

MINUTES OF A MEETING OF GUIST PARISH COUNCIL

Held on Thursday, 7th May 2026 at 7 pm in St Andrews Church, Guist.

Present: Cllrs G Hendry, A Hewins, P Reynolds (chair), D Rix, P Rix, C Wilcox.

Clerk: Nea Horsford

No members of the public were present.

1. To elect the chair for 2026/2027.

Cllr Peter Reynolds was **ELECTED** as chair.

2. To sign the Declaration of Acceptance of Office.

Declaration of Acceptance of Office was signed and witnessed.

3. To elect the vice chair for 2026/2027.

None required.

4. To receive and consider apologies for absence.

None.

5. To consider any applications for co-option.

One Councillor position remains unfilled – no applications received.

6. To record declarations of interest and approve any requests for dispensations.

Cllr C Wilcox declared a pecuniary interest in matters about 3 Sennowe Road and the allotment.

Cllr G Hendry declared a personal interest in matters about 1 Sennowe Road.

Cllr P Reynolds declared a pecuniary interest in matters about the allotment.

7. Minutes.

The minutes of the Parish Council meeting held on 5th February 2026 were

AGREED.

8. Public Forum.

8.1 Paul Carr County Councillor – no report received.

8.2 Gordon Bambridge, District Councillor – report circulated before the meeting and will be on the website.

8.3 To receive questions or comments from members of the public.

The scrub around the base of the lime trees by the bus stop and the church path needs trimming. It was **AGREED** that the clerk should contact Sennowe Estate.

8.4 Police – to receive any matters relevant to local policing. **NONE.**

9. Finance and Governance Matters.

9.1 Agree the Internal Audit undertaking for the year ending 31st March 2026.
AGREED.

9.2 To note the date of the Notice of Public Rights from 3rd June 2026 to 14th July 2026.

Clerk: Nea Horsford

Telephone: 07737 188596

Email: clerk@guistparishcouncil.gov.uk

NOTED.

- 9.3 Agree and sign the Annual Governance Statement for 2025/2026 (AGAR Form3).

AGREED and SIGNED.

- 9.4 Agree and sign the Accounting Statements for 2025/2026 (AGAR Form3).

AGREED and SIGNED.

- 9.5 To note Section 3, the External Auditor Report and Certificate.

NOTED.

- 9.6 Agree the Financial Statement for 2025/2026.

AGREED.

- 9.7 To note the variances on the AGAR for 2025/2026.

NOTED.

- 9.8 To consider and agree on the payments and note any income.

AGREED.

- 9.9 To consider the signatories for the Lloyds Bank Accounts for 2026/2027.

It was **AGREED** to obtain electronic access to the Lloyds Bank account for Cllr Reynolds. Signatories remain as Cllr Cox, Cllr Rix, Cllr Hewins and Cllr Reynolds.

- 9.10 To note the Bank Reconciliation in advance.

NOTED.

- 9.11 To note the VAT Return for 2025/2026.

The VAT was **NOTED**, and the credit was received into the account.

10. Planning.

- 10.1 To consider consultee responses to applications received from Breckland District Council before the meeting date.

None received.

- 10.2 To note any applications received between meetings and the Parish Council's response.

None received.

- 10.3 To receive notification of decisions taken by Breckland District Council before the meeting date.

None received.

11. Village Matters

- 11.1 Bus stop and playground update from the clerk.

The clerk confirmed she now has the contact details for Sennowe Park and will make contact by the next meeting.

- 11.2 SAM3 Update.

The posts have been installed in three locations: the bottom of Bridge Road, Holt Road and Norwich Road. SAM3 is to be moved every three weeks, starting with Bridge Road.

- 11.3 Update on the removal of the rubbish from Allotment Plot 1.

Grass has been cut and rubbish removed.

- 11.4 Update on the land owned from the clerk.

The solicitor requires as much paperwork as possible. Clerk to ask Mr Temple Richards if they hold any parish council paperwork.

Clerk: Nea Horsford

Telephone: 07737 188596

Email: clerk@guistparishcouncil.gov.uk

12. Administrative Matters.

- 12.1 To receive an update on .gov.uk emails from councillors.
Most councillors are now using .gov.uk email addresses.
- 12.2 To note the email received from Radio Norfolk regarding the Guist Clock.
The clerk confirmed that she had passed the details to Sennowe Park and that they had contacted Radio Norfolk.

13. Highways and Footpaths.

- 13.1 To discuss the email received from Norfolk Ramblers and nominate a councillor to co-ordinate the audit.
Cllr Wilcox was **NOMINATED** as the co-ordinator.

14. Sennowe Road Properties and Allotments

- 14.1 To consider the request from Allotment No 2's tenants for a gate from their garden to the allotment.
It was **AGREED** to install the gate.
- 14.2 To receive an update on the trickle vents and damp issues for No. 1 & No. 2.
Trickle vents are now installed in both properties, and the damp issues will continue to be monitored.
- 14.3 To receive an update on the chimney and fireplace at No. 1.
The chimney sweep has confirmed the chimney is fit for purpose once the back boiler has been removed. A contractor has been appointed for the removal, which will be done by the Autumn.
Cllr Hendry and Cllr Wilcox left the room.
- 14.4 To consider the quotations from H & G Maintenance Solutions for No 1 and No 3 Sennowe Road.
It was **AGREED** to commence with the building works for No. 1 and No. 3 Sennowe Road, as this should help with the damp. It was also **AGREED** to supply and fit a new uPVC back door for No 3 as the existing one is warped and difficult to close.
Cllr Hendry and Cllr Wilcox came back into the room.
- 14.5 To consider and approve a list of contractors for the cottages.
The council **AGREED** on a list of emergency contractors. **ACTION:** Clerk to work on this asap.
- 14.6 Risk Assessment for the cottages.
It was **AGREED** that the clerk seek help from the auditor in writing Risk Assessments for the cottages.

15. Matters for the next agenda.

- Playground / Bus stop
- Hedge cutting Sennowe Road, Bridge Road and allotments.

16. The next meeting will be on Thursday, 6th August 2026, at 7 pm.

Meeting closed at 8.02 pm

Clerk: Nea Horsford

Telephone: 07737 188596 Email: clerk@guistparishcouncil.gov.uk