

**Minutes of the Annual Meeting of Lessingham Parish Council held on Tuesday 12th May
2026 at 7.30pm at Lessingham Village Hall**

Present: Peter Peruzzi, Chair
James Holden, Vice Chair
Georgina Dunn
Sue Allen
Sara Burns, Parish Clerk

Also present: Two members of the public and two representatives from RSPB.

1. Election of Chair

Peter Peruzzi was elected as Chair, all agreed. The declaration of acceptance of office was signed.

2. Election of Vice Chair

James Holden was elected as Vice Chair, all agreed. The declaration of acceptance of office was signed.

3. Apologies for absence

Helen Twining sent apologies, these were accepted.

4. Declaration of Interest for items on the agenda

None

5. Public Forum

a. Public

Two members of the public in attendance expressed interest in joining the council, Clerk informed them the process of applying.

b. County/District Councillors

Dst Cllr Luke Paterson not in attendance; however, he attended the Annual Parish Meeting and gave a report.

Cty Cllr Matthew Taylor not in attendance, however he attended the Annual Parish Meeting.

c. Police

None present.

6. Minutes of the meeting held on Tuesday 10th March 2026

The previous minutes were approved. Proposed by Sue Allen, seconded by Georgina Dunn.

7. To consider applications for co-option of Parish Councillor (2 Vacancies)

No applications on this occasion. The two members of the public in attendance expressed interest in joining the Parish Council, and will be submitting applications in the near future.

8. Chair Report

Peter Peruzzi reported the following:

- a. The SAM is back in location at East Ruston; the battery has been replaced under warranty. Other locations have been considered; however, it works well in its current location, and vegetation prevents some locations. A member of the public raised concerns regarding speeding down Heath Road, Peter Peruzzi confirmed that road is

the national speed limit. Georgina Dunn is going to contact Highways to find out information on applying for a speed limit change.

- b. Noted there are stakes with placards in some verges around the village from NCC regarding some verges not being cut. It was discussed that it's important the verges at the junctions of Heath Road/Church Lane are cut as this is a busy junction.
- c. Unfortunately, unable to make a report to Serco regarding broken glass being left in the road after bin collections as no longer has photographs as evidence.
- d. Wasn't able to attend the Upper Thurne working group meeting on this occasion.

9. Clerk Report

- a. Signs at Bush Estate
These points were discussed in item 13.a.i

10. Finance

- a. To approve End of Year Accounts 2025/26
 - i. End of year finances 2025/26 were noted.
 - ii. Certificate of Exemption from External Audit for 25/26 was approved.
 - iii. Internal Audit report 2025/26 was received and noted.
 - iv. Annual Governance Statement 2025/26 was completed and approved.
 - v. Annual Accounting Statement 2025/26 was approved.
- b. Cllrs previously received information on income and expenditure to the 30th April and bank balances of:
£4978.74 – Current Account
£9344.33 – Savings Account
- c. To consider Clerks pay scale increase
It was agreed, as per contract of employment to increase the Clerks salary from SCP14 (£2395 pa) to SPC 15 (2432.38 pa) Proposed by Georgina Dunn, seconded by James Holden.
- d. Payments – it was agreed to pay the following. Proposed by Peter Peruzzi, seconded by Sue Allen:
 - i. Sara-Louise Burns Salary & exp (inc Office) March & April 2026 £414.48
 - ii. HMRC PAYE March & April 2026 £80.40
 - iii. Zurich Insurance £241.00
 - iv. Kerrie Wilton Internal Audit £175
 - v. NPTS Understnading Council Finances (50%) £28.80
- e. Payments made since the last meeting were noted:
 - i. NPTS Annual Subscription £72.00
 - ii. ICO Data Protection Fee £47.00
- f. Budget and Precept for 2026/27
It was confirmed the budget for 2026/27 which was agreed at the meeting of 13.01.2026 requested a precept of £5500 – a 3.5% increase. Tax base of £271.50, therefore a band D property will pay £20.25 for the Parish part of the Council tax for the year 2026/27.

11. Correspondence and Consultations

- a. Cty Cllr Richard Price Annual Report. Clerk circulated, noted.
- b. Parish Footpath Audit, Norfolk Ramblers. Clerk circulated and is discussed as an item on the agenda.

- c. NNDC reminder for Cllrs to review their register of interests held by NNDC. Clerk previously forwarded this to Cllrs for their action.
- d. Broads Plan Review, Clerk circulated.

12. Planning

- a. New Applications
None
- b. Applications considered between meetings
None
- c. Decisions
CD/26/0456 – Lessingham Manor Cottage, Heath Road, Hempstead, Lessingham - Application under Regulation 77 of the Conservation of Habitats and Species Regulations 2017 for development (operating for up to 60 days per year (permitted development Class BC). temporary holiday site for a 1 Year Subscription for 10 pitches (standard 5m x 9m) (Operating April 1st - 30th September) (granted by a general development order to assess its effect on the integrity of a European site/s (either alone or in combination with other plans or projects) - **Condition Discharge Reply**

13. Highways and Parish Assets

- a. General Highway issues
 - i. Signs at Bush Estate, including broken sign at the junction of Abbots way and Church Lane
 - Clerk emailed NNDC Road sign department regarding the road sign at the junction of Heath Road/Church Lane, however they will not change the current sign to add any wording such as 'No Through Road' as it is actually a through road as it has other exits onto Beach Road and Cart Gap Road. They have advised that with Bush Estate in Eccles being wholly private, it may be worth the estate installing signs similar to 'Private Estate, No Through Traffic'.
Clerk to contact NCC regarding this to get clarification on whether a sign could in fact be installed as the through road leads to a byway.
 - Peter Peruzzi noted he will fix the broken sign on the junction of Abbots Way and Church Lane; Clerk will inform member of the public.
 - Clerk had a response from Happisburgh PC Clerk regarding a sign being instated on the edge of the land at Cart Gap Car Park, which lies in Happisburgh Parish. Happisburgh PC would be happy for a sign to be in that location, and have asked which council is paying for this. After discussion, the Council have agreed, once costs are known, a decision can be made as to whether Lessingham PC pay or if a monetary contribution from Happisburgh PC is requested.
 - Costs for signs to be gathered by Clerk before the next meeting and size of signs to be agreed to move this matter forward.
 - ii. Gritting Roads outside of your own property
Clerk previously circulated an email from Highways regarding information on gritting roads outside your property. The information highlighted the protocol for NCC road gritting program.

b. General Parish Council Asset Issues

- i. James Holden noted the Telephone box still needs two glass panels replacing, James Holden/Peter Peruzzi to action.

c. Parish Footpath Audit – Norfolk Ramblers.

After discussion, it was agreed to publish a list of all footpaths within the parish along with a link to the interactive footpath map on the PC website. The Council would like to see website statistics and traffic information before deciding whether to audit the footpaths yearly.

14. Items for inclusion on the next agenda

None

15. Date of next meeting: Tuesday 14th July 2026 7.30pm at Lessingham Village Hall

Meeting Closed at 8.50pm.

CHAIRMAN