

## THURLTON PARISH COUNCIL

MINUTES of MEETING held on 10<sup>th</sup> July 2023 at Village Hall 7.30pm

### **PRESENT**

Cllrs. Paul Jackson (Chair) Mick Erskine (Vice Chair), Cllrs. Teresa Miller, Andy Whiting, Rob Blaney and Gill Crossland (Clerk).

#### **1. APOLOGIES RECEIVED AND ACCEPTED - REF 07/23/01**

Cllr. Willis and Cllr. Andrew Evans (Thurlton District Ward)

Cllr. Barry Stone - County Councillor for Clavering

#### **2. TO RECEIVE DECLARATIONS OF INTEREST – REF 07/23/02**

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

#### **3. MINUTES OF PREVIOUS MEETING – REF 07/23/03**

Chairman signed off 10<sup>th</sup> June 2023 minutes.

Proposed Cllr. Erskine seconded Cllr. Whiting – all hands in agreement.

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

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

#### **4. ACTIONS/MATTERS ARISING FROM PREVIOUS MEETING - Ref 07/23/04**

Cllr. Rob Blaney was co-opted onto Thurlton Parish Council as his completion of Declaration of Interest form was not submitted within the 28-day required period.

Cllr. Blaney signed a Declaration of Office.

Proposed Cllr. Miller seconded Cllr. Whiting – all hands in agreement.

Yellow grit bin enquiry has been sent onto Highways and Cllr. Stone for information on where these need to be placed for Village Hall car park and Blacksmiths Gardens. No reply had been received to date. It was unanimously decided to purchase two grit bins, the village hall one would be placed on the left-hand side when leaving the car park and we will await confirmation for Blacksmiths Gardens.

Emergency Plan to be put onto August 2023 agenda.

**Action** – Cllr. Blaney to complete Declaration of Interest form for registration with Election Team within 28 days.

Cllr. Erskine to amend his Declaration of Interest form and return to Election Team.

Clerk to order two grit bins and get location for Blacksmiths Gardens from Highways.

Both bins to be purchased from CIL money.

Clerk to investigate other Parish Council's Emergency Plans.

**5. COUNTY/DISTRICT COUNCILLORS, COMMUNITY POLICING, LOCAL ORGANISATIONS, CLUBS, AND INDIVIDUALS WITH SPECIFIC RESPONSIBILITIES – REPORTS / INFORMATION – REF 07/23/05**

Clerk had reported to PC King incident of the fire which had been reported on Face Book. Police are in communication.

No Police reports being received but drop-in centres are taking place in Loddon for the area. It was suggested that PC King be invited to our August meeting to give update on current and previous situations. Statistics Report of crime in the area seem to have ceased.

**Action** – Clerk to invite PC King to August meeting.

**6. MANAGEMENT AND MAINTENANCE OF P.C. ASSETS – REF 07/23/06**

Playing field risk assessment has yet to be completed for July. No accidents had been reported.

Adult broken gym equipment will be replaced by the supplier as they have agreed this is a manufacturer fault. However, they have none in stock so will not be before September 2023.

Wildlife area on playing field. Clerk applying for grant. Cllr. Evans unfortunately Have insufficient funding to help with this project. There is still some funding left from the King`s Coronation grant which has been set aside for a plaque to be placed on this area. Seeding cannot take place until autumn so grants will continue to be explored. It was unanimously agreed that all children in the village should be invited to help spread the seeds keeping them linked into the project. Re-growth of the brambles need to be kept under control until seeding can be established. A quote to spray the area (children, wildlife, and animal friendly) has been obtained with Parish Council providing product we decide to use.

Skating path (phase 2) grants still being obtained.

Replacement goal posts and nets. All agreed these need urgent replacement as soon as possible. We would require metal to withstand weather conditions and these need to be concreted into the ground. Clerk brought quote to the table, but it was decided further investigation, and perhaps local financial help towards replacing these, needed to be investigated.

McAfee cover has been extended to multiple cover. Clerk uses Lloyds Bank as treasurer for the Horticultural Club, and Parish Council have changed their banking to Lloyds Bank, both accounts are now showing on the parish council laptop as well as clerk`s personal laptop. The additional cover has been paid by Horticultural Club and this now secures the Parish Council Bank Account. However, ALL banking for the Parish Council will only take place on the Parish Council laptop and ALL Horticultural business on the clerk`s personal laptop. Parish Council have benefitted by an extension of cover. Clerk did try to delink the two accounts but was unable to do so.

Trees on playing field are overgrown and hanging over neighbouring fences. A request has been received to have these cut back.

**Action** – Clerk to complete Playing Field risk assessment for July 2023 and note accident book.

Faulty equipment to be removed and made safe until replacement installed.

Clerk to obtain price for suitable weed prevention product.

Clerk to contact Harrod of Lowestoft to see if willing to discount goals and nets. Also contact Norwich City Football Club for any funds.

Clerk to contact Joe Griffin regarding cutting of trees on Playing Field

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

Rangers are around the village looking at reported requests from Parish Council.

**Action** – Clerk to await report from Highways.

#### **8. PLANNING - REF 07/23/08**

Cllr. Blaney visited Mitchel Gaze regarding report 2023/1463. A significant amount of their planned work has already been completed. Trees to screen the area have been planted. Cllr. Blaney, in his opinion, did not feel anyone would be affected by the solar panels which have been installed. Whilst there, Mitchell Gaze passed on an offer for the Queens Head to put signage on the corner of their property for passing traffic to be aware. Parish Council considered this to be a positive outcome.

**Action** –

Cllr. Blaney to pass on message to Queen Head regarding advertising their business on the A146 at the corner on land belonging to M. Gaze.

#### **9. CHEQUES/FINANCE Ref 07/23/09**

Clerk advised Councillors that finally Barclays Bank had been closed after spending four hours on the phone with them. A complaint was raised with regards to the overdrawn charge by Lloyds Bank of £15 due to the delay in closure. A £54.00 compensation for inconvenience and clerks time had also been secured.

£89.00 Mrs. T. Newby Audit payment

£22.00 Mrs. G. Crossland working from home allowance

£7.00 Compost site tip charge paid by debit card

£19.96 Stationery paid by debit card

£293.26 Clerks July salary

£45.80 HMRC payment

Above items proposed by Cllr. Whiting and seconded by Cllr. Blaney – all hands in favour.

Bank balance of £7,64322 as of 5<sup>th</sup> July 2023. NCC payment of £5,500 towards phase 1 of DDA pathways grant is still outstanding.

All funds are now held in the new Lloyds Bank Account and Barlcays Accounts have been closed.

It was unanimously agreed to add Cllr. Blaney onto Lloyds Bank as a signatory. Clerk can only raise payments and a second signatory need to authorise. Presently only two signatures are registered.

Our audit report was very positive with a good outcome.

Display of confirmation of the dates of the period for the Exercise of Public Rights has been displayed on the Parish Council display board and our website as required by law.

Lloyds Bank card details have now been registered with Freeola, ICO and HP Ink.

Renewing Policies are to be carried forward to August 2023 meeting. Until new policies have been printed and signed off by Council, Thurlton Parish Council will be working under our existing policies.

**Action** – Clerk to approach NCC to see when £5,500 will be released and do a VAT claim.

Clerk to draw up a salary payment agreement which can be signed by Chair and Financial Officer to run until the end of financial year.

Clerk to complete paperwork with Cllr. Blaney to add onto Lloyds Account.

Clerk and Financial Officer will put together an action plan on points raised in audit.

Up-dated policies to be printed off for August meeting.

#### **10. COMMUNICATIONS – REF 07/23/10**

An enquiry has been raised for a second time regarding a hedge opposite Blacksmiths Gardens on the corner of Sandy Lane which is encroaching onto the roadside.

The hedge belonging to the school is also overgrown and needs trimming.

A request from Mrs. Hannant to purchase a bench and place on the playing field in remembrance of Chris Hannant was agreed in principle. However, Parish Council cannot be responsible for securing the bench into the ground. This would have to be arranged by Mrs. Hannant. PC would prefer bench to be in keeping with other benches on the field.

Councillors training on a weekend would incur a surcharge so a weekday would be cheaper.

All hands in agreement with the risk assessment form to be given out by the village hall if vehicles are to be passing over the playing field to gain access to DDA parking.

**Action** – Clerk to investigate who owns the hedge and arrange trimming down.

Clerk to contact school and get confirmation that they will be trimming this Down.

Clerk to obtain details of bench from Mrs. Hannant for Councillors to agree.  
A decision on where this should be placed on the field will then be decided.  
Clerk to arrange a Councillor training day for possibly October half term.

**11. DATE OF NEXT MEETING – Monday 14<sup>th</sup> August 2023**

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

Gill Crossland

PARISH CLERK

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