

THORPE MARKET PARISH COUNCIL

01692 402998 – clerk to council – Elaine Pugh

Clerk.ThorpeMarket@gmail.com www.thorpemarketpc.co.uk

Raynham House, 10 New Road, North Walsham, Norfolk, NR28 9DF

Minutes of the Ordinary Parish Council Meeting

Tuesday 2nd September 2025 @ 7pm – Thorpe Market Village Hall

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

Others: Roy MacDonald - NNDC
3 members of the public were in attendance

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Naomi Perowne - personal - accepted by the Council.
2. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations to be authorised**
None were declared.
3. **To approve Annual Parish Council Minutes 20th May 2025**
These had been circulated and it was resolved that they were signed by the Chair.
4. **To confirm receipt of the Annual Parish Minutes 20th May 2025**
Members confirmed receipt of the Minutes.
5. **Resolution to adjourn the meeting for public participation - NNDC and County Councillor Reports (10 minutes allowance)**
Resolved to open the meeting to the public.
Discussion took place on 25/1471 and the Council were waiting for the formal documentation from NNDC.
Resolved to close the meeting to the public.

6. To review and consider Planning if received

25/0065	Dairy Barn	Greenhouse	Approved
24/2497	Annexe at Manorwood	Full Planning Permission	Refused
25/1375	The Farm House, Hall Farm Barns	Proposed dwelling	Objected
25/1471	Green House, Cromer Road	Change of use from bandb/small hotel to holiday let	Objected

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

7.1 SAM2

The figures were discussed and it was noted that the volume of traffic had increased over the same period in 2024.

LOCATION	FROM	TO	TOTAL VEHICLES	85th PERCENTILE SPEED MPH	50th PERCENTILE SPEED MPH	AVERAGE SPEED MPH
Incoming Thorpe Market Road	01.05.25	31.08.25	372,032	34.4	28.8	28.90

Village Green and playing field

7.2 Parking - Thorpe Market Registered Village Green

It was noted that a vehicle was parking regularly in the access route. The Clerk was asked to write a letter to the resident to remind them that this should not occur.

EP

7.3 Tree cutting

A tree branch had fallen at the playing field and this had been promptly actioned.

Highways

7.4 No outstanding issues

8. To consider and review correspondence

NCC - Parish Partnership Scheme	Agenda
Westcotec - SAM3 - Agenda	Circulated
RWE - Norfolk Vanguard - Notification of General Vesting Declaration	Circulated
Roy MacDonald - NNDC - report	Circulated
PKF Littlejohn - acceptance of exempt status	Noted

9. To consider, review current Banking arrangements and transfer

The Bank Account to Unity Trust from Barclays Bank

The Clerk outlined the benefits of utilising Unity Trust and Council resolved that the Council's Account be transferred to Unity Trust. Clerk to action.

EP

10. To consider Financial Matters

10.1 To receive bank reconciliation and note receipts and review reserves

The Clerk presented and read out the bank reconciliation which Council noted.

An update of expenditure to date was also provided.

10.2 To agree payment schedule and approve payments

NNDC - bin emptying	74.10
Elaine Pugh (Reimburse Wix)	307.20
HMRC	112.20
Elaine Pugh	559.51
Liz Relf	43.70
Woodpecker (trees on Green)	400.00
Secret Gardens (trees playing field)	54.00
Phillip Hayward – grass (May/June/July)	810.00

Council resolved to pay en bloc.

10.3 To note and review Internal Auditor report and take appropriate action

The Council noted and accepted the internal auditor report and appropriate action would be taken - Agenda item 13.

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

There were no reports or items for the next Agenda.

12. To resolve under the public bodies (Admission to Meetings Act 1960) to exclude members of the public for the purpose of confidential items:

Council resolved to close the meeting to the public.

13. To consider and review staff salary and ancillary payments

Council reviewed and resolved to write to the Clerk in confirmation of the increase.

14. To confirm date of the next Meeting

Thorpe Market Ordinary Parish Council Meeting -
Tuesday 18th November 2025 - Thorpe Market Village Hall @ 7.00pm

There being no further business the meeting concluded at 7.25pm.

NICK COPPACK - CHAIR

18th November 2025