

## Draft Minutes of Thurton Parish Council (TPC)

Wednesday 29<sup>th</sup> July 2026 – 7:30pm held at Ashby & Thurton Village Hall

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

Minutes: T Higlett (TH) (Parish Clerk)

1. Apologies for absence  
C Popplewell and P Black had both sent their apologies. These were noted.
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.  
County Councillor – not in attendance  
District Councillor – not in attendance.
4. To approve the minutes from the meeting held on the 27<sup>th</sup> May 2026.  
These were approved.
5. Matters arising from the Minutes
  1. Norwich Bound bus shelter maintenance.  
B S Mindham Builders has now completed maintenance. Clerk reported she had invoiced Norfolk County Council for their 80% contribution towards the cost.  
Council discussed the cleaning regime for both shelters and agreed October to March monthly and then every other month throughout the summer.
  2. Village sign refurbishment.  
Council were aware that PB had met with Mr. Walden. Clerk advised parish council that Ashby St Mary PC had appointed Mr. Walden to repaint their sign. It was proposed that the collection and delivery could be done at the same time to save on mileage costs.  
Chair proposed IC to liaise with the Chair of Ashby St Mary. IC spoke of possible maintenance to the post which the sign was fixed too and would inspect and report back to council on his findings. If post is to be replaced council will source a carpenter to quote on costs. IC advised he would be willing to store the sign whilst any remedial work is carried out.
  3. Maintenance of Village PROW board and noticeboard.  
Clerk has advised Mr. Hall council approved his cost for the maintenance. He will need the key to both. KC to liaise with Mr. Hall. It was also reported that the locks on the noticeboards have become difficult to open.
  4. Damaged salt bin.  
The bin at Whiteheath Road junction with Cookes Road needs replacement. Clerk advised these can cost more than £300 and will contact NCC Highways to see if they can supply or recommend a supplier. Council unanimously agreed to replace.

6. Responding to and working with other bodies

1. Planning

a. Applications commented on between meetings

2026/0968 Amended. 22 Park Close, Thurton. Proposal; Demolition of existing garage and erection of front porch with hipped ridge. Rear extension and extend existing roofline

b. To hear a report on plans refused/accepted by South Norfolk Council.

2026/0968. App Type: Householder. Location: 22 Park Close Thurton.

Proposal: Demolition of existing garage and erection of front porch with hipped ridge.

Rear extension and extend existing roofline. Decision: Approval with Conditions

(Delegated). Date of decision: 7 July 2026 Responding to and working with other bodies.

7. Management of the Parish Council

1. Policy Review

a. General Risk Assessment – This was reviewed and agreed.

b. Information Audit – Clerk had carried out review of data held. The purpose of a data audit is to find out what data the Parish Council is processing, what is it used for, where it is located and who has access to it. Duly noted.

8. Finance

1. First quarter accounts 2026-27 see appendix 1.

2. The following payments were approved.

|                                     |          |
|-------------------------------------|----------|
| a. T Higlett Salary July            | £319.77  |
| b. HMRC Taxation for period 4       | £73.40   |
| c. Lloyd's bank monthly fee         | £4.25    |
| d. T Higlett Council printing       | £27.34   |
| e. T Higlett Wix website            | £129.50  |
| f. Autela Payroll                   | £57.37   |
| g. B S Mindham Builders bus shelter | £2892.00 |
| h. J Hall Bus shelter cleaning      | £50.00   |
| i. N Corbett Grant for planting     | £63.89   |

3. Payments made between meetings.

|                                      |           |
|--------------------------------------|-----------|
| a. T Higlett June Salary             | £319.77   |
| b. HMRC Taxation period 3            | £73.40    |
| c. Lloyds Bank                       | £4.25     |
| d. B S Mindham bus shelter repairs   | £13476.00 |
| e. Zurich Municipal Annual Insurance | £557.64   |
| f. Norfolk PTS subscription          | £121.01   |

4. Receipts since last meeting.

|                                     |           |
|-------------------------------------|-----------|
| a. South Norfolk recycling center   | £200.00   |
| b. Zurich Municipal Insurance claim | £13376.00 |

5. Invoices raised.

|                                                             |          |
|-------------------------------------------------------------|----------|
| a. Norfolk County Council                                   | £1928.00 |
| Bus shelter repair grant towards Norwich bound bus shelter. |          |

## 9. Highways and Village Issues.

### 1. George and Dragon Field Events

Nothing to report

### 2. Fire Safety in the village

Norfolk Fire Service had sent out information to parish councils due to the increase in the hot weather and the likelihood of outdoor fires and threat of wildfires. The fire service has had to deal with a higher than usual number of outdoor fires so far this year. Posters have been erected around the village.

It had been brought to councils' attention of a bonfire in the village which had become a nuisance. Resident was advised to report to South Norfolk Council. Council proposed the Clerk to draft a letter to the owner of the bonfire and remind them of the need to supervise bonfires and to be extra careful considering the correspondence for Norfolk Fire Service and to include this in the letter.

Although not included on the agenda KC spoke of the concerns around Birch Way as the road appears to be subsiding into the ditch. Anglian water had been working on the road due to a water leak, but the road appears worse since then. This was 2 weeks ago. Clerk will contact Highways Engineer to see if they can attend to the problem.

KC also stated that the 40 mph sign on A146 from Norwich, which was reported in May as damaged, still has not been replaced/repaired.

It was also noted that the vegetation on The Crescent had been cut back.

## 10. General Parish Issues (for information only).

IC advised members he had received an email from a resident regarding a past request for illumination of the bus stop at Manor Farm.

Council proposed including this on the September agenda for discussion.

## 11. Date of next meeting 30<sup>th</sup> September 2026

Meeting closed at 20:50

## Appendix 1.

### Thurton Parish Council Accounts 2026-27 First Quarter Accounts

| Payments                                | Budget 2026-27   | Actual           | Over/Under Spent |
|-----------------------------------------|------------------|------------------|------------------|
| <b>Administration</b>                   |                  |                  |                  |
| <i>Salaries and related costs</i>       | £5,000.00        | 1,292.91         | 3707.09          |
| <i>Staff Training</i>                   | £50.00           | 0.00             | 50.00            |
| <i>Staff expenses and subscriptions</i> | £50.00           | 0.00             | 50.00            |
| <b>Total for employees</b>              | <b>£5,100.00</b> | <b>£1,292.91</b> | <b>£3,807.09</b> |
| <b>Office Services</b>                  |                  |                  |                  |
| <i>Stationery</i>                       | £50.00           | £0.00            | £50.00           |
| <i>Postage</i>                          | £10.00           | £0.00            | £10.00           |
| <i>Software support</i>                 | £130.00          | £0.00            | £130.00          |
| <b>Total Office Services</b>            | <b>£190.00</b>   | <b>£0.00</b>     | <b>£190.00</b>   |

### Jun-26

| 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                              |                   |                   |
| Other                               | 13376.00          | 13376.00          |
| <b>Total</b>                        | <b>£23,951.50</b> | <b>£18,618.00</b> |

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Signature

|                                                               |            |            |           |
|---------------------------------------------------------------|------------|------------|-----------|
| <b>Communications</b>                                         |            |            |           |
| <i>Website domain</i>                                         | £160.00    | £0.00      | £0.00     |
| <b>Total Communications</b>                                   | £160.00    | £0.00      | £160.00   |
| <b>Members</b>                                                |            |            |           |
| <i>Members Expenses</i>                                       | 100.00     | £0.00      | £100.00   |
| <i>Venue Hire</i>                                             | 180.00     | £120.00    | £60.00    |
| <i>Members Training</i>                                       | 400.00     | £0.00      | £400.00   |
| <b>Total Members</b>                                          | £680.00    | £120.00    | £560.00   |
| <b>Professional Services</b>                                  |            |            |           |
| <i>Legal &amp; Professional Fees</i>                          | 150.00     |            | £150.00   |
| <i>Audit Fees</i>                                             | 300.00     | £70.00     | £230.00   |
| <i>Insurance</i>                                              | 630.00     | £557.64    | £72.36    |
| <i>Bank Admin Fees</i>                                        | 51.00      | £12.75     | £38.25    |
| <i>Payroll Services</i>                                       | 300.00     | £105.60    | £194.40   |
| <b>Total Professional Services</b>                            | £1,431.00  | £745.99    | £685.01   |
| <b>Subscriptions</b>                                          |            |            |           |
| <i>ICO</i>                                                    | 50.00      | £47.00     | £3.00     |
| <i>Norfolk Parish Training and Support</i>                    | 100.00     | £121.01    | -£21.01   |
| <i>Subscriptions other</i>                                    | 96.00      | £0.00      | £96.00    |
| <b>Total Subscriptions</b>                                    | £246.00    | £168.01    | £77.99    |
| <b>Grants and Donations</b>                                   |            |            |           |
| <i>Grants s137</i>                                            | 10.00      | £0.00      | £10.00    |
| <i>Grants other</i>                                           | 1150.00    | £0.00      | £1,150.00 |
| <b>Total Grants and Donations</b>                             | £1,160.00  | £0.00      | £1,160.00 |
| <b>Village Maintenance</b>                                    |            |            |           |
| <i>Dog Waste Bin Emptying Service</i>                         | 480.00     | £0.00      | £480.00   |
| <i>Village Maintenance</i>                                    | 400.00     | £100.00    | £300.00   |
| <i>Defibrillator</i>                                          | 500.00     | £0.00      | £500.00   |
| <b>Total Village Maintenance</b>                              | £1,380.00  | £100.00    | £1,280.00 |
| <b>Village Services</b>                                       |            |            |           |
| <i>Other</i>                                                  | 400.00     | £0.00      | £400.00   |
| <i>Capital Expenditure</i>                                    | 400.00     | £0.00      | £400.00   |
| <b>Total Village Services</b>                                 | £800.00    | £0.00      | £800.00   |
| <b>Other</b>                                                  |            |            |           |
| <i>Accident repairs to bus shelter - B S Mindham Builders</i> |            | £13,476.00 |           |
| <i>Total</i>                                                  |            | £13,476.00 |           |
|                                                               |            | (A)        | (B)       |
| <b>Totals</b>                                                 | £11,147.00 | £15,902.91 | £8,720.09 |

Opening Balance  
 @1st April 2026 17,610.67  
 Income £18,618.00  
 Total Expenditure -  
 A 15,902.91

|         |            |
|---------|------------|
| Balance | £20,325.76 |
|---------|------------|

|                                    |           |
|------------------------------------|-----------|
| Community account at<br>26/06/2026 | 20,325.76 |
|------------------------------------|-----------|

|                            |            |
|----------------------------|------------|
| Cash In Bank<br>26/06/2026 | £20,325.76 |
|----------------------------|------------|

|                     |           |
|---------------------|-----------|
| Allocated funds - B | £8,720.99 |
|---------------------|-----------|

|                               |           |
|-------------------------------|-----------|
| Community Infrastructure Levy | £2,275.68 |
|-------------------------------|-----------|

|                    |           |
|--------------------|-----------|
| Available to spend | £9,329.09 |
|--------------------|-----------|