Claxton Parish Council

Minutes of the Parish Council Meeting held on Tuesday 15 September 2026
in Claxton Village Hall
(Subject to amendment until signed by the Chair at the next meeting)

Parish Councillors present	Cllr Jos Harwood (Chair)
	Cllr David Harrison (Vice Chair)
	Cllr Amy Goulding
	Cllr Sue Wallis-Garcia
County Councillor	None
District Councillor	None
Members of the Public	Sheila Beckett (Parish Clerk)
	Charlotte Rust (Former Parish Clerk)
	2 Members of the Public

26.77 Welcome from the Chair
Cllr Harwood opened the meeting at 19:30 pm and welcomed all those in attendance.

26.78 To receive and approve apologies for absence
No apologies were received.

26.79 To receive any declarations of interest from Members and consider requests for dispensation
No declarations or requests for dispensation were received.

26.80 To approve the minutes of the Parish Council meeting held on Tuesday 21 July 2026
Cllr Goulding proposed and Cllr Wallis-Garcia seconded approval of the minutes of the meeting on Tuesday 21 July 2026. All agreed and Cllr Harwood signed them.

26.81 Adjournment for Public Participation (15 minutes allowed for)
A member of the public asked about the arrangements for emptying the litter bin, which was full, at the new Play Area. The Parish Council was also asked about its proposals for meeting the costs of annual play area inspections and maintenance. The frequency of and methodology for routine inspections was also raised.

In line with the Parish Council's Standing Orders, Section 10vi Cllr Harwood brought forward items relating to finance and inspections from Agenda item 9. Play Area

26.82 To receive an update on the play area project
Cllr Harwood reported The Pits Trust had offered to make available an annual grant up to £350 excluding VAT, for the annual cost of inspections and maintenance of the play

area. The timing for the grant would be arranged between the Clerk and The Pits Trust prior to the first application being made.

It was intended that routine inspections would be undertaken by Parish Councillors on a rota basis and that a check list would be drawn up for the purpose. The Clerk would research inspection training courses.

26.83 Matters arising from July's meeting, including Clerk's report

Matters Arising

There were no matters arising.

Clerk's Report

The SAM2 Memorandum of Understanding had been signed by Hardley with Langley Parish Council and a copy returned.

26.84 Reports from:

26.84.01 District Councillor, Councillor Thomson

There was no District Councillor's Report. The Clerk will add the full report to the website once it is received.

26.84.02 County Councillor, Councillor Mason-Billig

There was no County Councillor's Report. The Clerk will add the full report to the website once it is received.

26.84.03 Biodiversity Report from Cllr Wallis-Garcia

Applications for a matched funding grant from South Norfolk in Bloom are open until 15 November 2026. It was approved in principle that an application for £300 grant should be pursued, with the Litter Pick funds and other suitable items within the budget providing matched funding. Cllr Wallis Garcia would put together a proposal. Items to be considered were 6 crab apple trees needed for the Biodiversity Net Gain required for the Play Area and spring bulbs by The Warren and under the trees.

26.84.04 Traffic and SAM2 from Cllr Harwood

An increase in traffic following the reopening of the road in Bramerton was noted. The battery for the SAM2 had recently been changed under warranty by the manufacturer. The SAM2 was currently located by the Play Area.

26.85 Policies

It was agreed the review of the Data Protection Policy and the Financial Regulations would be postponed to the November meeting.

26.86 Play Area

Phase 2 of the Play Area fencing would commence towards the end of September or the beginning of October. There will be only one gate, situated at the point of the dropped kerb. A sign with the rules of use has been displayed on existing fencing. On completion of the second phase fencing a further NGF sign will be attached.

It was agreed the Clerk would approach the Village Hall caretaker to discuss if he would help with emptying the litter bin at the Play Area.

26.87 Finance

26.87.01 To receive the Bank Reconciliation and Statement of Account as of 4 September 2026

Claxton Parish Council
Bank Reconciliation - General Account

Financial year ending 31 March 2027

Prepared by: Charlotte Rust, Responsible Financial Officer		31-Mar-27		
Balance per bank statements as at	**04/09/2026**			Signed Chair
Barclays Current Account		£ 17,796.69		
Reserves		£ 355.92		
			£ 18,152.61	Signed RFO
Less: Unpresented Payments		£0.00		
			£ -	
Net balances at	04/09/2026		£ 18,152.61	

Cashbook

Opening balance at 1 April 2026 - General Account		£ 4,565.62
Opening balance at 1 April 2026 - PAWG		£ 354.91
BALANCE TOTAL		**£ 4,920.53**
Add: Bank Account Receipts		£ 17,102.46
Add: Reserves Receipts		£ 1.01
Less: Bank Account Payments		£ 3,871.39
Less: Reserves Payments		£ -
Closing Balance	04/09/2026	£ 18,152.61
		£ -

Cllr Wallis-Garcia proposed and Cllr Goulding seconded that the Chair and the Responsible Finance Officer sign the Bank Reconciliation dated 4 September 2026.

26.87.02 To note any receipts and approve payments as detailed in September's Payment Schedule

FOR APPROVAL						
PAYEE	**DATE**	**EXPENDITURE**	**PAYMENT METHOD**	**TOTAL**	**VAT**	**P/R NO**
Microsoft	07.08.26	Microsoft 365	Card	£ 84.99	£ 14.16	
Clerk CR	27.09.26	CR September Salary	BACS	£ 298.20		
HMRC	27.09.26	PAYE CR	BACS	£ 74.40		
Clerk SB	27.09.26	SB September Salary	BACS	£278.72		
Clerk SB	27.10.26	SB October Salary	BACS	£278.72		
			SUB-TOTAL	**£ 457.59**	1015.03	
TO NOTE PAYMENTS MADE OUTSIDE MEETING						
Amazon	14.08.26	Play area Pigeon Scarers and signage	Card	£ 40.52	£ 6.75	
Prestige Fencing	19.08.26	Deposit against Invoice 5573 Tubular bar railings and gates	BACS	£ 355.00	£ 59.16	
NGF Play Ltd	02.09.26	Final Invoice 6627 Commercial Play Equipment	BACS	£ 40,107.94	£ 6,684.66	
NGF Play Ltd	02.09.26	Invoice 6628 New Play Equipment - Welfare	BACS	£ 276.00	£ 46.00	
			SUB-TOTAL	**£ 40,779.46**		
TO NOTE INCOME						
South Norfolk DC	14.08.26	Litter Pick	BGC	£ 50.00		
Microsoft	21.08.26	Microsoft 365 Refund	BGC	£ 84.99		
Claxton Mill Residents Association	27.08.26	Soakaway Licence	BGC	£ 117.47		
South Norfolk DC	4.09.26	Compensation	BGC	£ 13,000.00		
Main Grants	11.09.26	Lottery Funding	BGC	£ 33,653.28		
			SUB-TOTAL	**£ 46,905.74**		

Cllr Harwood proposed and Cllr Wallis Garcia seconded approval of the September Payment Schedule.

26.88 Staff

26.88.01 To thank Charlotte Rust for her contribution to the Parish Council and the Village

The Chair thanked Charlotte Rust for her contribution to the Parish Council, particularly for her work in delivering the Play Area project and achieving a successful conclusion of negotiations with South Norfolk District Council.

26.88.02 To welcome Sheila Beckett as the new Parish Clerk and Responsible Finance Officer and sign forms relating to her employment

The Chair welcomed Sheila Beckett as the new Clerk and RFO and signed the Contract of Employment relating to her appointment.

26.89 Planning

There were no planning notices, decisions or updates.

26.90 Correspondence

26.88.01 The letter from Norfolk County Council's Deputy Leader was noted.

26.88.02 South Norfolk District Council's email thanking participants of the Big South Norfolk Litter Pick was noted.

26.88.03 The Greater Norwich Local Plan Scoping Consultation was noted.

26.88.04 Details of the Parish Partnership Scheme 2027-28 were noted, but it was agreed there were no suitable projects that fitted into the scheme.

26.88.05 The NJC Pay Award 2026-27 was noted.

26.88.06 NALC's request to complete the national survey on Dependent Carers' Allowance was noted.

26.88.07 The Slides and Q&As from Anglian Water's webinar were noted.

26.91 To receive updates from individual Council Members (for information only)

There were no updates.

26.92 To receive any items for inclusion on the next agenda (for information only)

There were no items for inclusion on the next agenda.

26.93 To confirm the date and time of the next meeting as Tuesday 17 November 2026 at 7.30 pm

The date and time of the next meeting was confirmed.

The meeting closed at 8.14 pm.