

## Minutes of Thurton Parish Council (TPC)

Thursday 27<sup>th</sup> July 2023– 7:30pm

In Attendance: I Capps (IC), L Patterson (LP), K Calderwood (KC), T Black (TB)

Minutes: T Higlett (TH) (Parish Clerk)

1. Apologies for absence  
Chris Popplewell. Members accepted apologies.
2. To Co-opt following vacancy following uncontested election.  
Jan Whitehouse showed interest in joining the council and was duly elected.  
Proposed by IC – seconded by LP.
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  
No public in attendance  
Cllr Kay Mason Billig - Informed members that that she had corresponded with the Chief Executive of Anglian Water regarding the recent burst water pipes on the A146 which had caused traffic chaos. TB spoke about the ongoing issues with the speed of vehicles travelling on the A146 and that the 'Norfolk Speed Management Report 2020' stated the core of villages should be 30mph. Thurton is currently 40mph. Cllr Mason Billig stated that the biggest issue is that 'A' roads are governed by legislation. Discussion followed on the A140 Long Stratton which is now to have a bypass built but will be partially funded by developers where more than 1800 homes will be built. Meeting to be arranged with NCC Highways Engineer to discuss village gateways. A146 Bergh Apton speed to be reduced to 50mph. NCC Budget of £1.8billion 70% on adult and childcare, Home to School is around £56million. NCC are still looking into the proposed County Deal which will give Norfolk more money.  
  
Cllr Vic Thomson spoke about wildfires particularly throwaway barbecues which heat the ground up if not lifted above ground level and cigarettes not correctly extinguished. These types of fires soon spread. Request to dispose batteries in the correct bins. When disposed of incorrectly these can cause fires when crushed in recycling and bin lorries. £22,000 has been raised for the Big C by items sold in the Reuse shops. This equates to 1,333 tons not gone into landfill. Reminder that there is a lot of good information available to people from the South Norfolk Council Help Hub. South Norfolk will be going out to consultation on Vehicle related Anti-Social behaviour. Norwich has one already in place.
5. To approve the minutes from the meeting held on 18<sup>th</sup> May 2023.  
These were approved.
6. Matters arising from minutes.  
No comments

## 7. Administrative Issues

### I. Statutory Policy review

Policy	Amendments	Notes
Media Policy	Last reviewed May 2018	Revised Policy with bi- annual review next review 2025. Agreed
Lone Worker Policy	Last reviewed December 2020	Revised Policy with bi- annual review next review 2025. Agreed
Bullying & Harassment Policy	New Policy	Bi-annual review 2025. Adopted

## 8. Finance

- I. To note the council's current financial standing.  
First quarter accounts were presented. Appendix 1.

### II. To note payments made since last meeting.

Payee	Details	Amount	Chq. No
T Higlett	June Salary	383.10	101425
HMRC	Clerks' taxation	188.20	101426
Ashby & Thurton Village Hall	Grant towards driveway	2000.00	101427

- III. To note receipts since last meeting  
None.

### IV. To approve payments

Payee	Details	Amount	Chq. No
T Higlett	Reimbursement of WIX premium plan	108.00	101428
Autela Payroll	Payroll administration	57.98	101429
T Higlett	July salary	277.13	101430
Norfolk PTS	Subscription	91.47	101431
Ashby & Thurton Village Hall	Grant	£200.00	101432
T Higlett	Web developer	£385.00	101433
South Norfolk Council	Dog waste emptying service	£267.84	101434

### V. New Banking arrangements

The council has been experiencing problems with Barclays since June 2022. The latest correspondence from Barclays has advised they will close the council's account if we do not return completed documentation. Document requests details of council's financial business. This has been returned on more than one occasion and numerous follow-up telephone calls. Barclays have now informed the council they do not have the correct account for parish councils and an

officer from the business community team will contact the clerk. The clerk has spoken with Nat West and as there are members of the council who have accounts with them, they will be able to open an account with no fees attached. Currently Nat West does not open community accounts unless you have at least two people already banking with them. The clerk has been quoted that it will take 6 to 8 weeks to open. Members unanimously agreed that the clerk should apply on behalf of the council to open an account with Nat West.

9. Installation of dog waste bin on Vale Road.

Council had received correspondence from a resident in Vale Road regarding dog waste not being taken home but left on the highway. Council in agreement that a bin could be placed on Vale Road. Clerk will contact resident for preferred place for installation of bin Total costs including emptying service to be obtained for next meeting.

10. Highways Issues

The council discussed village gateways and where these could be sited. Propose a meeting with highways engineer in September to discuss further. Council to invite members of both Bergh Apton and Ashby St Mary PC too but suggested a preliminary meeting prior to meeting with highways. 6<sup>th</sup> September was suggested, and highways meeting 2<sup>nd</sup> week of September. Clerk to contact parish councils and obtain costs of village gateways. The clerk reminded the council that should we wish to fund the gateways from the NCC Parish Partnership scheme for local highways improvements, then the deadline is the 8<sup>th</sup> December 2023.

11. Update on new parish website

The website is now available for all to see. The clerk had undertaken training on the use of the website. As the developer does not accept cheques for payment, the clerk offered to pay on behalf of the council by Bacs. The council approved reimbursement of the clerk of £385.00. LP queried final costs as quote was originally £315.00. £385 includes assistance in adding content to the website.

12. Consultations

I. Green Spaces in Greater Norwich – council noted.

13. Correspondence

- I. South Norfolk Customer Satisfaction Survey 2023- closed 12/07/2023.
- II. South Norfolk Council Town & Parish Summit November 2023
- III. South Norfolk Pride in Place round 2 community Grant
- IV. Appointment of new Chairman of South Norfolk Council – James Easter
- V. County Broadband
- VI. Norfolk ALC newsletters
- VII. Norfolk Parish Training & Support – Training newsletters
- VIII. Appointment of new Compliance Manager for South Norfolk Council.

14. Items for next meeting

Highways, banking arrangements, footpath signs, village representatives

15. Date of next meeting – 28<sup>th</sup> September 2023

Meeting closed at 21:00

Appendix 1.

**Thurton Parish Council 2023 - 24**

**Accounts 2023-24**

First Quarter Accounts

Payments	Budget 2023-24	Actual	Over/Under Spent
<b>Administration</b>			
<i>Salaries and related costs</i>	£4,400.00	554.06	3845.94
<i>Staff Training</i>	£100.00	0.00	100.00
<i>Staff expenses and subscriptions</i>	£100.00	0.00	100.00
<b>Total for employees</b>	<b>£4,600.00</b>	<b>£554.06</b>	<b>£4,045.94</b>
<b>Office Services</b>			
<i>Stationery</i>	£50.00	0.00	50.00
<i>Postage</i>	£50.00	8.80	41.20
<i>Software support</i>	£100.00	0.00	100.00
<b>Total Office Services</b>	<b>£200.00</b>	<b>£8.80</b>	<b>£191.20</b>
<b>Communications</b>			
<i>Printing of Village Magazine</i>	£400.00	0.00	400.00
<b>Total Communications</b>	<b>£400.00</b>	<b>£0.00</b>	<b>£400.00</b>
<b>Members</b>			
<i>Members Expenses</i>	100.00	0.00	100.00
<i>Venue Hire</i>	160.00	0.00	160.00
<i>Members Training</i>	250.00	0.00	250.00
<b>Total Members</b>	<b>£510.00</b>	<b>£0.00</b>	<b>£510.00</b>
<b>Professional Services</b>			
<i>Legal &amp; Professional Fees</i>	150.00		150.00
<i>Audit Fees</i>	125.00	50.00	75.00
<i>Insurance</i>	600.00	520.69	79.31
<i>Payroll Services</i>	250.00	0.00	250.00
<b>Total Professional Services</b>	<b>£1,125.00</b>	<b>£570.69</b>	<b>£554.31</b>
<b>Subscriptions</b>			0.00
<i>NALC</i>	200.00		200.00
<i>ICO</i>	35.00	35.00	0.00
<i>Subscriptions other</i>	125.00		125.00
<b>Total Subscriptions</b>	<b>£360.00</b>	<b>£35.00</b>	<b>£325.00</b>
<b>Grants and Donations</b>			
<i>Grants s137 (£3719 447x 8.32 )</i>	0.00		0.00
<i>Grants other</i>	1000.00		1000.00
<b>Total Grants and Donations</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£1,000.00</b>
<b>Village Maintenance</b>			
<i>Dog Waste Bin Emptying Service</i>	300.00		300.00
<i>Village Hall</i>			0.00
<i>Village Maintenance</i>	200.00		200.00
<i>Defibrillator</i>	300.00		300.00
<b>Total Village Maintenance</b>	<b>£800.00</b>	<b>£0.00</b>	<b>£800.00</b>
<b>Village Services</b>			
<i>Other</i>			0.00
<i>Capital Expenditure</i>	250.00		250.00
<i>Youth Worker</i>	125.00		125.00
<i>Parish Plan</i>	0.00		0.00
<b>Total Village Services</b>	<b>£375.00</b>	<b>£0.00</b>	<b>£375.00</b>
<b>Other</b>			
<i>RJT Electrical - Defib installation</i>		£120.00	
<b>Total Other</b>		<b>£120.00</b>	
<b>Totals</b>	<b>£9,370.00</b>	<b>£1,288.55</b>	<b>£8,201.45</b>

Receipts	Budget	Actual
Precept	9283.00	4573.50
CIL (Community Infrastructure Levy)	0.00	
VAT refund 2022-23	634.90	
Interest	6.00	
Recycling Centre	200.00	
Grants		200.00
Other		900.00
<b>Total</b>	<b>£10,123.90</b>	<b>£5,673.50</b>

Opening Balance @1st April 2023		13,540.10
Income		£5,673.50
Total		19,213.60
Payments		1,288.55
<b>Total</b>		<b>17,925.05</b>

Represented by		
Community Account		14,689.21
Business Account		3235.84
<b>Total</b>		<b>17,925.05</b>
less unrepresented cheques		
<b>Total</b>		<b>17,925.05</b>

Unrepresented cheques		
<b>Total</b>		<b>0.00</b>

General reserves @ 30/05/2023 £8,201.45

