



THURSFORD PARISH COUNCIL

The minutes of the Annual Parish Council Meeting held on Monday 22nd May 2023 in Thursford Methodist Church

Present: Cllr S. Eckworth (Chair), Cllrs J. Bolam, K. Drake (Vice Chair), G. Pointer, K. Crompton (from item 5), Parish Clerk – K. Harris, 3 residents

1. Election of Chair

Cllr Eckworth was elected as Chair on a Proposal by Cllr Pointer and Seconded by Cllr Drake

2. Election of Vice-Chair

Cllr Drake was elected as Vice Chair on a Proposal by Cllr Bolam and Seconded by Cllr Pointer.

3. Welcome

The Chair welcomed everyone to the meeting. She thanked retiring Cllrs Ross, Plumbly and Cushing for all their service on the Council over many years and said, on behalf of the PC, she was sorry to see them go.

4. To consider apologies and reasons for absence

Apologies were accepted by all for Cllr Wilkes.

5. To co-opt a new Cllr onto the Parish Council

Kathrine Crompton was nominated by Cllr Bolam and Seconded by Cllr Drake. She was welcomed onto the PC by Cllr Eckworth on behalf of the PC. Cllr Crompton gave a short introduction about her links to Thursford.

6. To receive declarations of Interest and request for dispensations in any of the agenda items

There were none.

7. To **Approve** the Minutes of the Parish Council Meeting held on 13th March

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

8. Matters arising on the Minutes (for information only), not included on the agenda

There were none.

9. Open Forum for Public Participation

1. Receive reports from NNDC Cllr Butofiker, NCC Cllr Aquarone if attending

NCC Cllr Aquarone had sent a written report.

District Cllr for Priory Ward - Cllr Aquarone congratulated NNDC Cllr Butofiker on her election; New County Council Administration – Kay Mason Billig is the Leader for the forthcoming year; Action on Sewerage Discharges – NCC Passed a resolution on 10th May to explore what action could be taken, including whether NCC could fine water companies through its own powers; Funding for road repairs – NCC has resolved to petition the Under-Secretary of State for more funding for Norfolk's road repair and maintenance needs.

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

Residents present had no comments.

10. To discuss any planning matters

1. PF/23/0491: Erection of a self-build dwelling – application withdrawn
2. PF/23/0506: Retention of mobile home on a permanent basis – pending consideration
3. Planning Matters since the close of the agenda

Station Road Exception Housing Site – Zara Developments have informed NNDC that they do not intend to pursue the application.

There were none.

11. Financial and Governance Matters

1. To Agree the Internal Audit undertaken for y/e 31st March 2023

There were 2 Recommendations on the Internal Audit Report:

The PC's Risk Assessment should be carried out annually.

Full details about the Cemetery should be on the website, including description, location, owner/leaseholder, date and cost of acquisition and present use.

The Cemetery is on the asset register. The PC sought advice regarding the additional information and were advised that this would be required for a large, well-used town cemetery, but current information was adequate for a small rural cemetery. The Internal Audit was Approved with this revision by All on a Proposal by Cllr Bolam and Seconded by Cllr Drake.

2. To Agree the signing of the Exemption Certificate for 2022/23

This was Approved on a Proposal by Cllr Drake and Seconded by Cllr Bolam.

3. To Agree the Governance Statement for 2022/23 (AGAR Form 2)

All Statements were Agreed by the Cllrs and the Governance Statement was signed on a Proposal by Cllr Eckworth and Seconded by Cllr Crompton.

4. To Agree the Accounting Statement for 2022/23 (AGAR Form 2)

This was Approved for signature on a Proposal by Cllr Drake and Seconded by Cllr Pointer

5. To note the Dates of the Notice of Public Rights

The dates for Public Rights for this year will be from Monday 12th June to Friday 28th July.

6. To adopt the General Power of Competence

The PC noted that $\frac{2}{3}$ of the Cllrs were elected and they had a qualified Clerk. The GPoC was adopted on a Proposal by Cllr Drake and Seconded by Cllr Bolam.

7. To Agree the Cashbook and Payments List

The balance in the Community Account, balanced to the 13th May Bank statement, was £3,812.61 and £6,334.72 in the Deposit Account.

The following payments are awaiting Approval: Fakenham Prepress - £39.60 (printing of The Tablet); H. Bursnell - £280.00 (Tree work in the Cemetery); Zurich Municipal - £214.00 (Insurance Premium); The following receipts had been received: NNDC - £2,300.00 (Payment of first half of the Precept). This was Approved by All on a Proposal by Cllr Drake and Seconded by Cllr Pointer.

8. To Approve Signatories to the Barclays and NS&I Accounts

It was Agreed that both the Barclays and NS&I Accounts should have 4 signatories each and that this could be the same for both Accounts. These will be Cllrs Eckworth, Pointer, Drake and Crompton.

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

9. To Approve the Grant Application from SAV & St Andrews

The PC has £1,000 allocated in its budget for Village projects. A Grant Application has been received by SAV and the Church. St Andrews doubles as the Village Community Centre and all activities are paid for by donations from those attending. Cllrs agreed that they should not use all grant funding in the budget in a single grant, and agreed a Grant of £750 to the Applicant, with the Proviso that the Applicant would be welcome to submit a further application for the remaining funds of £250, later in the year. This was Approved by All on a Proposal by Cllr Drake and Seconded by Cllr Pointer. The Clerk will inform the SAV Team.

10. To Approve the Asset Register

The Asset Register was reviewed by All and agreed complete. The Clerk informed the PC that the wireless key in the laptop had now failed and it would not accept modern software. It was agreed to remove this from the Asset Register. She noted that a new Clerk would require a replacement laptop and that funds should be earmarked for this. The Asset Register was Approved on a Proposal by Cllr Crompton and Seconded by Cllr Bolam.

12. To Note any correspondence

The following correspondence had been received: Work by the Environment Agency on the River Stiffkey; April Police Newsletter; April Police SNAP meeting in Fakenham; email regarding the proposed Grit bin in Station Road.

13. To receive an Update on the Website

It was noted at the previous PC meeting that the website needs to be updated. A resident has been looking into this and preparing a test site using Wix. At their September meeting the PC will need to agree the following matters:

- Whether to continue to pay for the Thursford.org domain;
- The amount of storage required;
- The number of collaborators needed to maintain the site;
- Whether the site needs the ability to have E Commerce and the ability to accept credit card payments

It was agreed that any comments on the above, or other related issues should be sent to the Clerk before the end of June and the web developer and the Clerk will bring a report to the next meeting. Other Cllrs are welcome to join the meeting.

14. To review the charges for Thursford Cemetery

It was Agreed to make no changes to the charges for the Cemetery on a Proposal by Cllr Drake and Seconded by Cllr Pointer.

15. To receive an update on Thursford Cemetery

The majority of the work on the trees has been completed. The contractor will return in June to complete work on the cherry trees.

After nesting birds have fledged and flown, work will be undertaken on the brambles and nettles by a volunteer and a working party will be established to remove any resulting small debris. It was agreed by all that the Parish Council would fund the cost of any required materials.

16. To Approve any action on the road next to the Cemetery

A Fakenham resident had contacted the PC about mud on the road next to the cemetery. The farmer had quickly removed the mud from the road. It was unfortunate that the visitor had arrived before the mud was removed but the PC are unable to do anything about local farming practices. The Clerk and Chair will respond.

When the Clerk is informed about an event in the cemetery, she informs Cllrs of the date and time.

17. To agree any action regarding the allotments.

The Allotment Committee have informed the PC that their current Tenancy Agreement with the landowner comes to an end at the end during 2024/25. They have made arrangements to close the bank account and will discuss at that stage with the landowner whether to continue with the allotments on an annual basis.

There is no action required of the PC.

18. To receive an update on Highways matters

Local residents and Cllrs are to be encouraged to report potholes and other Highways matters directly to NCC now that Highways visits appear to be happening only annually. The information will go into the Tablet.

19. To request contributions for the Tablet to be sent to the Clerk by 30th May.

20. To Note date of next Parish Council meetings: September 4th, November 20th

21. Any Other Business – for information only

Request by local resident for action on speeding along North Lane: A request will be sent to the Beat Officer about providing a police presence, but there is little practically that the PC can do.

Methodist Hall: discussions are currently taking place regarding the future of the Church as a space for hire.

Dog waste bin: the Clerk was asked to bring costings and details of administration for a dog bin on the Green to the September meeting.

Cemetery Lychgate: this was last repaired c. 15 years ago. Cllr Eckworth will arrange for a survey to check on its condition. Cllr Pointer said that grants may be available if work is required.

Vacancy: there is still 1 space remaining on the PC. All welcome. Contact the Clerk or any Cllr for information

22. To close the meeting – There being no further business, the meeting closed at 8.38pm

Signed

Date