

Minutes of Thurton Parish Council (TPC)

Wednesday 31st July 2024 – 7:30pm

held at Ashby & Thurton Village Hall

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

Minutes: T Higlett (TH) (Parish Clerk)

1. Apologies for absence
Apologies from C Popplewell and Cllr Kay Mason Billig
2. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.
PB agenda item 7.1a
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 29th May 2024.
These were approved.
5. Matters arising from minutes – councillors only.
10.2 Banking arrangements.
Clerk advised that Lloyds online banking team had returned documentation. This was due to clerk not an authorised signatory on the account. Application was withdrawn and council will need to reapply.
6. Finance
 - 6.1 To note the council's current financial standing.
First quarter accounts presented. Appendix 1.
 - 6.2 To approve payments
T Higlett – July salary £294.40
HMRC – Clerks taxation £67.00
T Higlett – Wix domain + Plan (website) £123.24
Byrus – Grant £150.00
Autela Payroll £81.86
T Higlett – postage stamps £16.20
 - 6.3 To note payments made between meetings
T Higlett – June salary £400.40
HMRC – Clerks taxation £67.20
Community Heartbeat Defib pads £59.94
Autela Payroll services £78.33

Chair.....

7. Planning

1. To receive a report on planning applications determined since the last meeting.
 - a. 2024/1669 Location: 33 Ferry Road Thurton Proposal: Single storey rear extension, erection of a boundary wall, carport and workshop, alterations to the rear porch and outbuilding, demolition of conservatory, driveway realignment Application Type: Householder.
Council stated no comment to make
 - b. 2024/1627 Location: 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 Application Type: Householder
Council stated no comment to make.
2. To receive a report on plans accepted/refused by South Norfolk Council
None

8. Administrative Issues

1. Review of Statutory documents
 - a. Financial Regulations for a smaller or exempt council.
Council duly approved
 - b. Freedom of Information.
Council duly approved.
2. Village newsletter
It was proposed to leave this until nearer Christmas when members will have more information on the Safety on the A146. Cllr Mason Billig has advised that she will arrange for a vehicle count on the A146. Hopefully council can include the findings of the report if completed.
3. Financial Ombudsman.
Clerk has completed and returned all documentation relevant to the case against Barclays. The clerk has since received a request for councils' annual turnover and advised accordingly.

9. Village Issues

1. Bus Shelter maintenance.
IC has contacted A Rudd with a view to carrying out remedial maintenance. Propose a meeting in early September on site to discuss further.
2. Highways
The 30mph sign is no longer displayed on the Loke.
Vegetation needs to be cut back around the speed camera.
Items to be reported on the NCC Highways portal.
Speed awareness camera by school.

10. Update on speed awareness campaign.

Cllr Mason Billig had attended the last meeting and advised council she would fund a traffic count on the A146. Hoping to arrange for this to be carried out before the year end. Concerns that change of government and devolution could hold things up. Proposed sending a letter of thanks for her attendance and valued input. Members feel that the change of speed limit from 50mph to 40mph from Prospect Place would still benefit everyone. Next meeting to be held in the Autumn when Cllr Mason Billig has news of when the traffic survey will be carried out.

11. Biodiversity Action Plan

Council agreed to carry this over to the September meeting.

LP advised that there have been biodiversity posters erected around the village one has been placed on Hall Road and the crossroads. Council will investigate further and report back.

12. Consultations

1. South Norfolk Self and Custom Build Housing Register – members felt this was for individuals to comment on rather than the council as a whole.

2. Consultation - District-wide Design Code for South Norfolk and Broadland districts – council duly noted.

13. Correspondence

1. Local Members Highways Grant – deadline 6th December 2024.

It was proposed that members should invite Highways engineer to discuss what council could apply for in relation to safety on the A146. Clerk to make contact.

2. South Norfolk Payment for Mini Recycling Centre – Adopter payment for 2024/25 should be paid into councils account in the near future. Clerk reported that she had attended the Town and Parish forum this month and South Norfolk will be sending out further information in the hope that more councils will join the scheme.

3. Lloyds Bank ref FSCS – Clerk to obtain clarification on what cover council would have if Lloyds were to go out of business.

14. General Parish Issues (for information only)

LP advised village hall may contact council regarding a grant towards replacing village hall car park.

Ditches owned by residences and keeping them clear of debris. Clerk to look into how council previously contacted owners.

15. Date of next meeting 25th September 2024

Meeting closed at 21:10

Appendix 1 First Quarter accounts Payments	Budget 2024 -25	Actual	Over/Under Spent
Administration			
Salaries and related costs	£4,700.00	1,190.40	3509.60
Staff Training	£100.00	0.00	100.00
Staff expenses and subscriptions	£100.00	0.00	100.00
Total for employees	£4,900.00	£1,190.40	£3,709.60
Office Services			
Stationery	£50.00	£17.22	32.78
Postage	£50.00	£10.80	39.20
Software support	£120.00	£19.99	100.01
Total Office Services	£220.00	£48.01	£171.99
Communications			
Website domain	£120.00		
Total Communications	£120.00	£0.00	£120.00
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	78.33	184.17
Total Professional Services	£1,167.50	£660.75	£506.75
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	0.00
Grants other	1000.00	0.00	1000.00
Total Grants and Donations	£1,000.00	£0.00	£1,000.00
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

Receipts	Budget
Precept	9147.00
CIL (Community Infrastructure Levy)	0.00
VAT refund 2023-24	556.57
Recycling Centre	
Grants	
Other	
Total	£9,703.57

Opening Balance @1st April 2024

Income

Total

Payments

Total

Represented by

Treasureres Account

less unrepresented cheques

chq:000034

chq:000041

chq:000042

chq:000043

Total

General reserves @ 30/06/2024

<i>Totals</i>	£9,618.50	£2,250.60	£7,367.90
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