

## THURLTON PARISH COUNCIL

MINUTES of MEETING held on 13<sup>th</sup> NOVEMBER 2023 at Village Hall 7.30pm

### **PRESENT**

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

#### **1. APOLOGIES RECEIVED AND ACCEPTED - REF 11/23/01**

Cllr. John Willis and Barry Stone County Councillor for Clavering.

#### **2. TO RECEIVE DECLARATIONS OF INTEREST – REF 11/23/02**

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

#### **3. MINUTES OF PREVIOUS MEETING – REF 11/23/03**

9<sup>th</sup> October 2023 minutes agreed by all and signed by Chairman Cllr. Jackson.  
Proposed Cllr. Blaney, seconded Cllr. Miller

#### **4. ACTIONS/MATTERS ARISING FROM PREVIOUS MEETING - Ref 11/23/04**

None

**Action – N/A**

#### **5. COUNTY/DISTRICT COUNCILLORS, COMMUNITY POLICING, LOCAL ORGANISATIONS, CLUBS, AND INDIVIDUALS WITH SPECIFIC RESPONSIBILITIES -- REPORTS / INFORMATION - Ref 11/23/05**

Cllr. Evans reported that the District Council Offices in Long Stratton have been sold and the move to the new Horizon Buildings are now completed.

A four-year strategic plan is now being looked at and Government has decided that all councils are to collect food wastage in the future. How this is to be done is currently being investigated and further information will be forthcoming.

Cllr. Jackson raised whether there was any further movement on the VCAP sites that we are awaiting information on. Cllr. Evans will investigate and get back to Council.

Awareness of Conservative candidates visiting the village was discussed.

Cllr. Evans has a budget of £1,000 to offer across his parishes and an invitation to apply for part of this would be considered should Thurlton have any needs.

No police report received.

Village Hall report received for September.

Their mention of insurance cover for vehicles obtaining access to the village hall entrance is covered by the Parish Council and not the responsibility of the village hall. A risk assessment form has been provided with instructions that this must be completed by anyone using a vehicle over the playing field and returned to the Clerk for insurance purposes.

Cllr. Erskine raised the point that vehicle access to the village hall needs to be constantly looked at by the PC and VH.

At the request of the village hall the parish council has funded a replacement grit bin as it was reported that the existing one was damaged and dangerous to the public. It has been reported that this has been `mended` by the VH and not removed as agreed

Cllr. Blaney has spoken with NCC and a desktop survey for installation of EV charging points has been carried out. The VH carpark meet the required criteria and the next step would be to push through an application. However, the power would have to come from the village hall. To be carried forward onto January 2024 agenda.

**Action** – Clerk to make contact with new Police Officer and give details of future meetings

with an invitation to call in.

Clerk to contact VH to advise that PC will not take responsibility for the old broken grit bin should they decide not to remove it from the car park.

Cllr. Erskine to take EV update to the village hall meeting in January 2024.

## **6. MANAGEMENT AND MAINTENANCE OF P.C. ASSETS – REF 11/23/06**

Clerk confirmed that no accidents had been reported for the playing field.

It was necessary to re-arrange the trimming of trees on the field due to gaining access. This will be carried out end of November.

Gary Overland NCC has visited the village with regards to the dropped kerb enquiry and placement of a grit bin on Blacksmiths Gardens. Clerk expecting further guidance. This item to be carried forward to December meeting.

Councillors unanimously agreed that during the winter period playing field inspections would revert to bi-monthly checks. Cllr. Miller mentioned that the new goal nets seem to be sagging and it was agreed further ties needed to be ordered and applied. Clerk had been informed that the 9am dog club were sourcing metal ties as the plastic ones continuously break on impact. However, this raised concerns with breaching health and safety regulations.

Waste bins on the field need to be replaced by closed top bins.

Dog bin on Sandy Lane reported as broken.

Adult gym equipment was due to be fitted within the week.

Childrens seesaw mechanism had been fitted but two seats were now needed. All Councillors agreed that seats should be ordered at the cost of £204.60. Councillors thanked Darren Cook and Cllr. Jackson for voluntary work on this piece of equipment.

Clerk reported that the re-seeding of the bramble area has been completed.

Clerk has had permission from Moss & Co to replace the existing lock on the gate to the playing field with a new lock and three keys. One each to be held by the Pub, Parish Clerk and Village Hall. This will make it easier to obtain access for vehicles to the village hall and maintenance contractors to the field. The existing lock has only one key. A risk assessment must be completed for any vehicle using the playing field.

Councillors agreed to purchase a new lock with three keys.

Currently, GS Tractors use Mill Lane entrance and cut path when grass cutting the field.

Mill Lane has been deemed as unsafe and it was agreed in future that GS Tractor Services would use the gate entrance. If they are unable to cut Mill Lane, then this area would be allowed to grow for wildlife.

Parish Council Biodiversity Plan need to be agreed by 1<sup>st</sup> January 2024. To be carried forward to December meeting when more information available.

As the composting area is to be disposed of the allotment agreement will not be renewed.

The swing seats and hippo handles are cracking and will need replacing.

Councillors agreed that a permanent solution to reach the disabled car spaces need to be looked at periodically and the PC and VH need to work together on this. It was

agreed to revisit on a quarterly basis commencing March 2024.

Councillors unanimously voted to adopt the model Councillor Code of Conduct 2020 Policy which was signed by Chairman. To be renewed annually.

Proposed Cllr. Miller, seconded Cllr. Erskine

**Action** – Clerk to order new ties for goal nets and research health and safety regulations regarding metal ties. Also a new lock with three keys.

Clerk to order two see saw seats.

Clerk to contact SNDC to enquire if a black bin can be obtained for playing field.

Cllr. Willis to inspect broken dog bin and report in December meeting.

Clerk to order new Hippo handles and price up replacement seats.

Clerk to obtain post key to Mill Lane from GS Tractor services.

## **7. HIGHWAYS/TRAFFIC CALMING/FOOTPATH MATTERS - REF 11/23/07**

Hedge cutting on corner of Sandy Lane has been completed by Raveningham Estate.

Clerk has completed and returned a tree condition report requested from NCC.

**Action** - None

#### 8. PLANNING - REF 11/23/08

2023/2658 – 3 Blacksmiths Gardens, Thurlton - notification received approved with conditions.

2023/2625 – 2 Blacksmiths Gardens, Thurlton – notification received approved with Conditions.

Land off Crab Apple Lane, Haddiscoe NR14 6SJ – Extraction of sand and gravel. Cllr. Blaney raised concern to Cllr. Evans that no reply had been received for his enquiry regarding the traffic plan associated with this development. Councillors require this information to understand the impact of increased HGV traffic in the area/village.

**Action** – Cllr. Evans to contact Highways and request that a traffic plan is sent onto Cllr. Blaney prior to our meeting in December.

#### 9. CHEQUES/FINANCE Ref 11/23/09

£36.00	Hire of Village Hall July, Aug, Sept 2023
£12.57	Stationery/spare Clerk cabinet key
£216.00	Councillor Training Session
£142.71	See saw parts
£315.57	See saw mechanism
£60.00	Hire of Chapel
£40.00	Refreshments for training session
£690.00	Prepare and reseed wildflower area
£229.02	Clerks November 2023 salary
£22.00	Clerks November 2023 working from home allowance
£57.20	HMRC Clerks Tax 2023

The following was paid by DD/Debit card

£9.99 HP printer November 2023

All payments proposed by Cllr. Erskine, seconded by Cllr. Blaney.

Bank Balance as at 25<sup>th</sup> October 2023 - £13,992.90

Clerk has put in for a VAT return and completed the annual CIL return £7,926.20.

Accounts to end of October 2023 which had been audited by Cllr. Miller were presented to Council.

Clerk and Cllr. Miller had worked on budget figures for 2024/25 which were presented to Council. Proposed increases of 5%, 7% and 10% were discussed but the outcome is that we are still looking at an estimated deficit of £2,856.50 for 2024/25.

An increase in next year's precept will be decided in the December meeting.  
We have had high maintenance expenditure this year on the playing field which has been taken from protected CIL money. After discussion, it was agreed to request that Norton Parish Council contribute £500 p.a. (half of the grass cutting cost) and budget for this when they next agree their precept. As these are shared facilities it is only fair that some of the cost be spread over the two parishes.  
Risk register was looked at and discussed. It was agreed to remove the Covid 19 risk and to generalise the Ukraine refugee to all refugees.  
All hands in favour of above changes to risk register.

**Action** – Clerk to request Councillor training expenses from Norton and Haddiscoe PC  
Clerk to contact Norton Parish Clerk regarding contribution to playing field  
Amended Risk Register to be produced.

#### **10. COMMUNICATIONS – REF 11/23/10**

Sandy Lane overgrown hedge complaint completed – see No. 7.  
Positive feedback from Councillors regarding recent training event.  
Councillors requested that Clerk enquire possibility of a group training session for Planning.  
Clerk confirmed that paperwork to Saffron Housing regarding their grant towards replacement paths had been completed and returned.  
Parish Council piece for Ravmag had been submitted.  
Wave bill for allotments had been received.  
Council need to continue to look at village emergency plan contacts. Carried forward to January 2024.  
Clerk informed Council that a £10,000 grant from Lottery funds had been applied for towards completion of the pathways on the playing field.

**Action** – Clerk to approach NALC regarding training session  
Clerk to pass over Wave bill to allotments association  
Clerk to investigate needs for village emergency plan for January meeting

**DATE OF NEXT MEETING** – Monday 11<sup>th</sup> December 2023

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

Gill Crossland  
PARISH CLERK

11, Hampton Avenue, Thurlton. NR14 6RH

TEL: 07385197601/01508 549

E-MAIL [thurlton.pc@gmail.com](mailto:thurlton.pc@gmail.com)

WEBSITE [thurlton.norfolkparishes.gov.uk](http://thurlton.norfolkparishes.gov.uk)

Meeting closed at 9.20pm