

ANNUAL MEETING OF THE PARISH OF THURLTON

MONDAY 15TH MAY 2023

1. ELECTION OF CHAIRPERSON (Ref 05/01)

It was unanimously agreed to nominate Cllr. Jackson who accepted the position for a further year.

2. TO RECEIVE CHAIRPERSON'S DECLARATION OF OFFICE (Ref 05/02)

Cllr. Paul Jackson signed the Declaration of Office for Chairperson

3. ELECTION OF OFFICERS (Ref 05/03)

PC Vice Chairperson – Cllr. Erskine was unanimously voted in as Vice Chair and signed the Declaration of Office.

Cllrs. Teresa Miller, Mike Erskine, Andrew Whiting and John Willis, all uncontested at Election also sign their Declaration of Office forms.

It was unanimously agreed to co-opt Rob Blayney onto Thurlton Parish Council. A Declaration of Office was signed.

All Councillors are aware of the code of conduct. The standing orders and financial regulations are due to be reviewed in the July 2023 meeting and Clerk will send these out to all councillors by end of July 2023

PC representative on Village Hall Committee – Cllr. Erskine

PC representative on Playing Field Association – Now dispersed

PC representative on Community Composting Scheme – Cllr. Jackson

PC representative on Good Neighbourhood Project – No longer required

PC representative on Highways, Pavements, and verges – Clerk

PC representative on Planning and Local Plan – Cllr. Blayney

PC representative Internal Finance Control Officer – Cllr. Miller

Cheque signatories/Internet Banking signatories – Clerk and Cllrs. Jackson & Erskine

Editor of Newsletter

Play Area Warden & Risk Report – Cllr. Willis

Tree Warden – position dropped

Emergency Co-Ordinator – TBA (carried forward to June meeting)

Actions – Clerk to contact Claire Kinzel for list of contacts and Council need to put in place a formal list and Plan.

Internal Auditor and date of audit – Anita Newby date to be arranged by Clerk.

Chairman welcome everyone to the meeting and apologies from Cllr. Stone accepted. No apology received from Cllr. Evans.

Meeting opened to public – one public member present requesting update of VCHAP. Cllr. Jackson advised that no further information was available, but the consultation period had closed. Parish Council and many parishioners had put in a report. No plans had been released at this time. Further details would be available on the SNDC website as and when they are released. Cllr. Jackson advised that any information would be discussed and put in Parish Council minutes as when received.

4. DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE, WHICH HAVE NOT BEEN RECEIVED AS REQUIRED BY LAW, SHALL BE RECEIVED. DECLARATION OF ANY PECUNIARY AND OTHER INTERESTS RECORDED (Ref 05/04)

Singed Declaration of interest forms were received by the Clerk from all Councillors.

Declaration of Pecuniary and other Interests forms need to be completed by Councillors electronically within 28 days of Election or co-option. The clerk suggested they all be emailed to the Parish Council site to be collated and passed over as a collective.

5. MINUTES OF PARISH COUNCIL MEETING 17TH APRIL 2023 AGREED AND SIGNED BY CHAIRPERSON (Ref 05/05)

Agreed as a true record and signed by the Chairman.

Proposed by Cllr. Miller seconded by Cllr. Erskine.

6. CHEQUE/BACS (Ref 05/06)

£229.20	Clerks net May 2023 salary
£300.00	GS Tractor – grass cutting
£30.04	L. Kingston – Village Hall Kings Coronation decorations
£57.20	HMRC - Clerks May 2023 tax
£30,924.00	GB Driveways – DDA paths
£24.00	Norton Methodist Church – Hire April & May 2023 meetings
£290.59	NALC – Annual subscription
£3.60	Heartbeat Trust – o/s balance defibrillator invoice 16579
£130.10	Clerks expenses
£200.00	GS Tractor grass cutting

Any King`s Coronation expenses will be taken from the grant given of £200 from SNDC.

As we are awaiting the transfer of our bank account from Barclays Bank to Lloyds Bank it will be necessary to get ex-Cllr. Kinzel to authorise these transactions as she is signatory on the account. Also, Clerks wages will be paid one week early to avoid a second transfer having to be authorised.

Authorisation of Payments form was agreed and signed by Chairman and Internal Financial Control Officer

The above was proposed by Cllr. Miller and seconded by Cllr. Whiting

Bank Balance as at 4th May 2023 £37,960.02.

Cllr. Miller suggested that as Cllr. Jackson was the only Barclays Bank cheque signature left on the Council a contingency plan needs to be put in place that, should Lloyds bank not be opened by 12th June 2023 then June`s payments would be paid by cheque with Cllr. Jackson`s and an ex Cllr. Kinzel or ex Cllr. Jones signatures. If Lloyds Bank has been opened by 12th June then Lloyds Bank signatories will authorise payments and a decision will be taken on whether any new Councillor`s names should be added by mandate.

All hands in agreement.

The clerk informed Council that the VAT refund is due into the account and a VAT number has now been obtained which means future claims will be able to be done quicker electronically.

Full accounts will be brought to the meeting following the closure of Barclays and opening of Lloyds Bank accounts so that Council will have a clear picture of what the final bank balance is going forward.

AGAR was explained to our new councillors and the following forms were signed:-

- a. Annual Governance Statement 2022/2023 minute ref 05/06/B/A (Chair & Clerk)
- b. Accounting Statement 2022/2023 minute ref: 05/06 B/B (Chair & RFO)
- c. Certificate of Exemption minutes ref: 05/06 B/F (Chair & RFO)
- d. Bank reconciliation balanced and no significant variances were reported and was agreed by all.
- e. The Internal Audit 2022-2023 was agreed by all as being completed.
- f. Confirmation of dates of the period for the exercise of public rights was agreed by all to commence Monday 3rd July 2023 – Friday 11th August 2023 not 5th June – 14th July 2023 as shown on agenda (Chair)
A – F proposed by Cllr. Erskine and seconded by Cllr. Whiting

Action – Clerk to send Certificate of Exemption, confirmation of dates for exercise of public rights and contact details form to PKF Littlejohn and arrange a date for Tina Newby to carry out the audit.

Chairman to publish Certificate of Exemption, Annual Internal Audit Report 2022-23, Annual Governance Statement 2022-23, Accounting Statements 2022-23 and Bank Reconciliation on our website.

7. PLANNING APPLICATIONS (Ref 05/07)

Chairman accepted 2023/1077 – Rosebank, Beccles Road, Thurlton as a late arrival however, clerk advised council that this had now been approved with conditions today so Parish Council would not be able to note comments on the site.

8. MANAGEMENT AND MAINTENANCE OF P.C. ASSETS (Ref 05/08)

Nothing to report.

9. HIGHWAY/TRAFFIC CALMING/FOOTPATH MATTERS (Ref 05/09)

Rangers are due to visit Thurlton, and clerk needs to put in a request for any work by 22nd May 2023.

Cllr. Willis raised the point that verges were growing very quickly and particularly at the crossroads by Gaze & Co it was very difficult to see oncoming traffic. The clerk would ensure this would go on the report. It was noted that all verges were growing exceptionally fast this year, and, for protection of wildlife, verges will only be cut once or maybe twice a year.

Action – Clerk to request on Facebook for parishioners to report by email any potholes, faulty signs, drainage problems etc. so these can go on report.

10. COMMUNICATIONS (Ref 05/10)

Norton, Thurlton & Thorpe Village Hall Committee minutes 24th March 2023 had been received and circulated to councillors. Cllr. Erskine to report back at their next meeting that the Parish Council are investigating the replacement of the damaged yellow grit bin but are awaiting information from NCC on where this should be placed. At present it is placed at the bottom of the steps but should be just inside the entrance to the car park as usage is for the highway and paths only. Cllr. Erskine to also report back to the village hall that we are still awaiting details regarding vehicles using the playing field for access to the DDA car parking areas.

11. GENERAL DISCUSSION (for information only) Ref 05/11)

GS Tractors have reported to the clerk that the contractors that have done work on the playing field have left pieces of concrete and stones which are dangerous when he is cutting the grass. The clerk has reported it back to the contractor who will do a clear up within the next couple of weeks.

NALC has requested a representative to be selected from every Parish Council. The clerk has offered to take on this position.

Date of next meeting – 12th June, 2023

Meeting closed at 8.30pm

Signed

Date

Gill Crossland PARISH CLERK -11, Hampton Avenue, Thurlton. NR14 6RH

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