



THURSFORD PARISH COUNCIL

The minutes of the Parish Council Meeting held on Monday 22nd September 2025 in the Conference Room at the Thursford Exhibition

Present: Cllr S. Eckworth (Chair), Cllrs J. Bolam, J. Coles, K. Crompton, R. Garrett, G. Pointer (Vice Chair), R. Wilkes and Parish Clerk – K. Harris, 2 members of the Public

25/65 Welcome and to consider apologies and reasons for absence

The Chair welcomed everyone to the meeting and thanked all for coming. There were no apologies.

25/66 To receive declarations of Interest and request for dispensations in any agenda item

There were none.

25/67 To Approve the Minutes of the Annual Parish Council Meeting held on 12th May 2025.

The minutes were Approved by All and signed by Cllr Eckworth on a Proposal by Cllr Pointer and Seconded by Cllr Bolam.

25/68 Matters arising on the Minutes (for information only), not included on the agenda

Cllr Bolam informed Cllrs that the moles were back on the Village Green and the number had increased all over the village. It was agreed to monitor the situation and to revisit in Spring 2026.

25/69 Open Forum for Public Participation

- i. Receive reports from NNDC Cllr Butikofer, NCC Cllr Aquarone

NCC Cllr Aquarone – No report had been received.

NNDC Cllr Butikofer had been planning to attend the meeting but didn't arrive.

Receive report from local Police Beat Officer - No report has been received. Cllr Eckworth informed the meeting that she had tried to attend the latest Police Neighbourhood meeting but had not been able to gain access via the online link.

- ii. An opportunity for members of the public to raise questions or concerns
 - A resident informed the meeting that some potholes in Heath Lane had been marked with white paint but not been filled in – this may be because they need specialist equipment due to their size/depth.
 - A resident informed the PC that the Church needs greater attendance at events and services: they need to raise £780k, of which the first tranche is £119k. The resident will write an article for the Tablet.
 - On 28th November James Thompson from Hindringham is giving a talk on all the windows in the Thursford Church, which is unique in the area as it has windows from the medieval to the modern era – this backs up his recently written booklet.

25/70 To receive an update on Highways matters

- i. To receive an update on the meeting with NCC Highways Engineer on 8th August

Cllrs met the Highways Engineer on the Village Green to discuss speeding through the village. He recommended purchasing a SAM2 or 3 as the most likely method of deterring speeding through the village. He said that he would inform NCC (and MP) Steffan Aquarone that this would be a

beneficial spend of his *Local Member's Fund*. The Clerk has since received an email confirming that this will be considered by NCC Cllr Aquarone.

The Highways Engineer also said that he would investigate whether it was possible to have "pedestrians in road" signs located in the village. The Clerk has since been informed that these would need to be paid for by the Parish, and that the SAM was the recommended deterrent for speeding.

Cllrs moved to Station Road with the Highways Engineer and discussed signage to warn motorists of the Brick Kiln/Station Rd junction. The Clerk has not received any follow up on this issue so will request an update.

The problem of motorbikes using the bus stop and pedestrian access at the B1354 end of Station Road and ignoring the blocked road was discussed. A bus driver also confirmed that the Thursford side bus stop was not fit for purpose. The Clerk has since received confirmation from NCC Highways that permission and funding has been granted for work on the bus stops and that the new kerb line with a 150mm face should prevent motorcycles using the gap through to Station Road.

ii. To consider and Approve the purchase of a SAM3

Cllrs considered the differences in cost between the SAM2 and SAM3. All Cllrs agreed that they required data retrieval. The difference in cost between chargeable and solar battery charging was discussed and the majority of Cllrs preferred the solar option. Purchase of a SAM3 with data retrieval and solar charging was Approved on a Proposal by Cllr Garrett and Seconded by Cllr Wilkes on the proviso of the Council being granted 50% Parish Partnership funding and NCC Cllr Aquarone has the remaining 50% of funding available from his LMF.

An article will be written for the Tablet detailing actions on speeding discussed at this meeting,

25/71 Planning matters.

i. To receive an update on current planning applications

PF/25/0628: 6 Clarkes Lane, Erection of single storey detached building for use as an annexe – Approved

PF/25/1160: Church View Cottage: Erection of 2-story replacement dwelling – Approved.

ii. Planning Applications since the close of the agenda:

There are none.

iii. To Approve any action regarding Lynden House

An email from the NNDC Empty Homes Unit on 5.09.2024 stated that NNDC were cautiously optimistic of action with regard to Lyndon House. As a year has now passed with no action, the Clerk will email NNDC for an update.

25/72 To Approve any action on the Tyre Bundling Plant in the Parish of Fulmodeston with Barney

Retrospective planning application was filed with NCC on 11th September. Anyone who wishes to respond has 21 days.

Concerns were expressed about the numbers of tyres being stored on site and the fire hazard this could lead to and also being located directly adjacent to a woodyard – with risks of the release of carcinogenic chemicals in a residential area;

The level of noise from the activity – which NCC have already recorded as being too high;

Inadequate space on the highway for the entrance and exit of large vehicles leading to blockage of The Street, Barney and egress of the lorries onto the B1354 while entering and exiting the site and while waiting for access

Damage to the historic railway platform

The PC Approved by All the submission of comments to this end on a Proposal by Cllr Pointer and Seconded by Cllr Bolam.

25/73 To receive an update on Defibrillator training

Cllr Eckworth is waiting for confirmation from a new contact – a retired GP who will offer a demonstration and informal session.

Cllr Garrett requested that the session be advertised as “familiarisation” rather than training as the latter word implies that only trained people can use the defibrillator, whereas anyone can use it.

25/74 To receive an update on the Waste Bin on the Village Green and Approve any action

The undergrowth is kept clear, the bin is being used and is emptied by Cllr Eckworth on a weekly basis. She asked that if anyone noticed it full, that they also empty it.

25/75 To receive an update on Thursford Assist

A report had been provided by members of Thursford Assist:

The name will be retained – Thursford Assist or TA - but the Group would no longer be directly associated with the PC. Communication will be through a “no chat” WhatsApp Group. Support would be for small non repetitive tasks and local driving – defined as “neighbourly activity”

25/76 To receive an update on Cemetery Matters

Topple Testing of all the gravestones had been undertaken in August. Two small memorials had been laid flat – details on them were not adequate to contact relatives.

Thanks were offered to the previous clerk for the map she had created showing available details of known graves and demonstrating the likely location of others, which demonstrates that the newly cleared area is likely to be required soon when new graves are requested. It will then need to look like the rest of the cemetery. Cllrs Pointer and Bolam will consider how to begin this process in the early Spring. Cllr Coles will review Memorial Stones that are noted during future Topple Testing.

25/77 Financial and Governance Matters

i. To Approve the Cashbook and Payments List and note Spending against Budget

The balance in the Community Account balanced to the 13th August Bank Statement is £5,408.49 and £6,477.74 in the NS&I Account.

Receipts to be Approved since the last meeting: VAT repayment £96.67, Cemetery Fees £200.00, Transfer of Exclusive Rights £80.00.

Payments for Approval since the last meeting: C. Harris (Clerk’s Salary April – June and including Approved overtime) £434.29, HMRC (Tax on salary) £108.40, NNDC (Collection of Dog Waste) £148.20, C. Harris (Clerk’s Salary July – September) £390.68, HMRC (Tax on salary) £89.20, C. Harris (Clerk’s expenses April – June) £60.00), S. Jenkinson (Pots on the Green) £20.49.

These receipts and payments were noted against the budget.

The cashbook and payments were Approved by All on a Proposal by Cllr Bolam and Seconded by Cllr Garrett.

ii. To note the Local Government Pay Award of 3.2%

This was noted.

iii. To Appoint Mrs Di Dann as the Internal Auditor for the 2025-26 Financial Year

Mrs. Dann’s quotation was Approved by All on a Proposal by Cllr Coles and Seconded by Cllr Wilkes.

iv. To Approve the purchase of a Noticeboard for the Cemetery

All agreed that a mountable Noticeboard was required that could be fixed to the Lychgate wall. The 2 quotes were discussed and All Approved the lower quote on a Proposal by Cllr Coles and Seconded by Cllr Crompton. Cllr Coles will fix the Noticeboard to the wall.

v. To Approve the following policies: Standing Orders, IT

The revised Standing Orders. Were Approved by All on a Proposal by Cllr Bolam and Seconded by Cllr Pointer.

Cllrs require further clarification of the legal and regulatory requirements noted in section 10 of the IT Policy, so this will be presented at the next meeting.

vi. To Approve 20% of the Training costs for the Clerk to attend the SLCC Norfolk Annual Conference and the NPTS Autumn Seminar – Total £31.66

This was Approved by All on a Proposal by Cllr Garrett and Seconded by Cllr Pointer.

25/78 To consider the recommendations in the Practitioner's Guide regarding the website and email addresses and Approve any action.

The Practitioner's Guide 2025, assertion 10 states that *every authority must have a generic email account hosted on an authority owned domain with a .gov.uk or .org.uk email address.*

The Clerk had submitted a report to all Cllrs detailing three options available to them, including keeping the current website and having separate websites for the village and PC.

Cllrs unanimously Approved moving to Parish Online as this appeared to be the most resilient option and should future-proof the website, with the website address of thursfordparish.gov.uk on a Proposal by Cllr Garrett and Seconded by Cllr Bolam

25/79 To request contributions for the Tablet before 1st October.

To include a piece on money required by the Church, speeding, anti-social behaviour in Little Snoring.

25/80 To note any correspondence

The following correspondence has been sent to Cllrs since the last meeting:

Report from MP Steffan Aquarone

NPTS Updates

NCC Unitary presentation

Information on SAM3

NNDC Sarah Butikofer July report

Survey re access to cash

Recycling Centre survey

Email on Ukraine from member of the public

NNDC Response on Local Gov't Reorganisation

Parish Partnership information

Fakenham Neighbourhood police meeting

Flag flying on the Green

Local Plan main modifications consultation

25/81 To note the dates of meetings for 2025:

Mondays, 7pm –3rd November

The PC have permission to use the Pavilion if disabled access is required.

25/82 Any Other Business – for information only

A new Ukrainian flag will be purchased by the Parish Council when the current one is beyond repair.

The Perspex on the Station Road Noticeboard needs to be replaced

There has been an increase in abandoned dog waste over the summer period. Cllrs discussed methods to increase awareness of members of the public, particularly visitors. Cllr Eckworth will investigate small signs that could be located in additional locations.

25/83 To close the meeting – There being no further business, the meeting closed at 8.44pm.

Signed

Date