

GOODERSTONE PARISH COUNCIL

MINUTES of the GOODERSTONE PARISH COUNCIL MEETING held at 6.30pm on Thursday 24th September 2026 in Gooderstone Academy.

In attendance: Cllrs Judy Chandler (Chair), Ian Chandler, Dymphna Pearce, Ann Melhuish, Robert Hartley & Helen Harding.

Members of the public: 4

Clerk: Mrs Lolly Cracknell

1. Apologies for absence

Apologies were accepted for Cllr E Coleman.

2. Declarations of Interest

None.

3. Minutes

The Minutes of the last Council meeting held on 20th July 2026 were APPROVED as a true and correct record of the meeting and signed by the Chair.

4. Public Participation

4.1. Reports from the Norfolk County Councillor and Breckland District Councillor, none received.

4.2. Members of the public.

A volunteer on the Himalayan Balsam group reported that the river from the Water Gardens to Clarkes Lane has been cleared, and some villagers have contacted the group regarding lack of water passing down the river, the group is investigating this and has contacted the Environment Agency for assistance and guidelines and also reported a historical sewage leak and are looking into water quality. General strimming has stopped as flower is in seed and it is not recommended to disturb at this point. Autumn and Winter will be used to raise funds and increase number of volunteers. Data is being collected to be sent to the environment agency to address all concerns.

"Gooderstone Himalayan Balsam" records are available on the irecord app and have been published so that anyone can view, the public can also request to be added to this survey to include and add their own additional data. A query regarding the new bus services, Clerk provided phone numbers.

5. Updates from previous meetings

5.1. Update on goal posts, they have arrived and will be fitted once contractor is available, and ground is suitable.

5.2. Update on dog fouling at the recreation ground, the additional signage has been placed and there have been no further reports since the last meeting.

5.3. Update on poppies and Tommy's for remembrance, they have arrived and will be put up by Cllr I Chandler near to remembrance onto the Parish Council own streetlights.

Email: clerk@gooderstone-pc.gov.uk Website: <https://gooderstone-pc.gov.uk/>

Tel: 07754 570306

- 5.4. Update on playground inspection recommendations. One quote has been received for approx. £300 plus any materials required materials, a budget of £1500.00 was APPROVED for materials and this contractor.

6. Finance

- 6.1. Up-to-date bank reconciliation was RECEIVED, See Annex A.
- 6.2. An accounts update was RECEIVED, budget reviewed, it was noted that the Ear-Marked Reserves needed amending on the Accounting Software, Clerk has contacted Scribe for assistance.
- 6.3. The payments and receipts, as presented were APPROVED, See Annex B.
- 6.4. It was APPROVED to set up an account on the SAAA Small Authority Portal, the new digital AGAR Portal for 2027 submissions. It will be mandatory by 2029.
- 6.5. The AGAR Section 3, External Audit Report and Certificate was RECEIVED, no comments.
- 6.6. The Notice of Conclusion of Audit was RECEIVED and the publication dates of 18th September to 2nd October 2026 were NOTED.
- 6.7. It was NOTED that the Notice along with the certified AGAR (Sections 1, 2 & 3), were published on the website and noticeboard on or before 18th September 2026 for a minimum period of two weeks.

7. Admin

- 7.1. It was APPROVED for the Clerk to set up an official Parish Council Facebook Page to be able to share updates and information, and for there to be a clause that no comments will be responded to via Facebook, and if the public require a response to please contact the Council on the official phone number or email.
- 7.2. The parish partnership scheme information for 2026/27, was considered, deadline is 1 December 2026. It was AGREED to investigate Part-time 20mph signs with flashing warning lights, outside schools, quote to next meeting for consideration. It was AGREED to investigate an official bus stop location opposite Elm Place, near to the internet box as it is the currently location of where the buses stop.
- 7.3. Breckland's Inspiring Communities Grant information was received, send to Himalayan Balsam group.
- 7.4. David Bracey's Playground Inspection and Invoice was received; it was AGREED to pay the invoice and confirm no work should be completed without formal approval.
- 7.5. Membership to Community Action Norfolk from 2/12/2026, annual fee of £20 was APPROVED.
- 7.6. The First aid training on 5th October 2026 with St Johns Ambulance was APPROVED, Councillors & Church invited, Clerk to invite other local groups.
- 7.7. Community Emergency Plan, no further action.

8. Village Management

- 8.1. Street Lighting updates.
- 8.1.1. It was NOTED Westcotec have contacted their supplier regarding the discoloured LED light boards, this is a problem they are aware of and replacement will be covered by the guarantee.

- 8.1.2. It was NOTED that the lights from the East end of The Street are on until 1:30am Clerk to contact TT Jones Ltd to ask for schedule.
- 8.2. To receive a SAM2 update, speed data was received.
- 8.3. To receive any Highways reports, none.
- 8.4. Report on Village Sign and consider any repairs. Cllrs I Chandler and R Hartley removed the sign and carried out an investigation. It was APPROVED to proceed with remediation works to stabilise the post, a budget of £100 for materials, Cllrs I Chandler and R Hartley to carry out.
- 8.5. The quote of £265.00 + VAT to replace the defibrillator battery considered, it was APPROVED to purchase from The Defib Pad for £208.33 + VAT plus £3.50 standard delivery. It was NOTED that the use by for defibrillator batteries is 4 years from installation, so will be required to be replaced again September 2030.
- 8.6. The quotes for defibrillator stickers for the phone box were considered, Lukes Signs £40.00 for stickers around the top was APPROVED, Cllr J Chandler to action.

9. Correspondence

- 9.1. Email from Breckland Heritage and Culture, regarding Historic Buildings Course on 23 September at Swaffham Assembly Rooms, circulated.
- 9.2. Email from Breckland regarding the National Scheme of Delegation for planning applications in England. Councillors can attend Parish events on 21st or 30th September 2026.
- 9.3. Notes from Anglian Waters Webinar on 3 September, circulated.
- 9.4. Breckland Town & Parish Forum invitation for Councillors, 21st September 5.30pm, 30th September 5.30pm, circulated.
- 9.5. Email update from NCC Deputy Leader.

10. Planning

- 10.1. Planning applications for consultation, none received.

11. Items for next agenda

- 11.1. Grass-Cutting Quotes
- 11.2. Internal Audit Quote for 2026/2027
- 11.3. To consider the meeting schedule for 2027.

12. Date of Next Meetings, all held at 6.30pm, Gooderstone Academy

- 12.1. Monday 16th November 2026, has been CANCELLED
- 12.2. Wednesday 18th November 2026
- 12.3. Monday 18th January 2027
- 12.4. Monday 15th March 2027
- 12.5. Monday 17th May 2027

Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the Council RESOLVED to exclude the press and public for the remaining items of the agenda, by reason of the confidential nature of the business.

13. Staffing

- 13.1. The Parish Clerk & RFO Job Description was reviewed it was AGREED to add administration of the Highways Surveyors Charity.
- 13.2. It was AGREED to appoint Sarah Hunt as locum Parish Clerk & RFO for maternity cover from 1st February 2027 and appoint as formal locum to be available in the interim period, if required, Cllr J Chandler elected to action locum cover if necessary.
- 13.3. The job advert was not required due to agreement of maternity leave and locum cover for the current Clerk. The terms and condition of employment were reviewed, and it was APPROVED to add to the terms for the locum and permanent Clerk from 1st February 2027, the LGPS Pension scheme and pay scale 17. PayScale and hours to be reviewed as necessary.

Meeting Closed: 20:13

Signed:

Dated:

Annex A, Item 6.1 Bank Reconciliation

A	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		20,372.56
	ADD Receipts 01/04/2026 - 31/08/2026		11,105.36
	SUBTRACT Payments 01/04/2026 - 31/08/2026		31,477.92
			5,979.27
A	Cash in Hand 31/08/2026 (per Cash Book)		25,498.65
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2026	0.00	
	Unity T1 Accounts 31/08/2026	3,239.45	
	Unity Instant Access Account 31/08/2026	22,259.20	
			25,498.65
	Less unrepresented payments		
			25,498.65
	Plus unrepresented receipts		
B	Adjusted Bank Balance		25,498.65
	A = B Checks out OK		

Annex B, Item 6.3 Payments & Receipts APPROVED.

GOODERSTONE PARISH COUNCIL - PAYMENTS APPROVED 24/09/2026

Vo	Code	Date	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
5	Precept	23/09/2026	Precept 2nd Installment	Receipt - Precept	Breckland Council	X	£ 7,001.00	£ -	£ 7,001.00
TOTAL RECEIPTS							£ 7,001.00	£ -	£ 7,001.00
33	Salaries	31/08/2026	Month 5 Payroll	Payment - Payroll		X	-£ 278.80	£ -	-£ 278.80
33	Admin Expenses	31/08/2026	Month 5 Payroll	Payment - Payroll		X	-£ 10.00	£ -	-£ 10.00
34	HMRC	31/08/2026	HMRC PAYE Month 5	Payment - HMRC	HMRC	X	-£ 69.60	£ -	-£ 69.60
35	Streetlight Electric	21/08/2026	Streetlight Electric 1.7.26 - 31.7.26	Payment - Streetlight Electric	npower	L	-£ 55.51	-£ 2.78	-£ 58.29
36	Internal & External Audit	10/09/2026	External Audit 25-26	Payment - External Audit	PKF Littlejohn LLP	S	-£ 210.00	-£ 42.00	-£ 252.00
37	IT Costs	17/09/2026	Web hosting Feed 26/27	Payment - IT Services	RLS Computer Services Ltd	S	-£ 190.00	-£ 38.00	-£ 228.00
38	IT Costs	17/09/2026	Microsoft 365 Subscription 2/10/26-27 - REFUND LC	Payment - Microsoft Annual Subscription	Microsoft	S	-£ 129.60	-£ 25.92	-£ 155.52
39	Streetlight Electric	05/09/2026	Streetlight Electric 1.8.26 - 31.8.26	Payment - Streetlight Electric	npower	L	-£ 66.20	-£ 3.31	-£ 69.51
40	Streetlight Maintenance	23/09/2026	Streetlight Maintenance Oct-Nov-Dec 26	Payment - Streetlight Maintenance	T T Jones Electrical Ltd	S	-£ 25.38	-£ 5.08	-£ 30.46
TOTAL PAYMENTS							-£ 1,035.09	-£ 117.09	-£ 1,152.18