream. Additional funds had been received from the clothing bank, fund raising and interest from funds held.

## 5. Floor open to Parishioners

Concerns were raised with the condition of the "Duke" which was noted.

Issues with rubbish being deposited near to a bench - this is fly tipping and the only way to address this is with clear evidence.

There being no further business the meeting concluded at 7.45pm.

**BACTON AND EDINGTHORPE PARISH COUNCIL**  
**ELAINE PUGH - CLERK TO COUNCIL – 01692 402998**  
 RAYNHAM HOUSE, 10 NEW ROAD, NORTH WALSHAM, NORFOLK, NR28 9DF  
[WWW.BACTONANDEDINTHORPEPC.CO.UK](http://WWW.BACTONANDEDINTHORPEPC.CO.UK)  
[CLERK@BACTONANDEDINTHORPEPARISHCOUNCIL.GOV.UK](mailto:CLERK@BACTONANDEDINTHORPEPARISHCOUNCIL.GOV.UK)  
**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**  
**HELD MONDAY 11<sup>TH</sup> MAY 2026 - BACTON VILLAGE HALL FOLLOWING THE**  
**ANNUAL PARISH MEETING**

**Present:** Susan Holden (Chair), Coral Salih (Vice Chair),  
 Stephen Humphreys-White, Richard Kimble, Lynn Day,  
 Gill Cullingford and Ian Witham

**Others:** No members of the public were in attendance

1. **To Elect a Chair for 2026-2027 and receive declaration of acceptance of office**  
 Council resolved that Susan Holden continue as Chair to the Parish Council.  
 (Acceptance of Office form duly signed).
  
2. **To appoint a Vice-Chair for 2026-2027 and receive declaration of acceptance of office**  
 Council resolved that Coral Salih continue as Vice-Chair to the Parish Council. (Acceptance of Office form duly signed).
  
3. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**  
 It was noted that Jan Rush was not in attendance and no apologies had been received prior to the meeting by the Clerk.  
 The Clerk would write accordingly. EP
  
4. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**  
 There were no interests disclosed or dispensations authorised.
  
5. **To approve Ordinary Parish Council Minutes 9<sup>th</sup> March 2026**  
 The Minutes had been circulated and it was resolved that they be signed by the Chair.
  
6. **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.*  
 Council resolved to defer as required.

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

26/0641	Flat 1 By The Sea	Change of use to form one self contained residential unit	Council resolved to object
25/0475	Castaways, Paston Rd	Variation of occupancy	Refused
26/0694	Greystones, Priory Rd	Erection - 2 wooden garages	15.05.26
26/0178	Hill Farm Stables, Stable Lane, Edingthorpe	LDF for existing works to roof of barn	Lawful

8. **To consider draw down of funds from the FLAGSHIP Housing 106 funds - £114,016 for:**
- 8.1 **Pavilion planning application/design - change of use £897.50**  
Council resolved that it draws down the funding. EP
- 8.2 **Reserved matters planning application - land at Coast Road - £1,879**  
Council resolved that it draws down the funding. EP
- 8.3 **New bin at play area £800**  
Council resolved that it draws down the funding. EP
- 8.4 **New fencing to playing field to replace wooden fencing which is beyond lifespan (to match green metal fencing - £10k)**  
Council resolved to draw down the funding. The Clerk would source 3 quotations and present the specification/design to the Council. EP

9. **To consider Financial Matters**

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

The Clerk and council discussed the bank reconciliation which was duly noted and signed by the Council.

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

KW Pest Control - moles	90.00
Bacton Village Hall	465.00
Parish Online	108.00
CAS insurance*	1,088.92
Clerk (expenses)	79.72
Richard Kimble - reimbursement	28.90
NPTS	276.00
Secret Gardens	1,110.00
Ros Calvert	90.00
Elaine Pugh (reimbursement of signage)	244.47
Kevin Richardson	655.00

\*CAS insurance additional premium to follow

**Payments made external to meeting**

Resident - electricity - defibrillator reimbursement	30.00
HMRC - NI contribution	36.90
JH Withers - hedge cutting	60.00
EON NEXT - 2 payments	66.80
Wave Water - Cubitt Memorial Field	54.33
Wave Water - Allotments	46.12

Resolved to pay enbloc.

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

**GENERAL**

- 10.1 **Village maintenance programme including transfer of village planters** - Work in progress
- 10.2 **Allotments** - payments being received 2026-2027 - reminder to be sent 1 allotment rent outstanding for payment
- 10.3 **K6 Door for BT Red Telephone Box** - to be assessed
- 10.4 **Stickers for grey bins re dog deposits** - printed and circulated as required.
- 10.5 **Openreach poles** - objection raised with BT - they may not progress with this installation, and it would be monitored.

**THE PAVILION**

- 10.6 **Refurbishment in progress**  
Members were disappointed that the unit was not open however, understood that work was being completed. It was agreed that the benches within fenced section be installed in the play area. The Clerk would review and supply suggestions for suitable locations to the Council. EP
- 10.7 **Play repairs completed**
- 10.8 **VAS sign on entering village** - installed and operational

**LAND AT Highbanks**

- 10.9 **Volunteer recruitment**  
It was noted that one volunteer had come forward and it was hoped that additional people would join in due course.

**11. To consider and review correspondence**

National Gas - project	Circulated
NNDC - 106 Officer re drawdown	Informed/Agenda
NCC - re urban grass cutting contract	Noted and invoice to be raised.
Resident requesting parking at Highbanks	Responded

**12. Annual Governance and Accountability Return 2025-2026 (AGAR)**

- 12.1 **To receive and agree the Accounts for 2025-2026**  
The Accounts had been circulated in advance of the meeting. Council reviewed the Accounts and resolved to authorise the Accounts for 2025-2026.
- 12.2 **To receive and consider internal auditor’s report for 2025-2026**  
Council reviewed the Auditor’s report and resolved to take the recommended actions to the next meeting.
- 12.3 **To consider and complete Section 1&2 of the Annual Return for 2025-2026 (no exemption)**  
Council reviewed Section 1&2 of the AGAR and understood that as the Council’s expenditure was over the £25k a full audit needed to be completed by the External Auditor. It was resolved that sections 1&2 of the Annual Return be signed.
- 12.4 **To consider and review yearly risk assessment**  
Council reviewed the risk assessment and it was resolved that it be adopted with the recommendations being actioned. EP
- 12.5 **To consider and review asset list**  
Council reviewed the asset list and it was noted that the new play equipment and benches had been added to the schedule for insurance purposes. Council resolved to adopt the asset list.
- 12.6 **To consider the re-appointment of internal auditor for 2026-2027**  
Council resolved to re-appoint Ros Calvert as the Internal Auditor for 2026-2027

**13. To appointment Councillors responsibilities for:**

- Gas Liaison Officer - Susan Holden
- Playing Field Monitor(s) - Richard Kimble, Lynn Day and Clerk
- Health and safety team - Richard Kimble, Steven Humphreys-White & Clerk
- Allotments - Clerk
- Management of land at Edingthorpe - Gill Cullingford and Ian Witham
- Footpaths - Gill Cullingford and Ian Witham
- Village Hall - Coral Salih and would then hand over to Richard Kimble

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

There were issues with dogs on the playing field adhoc - new notices had been put up however, they had been removed. New metal notices had been ordered with metal poles. These would be installed shortly. EP

A problem was reported with residents in Edingthorpe leaving their bins on the verges which caused difficulties for drivers and were unsightly. The Council had requested that NNDC Cleansing Department and via Pauline Porter resolve this however, no feedback had been received. The Clerk would write directly to each householder. EP

Drains along the Keswick Road needed cleaning - Clerk to report to Highways. EP

There was an unpleasant smell along the Coast Road at the junction of the North Walsham Road. This had been reported to the MP who was dealing with this. Anglian Water had stated they would resolve this however, it needed reporting again. EP

**15. To confirm date of the next Meeting  
Bacton Ordinary Parish Council Meeting -  
Monday 13th July 2026 - Bacton Village Hall @ 7.30pm**

There being no further business the meeting closed at 9.15pm.