

THURLTON PARISH COUNCIL

MINUTES of MEETING held on 21st SEPTEMBER 2022 at 7.30pm

AT THURLTON METHODIST CHURCH

PRESENT

Cllrs. Paul Jackson (Chair) Claire Kinzel, Teresa Miller, Andy Whiting, Councillor James Knight (Thurlton District) and Gill Crossland (Clerk).

APOLOGIES RECEIVED AND ACCEPTED - REF 09/22/01

Ange Jones (Vice Chair), Mick Erskine Councillor Barry Stone (Norfolk County Councillor)

DECLARATIONS OF INTEREST – REF 09/22/02

None

1. MINUTES OF PREVIOUS MEETING – REF 09/22/03

Minutes for 8th August 2022 were agreed by Council and signed by Chairperson.

Proposed Cllr. Kinzel seconded Cllr. Miller

Playing field work party. Netting or chain fencing of ball court discussed.

Action: Clerk to make enquiries and obtain quotes for October 2022 meeting for chain fencing.

COUNTY/DISTRICT COUNCILLORS, COMMUNITY POLICING, LOCAL ORGANISATIONS, CLUBS, AND INDIVIDUALS WITH SPECIFIC RESPONSIBILITIES – REPORTS / INFORMATION – REF 09/22/05

Cllr. Knight expressed his appreciation that PC had agreed to support allotment CAF application for new fencing with the sum of £250.00. He will be reapplying the application on behalf of the Allotments Association with notification of our contribution.

Cllr. Knight advised that South Norfolk DC workforce will be moved to Broadland in Norwich from next month. Long Stratton will be redundant and staff in the interim will be working from home whilst being transferred into Broadland Council premises.

Minutes from Norton, Thurlton & Thorpe Village Hall Committee for May 2022

Actions - None

MANAGEMENT AND MAINTENANCE OF P.C. ASSETS – REF 09/22/06

PC has received the annual report on the playing field. This was discussed and agreed a work party formed.

Update on Mill Lane – A meeting had taken place with Gary Overland from Norfolk County Council with Cllrs. Jones, Miller, and Clerk. Clerk had sent his Report to all councillors for them to study before the meeting. Unfortunately, Gary has confirmed that it will not be able to make Mill Lane DDA compliant

and has, therefore, given us suggestions of the only alternatives going forward. Firstly, Mill Lane needs to be made safe for pedestrians and will need the plastic

geotextile fabric taken up, vegetation on both sides scarified and re-rolled with crushed concrete or like regulate the surface giving a level and free draining/ surface. Improve the access via Links Way by cutting back brambles on both sides of the barrier/footway and installing close boarded fencing. Connect footway across the playing field DDA compliant to the village hall. This would give access to mobility, wheelchairs, and disabled aids onto the field and to the village hall. The only access for cars to reach the village hall disabled parking spaces would be via, and in agreement with, the Queens Head car park and gate.

Composting future – Cllr. Jackson has had a meeting with Emma, and it is necessary for the responsibility of the site to remain under the PC. However, PC

and the allotments are in discussion with working the site together where the income could be divided between the allotments, PC, and maintenance of the site. The site needs maintenance work undertaken so it can become operational again next year.

PC Asset Register and Insurance Cover – Clerk suggest the asset register needs to be brought up to date to co-incide with how insurance companies now quote cover. Unanimously agreed.

Insurance Policy renewal – Quotes were discussed and compared from four companies. BHIB (Aviva), Hiscock, Zurich and Ansvar. It was unanimously agreed to renew with BHIB through Aviva at a cost of £1,098.73. Cllr. Jackson wanted to declare, and for it to be noted, that he is an employee of Aviva and his vote should be discounted.

Grass cutting and village hall planters opposite village shop – village shop have agreed to keep planters watered, fed, and seasonally planted. The PC will pay £30 twice a year to the shop for these to be maintained. G. S. Tractor will cut the grass four times a year with the playing field at an additional price of £30

per cut. Unanimously agreed. Although the other side of Hampton Avenue was SNDC but would only be cut once, possibly twice, a year. It was agreed to get a quote for this small piece in keeping with the opposite side to keep area tidy. All above proposed Cllr. Miller seconded Cllr. Kinzel.

Actions – Cllr. Jackson to arrange meeting with Emma and Allotment

Association for ongoing talks.

Clerk to arrange a risk report for actions suggested on the annual playing field report so a work party can be arranged.

Clerk to arrange meetings with regards to clearance of vegetation and brambles, fencing companies and builders. Geotextile fabric to be removed immediately for safety on Mill Lane.

Clerk to do new Asset Register.

Clerk to pay invoice and renew Insurance Policy for 1st Oct. 2022

Clerk to obtain quote for opposite side of Hampton Avenue grass

cutting by G. S. Tractors to keep in contrast with piece opposite shop.

HIGHWAYS/TRAFFIC CALMING/FOOTPATH MATTERS 09/22/07

Pathway opposite pub corner near barns. This is SNDC responsibility and needs to be pathed.

Action – Cllr. Jones to contact Highways to complete pathway on corner of barns so weeds stop growing and taking over pathway access.

PLANNING - REF 09/22/08

Planning application 2022/1549 – Michelle Evans Ankadowne, Sandy Lane, Thurlton. NR14 6QX was discussed as clerk had received an enquiry from a Resident. The plan was agreed by Council under ref. no. 2020/0220 on the 10th February 2020. It was agreed that the slight alterations to the new plan was not intrusive to neighbouring properties and, therefore, no objection was agreed by councillors.

Proposed Cllr. Miller Seconded Cllr. Whiting.

Action – Clerk to report to South Norfolk Council no objections.

CHEQUES/FINANCE – REF 09/22/09

Opting out of SAAA Auditors – For the past five years PC has gone through NALC auditors, PKF (should our income/outgoings go beyond £25,000 in any any financial year). NALC has now to renew for the next five years and any PC wishing to opt out need to report this to them. It was agreed unanimously that we do not opt out of SAAA.

Queens Jubilee Expenditure – Clerk advised council that the £200 grant will be fully spent and will go over the grant when the tree has been purchased. Horticultural Club is donating £50 towards the tree and the Coconut Stall gave £20 donation on the jubilee field day.

Direct Debit Declaration – was signed by Chairman and Cllr. Miller

Report on September 2022 accounts circulated and discussed. On track.

General Reserve Policy – discussion took place to build in with precept. A reserve of £5,000 would be a minimum to achieve over three years.

Precept 2022-2023 discussion – just to prepare that an increase will need to be looked at again this year considering inflation level on the increase. Clerk produced 3% and 5%. 5% would give us another £400 more. It was generally thought 10% in present climate would not be an acceptable option to investigate.

VAT RECLAIM UPDATE – Clerk has started 2020

General Power of Competence – The General Power of Competence is not an available possibility currently, so PC needs to agree to register and set up a direct debit of £25 per month.

All above proposed by Cllr. Kinzel and seconded by Cllr. Whiting.

£274.88 Clerks August salary/Expenses
£39.80 HMRC Clerks Tax August 2022
£362.50 G.S. Tractor Services grass cutting June 2022
£102.00 David Bracey Playing field inspection 2022
£20.00 Revamp for trimming of tree.
£150.00 Mole payment needs to be paid although agreed last month.
£15.00 Methodist Church September meeting hire of hall

A penalty from HMRC has been received and disputed. To prevent this happening again it was agreed that PC need to pay Clerk on 25th of each month for that month, not in arrears as is now being done. Therefore, September and October 2022 wages and expenses will be paid in the month of October. Expenses with all other payments but salary and 50% broadband will be paid separately on the 25th October 2022. This will enable 12 monthly payments to be paid and shown on P60 and HMRC fully paid within a financial year.

Proposed by Cllr. Kinzel and seconded by Cllr. Whiting

Action – Clerk to make payments and 2nd Cllr. to authorise
Clerk to complete VAT 2020 by end of October 2022 and submit
Clerk to set up DD for Power or Competence.

ACCOUNTS – REF 09/22/10

Presented and discussed by Council.

2. COMMUNICATIONS – REF 09/22/11

Card of thanks received from Margaret and Cliff Stevens for wine.
Exceptional reports of dog poo being left on verges and pathways.
In memory tree vandalism.

3. GENERAL DISCUSSION – REF 09/22/12

Do we remove this item as it is not legal to vote on issues raised as a general discussion. It was unanimously decided to take off future agenda`s.

Action – Clerk to remove General Discussion from Agenda template and
Cllr. Jackson to remove from Website.

DATE OF NEXT MEETING- Monday 10th October 2022 Thurlton Village

Hall. 7.30 pm
Meeting finished at 9.30pm

Signed..... *Date*.....

Gill Crossland
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