

## THURLTON PARISH COUNCIL

MINUTES of MEETING held on 12<sup>th</sup> June 2023 at Village Hall 7.30pm

### **PRESENT**

Cllrs. Paul Jackson (Chair) Mick Erskine (Vice Chair), Cllrs. Teresa Miller, Andy Whiting, John Willis, Rob Blaney. Cllr. Andrew Evans (Thurlton District Ward) and Gill Crossland (Clerk).

Chairman welcomed Cllr. Andy Evans to his first meeting as our new Thurlton District Ward Councillor. All Councillors introduced themselves and their allocated duties. Clerk was also introduced. Cllr. Evans explained that there are seven Parishes in his ward, and he will attend as many meetings as possible but will be available for guidance and advice when needed. Andy is also Chair of the Healthy Living Committee which is about improving quality of life.

### **1. APOLOGIES RECEIVED AND ACCEPTED - REF 06/23/01**

Cllr. Stone (Norfolk County Council)

### **2. TO RECEIVE DECLARATIONS OF INTEREST – REF 06/23/02**

Cllr. Erskine declared that Erskine Electrics occasionally carry out work for Thurlton Village Hall and Norfolk County Council.

**Action** – Cllr. Erskine to update his Declaration of Interest form and send back to Clerk.

Cllr. Blaney to complete his Declaration of Interest form and send back to Clerk.

Clerk to file both forms and send onto post-election team.

### **3. MINUTES OF PREVIOUS MEETING – REF 06/23/03**

Chair signed Annual Parish Meeting dated 15<sup>th</sup> May 2023.

Chair signed Annual Meeting of the Parish of Thurlton dated 15<sup>th</sup> May 2023.

Proposed Cllr. Miller seconded Cllr. Blaney.

**Action** – Chairman to put May 2023 minutes on website.

Clerk to display May 2023 minutes on PC official display board.

### **4. ACTIONS/MATTERS ARISING FROM PREVIOUS MEETING - Ref 06/23/04**

Clerk has enquired where placement of yellow grit bins for Blacksmiths Gardens and Village Hall should be. No reply from Highways has been received.

Hedge encroaching onto road opposite Blacksmith Gardens. Two Councillors and Clerk have looked but cannot see an issue.

Emergency co-ordinator role. Clerk is awaiting a list of contacts from Claire Kinzel.

**Action** – Clerk to email Cllr. Stone to assist with grit bin clarification.

Clerk to advise complainant regarding hedge outcome no action required.

Clerk to re-contact Claire Kinzel regarding contacts and carry forward to July Meeting.

**5. COUNTY/DISTRICT COUNCILLORS, COMMUNITY POLICING, LOCAL ORGANISATIONS, CLUBS, AND INDIVIDUALS WITH SPECIFIC RESPONSIBILITIES – REPORTS / INFORMATION – REF 06/23/05**

Cllr. Stone`s May/June 2023 report was circulated to all Councillors. No issues to discuss.

Cllr. Evans had no changes to report at this time as only recently elected.

No reports have been received from the Police for a while now. It was noted that police presence was still active in the village.

April 2023 Village Hall minutes had been received and circulated to Councillors. Clerk advised Council that an insurance communication received by the PC had been passed onto the village hall regarding cover for buildings with large trees in proximity of buildings. Also details of possible grants had been passed on which may be appropriate for their future work/plans.

Clerk had submitted monthly report to RavMag.

Clerk advised that King`s Coronation Report had been completed and sent back with details on spending of funds and activities that took place.

**Action** – Clerk to contact PC King to see what reports are being sent out, if any.

**6. MANAGEMENT AND MAINTENANCE OF P.C. ASSETS – REF 06/23/06**

The current Asset Register was agreed. However, it was discussed that going forward this may need to be updated with the DDA paths that have recently been put in. This is an ongoing project and replacement of the skating path around the ball court to DDA compliance will hopefully be completed by the end of 2023.

Proposed Cllr. Miller seconded Cllr. Willis – All hands agreed.

Update on Phase 2 Playing field – grants still being applied for. An application for a grant from the Playing Field Association for £1000 has been submitted.

It was agreed to instruct David Bracey to carry out the annual Playing Field inspection in August 2023 for a sum of £120.00 including VAT.

Proposed Cllr. Willis seconded Cllr. Erskine.

Cllr. Willis submitted his monthly playing field report which included removal of goal nets, goal posts are unstable, and some rust reported on equipment. Swing seats needed possible replacement. No accidents reported.

It was agreed to wait for the annual report so a full action plan can be agreed.

Clerk advised that HP Ink had agreed a free month for June 2023 as they had not increased plan as requested.

Clerk advised Council that the Lloyds Bank account now also appears on her personal laptop. This is where the Horticultural Club bank account for which the Clerk is acting Treasurer is operated from. As the Horticultural Club and Parish Council are now both Lloyds Bank, both accounts can be seen on the two laptops. Lloyds Bank cannot separate this. Therefore, it was unanimously agreed that the Parish Council McAfee protection would be extended to the Clerks personal laptop and the cost met by the Horticultural Club. Only the Parish Council accounts will be operated on the Parish Council laptop and only the Horticultural accounts will be operated on the Clerks personal laptop. Both accounts have their own card log in details input when being operated.

All hands agree for Horticultural Club to pay for extended protection on Clerks personal laptop.

It is a requirement that all Councillors attend a training course within one year. With the recruitment of new councillors, and councillors that have never been on a course, it was unanimously agreed that a group course should be booked. This year we have a half price training offer from NALC and it was agreed that this should be booked in as soon as possible for £180.00 plus VAT.

Clerk brought figures to the table regarding purchase of second defibrillator for village following donation from Raveningham Country Faye. It was agreed that this should be carried forward to September 2023 meeting when funds in the account should be replenished.

**Action** – Cllr. Evans to see if he can provide grant for wildlife area at top of field.

Phase 2 to be put on September 2023 agenda.

Purchase of defibrillator to be put on September 2023 agenda.

Clerk to get price of replacement goal nets and posts for July meeting.

Clerk to instruct David Bracey to carry out annual playing field inspection.

Clerk to extend McAfee protection to personal laptop and payment to be made from Horticultural account.

Clerk to arrange group councillor training session.

## **7. HIGHWAYS/TRAFFIC CALMING/FOOTPATH MATTERS - REF 06/23/07**

Clerk reported 14 highway issues to Norfolk County Council for the Rangers to deal with when visiting the village in the next few weeks. Clerk thanked the people that reported issues.

**Action** – None

**8. PLANNING - REF 06/23/08**

2023/0515 Crossways Farm, Loddon Road, Thurlton. NR14 6NZ approved with conditions.

2023/1463 (late arrival accepted by Chairman). Crossways Farm, Loddon Road, Thurlton. NR14 6NZ. Written scheme of investigation 2022/0919.

**Action** – Cllr. Blaney to contact M. Gaze & Co to discuss and feedback in July meeting.

**9. CHEQUES/FINANCE Ref 06/23/09**

Barclays are refusing to close account, reason unknown, and consequently Lloyds Bank had gone overdrawn following the purchase of 2 x SanDisk £15.98. Clerk advised Council that the Barclays funds had now been transferred over to the Lloyds account but had yet to be closed.

|         |                                     |
|---------|-------------------------------------|
| £190.52 | Clerks June 2023 net wages          |
| £12.80  | Clerks June 2023 expenses           |
| £57.20  | HMRC Clerks June 2023 tax           |
| £200.00 | GS Tractor Services (grass cutting) |
| £15.98  | Curry`s 2 x SanDisk                 |

Authorisation form signed by Cllrs. Jackson and Miller.

Bank balance as at 4<sup>th</sup> May 2023 £37,960.02

CIL report has been sent and acknowledged. Balance of CIL £7,926.20.

ICO direct debit mandate signed by Cllrs. Jackson and Erskine.

Clerk has been in contact with Linda McDermott for release of balance of funds for phase one of DDA path project once Lloyds Bank account opened.

It was unanimously agreed to change direct debits for Freeola and HP Ink to the new Lloyds Bank account.

The Parish Council files are now ready to be picked up by the auditor and the Certificate of Exemption and dates for exercise of public rights had been emailed to PKF. Council thanked Cllr. Miller for all her help in preparation while Clerk was ill.

**Action** – Clerk to obtain release of grant balance outstanding into new bank account.

Clerk to finalise closure of Barclays Bank Account and re-imburement of overdrawn fee charged by Lloyds Bank.

Clerk to send off ICO direct debit.

Clerk to obtain direct debit to change Freeola account

**10. COMMUNICATIONS – REF 06/23/10**

Councillors expressed thanks to the 9am dog club who cleared up broken glass found on the playing field near play equipment. They do a grand job daily making sure our field is tidy and clean for our children to play safely. This is a big help on top of our monthly check of equipment and annual report.

The survey collated at the King`s Coronation was looked at and the Council was pleased with the input people had provided.

It was decided that a mixture of grass and wildflowers will be seeded in the autumn replacing the removal of brambles at the top of the field.

Ideas on the ball court were discussed and it was decided to request a risk assessment be carried out by David Bracey when carrying out the annual inspection.

It had been reported that trees on the field had grown so big and were imposing on properties backing Hampton Avenue.

**Action** – Clerk to enquire on grant for wildflower garden.

Clerk to request David Bracey carry out a risk assessment on ball court.

Clerk to obtain a quote for cutting back trees on field at side of Hampton Avenue when clear of birds and wildlife.

**11. DATE OF NEXT MEETING – Monday 10<sup>th</sup> July 2023 at the Village Hall at 7.30pm**

Signed..... Date.....

Gill Crossland

PARISH CLERK

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