



## THURSFORD PARISH COUNCIL

### The minutes of the Annual Parish Council Meeting held on Monday 20th May 2024 in the Conference Room at the Thursford Exhibition

**Present:** Cllr S. Eckworth (Chair), Cllrs J. Bolam, K. Drake (Vice Chair), R. Garrett, G. Pointer and Parish Clerk – K. Harris, 0 residents

#### **24/36 Election of Chair – Sign Declaration of Office**

On a Nomination by Cllr Pointer and Seconded by Cllr Drake Cllr Eckworth was unanimously voted to be Chair. She signed the Declaration of Acceptance of Office.

#### **24/37 Election of Vice Chair – Sign Declaration of Office**

On a Nomination by Cllr Pointer and Seconded by Cllr Bolam Cllr Drake was unanimously voted to be Vice-Chair. She signed the Declaration of Acceptance of Office.

#### **24/38 Welcome**

The Chair welcomed everyone to the meeting.

#### **24/39 To consider apologies and reasons for absence.**

Apologies were accepted by all for Cllr Wilkes and Cllr Crompton. NCC Cllr Aquarone and NNDC Cllr Butikofer sent their apologies.

#### **24/40 To receive declarations of Interest and request for dispensations in any of the agenda items**

Cllr Bolam declared an interest in Agenda item 12 ix – to Approve a Grant Application from SAV. This was accepted and he was granted dispensation to speak.

#### **24/41 To Approve the Minutes of the Parish Council Meeting held on 18<sup>th</sup> March 2024.**

These were agreed by all and signed by Cllr Eckworth on a Proposal by Cllr Drake and Seconded by Cllr Garrett.

#### **24/42 Matters arising on the Minutes (for information only), not included on the agenda**

There were none.

#### **24/43 To note the Minutes from the Annual Parish Meeting**

There were no comments on the minutes. Cllr Eckworth reported really good feedback on the APM. An amazing amount of information was shared about community affairs by contributors from all local organisations and groups. The aim is to grow the meeting in future years and to separate its date further from a PC meeting.

#### **24/44 Open Forum for Public Participation**

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

NCC Cllr Aquarone had sent a written report which was summarised by Cllr Eckworth:  
Footpaths - NCC is taking forward Cllr Aquarone's Footpath Toolkit for circular walks. The first step will consult stakeholders to update the existing Parish Paths pack; Norwich Western Link after years

of work and £50million already spent the Environment Agency has refused to grant a license for it to progress.

NNDC Cllr Butikofer had sent the Annual District Council Performance report which covered the following areas – the new District Plan is at the examination stage; completion of a new Economic Strategy & Action Plan to support infrastructure growth; work has been undertaken in the towns of North Walsham, Sheringham and Stalham; NNDC was allocated UK shared Prosperity Funding as one of the top 5% of English councils; investment in new public toilets; NNDC’s carbon footprint has reduced by more than 50%; an additional 5,000 trees have been planted than the 110,000 planned in 2019; further information will shortly be available on nutrient neutrality; NNDC continues its programme of investment in properties for Temporary Accommodation; NNDC Energy Team secured over 40% of County wide funding from Norfolk Warm Homes; Social Prescribing won the Norfolk & Waveney annual award; NNDC collections of Council Tax & Business Rates are well above the national average; Coastwise is providing defences at Bacton and Mundesley; last September the Local Government Association carried out an independent Peer Review and NNDC scored a rating of 4 out of 5; funding has been secured to repair the building housing the RNLI and the Rocket House in Cromer; NNDC have retained their Blue Flag beaches and regained the award for East Runton Beach.

ii. Receive report from local Police Beat Officer

No report has been received.

iii. An opportunity for members of the public to raise questions or concerns

No residents were present.

**24/45 Planning matters.**

i. To receive an update on current planning applications

Pending Consideration – Equestrian Centre and Driftend Farm.

ii. Planning Applications since the close of the agenda

There have been none.

iii. To receive an update on Lynden House – empty property on The Street

No update had been received.

**24/46 To Approve any Action on the Tyre Bundling Plant in the Parish of Fulmodeston with Barney**

A resident in Station Road has begun to have issues with the tyre bundling depot due to excessive noise from generators starting at 7.10am which is causing health issues. A dampner has been fitted to the forklift to reduce the beeping sounds. Residents are keeping a noise log for submission to NNDC.

Cllr Eckworth has written to the Chair of Fulmodeston and Barney PC asking for support as the depot is inside their boundary. All Agreed that a letter should be written by the PC to the site. Cllr Eckworth will draft the letter. NNDC Cllr Butikofer has been informed.

**24/47 Financial and Governance Matters**

i. To Approve the Internal Audit undertaken for y/e 31<sup>st</sup> March 2024

It was Agreed that Volunteer Groups will be added to the Risk Management document.

Separate email addresses for Cllrs were discussed. Cllr Garrett decided to set up a new email address. Cllrs agreed to consider training. Thursford policies will be added to the next update of the FOI Publication scheme. This was Approved by All on a Proposal by Cllr Pointer and Seconded by Cllr Drake.

ii. To Approve the signing of the Exemption Certificate for 2023/24

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

iii. To Approve the Governance Statement for 2023/24 (AGAR Form 2)

Cllr Eckworth read the Statements and signed the Governance Statement on a Proposal by Cllr Pointer and Seconded by Cllr Garrett. This was Approved by All.

iv. To Approve the Accounting Statement for 2022/23 (AGAR Form 2)

This was Approved by All and signed by Cllr Eckworth on a Proposal by Cllr Drake and Seconded by Cllr Garrett.

v. To note the dates of the Notice of Public Rights

For 2024 the dates for the Exercise of Public Rights will be from 10<sup>th</sup> June until 19<sup>th</sup> July.

vi. To Approve the Cashbook and Payments List

The balance in the Community Account, balanced to the 14<sup>th</sup> May Bank statement, was £4,920.04 and £6,383.73 in the Deposit Account.

Receipts since the last meeting: £2,500.00 (first half precept payment)

The following payments are awaiting Approval: C. Harris - £105.97 (Replacement Tubs on the Green), £129.60 (Wix Premium Plan Light), £33.00 (Clerk's expenses April - June); S. Jenkinson £36.36 (Plants for Tubs). This was Approved by All on a Proposal by Cllr Drake and Seconded by Cllr Bolam.

vii. To Approve the Asset Register.

The value placed on the Lychgate and wall was agreed to be too large so this was changed to £16,000. The cost of replacement Noticeboards had increased. The Asset Register was Approved by All on a Proposal by Cllr Pointer and Seconded by Cllr Drake.

It was acknowledged that the Defibrillator will talk you through the procedure if required, but Cllrs wanted to arrange a training session to update their familiarity. Cllr Eckworth will look at what training is available. Cllrs noted that they need to begin to consider funds to replace the Defibrillator in approximately 2 years.

viii. To Approve the Insurance policy from 1st June – cost £214

This was Approved by All on a Proposal by Cllr Drake and Seconded by Cllr Pointer. The Clerk will liaise with the resident.

ix. To Approve the Grant Application from SAV.

Cllr Eckworth explained that the PC had £1,000 in their Community budget, but that, due to needing to manage trees last year this had been overspent by approximately £300 and it was therefore prudent to retain some funds in this pot. Already allocated this year was £105 for the Pots on the Green, £130 in costs for emptying the Dog Bin and £130 on the website (total £370).

Cllrs unanimously Approved a grant of £300 for SAV, leaving £330 to be allocated later in the Year and agreed that SAV could apply for this if it was still available on a Proposal by Cllr Drake and Seconded by Cllr Pointer.

x. To Approve purchase of an acrylic notice for the Village Green, maximum cost of £60

A resident had made a notice in wood for the Green a few years ago explaining the Village Sign. As this had deteriorated it was proposed that one should be purchased in acrylic as this would be longer lasting. A cost of £60 was Approved by All on a Proposal by Cllr Garrett and Seconded by Cllr Bolam.

xi. To review charges for Thursford cemetery.

Cemetery fees were reviewed and it was agreed that no changes needed to be made, on a Proposal by Cllr Pointer and Seconded by Cllr Drake.

**24/48 To Approve any action on the Village Green (pampas grass and tree planting)**

Cllrs agreed that the resident could remove the pampas grass that was on the Village Green but adjacent to his property. He would need to take formal responsibility for its removal and it would be

at his own risk. The Parish Council noted that he owned the land within one foot (12 inches) of the barn, next to the Village Green. It was noted that he would replace the pampas grass with a native English tree that would not grow tall. Cllr Bolam will liaise with the resident.

#### **24/49 To receive an update on the website**

Cllr Garrett has used two accessibility tools to check the website and she states that it only needs minor adjustments to conform to level AA Accessibility. Contributors to the website need to not “pdf” after documents in this format and to use formal “headers” within the documents. Care also needs to be taken in colours used in text and to give a description to pictures.

In order to conform the Domain Name must be owned by the Parish Council.

Cllr Garrett and the Clerk will arrange to meet with the resident who has worked on the website.

Thanks were given to the resident and to Cllr Garrett.

#### **24/50 To receive an update on the Polling Station**

No update has been received from NNDC, however the use of the Pavillion at the Museum as the Polling Station was well received by users and officials of the Polling Station.

#### **24/51 To receive an update on Highways Matters**

The PC had not been informed in advance of the resurfacing of The Street and residents had received a flyer through their door the [Sunday evening] the day before.

The repainting of the white lines by the Crawfish was still not done.

#### **24/52 To request contributions for the Tablet before 22<sup>nd</sup> May**

The Tablet needs to go to print by the end of the week to mark the 100<sup>th</sup> birthday of a resident, so additional contributions are urgent.

Also – a new paragraph of a “special mention” to someone in the village is being considered. This would require the permission of the person being thanked. Any suggestions should be sent to the Clerk.

#### **24/53 To note any correspondence**

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

Ash Trees at Thursford cemetery (NNDC)                      NNDC Cllr Butikofer March & April reports

River Stiffkey Work (Environment Agency)                      E. Bellamy – Methodist Church

Fakenham Police SNAP meeting                                      NPTS Training Opportunities

NCC Location of Grit Bins

#### **24/54 To note the date of next meetings: Mondays, 7pm: 9th September and 18th November:**

The PC expressed their gratitude for being able to use the Conference Room at the Museum, but there is concern about disability access.

Cllr Eckworth will contact the Museum.

#### **24/55 Any Other Business – for information only**

Cllr Eckworth reminded Cllrs that, due to the Levelling Up Bill have in reached the Statute Books, it was now possible for PCs to fund Church activities and she would like to add this to the agenda for the next meeting: whether there should be a small increase to the Precept so that a sum could be allocated to Church maintenance as this was a historic building in the village and acted as the community venue.

Cllr Bolam said that he would ask the PCC for their opinion on this before the next meeting.

#### **24/56 To close the meeting** – There being no further business, the meeting closed at 8.38pm

Signed

Date