

Minutes of Thurton Parish Council (TPC)

Thursday 26th May 2022 – 8:20pm

In Attendance: C Popplewell, I Capps, L Patterson, K Calderwood.

Minutes: T Higlett (Parish Clerk)

1. Election of Chairman
Ian Capps was elected unopposed. Ian signed his declaration of acceptance of office.
2. Election of Vice Chairman
Karen Calderwood was elected unopposed.
3. Apologies
It was agreed to accept apologies from Tricia Black – away from home.
4. Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest.
None
5. Minutes of the Meeting held on 28 March 2022.
These were agreed as a true record of proceedings
6. Public Open Forum
No public in attendance
District Councillor provided an annual report for the meeting. Appendix 1
7. Matters arising from Minutes
 - i. Air pollution monitoring system for Thurton – South Norfolk, Environmental Management Officer advised that an NO₂ diffusion tube had been placed in the village in the past but was removed because the NO₂ levels recorded were consistently well below the threshold that they would be concerned about. There are only a limited number of tubes, and the tube has since been redeployed to another area. It was suggested that if the school/nursery have raised concerns with the parish council then South Norfolk would be happy to discuss this further with them. It was raised by residents of Prospect Place. Council discussed contacting South Norfolk for past statistics.
 - ii. Telephone Kiosk refurbishment – It was proposed Council should advise SSG that council are still in discussion on the refurbishment. A full cost including the purchase of a defibrillator should be available for discussion at next meeting. It was proposed that the Clerk makes contact with Ashby St Mary PC to see whether they would consider joint funding the project.
8. Audit 2021-22
 - i. Internal Auditor's Report for year ending 31st March 2022
This was received and reviewed.
 - ii. Certificate of Exemption
It was noted that as the Council's income and expenditure for the year was under £25,000 the Council could exempt itself from External Audit. This was considered and agreed, and the Clerk and Chairman were authorised to sign the form.
 - iii. Annual Governance Statement 2021/22
The Council considered the assertions on the Annual Governance Statement, completed the form, and authorised the Chairman and Clerk to sign on their behalf.

iv. Accounting Statements 2021/22

The council considered and agreed the Accounting Statement 2021/22 and authorise the Chairman to sign on their behalf.

9. Periodic Items

i. Standing Orders.

Standing Orders were reviewed and adopted.

ii. Financial Regulations.

Financial Regulations were reviewed and adopted.

As a non-signatory it was proposed that K Calderwood review council accounts half yearly.

10. Renewal of membership to Norfolk Association of Local Councils

Consideration was given to subscribing to Norfolk ALC, and it was agreed to renew subscription.

11. Renewal of Insurance for 2022 -23.

Council proposed remaining with Zurich Insurance.

12. Finance

i. Accounts for the Year Ending 31 March 2022.

These had been circulated and were agreed.

ii. To note councils current financial standing:

Business Community Account - £10,673.66

Business Savings Account – £3228.79

iii. Council approved the following payments:

Payee	Reference	Amount	Chq. no
T Higlett	Salary – April	250.58	101373
ICO	Subscription	35.00	D/Debit
NALC	Training	162.00	101374
Norfolk SLCC	Conference	78.00	101375
L Trueman	Audit	50.00	101376
T Higlett	Salary - May	250.38	101377
M Higlett	Purchase of Equipment	399.99	101378
NALC	Subscription	185.57	101379
Zurich Insurance	Insurance	481.63	101380
Roberts & Son	Printing of Thunderer	348.00	101381
K Calderwood	Jubilee Expenses	39.64	101382

iv. To note payments received:

South Norfolk: Jubilee Grant - £200.00

Community Infrastructure Levy - £600.00

1st half precept - £4641.50

v. Council approved Clerks mileage claim for the year 2021-22 of £75.60

13. Election of Representatives:

i. Footpath Officer

It was agreed that Lynn Patterson would continue.

ii. Tree Warden

It was agreed that Chris Popplewell would continue.

iii. School Governor

To be discussed at next meeting

iv. Village Hall Management Committee

It was agreed Lynn Patterson would continue.

v. Oversee defibrillator.

It was agreed Ian Capps would continue.

v. Village maintenance

To be discussed at next meeting.

14. To receive reports:

i. Village Hall Management Committee representative – L Patterson had nothing to update council on. The annual report was presented by C Powell at the annual parish meeting.

ii. Queens Platinum Jubilee celebrations – K Calderwood. Advised a barbecue is scheduled for 6pm with beacon lighting at 9:45pm. Picnic on the playing field scheduled for the 5th June, with refreshments by the WI.

15. Emergency Co-ordinator role.

It was proposed that perhaps a zoom meeting could be arranged with the South Norfolk Emergency Co-ordinator to give an overview as to what the role entails.

16. Planning Training

Members had attended the webinar on Planning and found this to be very informative. It was proposed that should a planning application be 'approved with conditions' that the parish council would monitor applicant has abided by conditions of approval.

17. Highways briefing

Chris Popplewell and the clerk attended the briefing and found the information useful. It covered areas of responsibility by NCC highways.

18. Editorial for the Thurton Thunderer.

Annual Parish meeting, Appointment of Chairman and Vice-Chair for the ensuing year, Emergency Co-Ordinator, Completion of Internal of Audit

19. Date of next meeting – 28th July 2022

20. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item.

21. Clerks' Appraisal and salary

The clerks' appraisal was scheduled for 28th July 2022. Clerks' salary was increased in line with NJC salary scales, which came into effect March 2022.

Meeting closed at 9:50pm

Appendix 1

Another extremely difficult year. Pandemic still with us and a war in Ukraine means still more uncertainty.

Things have changed, things are delayed across the board.

BUT during the year at SNDC we tried "to keep the lights on"

We supported the economy

£50 million of grants to businesses

Supporting Individuals and empowering communities

Communities jumped in to help,

Lady Dannet plaques

Response to Ukraine refugees

SNDC Help Hub extended its time

Working smarter and more collaboratively

Working remotely and using online for work and meetings

Redeployment of staff: leisure centre staff helping with vaccination, hospitals, and our Help Hub

As we learn to live with Covid we need to promote growth, care and cooperation and a living agenda.

Council Tax Rebate

Update on the progress the team is making on delivering the £150 energy rebate.

So far, 10,129 households have had their rebate processed and the remainder of customers paying us by Direct Debit (DD) will be processed next week. The money will be arriving in bank accounts from Monday.

We have been working with a company called Ascendant Solutions which has allowed us to process all of our customers through the same system. The process has been quite complex as we have to ensure we do not pay second homes, empty homes, or companies, for example. All addresses that do not qualify have to be identified and removed.

Once uploaded to the Ascendant system we have been able to extract the DD payer details, and identify them as Green or Red. Green customers we can pay immediately. Red means the details don't match and we have to make more checks, as we don't want to pay money into a bank account that doesn't belong to the householder.

Once the DD payments have been finalised, the next stage is for us to invite the non-DD payers to claim their payment. We will extract their details from the Ascendant System and send them a unique letter with instructions on how to claim.

We wanted to give you an update on the progress the team is making on delivering the £150 energy rebate.

So far, 10,129 households have had their rebate processed and the remainder of customers paying us by Direct Debit (DD) will be processed next week. The money will be arriving in bank accounts from Monday.

We have been working with a company called Ascendant Solutions which has allowed us to process all of our customers through the same system. The process has been quite complex as we have to ensure we do not pay second homes, empty homes, or companies, for example. All addresses that do not qualify have to be identified and removed.

Once uploaded to the Ascendant system we have been able to extract the DD payer details, and identify them as Green or Red. Green customers we can pay immediately. Red means the details don't match and we have to make more checks, as we don't want to pay money into a bank account that doesn't belong to the householder.

Once the DD payments have been finalised, the next stage is for us to invite the non-DD payers to claim their payment. We will extract their details from the Ascendant System and send them a unique letter with instructions on how to claim.

I wanted to give you an update on where Broadland and South Norfolk Councils are with processing the £150 Energy Rebate Scheme as I know this is of great interest to the residents at the moment.

To date we have paid the vast majority households where we already hold their bank details.

Broadland: 40,409 Households = £6,061,350

South Norfolk: 39,178 Households = £5,876,700

As from today we are starting to contact those households where we don't hold bank details asking them to provide us with details to facilitate payments.

We have set up a dedicated team to deal with queries from households and they can be contacted on 01603 430600, or 0808 178 7141 (option 8)

New office for SNC and Broadland

Agreed to move to Broadland Business Park

One officer team already saved £1 million. Saving similar per annum.

New office very energy efficient.

Nutrient neutrality

Covers the Wensum Valley and The Broads

Cannot approve any planning until we have mitigation for nitrates and phosphates

Nutrient pollution is a big environmental issue for many of our most important places for nature in England. In freshwater habitats and estuaries, increased levels of nutrients (especially nitrogen and phosphorus) can speed up the growth of certain plants, impacting wildlife. This is called 'eutrophication' and it is damaging protected sites. As such, some sites are classified as being in 'unfavourable condition'.

The sources of nutrients generally include sewage treatment works, septic tanks, livestock, arable farming and industrial processes. Where sites are already in unfavourable (poor) condition, extra wastewater from new housing developments can make matters worse.

By designing development alongside suitable mitigation measures, that additional damage can often be avoided. This approach is called 'nutrient neutrality'. It essentially allows developments to be permitted without impacting on the condition of the important wildlife / protected sites.

Members Grant and Community Fund

My grant available.

CAF available for application from £1,000 to £15,000

The aim of this funding is to:

- build capacity within communities so that groups are enabled to be self-sustaining without ongoing practical and financial support from the Council,
- stimulate local economic growth, and
- facilitate creative partnership approaches to helping people in need at the earliest opportunity.

Recycle, reuse, and composting

There will be lots of information coming for the rest of the year.

SNDC is switching bin lorries to Hydronated vegetable oil. Cut our carbon by 68%!!!!

Plastic free villages

Interested in being plastic free village?

Here are a few links that the parish council may find useful

- [Norfolk Recycles](#)

- [Plastic Free Communities](#)
- [Plastic Free Schools](#)

Ever wondered what happens to your recycling, once our bin crew collect it? Watch this short video to find out how it's sorted, once it arrives at the Materials Recovery Facility: <http://ow.ly/O4MH50IkK5J>. Find out what you can and can't recycle here <http://ow.ly/Q6Z+50IkK5I>

Crisp packets

Great news... You can now recycle empty crisp packets (and other plastic bags and wrapping) at local supermarkets. Let's all do the right thing. Find your nearest participating supermarket <http://ow.ly/RNsc50IwSYx> [#NoTimeToWaste](#) [#ImprovingTheEnvironment](#) [#RepeatTheCycle](#)

Foil pill packaging



[I have sent Clerk an invite to receive newsletter about this project. This will be the quickest way to order in future.](#)

Love the Local.

Spend Local campaign we are asking our residents to make a conscious decision to spend a little extra every month with local businesses.

The idea is that a small change by many people makes a big difference. For example, if each adult in Broadland and South Norfolk spent an extra £5 a month with local shops and businesses, this would add £1 million per month to our local economy. This small change in behaviour can make a big difference in supporting local businesses and jobs, and ensuring our high streets, shops and villages continue to offer us all great products and shopping experiences. The data behind this is on this website page <https://www.southnorfolkandbroadland.gov.uk/communities/love-local-spend-local>