

Minutes of Thurton Parish Council (TPC)

Wednesday 26th November 2025– 7:30pm held at Ashby & Thurton Village Hall

In Attendance: K Calderwood (KC) Chair, J Whitehouse (JW), I Capps (IC), A Soanes (AS) P Black (PB)

District Cllr V Thomson

Minutes: T Higlett (TH) (Parish Clerk)

Chair welcomed Cllr Thomson and invited him to pass on his report.

Cllr Thomson had forwarded a report prior to the meeting – available on the parish website.

Advised the South Norfolk Business Awards was now open for nominations. District has revamped the enforcement and compliance reporting system, and this will commence from December 2025. South Norfolk Council are bringing festive joy to children in need across our district. ‘Make a Child Smile this Christmas’ is now open for donations of new toys and these will be distributed across our district to children who are experiencing hardship and being supported by local professionals and partner agencies.

Cllr Thomson wished everyone a Merry Christmas and looked forward to seeing all in the new year.

1. Co-option onto Parish Council
A Soanes had applied to join the parish council.
Proposed by JW and seconded by CP. All in favour.
AS signed the declaration of acceptance and joined the meeting.
2. Apologies
PB had sent her apologies due to illness and members accepted.
3. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.
None
4. Public Forum including County and District Councillors.
Previously discussed.
5. To approve the minutes from the meeting held on the 6th October 2025.
These were approved.
6. Matters arising from the Minutes
 1. Prospect Place bus stop lighting/shelter
Council had been advised that solar lighting would not be effective in winter months. Mains lighting would be too costly for council to install. Members considered installation of bus shelters on either side of the A146 at Prospect Place. It was proposed that the Council should consult with Bergh Apton Parish Council to explore whether they would be willing to share the cost of providing a shelter at Prospect Place, which lies on the boundary between the two parishes. Parish councils are eligible to apply for funding through the NCC Bus Shelter Improvement Grant, which covers up to 80% of the total cost of installing a new

bus shelter. This grant provides significant financial support.

2. Accident repairs to Loddon bound bus shelter.
Clerk has corresponded with councils' insurers Zurich and their Loss Adjusters. Council are keen to get this reinstated so that it can be used throughout the winter. Loss adjusters advised they had not received estimate from Zurich. Clerk has since forwarded this on and awaiting further updates. CP reminded members that PB had previously raised the question of whether the council should consider replacing the shelter with a modern design rather than a traditional brick-built structure. After discussion, members unanimously agreed that the shelter should be rebuilt on a like-for-like basis, maintaining the original brick construction.
3. Quotation for maintenance on Norwich bound bus shelter.
Clerk advised council that Mindham Builders have been asked to quote on shelter repairs. NCC have been advised that the original estimate was no longer applicable, as the appointed contractor was unable to carry out the repairs. The Clerk was advised that, since the Council had successfully obtained funding for maintenance on both shelters, NCC would still honour the revised estimate.
4. Frequency of bus stop cleaning.
Chair advised she managed to engage a person to clean the bus shelters at £25 per shelter. Council felt the shelters would require cleaning monthly from September to April and every other month through the summer.

7. Responding to and working with other bodies.

1. South Norfolk Licensing and Enforcement.
 - a. Premises Licence Application (Full Variation) for: Dragons Den, The Street, Thurton. Details of application – The application is to extend hours for licensable activity from 23:00hrs to midnight. This application is subject to a 28-day consultation period expiring on the 10th December 2025.

Members spoke of the retrospective planning application submitted in March 2025 by the owner of the George and Dragon to change the use of its former covid shelter into a function room, to be used alongside the public house. IC spoke of the current National Licensing Policy Framework (Nov 2025) which is all for boosting trade, but its aims are to safeguard communities and reduce public nuisance. The council recognises the evolving needs of businesses, consumers, and communities, and supports initiatives that promote community cohesion. While recognising the potential benefits, members also spoke of the negative impact regarding the noise and behaviour of attendees. Council raised concerns about potential disturbances affecting residents on both sides of the A146. There have been incidents where music during functions has had an adverse effect on residents in Ashby Road and Vale Road and complaints logged with South Norfolk. Residents have even felt compelled to plan time away from home on days when events are scheduled. The Council objects to the proposed extension of hours, citing the anticipated adverse impact on residents. Clerk to pass on concerns to South Norfolk Licensing and Enforcement.

b. SNDC Public Spaces Protection Order (Dog Control) Signage

Council aware and requested free signage from South Norfolk reminding people to pick up their dog poo.

8. Management of the Parish Council

1. To review statutory documents

a. IT Policy.

This was reviewed and agreed.

b. Council training on Assertion 10 and Data Protection.

Council asked clerk if she would attend training and cascade to councillors. Clerk agreed to attend training.

c. Councillor reporting village issues to clerk.

It was agreed that councillors should be copied into all emails to clerk regarding village related issues.

Lion Lane steps have a lot of vegetation growing over them. Highways have advised these do not come under their remit. Council proposed going forward they would oversee the removal of the vegetation.

9. Finance

1. Councils current financial standing

Community account balance on the 31st October 2025 £21,031.92.

2. The following were approved for payment:

- a. T Higlett Salary Oct/Nov 2025 - £639.54
- b. HMRC – Taxation for period 7 & 8 - £146.80
- c. Lloyd's bank - £4.50
- d. Thurton Explorers Youth Group - £150
- e. C Limback Remembrance wreath - £10.00
- f. Ashby & Thurton Village Hall - £20.00
- g. CJ Hall - £25.00

IC passed on thanks to the Chair and JW for attending the remembrance service.

3. Receipts

- a. South Norfolk CIL receipt 2023/0162 Hillside Bungalow, Cookes Road - £1,460.44
- b. South Norfolk 2nd half precept £4802.00.

Council had been advised that South Norfolk Accounts dept. had inadvertently paid another council's precept of £6187.50 into their bank account on the 19th September 2025. This had been identified on the bank statement received in October 2025. The sum of £6187.50 was then repaid by the council on the 13th October 2025 to South Norfolk. Members are aware that they may not be able to exempt from a limited assurance review in 2025/26 audit if their gross income or expenditure exceeds £25,000. If subject to an external audit they will seek reimbursement for the fee from South Norfolk Council.

4. Payments made between meetings.

- a. Community Heartbeat – £412.80 batteries and electrodes.

IC advised members that Community Heartbeat now require payment before despatching items ordered for the defibrillators. This has now become time consuming and could lead to the equipment being out of commission.

- b. South Norfolk £6187.50 incorrectly paid to Thurton PC.

5. Budget and Precept to consider the draft budget for 2026/27 (to be finalised in January 2026).

Clerk spoke briefly about the projected increase in the budget with the key areas, professional services and village maintenance reflecting ongoing needs and commitments.

10. Highways and Village Issues

1. A146 fixed camera figures. 764 offences from Jan to September.
2. A146 safety meeting. This was arranged for the 1st December. CP advised she would not be in attendance. Chair advised the meeting will not have a formal agenda, but discussion will be around the pedestrian crossing assessment carried out by NCC. Chair stated that the report conclusion is that a signalised crossing would be beneficial but how do we obtain funding when it is estimated to cost £500,000 and there are no current budgets available to deliver a scheme. Chair advised council will acknowledge receipt of report and send correspondence to Cllr Mason Billig, and K Allen, stating council will continue to lobby for a signalised crossing. It was also noted that speed cameras placed in some parts of Suffolk work both ways on the carriageway.
3. Appointment of Footpath Warden.
CP was appointed.

11. General Parish Issues (for information only).

JW advised she had still to carry out an internal review. Clerk arranged for week commencing the 2nd December. JW also advised the defibrillator on the Oxygen Centre is their responsibility. Date of next meeting January 2026.

Meeting closed at 21:30