

## Minutes of Thurton Parish Council (TPC) Annual Parish Council meeting

Wednesday 28<sup>th</sup> May 2025 – 7:30pm held at Ashby & Thurton Village Hall

In Attendance: K Calderwood (KC) Chair, Jan Whitehouse (JW), I Capps (IC), P Black (PB)  
L Patterson (LP).

Minutes: T Higlett (TH) (Parish Clerk)

1. Elect a Chair for the forthcoming year and receive the Chair's declaration of acceptance of office.  
K Calderwood stated she would be happy to continue for a second year.  
Proposed by PB - seconded by IC – all in favour.
2. Elect a Vice Chair  
IC advised he would continue for another year.
3. Apologies for absence  
Chris Popplewell due to illness. Council accepted apologies
4. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.  
KC declared an interest in Planning, application 2025/1377
5. Public Forum including County and District Councillors.  
Public in attendance advised they have submitted planning application 2025/1243 for village play school.

Chair proposed bringing forward agenda item 8 Planning, to enable discussion.

Applicant stated that there has been an increase in children attending since they took over the ownership. There are currently 75 children enrolled. Three new rooms including a sensory room are planned. The sensory room is currently housed in a shed which will be dismantled. Grant has been obtained from Norfolk County Council to enable the alterations to take place. The playground will be reduced in size but there will still be plenty of play area. There will be links to Thurton school by supporting the breakfast club. Council voiced concerns around parking on the highway and safety. Applicant advised Trustees of Ashby & Thurton Village Hall have stated that the car park can be used by parents. Staff have been made aware of this and asked to park away from the site if possible.

Chair advised applicant that they could remain for the rest of the meeting or stay. Should they also require assistance in the future to contact the parish council through the Clerk. Public chose to leave the meeting.

Council continued the discussion on the planning application and were pleased that the nursery has become a big contribution to the village. Only concerns raised were the parking of vehicles at core times. In the past Issues have been brought to the parish councils' attention regarding parking outside Thurton school and poor visibility when crossing the road.

Members stated they had no objection.

District Councillor

Cllr Thomson spoke of the 5 year land supply – new target to be set. Anglian Water have stated that Whitlingham sewage treatment works cannot take anymore. South Norfolk have received a letter from the Environment Agency to say that it is possible. Devolution – 27 people so far have shown interest in the Mayoral position. Question as to what powers are to be devolved. Government have spoken of a new settlement for the county of 10,000 homes. South Norfolk have discussed land west of Wymondham with the infrastructure put in place first. Grants available for VJ Day along with Union Jack flags. PB stated Thurton Church are unable to use their flagpole as it requires re-stringing, which can be a costly repair. Perhaps they could look to obtaining a grant to carry out this repair.

6. To approve the minutes from the meeting held on the 26<sup>th</sup> March 2025. These were approved.

#### 7. Matters arising from the Minutes

1. Renewal to Norfolk Parish Training & Support – Council approved.
2. Parish Council newsletter – IC to supply editorial on what it is like to be councillor. Once printed councillors will deliver.
3. Information Audit – anonymity. It was agreed that the clerk will hold contact details to enable response.
4. Bus stop maintenance and cleaning by Highway Rangers – Clerk advised that there appears to be no information regarding the cleaning of bus stops by authorities. PB stated in the past this has been carried out by councillors. IC reported that the timetable casement glass is broken on the Norwich bound bus stop. IC will speak to local builder with a view to quoting on remedial maintenance on both bus stops.
5. Environment Agency – ditch clearance. LP has contacted the customer service centre for a second time regarding a request for a generic letter to send to residents regarding keeping ditches clear. IC asked for it to be recorded in the minutes the formal letters which the Chair has had to write recently, have been very professional. Excellent use of vocabulary whilst keeping the points clear and precise.
6. Defibrillator maintenance – School governor has agreed to oversee the defibrillator situated on Ashby Road.
7. Residency at Fly Trap Plants – It has been noted that there are additional caravans on the site. Council concerned as to whether South Norfolk enforcement team are aware.

#### 8. Planning

##### 1. Applications

KC left the meeting due to disclosure of Interest for planning application 2025/1377.

- a. 2025/1377 Proposal: Demolition of existing structures and construction of up to 3 single storey dwellings. Creation of internal access road and associated parking, landscaping, and other associated works Location: Street Record Hall Road Thurton Application Type: Full Planning Permission.

The layout and design of the site will complement the area and notably only one exit onto the road with a good visibility splay.

Council unanimously agreed that this is an improvement to the site

KC was asked to rejoin the meeting

b. 2025/1243 Proposal: Single storey extension Location: Thurton Nursery 1  
Ashby Road Thurton Application Type: Full Planning Permission. Council previously  
discussed and stated no objection.

2. Applications responded too between meetings.

a. 2025/0946 Single storey front extension Location: 1 The Crescent Thurton.  
Council unanimously agreed to no objection

3. Planning Decisions

2025/0946 App Type: Householder Location: 1 The Crescent Thurton. Proposal: Single  
storey front extension Decision: Approval with Conditions (Delegated) Date of  
decision: 14 May 2025

9. Administration

1. To approve Insurance renewal for 2025/26 – council approved renewal with Zurich  
Insurance.

2. To review statutory documents

- a. Standing Orders – Approved
- b. Financial Regulations - Approved
- c. General Risk Register – Approved

3. Norfolk PTS gov.uk email account – Council suggested clerk takes up the offer of a  
free account.

10. Finance

1. To consider the Internal Auditors report for year ending 31st March  
2025. Forwarded to members prior to meeting. There were no areas of concern.

2. To consider whether to exempt from an external audit. Council agreed to exempt  
Chair and clerk signed the form.

3. To consider the assertions on and complete the Annual Governance Statement  
2024/25. Council acknowledged statements. Chair and Clerk signed.

4. To consider and approve the Accounting Statements 2024/25. Chair signed.

5. Year end bank reconciliation 2024/25 - £16547.75

6. To approve payments

- a. T Higlett Salary April/May 2025 - £610.26
- b. HMRC – Taxation for April/May 2025 - £139.40
- c. Zurich Insurance - £541.95
- d. Ashby & Thurton Village Hall Winter pressures grant - £100.00
- e. Lloyd's bank - £ £8.50
- f. Norfolk PTS subscription - £96.04
- g. Norfolk County Council PPS - £2315.00
- h. Information Commissioner renewal - £47.00
- i. Ashby & Thurton Village Hall – Venue hire £120.00

7. To note receipts since the last meeting.

- a. South Norfolk District Council – 1st half precept £4802.00

8. Cil Report 2024-25

This was approved showing a balance of £815.24

11. Highways and Village Issues

1. Lighting on bus stops – Council proposed contacting Cllr Thomson to see if there  
were any grants available to assist with this.

2. A146 update – Safety Camera Figures and Mobile Speed Camera - Figures had been obtained from the fixed camera team which showed the camera had been activated 303 times so far this year. In 2024 1046 offences had been processed.
3. Ashby Road vegetation cut back. The A146 from Ashby Road is becoming difficult to turn onto because the trees and hedges are obscuring driver's view of traffic. The trees also down the A146 alongside the pavement require cutting back. Clerk to contact highways
4. Classic Car Events at the George and Dragon. Event runs from 17:30 to 20:30 and it has been reported that cars are parked on Ashby Road due to insufficient parking at the event. Representative of the parish council will attend the next meeting to see how the event is managed, even though there are stewards in attendance.

## 12. Correspondence

1. Letters from resident reference planning application. Council had received two letters regarding application 2025/0858 for the George and Dragon. Resident voiced concerns around the council's decision to no objection. Chair responded to each letter in a timely manner. Clerk responded to resident's concern on how the application had been dealt with and stated that it is not unusual for any decisions made at a meeting to be dealt with soon after.
2. Broadland & South Norfolk Design Code - 3rd stage public & stakeholder engagement – council noted.
3. South Norfolk - Local Government Re-organisation in Norfolk – council noted.
4. Norfolk County Council-Local Government Re-organisation - Parish and Town Council engagement events – council noted.
5. Bus Service Improvement Plan Funding. Council proposed investigating further with a view to installation of a bus shelter on Prospect Place.

## 13. Consultations

1. South Norfolk Public Spaces Protection Order (Dog Fouling & Dog Control) comments by 11th June 2025 – council noted.
2. Broadland & South Norfolk Design Code consultation – closing date 23 June 2025.

## 14. General parish issues (for information only)

Chair asked for dates of meetings for 2025/26 so that these could be displayed on the village noticeboard.

## 15. Date of next meeting 30th July 2025

Meeting closed at 21:25.