

THURLTON PARISH COUNCIL

MINUTES of MEETING held on February 14th 2022 at 7.30pm

PRESENT

Cllrs. Paul Jackson (Chair), Ange Jones (Vice Chair), Cllrs. Claire Kinzel, Mick Erskine, and Gill Crossland (Clerk)

APOLOGIES RECEIVED AND ACCEPTED - REF 02/22/01

Councillor Barry Stone (Norfolk County Councillor), Councillor James Knight (Thurlton District Ward), Cllr. Teresa Miller.

DECLARATIONS OF INTEREST – REF 02/22/02

Cllr. Ange Jones in respect of Community Shop

ACTIONS/MATTERS ARISING FROM PREVIOUS MEETING - REF 02/22/03

Clerk to obtain price for two plaques for adult playing equipment.
Clerk to advise donors of the Queens celebration tree to see if they will replace and whether SNDC permission will be required.
Clerk to check if printer plan is reduced a level will it still carry forward print pages owing to us.

1. MINUTES OF PREVIOUS MEETING – REF 02/22/04

Minutes of the 14th February 2022 were agreed by Council and signed by Chairman

Proposed Cllr. Kinzel and seconded Cllr. Jones.

COUNTY/DISTRICT COUNCILLORS, COMMUNITY POLICING, LOCAL ORGANISATIONS, CLUBS, AND INDIVIDUALS WITH SPECIFIC RESPONSIBILITIES – REPORTS / INFORMATION – REF 02/22/05

Police Report received and circulated.
Cllr. Kinzel reported on the virtual Village Hall meeting.
Clerk had been given pictures of the planned CCTV coverage to share with PC.

Action – Share CCTV pictures with PC at March meeting.

MANAGEMENT AND MAINTENANCE OF P.C. ASSETS – REF 02/22/06

Buffers for adult equipment had been chased by Clerk
Builders mesh and stakes for Mill Lane had been ordered but had increased in price by £1.00.

Cllr. Kinzel had been in communication with Cllr. Knight to enquire if any further funds would be available from any of his resources. Cllr. Kinzel awaits his reply.

Clerk had carried out monthly Play field equipment report. It was reported that there was a hole on the pathway around the ballcourt.

Clerk has enquired about replacing caps missing on children's spring equipment

but these cannot be purchased.

Clerk cannot read wording to replace plaques for posts missing from adult fitness equipment. It was noted that Heather Longman would be able to assist with this information.

Four quotes have been received regarding the re-surfacing of Mill Lane.

Trell Contractors £24,847.26 plus VAT

F. P. Ward £12,435 plus VAT

APEC Groundworks £64,011.87 inc VAT

JPF

It was noted that these prices may have risen with recent events in materials going up and, we need to be very careful not to overstretch our budget of funds available for this project. The more we can obtain in grants the less pressure it will put on our own resources.

Action – Cllr. Kinzel to keep in contact with Cllr. Knight for any further funding for Mill Lane.

Clerk to apply for lottery funding for Mill Lane.

Clerk to prepare a comparison spreadsheet detailing quotes for Mill Lane in time for March 2022 meeting.

Clerk to enquire whether a small amount of patch repair can be purchased for repair of hole in pathway and at what cost.

Unanimously agreement for this to be purchased prior to meeting as deemed a safety precaution.

When weather permits the setting of a solution, the missing cap holes on children's equipment to be filled in.

Clerk to obtain price of one adult plaque replacement for adult equipment.

2. HIGHWAY/TRAFFIC CALMING/FOOTPATH MATTERS – REF 02/22/07

Cllr. Jones has re-contact Highways with regards to Beccles Road Bend and damages to the roadside signs. Cllr. Jones had been notified Highways were sending someone out to re-flush the drains on the bend but is still waiting for a reply regarding the damaged signs.

Footpaths –

Service Delegation Agreement - a decision is required by Highways on this area quickly as they are planning for first cut in April. If more time was needed to

evaluate, then we could look at taking this over in 2023. Should any accidents arise if we were to take over the contract Parish Council and the Contractor would be liable for failing to make work safe. It was unanimously decided that it was unlikely we could compete with the 5p per metre Highway's charge for this service so therefore PC would not be progressing with this. Chairman thanked Cllr. Jones for all her time and hard work on investigating this alternative.

3. PLANNING - REF 02/22/08

None

CHEQUES/FINANCE – REF 02/22/09

Clerk had been informed by HMRC that incorrect tax code was being used for wages. This has resulted in an amount outstanding £146 to the HMRC. It was agreed that a direct debit would be set up to meet the monthly payment due from the Parish Council and any back payment, and the Clerk would be paid net from March 2022. Clerk to re-imburse PC bank account of back payment when matter resolved with HMRC.

It was unanimously agreed that a BACS payment of £146 back pay would be paid to HMRC if not called by direct debit.

Proposed Cllr. Kinzel and seconded Cllr. Jones.

Setting up a direct debit to HMRC

Proposed Cllr. Erskine and seconded Cllr. Kinzel.

£239.20 Clerks wages.

£17.50 50% Clerks broadband.

£9.99 Clerk printer ink Jan 2022

£36.99 Safety mesh for Mill Lane

£87.00 Rental for Village Hall meetings Jan-Dec 2021

£6.00 Printer paper x 2

£7.20 DD Freeola 12.12.21-11.3.22

Proposed by Cllr. Jones and seconded by Cllr. Erskine

Action – Clerk to continue working with HMRC to rectify the PAYE and get a direct debit set up with them. Any payment overdue to be paid by BACS if not collected by direct debit.

ACCOUNTS – REF 02/22/10

Bank balance as of 4th February was £19,468.27. Full accounts to be presented at March 2022 meeting.

4. COMMUNICATIONS – REF 02/22/11

Cllr. Kinzel has been in discussion with a strong candidate for a new Councillor. Clerks email has been passed on for communication.

Parish Council will require an internal audit for auditing 2021/2022. Because of the Clerks cost on milage and time, it was decided a while ago not to use Catherine Moore because of distance. However, we now need to look at appointing someone who has audit experience to audit us this year. Next year, if Mill Lane goes ahead, our spending will be above the threshold of income/outgoings of £25,000 and we will also need an audit carried out by PKF. This needs to be taken into consideration and the Clerk would recommend next year's internal audit be booked and undertaken by a Clerk trained to audit Parish Councils and budget for delivery of files accordingly.

The Allotment Association had sent the Clerk an email, including a copy of an Agreement arranged with them and the Parish Council. After discussion it was agreed that Cllr. Jackson should meet with Chairman of the Allotments for a discussion on how we go forward in supporting the Allotments Association in the future.

Action: Auditor to be appointed for this year's audit by March 2022 meeting.
Clerk to arrange meeting between Cllr. Jackson and Chairperson of the Allotment Association. Cllr. Jackson to feedback information in March meeting.
Clerk to look for minutes of meetings on Allotment Agreement 2009.

5. GENERAL DISCUSSION – REF 02/22/12

Queens 90th Birthday tree has been accidently snapped at the base. A replacement needs to be arranged with the Horticultural Club bearing in mind that we have previously received concerns from householders backing onto this area with regard to the size and number of trees on this land owned by SNDC.

The Community Shop would like to receive and display the Remembrance Plaque for the Pandemic. They will discuss and agree arrangements for presentation at their AGM.

Queens Platinum Jubilee in June 2022. The meeting advertised for 27th January 2022 to form a sub-Committee to drive the celebrations was poorly supported. With planned posters, emails and general discussion with the villagers, we are hoping that our meeting on the 24th February 2022 will be heaving with

volunteers who are eager to ensure Thurlton Village celebrate a momentous occasion with friends and neighbours getting together after such a long couple of years in Covid restrictions. It needs to include all generations and groups of our community to make this happen and many volunteers will be required. Upon discussion of a street party, which is in favour rather than just an ordinary fete on the playing field, it was suggested that it was not feasible for the Parish Council to apply to shut off Beccles Road from the Community Shop to the Queens Head. However, a more acceptable closure from the Community Shop to the Village Hall would be sufficient room for the party and give access for cars to use the car park. It would also be easier for cars coming in and out of the village. Obviously, householders that would be affected would need to be advised.

It was unanimously agreed to co-opt Mr. Andrew Whiting onto the Council.

It was unanimously agreed that the request for a donation from the GNLP towards legal cost be declined.

Proposed Cllr. Jones and seconded Cllr. Kinzel – all hands in favour.

Action – Clerk to meet with Mr. Whiting for completing necessary forms prior to March meeting.

Clerk to discuss replacement tree with Horticultural Club.

Clerk to attend Jubilee meeting on 24th February 2022. Discussion of Parish Council decision on the road closure would need to be addressed.

DATE OF NEXT MEETING- Monday 14th March 2022 7.30 pm Thurlton Village Hall

Meeting finished at 9pm

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

**Gill Crossland
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