

THORPE MARKET PARISH COUNCIL

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

Minutes of the Ordinary Parish Council Meeting **Tuesday 6th September 2022 commencing at 7pm**

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

Others: 3 members of the public
Tim Adams - NCC (partial)

1. **To receive declarations of interest and Pecuniary Dispensation Forms to be authorised**
There were none received or declared.
2. **To consider apologies received**
Apologies were received from Naomi Perowne - personal - accepted by the Council.
3. **To receive Minutes:**
 - 3.1 **To approve Annual Parish Council Meeting on 24th May 2022**
These were approved and signed by the Chair.
 - 3.2 **Acknowledge receipt - Annual Parish Minutes 24th May 2022**
These were acknowledged as received by the Council.
4. **To open the meeting for public participation (15 mins maximum - this may be extended by the Council as necessary)**
Resolved to open the meeting to the public.

A member of the public highlighted that they were concerned with a vehicle parking in the access road around the Green opposite Well Cottage and is this allowed; as there is no parking on the Registered Village Green? The Council confirmed that historically this small area although not defined as a “parking” space had been used by residents who had nowhere else to park for in excess of 20 years. It was advised that the resident had placed a skip at the location without consent and the Council had written to them (the unit had been left for a considerable amount of time which was unacceptable). However parking short-term was more tolerable; although parking on the Green was essentially not allowed. The resident confirmed that they had sufficient parking on their own property and were able to egress without difficulty. If the resident wished to place another skip at the location then the Council would need to receive a request in writing.

Tim Adams, NCC - informed that there had been issues with bin collections and confusion with change of dates. This was due down to planning routes together with staffing and tonnage issues.

The Anglian Water manhole covers had been reported and needed attention as these caused noise issues for residents. The VAS sign had been reported and it was hope that it would be repaired. A Charity

Hardship fund had been received from the Government and Cromer Cares were distributing these.

There was discussion regarding littering along the Topps Hill Road and the Environmental Team had informed that unless further evidence was provided that little could be actioned. The Clerk would liaise with the Environment Team at NNDC. EP

Resolved to close the meeting to the public.

5. To consider and review planning if received prior to meeting

22/1193	4 Chapelfields, Cromer Rd	Porch ext together with single storey rear ext	No comment
22/1570	Thorpe Lodge, Cromer Rd	Change of use of land from agricultural to keeping horses and erection of stable block 22/0578 refers	No comment
22/1544	Bensley House, Cromer Rd	Erection of detached garage, conversion and ext of outbuilding to create annexe	No comment
22/1247	Westgate, Sandpit Lane	Removal of existing detached garage and erection of single-storey side ext to dwelling	No comment

6. To agree funding and appoint contractor for new play equipment at the Playing field - (Big Lottery Funding Received of £9,999). Cost of equipment £12,878.50 plus VAT

The Council thanked the Clerk for the successful application to the Big Lottery for new play equipment for the community. During the time lapse prices had increased which the Council noted and it was resolved that the Council would support the purchase to the value of £2,878.50p excluding VAT. It was further resolved that Financial Standing Orders be suspended and that NGF Play Ltd be appointed as the contractor - they are a local business and support any maintenance issues.

6.1 To agree deposit payment of 20% for new play equipment

It was resolved that a deposit of £2,575.70p be forwarded to NGF in order that the equipment can be ordered. The Clerk would instruct. EP

7. To report on Matters Arising (updates and for information only)

7.1 SAM2 - statistics

228,275 vehicles were recorded from 23rd June - 1st September. The 85TH percentile speed was 34mph.

7.2 VET Scheme - recruitment of volunteers was continuing.

Highways

7.3 Bus shelter

The bus shelter had been installed and the invoice received for payment. Funds were due from NCC via the Parish Partnership Scheme.

Village Green and playing field

7.4 Map - refurbishment

The Clerk would investigate a new unit to house the map. EP

7.5 Village sign - refurbishment

This was ongoing and a contractor needed to be sourced. EP

7.6 Hedge cutting

This had been arranged and would be cut imminently.

- 7.7 Queen's Platinum Jubilee - purchase of Oak Tree and planting**
 It was agreed that in light of another offer of trees and the cost of a substantial oak tree that this did not progress. An alternative would be to purchase a plaque for this purpose. It may be appropriate to place this onto the bus shelter. EP

8. To consider and review correspondence

Gallagher Insurance - confirmation of renewal	Noted
NPTS - thank you for re-subscription	Noted
NCC - public rights of way - ENQ 900208379	Noted
Parish Councillor Vacancy	Notice board/circulated
NCC - Road Safety Community Fund	Noted
Consultation on Sheringham Recycling Centre	Circulated
NWT Coastal Workshops	Circulated
Vattenfall's Norfolk Offshore Wind Zone	Circulated
PFK Littlejohn - external auditor - receipt of AGAR	Noted
Westcotec - information for bus shelter	Noted
Big Lottery - Community Fund - grant of £9,999	Noted
SAAA - options to opt out of the external auditor scheme	Noted
NGF Play Ltd - revised quotation for play equipment	Noted

9. To consider donation of tree in acknowledgement of John Jarvis-Payne and Peter Jarvis

The Council agreed to the donation of trees and these could be planted onto the village green. However, details needed to be forwarded to the Council prior to commencement.

10. Finance

10.1 To approve payments

P Hayward (grass cutting)	750.00	Signed external
NNDC - dog bin emptying	57.72	
Westcotec - bus shelter NCC P/P	5,006.40	Funding from NCC due
Wix.com (reimburse to Elaine Pugh)	194.40	
CAB - donation - (May Meeting 12)	40.00	
Elaine Pugh	370.80	
HMRC	4.60	
P Hayward (grass cutting)	250.00	
NGF (20% deposit) play equipment	2,575.70	Big Lottery award £9999

Resolved to approve payments enbloc.

11. To consider and review the following Policies

11.1 Standing Orders

These were reviewed and approved with no changes made.

11.2 Financial Orders

These were reviewed and approved with no changes made.

11.3 Data Protection

These were reviewed and approved with no changes made.

11.4 Complaints Policy

These were reviewed and approved with no changes made.

12. To receive Councillor Reports and Agenda items for November 2022

Concern was raised with a property being listed as and AirB&B and this would be monitored.

Details regarding the littering along Topps Hill Road would be forwarded to the Clerk.

13. To confirm the date of the next meeting:

**Thorpe Market Parish Council Ordinary Meeting - 29th November 2022
@ 7.00pm Thorpe Market Village Hall**

RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC for the purpose of confidential items:

14. To review Clerk's salary and conditions of employment

It was resolved that the Clerk's hourly rate be increased along with the provision of office it was noted that a review had not been undertaken since 2018 and members were aware of the achievement of the CiLCA qualification. A letter would be forwarded the Clerk from the Council.

There being no further business the meeting was concluded at 20.45

NICK COPPACK - CHAIR

29th November 2022