

OVERSTRAND PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 5 AUGUST 2026 IN THE PARISH HALL

Present: Cllr B Stratton (Chairman) and Cllr G Partridge (Vice Chairman)
Cllrs V Bond, A Debbage, E Newcombe and R Smith

Members of Public: - 5

Minutes taken by: Kelly Batterham

1. To receive Apologies for absence

Apologies were received and accepted from Cllrs Fitch-Tillett and Turner. Apologies were also received from Cllr T Adams and District Cllr A Fitch-Tillett.

2. Declarations of Interest and Requests for Dispensations

None on this occasion.

3. Minutes of Previous Meetings

3.1 Members agreed the Minutes of the Full Council meeting held on 1 July 2026, which were duly signed by the Chairman.

3.2 Members agreed the Minutes of the Planning Committee held on 17 July 2026 which shall be signed at the next Committee meeting.

4. Chairmans Report

The Chairman thanked members for helping with the OPC stall at the Summer Fair.

5. County & District Councillor Reports

None on this occasion.

6. Police Report

The Clerk reported that there had been no crimes reported in Overstrand during May. One crime was reported during June being a public order offence on High Street which is currently under investigation.

7. Public Participation Time

One member of the public was permitted to speak in relation to item 11.2.

8. Planning

8.1 Members considered the following planning applications:

PF/26/1471 Garage conversion to form bathroom and bedroom. Infilling of garage door opening with cladding and insertion of new window. Installation of replacement roof finishes, flat roof light and new entrance canopy. All new materials to match existing materials.
16 Cromer Road, Overstrand NR27 0NX

Members agreed to make no comment on this application.

8.2 There were no planning decisions from NNDC to report.

8.3 It was agreed for the Planning Committee to discuss and form a response on behalf of the Council to the North Norfolk Local Plan Scoping Consultation & Further Call for Sites.

9.1 Finance

9.2 Members agreed and accepted the payments and receipts for June 2026.

9.2 Members considered and accepted the bank reconciliation up to 30 June 2026.

9.3 Members agreed and accepted the payments and receipts for July 2026.

9.4 Members considered and accepted the bank reconciliation up to 31 July 2026.

9.5 Members received the Finance Report for the quarter to 30 June 2026.

10. Activity Overview

- 10.1 Members discussed the status of Council Working Groups and scheduled meeting dates.

11. General Purposes and Amenities

- 11.1 Cllr Newcombe supplied the following website statistics for June and July 2026 which were relayed to the meeting: June: 741 users of which 33.5% were on desktops, 60.2% used mobile devices to visit the site and 6.3% used a tablet. July: 975 users of which 29.2% were on desktops, 66.4% used mobile devices to visit the site and 4.4% used a tablet. The most popular pages for June were What's On (225 views), Parish Council homepage (148 views), Our Village (145 views) and Dog Walking (87 views). The most popular pages for July were What's On (397 views), Parish Council homepage (168 views), Dog Walking (164 views) and Our Village (146 views). There were spikes in traffic towards in June most likely related the yard sale and car boot sales, in July there was a spike in traffic in relation to the Summer Fair.
- 11.2 A discussion took place regarding the request from a young resident for the installation of a basketball hoop within the village. Members agreed it would be a great addition for the young people of Overstrand, however are constrained by not having ownership of suitable land. It was agreed that Overstrand Parish Council approach the Sports Club to see if they would consider the installation of a basketball hoop, possibly in conjunction with their planned outside gym.

12. Document Review

- 12.1 Members agreed to adopt the revised Standing Orders incorporating changes to Section 31.

13. Represented Groups

- 13.1 Cllr Partridge had attended the latest Coastal Forum meeting and gave a brief overview.

14. To Report any other Business

- 14.1 The Clerk informed members that the submission of the AGAR will be moving to a new digital portal. This will be voluntary from 2027 and then mandatory from 2029.
- 14.2 The Clerk informed members that an enquiry from a member of the public had been received in relation to the outline planning for the old Overstrand Garden Centre and another from a member of the public regarding the speed limit along Cromer Road into Mundesley Road. As Chairman of the Planning Committee, Cllr Partridge sent responses on behalf of the Council.

15. Date of Next Meeting

The next meeting of the Parish Council will be held on 2 September 2026 in the Parish Hall at 7.30pm.

There being no further business the Chairman closed the meeting at 8.10pm.

Chairman..... Date.....

Overstrand Parish Council – Payments and Receipts for June 2026

Date: June 2026							
No.	Payee	Detail	Pm't Method	Net (£)	VAT (£)	Gross (£)	Receipts (£)
EX025	Di Dann	Internal audit fees	EFT	99.80	0.00	99.80	
EX026	NALC	Annual subscription	EFT	286.78	0.00	286.78	
EX027	Octopus Energy	Parish Hall gas and electric	DD	61.76	3.08	64.84	
EX028	Lloyds Bank	Service charges	DD	5.84	0.00	5.84	
EX029	SSE Energy	Street light electric	DD	83.39	4.17	87.56	
EX030	K Gee	Repair of wall (corner High St/Beach Rd)	EFT	890.00	0.00	890.00	
EX031	HMRC	PAYE/Nl - June '26	EFT	591.44	0.00	591.44	
EX032	Norfolk Pension Fund	Pension Contributions - June '26	EFT	446.19	0.00	446.19	
EX033	Kelly Batterham	Clerk salary and WFH allowance - June '26	EFT	1,295.86	0.00	1,295.86	
EX034	Zen Internet	Parish Hall internet and Clerks phone	DD	43.99	8.80	52.79	
INV07	Hirers	Parish Hall Hire	EFT				250.00
INV08	NNDC	Parish Hall Hire	EFT				200.00
HH03	Lloyds bank	Interest	EFT				23.04
TOTALS				3,805.05	16.05	3,821.10	473.04

OVERSTRAND PARISH COUNCIL
BANK RECONCILIATION
30-Jun-26

BANK STATEMENTS

Bank balances as at 30 June 2026		
Deposit Account	£34,600.00	
Community Account	£13,113.44	
Shoreline Management Account	£3,963.89	
Reserves	£58,011.34	
Total cash in bank at 30 June 2026		£109,688.67
(a cumulative total of all balances listed above)		
Less uncleared invoices at 30 June 2026	£0.00	£109,688.67
Add unbanked cash at 30 June 2026	£0.00	£109,688.67
Net balance as at 30 June 2026		£109,688.67

CASH BOOK

Cash book opening balance at 1 April 2026		£105,097.68
Add receipts during the year	£20,209.95	£125,307.63
Less payments during the year	£15,618.96 ⁻	£109,688.67
Cash book closing balance		£109,688.67

Overstrand Parish Council – Payments and Receipts for July 2026

Date: July 2026							
No.	Payee	Detail	Pm't Method	Net (£)	VAT (£)	Gross (£)	Receipts (£)
EX035	TT Jones Electrical	Street light maintenance x2 qtrs	EFT	82.36	16.48	98.84	
EX036	North Walsham Fire	Fire extinguisher servicing	EFT	70.20	14.04	84.24	
EX037	Octopus Energy	Parish Hall gas and electric	DD	53.78	2.69	56.47	
EX038	Lloyds Bank	Service charges	DD	4.25	0.00	4.25	
EX039	SSE	Street light electric	DD	76.11	3.81	79.92	
EX040	Rospa	Playground inspection	EFT	103.00	20.60	123.60	
EX041	Cartridge People	Black toner cartridge	DC	82.85	16.57	99.42	
EX042	HMRC	PAYE/NI - Jun '26	EFT	591.44	0.00	591.44	
EX043	Norfolk Pension Fund	Pension contributions - Jun '26	EFT	446.19	0.00	446.19	
EX044	Kelly Batterham	Clerk salary and WFH allowance - Jun '26	EFT	1,295.86	0.00	1,295.86	
EX045	Zen Internet	Parish Hall internet and Clerks phone	DD	43.99	8.80	52.79	
INV09	Hirers	Parish Hall Hire	EFT				310.00
INV10	Resident	Flag Flying	EFT				5.00
INV11	Tenant	Allotment rent and deposit - plot 45	EFT				50.00
HH04	Lloyds bank	Interest	EFT				23.84
TOTALS				2,850.03	82.99	2,933.02	388.84

OVERSTRAND PARISH COUNCIL
BANK RECONCILIATION
31-Jul-26

BANK STATEMENTS

Bank balances as at 31 July 2026		
Deposit Account	£34,600.00	
Community Account	£10,545.42	
Shoreline Management Account	£3,963.89	
Reserves	£58,035.18	
Total cash in bank at 31 July 2026		£107,144.49
(a cumulative total of all balances listed above)		
Less uncleared invoices at 31 July 2026	£0.00	£107,144.49
Add unbanked cash at 31 July 2026	£0.00	£107,144.49
Net balance as at 31 July 2026		£107,144.49

CASH BOOK

Cash book opening balance at 1 April 2026		£105,097.68
Add receipts during the year	£20,598.79	£125,696.47
Less payments during the year	£18,551.98	£107,144.49
Cash book closing balance		£107,144.49

Financial Report - 30.06.2026

Financial report including all transactions from the beginning of the financial year up to and including 30th June 2026.

Payments	26/27 Budget	Spend to	Remaining
	£	30.06.26	£
		£	
Staff Costs	32,000.00	7,000.47	24,999.53
Training	500.00	0.00	500.00
Administration inc phone	1,000.00	83.25	916.75
Insurance	1,800.00	1,709.54	90.46
Audits	500.00	99.80	400.20
Subscriptions	750.00	646.78	103.22
Grants	1,500.00	1,500.00	0.00
S137 Grants	500.00	0.00	500.00
Bins	1,850.00	1,825.00	25.00
Playground	1,000.00	0.00	1,000.00
Village Garden and Biodiversity	750.00	0.00	750.00
Defibrillators	750.00	495.00	255.00
Misc amenities	500.00	110.10	389.90
Street light energy	2,000.00	273.70	1,726.30
Street light maintenance	500.00	0.00	500.00
Allotments	500.00	0.00	500.00
Firework Event	2,500.00	0.00	2,500.00
Website and email	500.00	0.00	500.00
Marketing and events	750.00	22.10	727.90
Parish Hall utilities (gas, electric and internet)	1,500.00	312.25	1,187.75
Parish Hall maintenance, cleaning and misc	1,750.00	141.45	1,608.55
Neighbourhood Plan	9,000.00	0.00	9,000.00
Total	62,400.00	14,219.44	48,180.56

All payment figures are net amounts - VAT claimed periodically.

As at 30 June - £653.82 input VAT to claim.

There has been no spending from Ear Marked Reserves during the first 3 months of the financial year.

Receipts	26/27 Budget	Received to 30.06.26
	£	£
Precept	36,000.00	18,000.00
Grants	9,000.00	0.00
Hall rents	2,000.00	1340.00
Allotment rents	500.00	0.00
Walks & postcards	30.00	12.00
Flag Flying	15.00	5.00
Firework Event	900.00	0.00
DVD's	0.00	0.00
Website	125.00	0.00
Bank interest	300.00	73.05
Total	<u>48,870.00</u>	<u>19,430.05</u>

Income from the Parish Hall has exceeded projections with the addition of more regular hirers, however the summer will see lower income due to some hires being suspended for the holidays.

Interest received is below the projected amount due to the reduction in interest rates and should be looked at by the Finance Committee with a view to perhaps moving some funds to a notice account that would give a higher interest rate.

Conclusion

As the Responsible Finance Officer, I have no concerns regarding the Parish Council finances as it is working well within it's budget for the current year.

Kelly Batterham
Clerk and Responsible Finance Officer