Minutes of Thurton Parish Council (TPC)

Wednesday 30th September 2026 – 7:30pm held at Ashby & Thurton Village Hall

In Attendance: I Capps (IC) Chair, J Whitehouse (JW), C.Popplewell (CP), Karen Calderwood (KC)
Minutes: T Higlett (TH) (Parish Clerk)

1. Formally note resignation of A Soanes – Chair.
   IC spoke of the disappointment of the resignation of A Soanes who, during her time on the Parish Council, demonstrated meticulous attention to her duties and a strong commitment to the community. This was agreed by all and it was hoped she may reconsider joining the parish council at a later date.

2. Appointment of Chair
   IC said he would take over the role but asked for members to assist meeting deadlines for the publishing of minutes in draft format and formalising the agenda.
   Members agreed to the appointment.
   In future the Chair will not approve draft minutes prior to sending to members.

3. Apologies for absence
   P Black had sent her apologies. These were noted.

4. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.
   None.

5. Public Forum including County and District Councillors.
   No public in attendance.
   County Councillor – not in attendance.
   District Councillor – not in attendance.

6. To approve the minutes from the meeting held on the 29thJuly and 18th August 2026.
   These were approved.
   JW spoke of planning application 2026/2126. Research shows that an existing licence would need to be amended if a new premises is added on a site. Clerk to seek clarification.

7. Matters arising from the Minutes
   1. <u>Village Sign Restoration</u>
   IC advised the Thurton sign along with Ashby St Mary sign had both been removed and were now at the foundry were they would be shot blasted and painted white. The signs will then be delivered to Mr Walden for painting. Thanks were passed onto the team of helpers from the foundry and Ashby St Mary who made this all possible. IC stated that the post and brickwork were in good condition and hope to reinstate sign before Christmas.

2. Maintenance of Village PROW board and noticeboard.
KC advised both assets have now been refurbished. The lock on the noticeboard is proving problematic and this will be addressed too. The PROW board lettering was removed during restoration and needs to be replaced. The Clerk will contact supplier to see if they can supply new lettering.
3. Damaged salt bin.
Clerk advised there are three sizes that could be purchased for the site. 200, 400 or 800litre each in differing styles. It was proposed that the Nestor 400 litre in yellow would be suitable. A ground fixing kit will also be required. The current bin is almost empty and will be topped up late October early November for the winter.

8. Responding to and working with other bodies
   1. Planning
      a. Applications commented on between meetings
         2026/2221. Location: 9 Lion Lane Thurton. Proposal: Variation of condition (Approved plans) of original planning reference 2023/2187 dated 14/11/2023. Application Type: Removal/Variation of Condition (S73 / S19). Council stated no objection.
   2. South Norfolk Village Clusters Housing Allocations Plan – Consultation on Main Modifications. Consultation will commence at 9am on 14th September and conclude at 5pm on 26th October 2026. Council duly noted. There have been no sites allocated within the village.

9. Management of the Parish Council
   1. Policy Review
      a. Internal Control Policy - approved
      b. FOI Model Publication Scheme - approved
      c. Financial Risk Assessment - approved
   2. Community Emergency Plan
      CP spoke the need to revisit how we can strengthen community resilience, in the light of warnings from Government and in the press that householders should take measures to enable them to better withstand disruption of supplies/ services." CP also brought to the attention of the council 'The Five Mile Network' which is open to residents of villages within a five-mile radius of Rockland St Mary. Their focus is very much about community resilience and cooperation, with regular meetings held. Discussion topics include biodiversity, growing produce and other related topics.
      The Environment Agency had cleared ditches on Cookes Road in January 2025 to prevent flooding. It was suggested that contacting Environment Agency to see if they are overseeing in the future.
      Sandbags used to be available to parishes for flood defence.
   3. Clerks Pay Review 2026/27
      Clerks Pay review 2026/27 Clerk's pay rise allocated by the government at 3.3% (which equates to 55p per hour.) backdated to April 1st.
   4. Internal review
      JW to arrange a suitable date to carry out review with the Clerk.

10. Finance

1. Council current financial standing. Appendix 1.
2. To approve payments

a. T Higlett - Salary September	£319.57
b. HMRC -Taxation for period 6	£73.60
c. Lloyds bank	£4.25
d. C J Hall - cleaning bus shelters	£50.00
e. C J Hall - maintenance noticeboards	£430.00
f. Ashby & Thurton Village Hall - hire	£20.00

3. Payments made between meetings

a. T Higlett Salary - August	£319.77
b. HMRC - Taxation period 5	£73.40
c. Community Heartbeat – defib pads	£74.64

4. Receipts
   Norfolk County Council Bus shelter grant £1928.00
5. Grant applications
   Council were in receipt of a grant application for the refurbishment of the ladies toilets in the village hall. Members agreed unanimously to pass on a grant of £500. It was suggested that perhaps Ashby St Mary PC could match fund.
   Clerk also advised that a request for contribution towards the remembrance wreath had been received. Council agreed to pay £10 towards the cost. IC advised he would represent the parish council at the service.
6. Community Infrastructure Levy.
   Council would use the funds to pay for the new grit bin and restoration of noticeboard and PROW board. Clerk to investigate whether CIL money could be used for remedial bus shelter repairs to the Norwich bound shelter

11. Highways and Village Issues
    1. Illumination of bus stop opposite Manor Farm.
       Clerk advised she had corresponded with Norfolk County Council and council could apply for funding from the bus shelter funding. Clerk has requested assistance from Highways Engineer to see what options council have. KC asked whether 'Bus Stop' could also be painted in the vicinity.
       The temporary bus stop signage is still in place on Loddon Road.
    2. Norfolk County Council Parish Partnership Scheme 2026/27
       In response to communication from Bergh Apton Parish Council It was proposed that perhaps the reinstating of the steps from footpath no 4 to footpath no 7 which is in Bergh Apton. Clerk to contact Highways Engineer for assistance. If successful council to contact Bergh Apton Parish Council to see if they would be interested in a joint funding of the project.
    3. General highways Issues.
       40mph yellow sign on entering village, the village name has become detached on the righthand side.
       Trees are covering the school sign on the A146 Loddon Road.

12. General Parish Issues
    None.

13. Date of next meeting 25th November 2026
Meeting closed at 21:05

Appendix 1.

Thurton Parish Council

Accounts 2026-27 **Sep-26**

Payments	Budget 2026-27	Actual	Over/Under Spent
Administration			
Salaries and related costs	5000.00	2079.25	2920.75
Staff Training	50.00	0.00	50.00
Staff expenses and subscriptions	50.00	0.00	50.00
Total for employees	£5,100.00	£2,079.25	£3,020.75
Office Services			
Stationery	50.00	27.34	22.66
Postage	10.00	0.00	10.00
Software support	130.00	0.00	130.00
Total Office Services	£190.00	£27.34	£162.66
Communications			
Website domain	160.00	129.60	30.40
Total Communications	£160.00	£129.60	£30.40
Members			
Members Expenses	100.00	0.00	100.00
Venue Hire	180.00	120.00	60.00
Members Training	400.00	0.00	400.00
Total Members	£680.00	£120.00	£560.00
Professional Services			
Legal & Professional Fees	150.00		150.00
Audit Fees	300.00	70.00	230.00
Insurance	630.00	557.64	72.36
Bank Admin Fees	51.00	25.50	25.50
Payroll Services	300.00	162.97	137.03
Total Professional Services	£1,431.00	£816.11	£614.89
Subscriptions			
ICO	50.00	47.00	3.00
Norfolk Parish Training and Support	100.00	121.01	-21.01
Subscriptions other	96.00	0.00	96.00
Total Subscriptions	£246.00	£168.01	£77.99
Grants and Donations			

Receipts	Budget	Actual
Precept	10084.00	5042.00
CIL (Community Infrastructure Levy)	0.00	
VAT refund 2025-26	291.50	
Recycling Centre	200.00	200.00
Grants		1928.00
Other	13376.00	13376.00
Total	£23,951.50	£20,546.00

Opening Balance @1st April 2026	17,610.67
Income	£20,546.00
Total Expenditure - A	19,996.84
Balance	£18,159.83
Community account at 23/09/2026	18,159.83
Cash In Bank 23/09/2026	£18,159.83
Allocated funds - B	£7,582.05
Community Infrastructure Levy	£2,275.68
Available to spend	£8,302.10

Grants s137	10.00	0.00	10.00
Grants other	1150.00	0.00	1150.00
Total Grants and Donations	£1,160.00	£0.00	£1,160.00
Village Maintenance			
Dog Waste Bin Emptying Service	480.00	0.00	480.00
Village Maintenance	400.00	150.00	250.00
Defibrillator	500.00	74.64	425.36
Total Village Maintenance	£1,380.00	£224.64	£1,155.36
Village Services			
Other	400.00	0.00	400.00
Capital Expenditure	400.00	0.00	400.00
Total Village Services	£800.00	£0.00	£800.00
Other			
Accident repairs to bus shelter - B S Mindham Buiders		13476.00	
Plants for planting around PROW signage.		63.89	
Maintenace to bus shelter		2892.00	
Total		£16,431.89	
		(A)	(B)
Totals	£11,147.00	£19,996.84	£7,582.05