

Barton Turf & Irstead Parish Council

Minutes of the Parish Council Meeting held on 15th September 2026 at 7pm

Attendance: Glenn Neave-Chairman (GN), Martin Mills (MM), Doreen Dean (DD), Phil Drake (PD), Helen McFadyen (HM), Neil Sanderson (NS).

4 members of the public attended the meeting.

An opportunity at the beginning of the meeting was given to Mr & Mrs Frisby who informed the council that as they are selling their property Providence Place in Barton Turf, they have been made aware that their existing septic tank system will need upgrading to new legislation standards. The current system and the new system require siting and drainage under The Common.

The Council called for an Extraordinary Meeting to be held on Tuesday 29th September 5.30pm at the NVH to receive information from their proposed contractor and discuss this further.

1. To receive apologies for absence

- Andrew Wilton (AW).
- In the absence of the Clerk, Helen McFadyen acted as minutes secretary.

2. To receive declaration of Councillors interests

- Phil Drake regarding works to The Black Shed.

3. To approve and sign the minutes of last meeting

- The minutes were agreed as an accurate record and signed by the Chairman.

4. Reports

- No reports have been received from County, District Councillors or the Police.
- Community Charity – No updates on matters other than The Black Shed (see later notes).

5. To receive updates on ongoing matters

- Wildlife working party – some cutting of hay and a general tidy up has been undertaken. NS reported that there is considerable reed and duck weed in the ponds.
- Black shed Update – having reviewed the Parish Accounts it was decided that there are enough funds available to continue work on The Black Shed. The works to be undertaken include: stabilizing finish to the interior walls on both levels, electrics, stud walls with plastering and painting (to the upstairs). From the quotes acquired, the most comprehensive and best value for the works required was from P.D. Drake Building Services.

The council (excluding PD) voted unanimously to accept the quote.

A start date for the works will be sought.

- New Victory Hall – All bookings are working well. A new dishwasher is required. DD reported that the income received does not cover the expenditure and therefore fund raising remains very important. There is currently no further action on additional solar panels.
- To consider feedback from NWT regarding the Gravel Holes - NS has met with Helen Greaves from Norfolk Ponds who was very impressed by the site and has suggested that simply scooping out some silt from the back of the site and moving it to the front section would improve the habitat. Helen's recommendations were to leave the current natural paths in situ and not to create any new ones. NS will speak to neighbours and local landowners.

Helen will investigate available grants.

- Benches in Barton Turf Area- it was decided that there is no available funding for this at present.
- Website update – NS will update the site as necessary until a new Clerk has been appointed.

6. **Highways Issues**

- No updates or issues.

7. **To note any correspondence**

- A thank you letter has been received from the Broadland First Responders for our donation.

8. **Finance**

- The Annual AGAR form has now been completed by the chairman GN (in the absence of a Clerk) on behalf of the Parish Council. It has been forwarded to the external auditors.
- The Chairman GN reported that he has collaborated the Year End Reports. These were then presented to the Councillors. The Council were also informed of payments which have been made to bring our accounts up to date:

Lowther's Gardening - £400.75 (Barton Turf Common)

Lowther's Gardening - £667.92 (Barton Turf Common)

Nicola Ledain (Clerk) £1864.20

Norfolk parish Training £149.76

Ray Penstone Smith (Irstead Staithe grass cutting) £135

Countrystyle recycling (Irstead) £18

Broadland First Responders £200

St Michaels PCC £275

Barton Turf PCC £225

Information Commissions office £47

Lowther's Gardening (Barton Turf Common) £667.92

Countrystyle recycling (Irstead) £30

Bank Balances as of 08/08/2026

PC current account £7178.55

PC business Premium account £2665.23

The Councillors are very grateful for the work GN has undertaken on our behalf to resolve the handover issues from the previous Parish Clerk.

- To agree payment of £58 for the repair of the Clerks laptop – Agreed.
- Insurance policy renewal – this was overdue. A payment of £497.36 to Zurich Mutual insurance has been made and the policy is now in place.

9. **Planning**

- Old boat house: trees BA/2026/0195/TCAA– decision made (allowed).
- Marsh House: Pond BA/2026/0153/HOUSEH – no objections.
- Marsh House: Quay Heading BA/2026/0198/HOUSEH – no objections.
- Meadow Cottage: extension BA/2026/0185/HOUSEH – no objection.
- The Old Vicarage; agricultural buildings N. Norfolk PF/26/1069 – no objection.

10. **Items for the next Agenda**

- An Extraordinary Meeting has been called for 29th September 5.30pm at the NVH to further discuss the septic tank upgrade requirement at Providence Place in Barton Turf.

11. **Update on the recruitment of a new Parish Clerk**

- The employment committee will be holding interviews of prospective candidates in the following week. It is anticipated that a new Clerk will be recruited and in position ASAP after Interviews are completed.

12. **Date of next meeting**

- **Extraordinary Meeting Tuesday 29th September 2026 commencing 5.30pm at the NVH.**
- **Tuesday 17th November 2026 commencing 7pm at the NVH**

There being no further business the meeting was closed.