

THORPE MARKET ANNUAL PARISH COUNCIL

Minutes Tuesday 24th May 2022 @ 7.00pm

Present: Nick Coppack - Chaired the meeting
Elaine Pugh (Clerk to Council)

Members of the public 6

1. Chairman's Review/Report for 2021-2022

Nick Coppack reviewed the year highlighting the achievements of the Council. The instalment in conjunction with the Norfolk County Council Parish Partnership Scheme for the new bus shelter. We were also successful in being awarded funding via the Lottery towards our new multi-play unit which is installed at the Playing Field. The long awaited refurbishment of the footpath map which has had a new piece of Perspex replaced; this has made a great difference. Liz Relf was thanked for her work on the planters and the colour creation for the Coronation. The Clerk and Councillors were also thanked for their commitment to the community.

2. To approve Minutes Annual Parish Meeting

- 24th May 2022

It was resolved that these be approved.

3. To receive Reports from Local Organisations

Thorpe Market Village Hall - The coffee morning is held every Saturday and regular members attend. The hall has been decorated, new tables installed and kitchen replaced. Currently waiting for the new replacement doors to be installed.

4. Floor open to Parishioners

Comments were received by residents in connection with the footpath down to the playing field. It was suggested that a no dogs sign be placed this end of the footpath and a new one replaced at the other entrance. Letters would be forwarded to the local land owner and property owner. EP

There being no other business the meeting concluded at 7.15pm and was followed by the Annual Parish Council Meeting.

CHAIR

DATE

THORPE MARKET PARISH COUNCIL

☎ 01692 402998 – clerk to council – Clerk.ThorpeMarket@gmail.com

Raynham house, 10 New Road, North Walsham, Norfolk, nr28 9df

Minutes of the Annual Parish Council Meeting

Tuesday 23rd May 2023 following the Annual Parish Meeting

Present: Nick Coppack, (Chair), Mandy Hayward (Vice Chair), Barbara Sparrow, Ian Siggee and Naomi Perowne

Others: 1 member of the public and Tim Adams - NCC (partial)

- 1. To Elect a Chairman for 2023-2024 and receive declaration of acceptance of office**
It was resolved that Nick Coppack continue as Chair.
- 2. To appoint a Vice-Chairman for 2023-2024 and receive declaration of acceptance of office**
It was resolved that Mandy Hayward continue as Vice Chair
- 3. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Apologies had been received by Liz Relf - these were accepted by the Council.
- 4. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations to be authorised**
There were no declarations, pecuniary interests or dispensations requested or authorised.
- 5. To approve Ordinary Parish Council Minutes 21st February 2023**
It was resolved that these be signed by the Council.
- 6. To adopt the General Power of Competence (GPoC) (7 vacancies - 6 Councillors 2/3rds Councillors and qualified Clerk)**
The Clerk explained the benefits of the GPoC and it was resolved that this be adopted.
- 7. Resolution to adjourn the meeting for public participation - NNDC and County Councillor Reports (10 minutes allowance)**
It was resolved to re-open as required.

8. To review and consider Planning if received

23/0807	Sycamore House, Topps Hill Rd - Removal of condition 5	No comment
23/0517	New Bungalow, Sandpit Lane - removal of windows	Approved
23/0841	High House, Cromer Road - Single-storey ext to rear & side	No comment
22/2781	3 The Green, Thorpe Market - replacement ext	Approved

9. Matters Arising and Monthly updates and for information only:

9.1 SAM2 - statistics

LOCATION	FROM	TO	TOTAL VEHICLES	85th PERCENTILE SPEED MPH	50th PERCENTILE SPEED MPH	AVERAGE SPEED MPH	MAXIMUM SPEED MPH
Thorpe Market - in coming	01.02.23	21.05.23	198,378	35	29.2	28.96	80

Members reviewed the figures and they were in line with previous statistics.

The meeting was opened for Tim Adams to give his report:

Issues were reported with Highways with particular reference to the Cromer Road at the junctions with The Gunton Arms, Station Road and Sandpit Lane. Discussion took place on the length of time it took to complete roadworks and how it could be better managed.

It was resolved to close the meeting to the public.

Village Green and playing field

9.2 Installation of Play Equipment at Playing Field - editorial and photo
The Clerk would arrange this. EP

9.3 Refurbishment of footpath map

All members were pleased with the outcome of the refurbishment.

9.4 Village sign - refurbishment - guide price obtained

The members would complete an assessment of the village sign and understood that this type of work needed substantial investment. An amount of £100 be allocated from this year's budget. However, the target figure would be £2-£3k.

9.5 Queen's Platinum Jubilee - the plaque had been purchased and it would be placed onto the new bus shelter.

9.6 Parking around Thorpe Market Registered Village Green

The issues around the parking had been monitored by Councillors and since properties had been refurbished and works completed; the issue seems to have resolved itself. The AirB&B had been contacted directly and they were taking steps to prevent encroachment onto the access road. Members would continue to monitor this.

Highways

900230385	Gunton Arms entrance, Cromer Road	
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10. To consider and review correspondence

NNDC - Greenways - Certificate of Lawfulness	Noted
Roy MacDonald - NNDC Councillor	Circulated
Steve Jackman - update for website	Agenda

11. To consider Financial Matters

11.1 To receive bank reconciliation and note receipts and review reserves

The reserves were noted and agreed.

11.2 To agree upgrade of website and to bring it up to compliance and website accessibility standards (cost circa £230)

The Clerk explained the necessity to complete this and it was resolved that £230 be allocated for this purpose.

11.3 To agree payment schedule and approve payments

Liz Relf	81.43
G Cheney-caretaking - noticeboard	88.00
Philip Hayward Gardening	500.00
CHT - defibrillator battery	250.80
NPTS - membership	62.50
Ros Calvert - internal audit	48.00
HMRC	81.20
AJ Gallagher - insurance	573.39
Elaine Pugh	435.77

Resolved to pay enbloc

12. Annual Governance and Accountability Return 2022-2023 (AGAR)

12.1 To receive and agree the Accounts for 2022-2023

These had been circulated and it was resolved that they be agreed and signed.

12.2 To receive and consider internal auditor's report for 2022-2023 (circulated)

The report had been circulated to members and the content noted appropriate actions would be taken where required.

12.3 To consider and agree complete Section 1&2 of the Annual Return for 2022-2023

The AGAR had been circulated to members in advance of the meeting and it was authorised that this document be signed.

12.4 To consider and agree risk assessment

The risk assessment was reviewed and it was agreed that attention needed to be given to the Village sign located on the Green.

12.5 To consider and agree asset list

The asset list was reviewed and agreed. ALL

12.6 To consider the re-appointment of internal auditor for 2023-2024

It was resolved that Ros Calvert be appointed as internal auditor for 2023-2024.

13. To Receive Reports from Councillors and items for the next Agenda

The defibrillator pads needed replacement and these would be ordered.

14. To confirm date of the next Meeting

Thorpe Market Ordinary Parish Council Meeting -

Tuesday 5th September 2023 - Thorpe Market Village Hall @ 7.00pm

There being no further business the meeting concluded at 8.10pm

