

Minutes of Thurton Parish Council (TPC)

Wednesday 25th September 2024 – 7:30pm

held at Ashby & Thurton Village Hall

In Attendance: K Calderwood (KC), I Capps (IC), Jan Whitehouse (JW), C Popplewell (CP),
L Patterson (LP)

Minutes: T Higlett (TH) (Parish Clerk)

1. Apologies for absence
Apologies from P Black
2. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.
None
3. Public Forum including County and District Councillors.
No public in attendance.
No County or District Councillors in attendance.
4. To approve the minutes from the meeting held on the 31st of July 2024.
These were approved.
5. Matters arising from minutes – councillors only.
 1. Update on Financial Ombudsman Service/Barclays.
Clerk advised council had now received a letter from Barclays with regards to the settlement of their complaint. Members thanked JW and the Clerk for the time they had spent working on council's dispute with the Financial Ombudsman Service.
 2. Remedial maintenance to bus shelters.
IC advised that he had spoken with A Rudd with regards to conducting the remedial maintenance. A Rudd advised that he had decided to retire and would not be able to assist. IC had reviewed the bus shelters and reported that the condition of both shelters was not in too bad a condition, but work would be required to stop deterioration of some of the structure.
 - Norwich stop requires replacement sills, paintwork restoring, fascia on the top of shelter is opening up and some of the wood is rotten. Roof tiles are intact and uprights in fair condition apart from some vandalism.
 - Lowestoft bound stop, roof tiles in-tact, however, cement that support tiles(verge) is coming away and could fall out. The cement verge will need replacing on both sides of the shelter. The wooden fascia has a section missing, and will require cutting out and filling in. Would also benefit from a general repaint and work on sills. This shelter requires more work than the other.

Councillors have knowledge of contractors who maybe able to conduct this work and hope to report back at the next meeting.

3. Lloyds/FSCS. Clerk has spoken with Lloyds regarding the Financial Services Compensation Scheme. Should Lloyds ever go out of business council would still be eligible for protection from FSCS as long as the council do not go above £500,000.00 in their account.

6. Finance

1. To note the council's current financial standing.

Half year accounts had been forwarded to members prior to the meeting.
Appendix 1.

2. To approve payments

- a. South Norfolk dog waste emptying service £450.29
- b. HMRC £134.20
- c. T Higlett Clerks August/September Salary £588.60
- d. SLCC conference £12.00

3. To note receipts

- a. Barclays £620.62

4. Grant application for Ashby & Thurton Village Hall

Council was in receipt of a letter requesting a subsidy towards the lettings of the hall. The trustees are also planning for the car park to be resurfaced and any donations towards the cost would be appreciated.

Members proposed a grant of £1000.00.

Proposed by K Calderwood and seconded by L Patterson – all in favour.

Clerk will forward a grant application form onto the Chair of the village hall for completion.

5. Banking online update

KC advised she has completed the documentation as a dual authorizer and returned to Lloyds. IC asked the clerk to email the Lloyds information over to him, also for completion.

6. Budget 2025/26

Clerk asked council to give some thought to next year's budget.

7. Planning

1. To receive a report on planning applications determined since the last meeting.

- a. Application: Works to TPO trees Thurton Grid Ref: 632749 301257 9
Location: Three Oaks 25 Ashby Road Proposal: T1 - T2 Oak - Crown lift to 5.5m, remove deadwood, clear stem of regrowth, prune around wires to give 1m clearance.
- b. 2024/1627 2024/1627 31 St Georges Close Thurton Proposal:
Replacement of existing single storey garage with extension, replacement of existing driveway, erection of gates and fence/wall, extension of patio to rear. Decision: Approval with Conditions (Delegated)

8. Administrative Issues

1. Review of Statutory documents

- a. Financial Risk Assessment – council approved.
- b. Data Protection Policy – council approved.
- c. Internal Control Policy – council approved.

JW asked what security clerk has in place should the councils core documents be lost due to a fire. The council's laptop is backed up onto a separate hard drive and stored away from equipment. CP advised clerk used to back up onto a separate memory stick and this was held by the Chair and exchanged at meetings. Council will reintroduce this as another form of security.

2. Donations to Charities

Council proposed that it would be up to individuals to donate rather than the council.

3. Appointment of Internal Control Officer

JW was appointed.

9. Village Issues

1. Ditch Clearance

Letters have been sent to 13 properties in the village, to remind them of the importance of keeping the ditch clear on their property. It was reported that growth is covering the ditch, and the drain comes off the road. Heavy rain will find it difficult to flow. Council could ask the farmer who farms the field on the other side of the ditch if he would cut this for residents, but they would have to pay for this service. CP spoke of whether sandbags were available to residents and where these could be purchased.

2. Norfolk Greenspaces signage

Council had received a response from the Team leader – Norfolk Greenspaces advising that there are specific biodiversity criteria which a site needs to meet to be designated as a Roadside Nature Reserve. They are happy to have councils support to ensure that any new site meets the criteria. Council advised one sign had been placed alongside a field where horses graze and there is Ragwort growing in the vicinity. The ragwort has been dead headed by NCC. Clerk to request details of the criteria for suitable alternative locations.

3. Dog barking

Council reported there is still dogs on the site and asked clerk to advise South Norfolk of the residency. Council had been advised the site would be vacated by the end of August.

10. Update on speed awareness campaign.

Clerk was in receipt of correspondence from the highways engineer with a suggested date to meet council in October. It was suggested due to the unavailability of the Chair that clerk would see if the meeting could be arranged after the 18th of October. Once date is confirmed clerk to invite a representative from neighbouring councils to attend. Council agreed that the following would need to be discussed.

- Signage for Prospect Place, 'Other Danger' and 'Pedestrians Crossing'. To consider one sign on each A146 approach. This may be reduced to one sign as there is a good view of the stop coming from up from the dip in Thurton.
- Bus stop lighting units. Council is aware that the bus stops would need to be able to take the unit. If not, new columns may have to be erected. The bus stops in question are the two at Manor farm and one at Prospect Place.
- Council was also led to believe that highways would be painting 'slow' and speed limit roundels on the road, but council hasn't received any correspondence regarding this. It was proposed in NCC communication received after the closure of the A146 petition. It states, 'Road markings can be provided under our routine road markings refresh programme'
- The possible relocation of the speed awareness flashing sign from the Thurton dip hedge to further up the hill near the 40-mph sign.

11. Biodiversity Action Plan

CP advised council that she is liaising with Surlingham and Rockland parish council. Action plan had been circulated to members prior to meeting. It was proposed that any information regarding the churchyard should be removed. All Future planning applications council will include within their response that developers to consider light pollution, water permeable driveways/surfacing of gardens, Swift bricks, bat boxes, permeable boundaries e.g. hedgehog holes for small animal highways.

Council went onto discuss a joint summer event with Ashby St Mary to relay the importance of Biodiversity to residents.

12. Consultations

1. South Norfolk Village Clusters Housing Allocations Addendum consultation
2. The Broads Authority Active Travel project development of Local Cycling and Walking Infrastructure Plan.

13. Correspondence

1. PKF Littlejohn – Receipt of documents – notification of exempt status
2. Byrus – Letter of thanks for grant
3. South Norfolk Planning new mapping tool on portal 'Nationally Significant Infrastructure Projects'
4. Cutting back of vegetation on Dark Loke
5. South Norfolk Electric Vehicle Charge point and Solar PV – grant funding
6. Norfolk PTS newsletters

14. General Parish Issues (for information only)

Members spoke of the Chedgrave Oxygen Therapy Centre which is relocating to Bergh Apton. Proposed sending a welcome letter to them.

15. Date of next meeting 27th November 2024

Meeting closed at 21:40

Half year accounts	April - August 2024		
Payments	Budget 2024 -25	Actual	Over/Under Spent
Administration			
Salaries and related costs	£4,700.00	1,551.80	3,148.20
Staff Training	£100.00	0.00	100.00
Staff expenses and subscriptions	£100.00	0.00	100.00
Total for employees	£4,900.00	£1,551.80	£3,348.20
Office Services			
Stationery	£50.00	£17.22	32.78
Postage	£50.00	£27.00	23.00
Software support	£120.00	£19.99	100.01
Total Office Services	£220.00	£64.21	£155.79
Communications			
Website domain	£120.00	123.24	-3.24
Total Communications	£120.00	£123.24	-£3.24
Members			
Members Expenses	100.00		100.00
Venue Hire	160.00	160.00	0.00
Members Training	250.00		250.00
Total Members	£510.00	£160.00	£350.00
Professional Services			
Legal & Professional Fees	150.00	0.00	150.00
Audit Fees	125.00	50.00	75.00
Insurance	630.00	532.42	97.58
Payroll Services	262.50	160.19	102.31
Total Professional Services	£1,167.50	£742.61	£424.89
Subscriptions			
ICO	35.00	35.00	0.00
Norfolk Parish Training and Support	96.00	0.00	96.00
Total Subscriptions	£131.00	£35.00	£96.00
Grants and Donations			
Grants s137 (£4438 447x 9.93)	0.00		0.00
Grants other	1000.00	150.00	850.00
Total Grants and Donations	£1,000.00	£150.00	£850.00
Village Maintenance			
Dog Waste Bin Emptying Service	420.00	0.00	420.00
Village Maintenance	200.00	0.00	200.00
Defibrillator	300.00	156.44	143.56
Total Village Maintenance	£920.00	£156.44	£763.56
Village Services			
Other	400.00	0.00	400.00
Capital Expenditure	250.00	0.00	250.00
Total Village Services	£650.00	£0.00	£650.00
Totals	£9,618.50	£2,983.30	£6,635.20

Receipts	Budget	Actual
Precept	9,147.00	4,573.50
CIL (Community Infrastructure Levy)	0.00	
VAT refund 2023-24	556.57	
Recycling Centre		
Grants		
Other		
Total	£9,703.57	£4,573.50
Opening Balance @1st April 2024		14,346.09
Income		£4,573.50
Total		18,919.59
Payments		2,983.30
Total		15,936.29

Represented by	
Treasurers Account 30/08/2024	15,936.29
General reserves @ 30/08/2024	£6,635.20

