

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 5

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

Good evening and welcome all to Thorpe Market Parish Council meeting.

Firstly I would like to thank all of my fellow parish councillors for their contributions over the past year. Thankfully the Covid pandemic has eased.

Our Sam2 unit continues to monitor speeds through our village and special thanks to Ken, Barbara Sparrow and more recently Ian Siggee who has taken over the role of downloading the data for us and analysing it.

Thanks also to Liz Relf who has tended the flower tubs on the village green through the past months.

We have recently received the resignation of Dan Minister who has moved from the village and we thank him for his contribution to the community.

The defibrillator rota is working well thanks to Naomi and all the volunteers who take regular turns to keep it maintained and recorded on the webnos website.

We were requested to source and fund a bus shelter for the bus stop near to Poppylands. This has been talked about for many years and through the NCC Parish Partnership Scheme which we applied to last year we have been successful in our bid. We thank Tim Adams for his financial contribution which has enable this to be a 3 way funding partnership to enable this to progress.

We hope to be working towards the purchase and installation of a new multiplay unit and this will cost in the region of £12-14k. Although there is not a high proportion of children in the village we know this is something which the community have requested and it would be great to see the playing field utilised.

A programme of remedial works is also being set up to repaint the village sign and refurbish the footpath map.

Queen's Platinum Jubilee Event - we are planting a tree to mark this occasion.

Lastly but by no means least a huge thank you to our clerk Elaine Pugh who has a fountain of knowledge guiding us through all the legal procedures and who works extremely hard behind the scenes for us.

2. To approve Minutes Annual Parish Meeting 25th May 2021

Resolved that these be approved.

3. To receive Reports from Local Organisations

An update was given by the Village Hall which covered the forthcoming improvements. This would include repainting both inside and outside of the hall, new flooring together with replacement windows where appropriate. A regular Saturday coffee morning was held.

4. Floor open to Parishioners

The members of the public raised no issues or concerns.

There being no further business the meeting was concluded at 19.10pm.

CHAIR - NICK COPPACK

MAY 2023

THORPE MARKET

ANNUAL PARISH COUNCIL

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

Minutes of the Annual Parish Council Meeting Tuesday 24th May 2022 following the Annual Parish Meeting @Thorpe Market Village Hall

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

Others: 2 members of the public

1. To elect Chair (signing of form)

It was resolved that Nick Coppack continue as Chair and the acceptance of office was duly signed.

1.1 To elect Vice Chair

It was resolved that Mandy Hayward continue as Vice Chair.

2. To receive declarations of interest and Pecuniary Dispensation Forms to be authorised

There were no declarations or forms received.

3. To consider apologies received

Mandy Hayward and Liz Relf - personal - accepted by the Council.

4. To Approve Minutes of the Ordinary Parish Council Meeting on

- 22nd February 2022

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

5. 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.

There were no comments from the public.

Resolved to close the meeting to the public.

6. To confirm contribution and commitment to the NCC Parish Partnership Scheme to provide a bus shelter for community use - to be located on the Green o/side Poppylands - £1,586

The Clerk informed that the Council had been successful in its bid for the bus shelter and that the relevant paperwork needed to be signed. It was resolved that a cheque be agreed in the amount of £1,586 for this project. The Clerk would complete the paperwork. EP

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

7.1 SAM2 - statistics

These were discussed and the speed was slightly up on the previous report.

From 03/03/2022 - 15/05/2022 the 85th percentile speed was 34.9mph
The total vehicles recorded one way was 208,525 during the period.
It was noted that the new Police Commissioner was very interested in speeding within villages and has asked the Safety Camera Team to tackle this.

7.2 **VET Scheme** - recruiting of volunteers is still being undertaken.

7.3 **Fence at Chapelfields** - works had been completed and the Council noted the improvement.

Highways

7.4 **Bus shelter** - bid successful - Agenda item 6

Village Green and playing field

7.5 **Footpath map** - the Clerk would investigate further.

7.6 **Village sign** - the Council would seek a local contractor to review this.

7.7 **Provision of better play equipment** - funds required circa 12k
The Clerk would investigate the funding options and report back to the Council. The Council would allocate up to £1,500 for this. Agenda

7.8 **Hedge cutting** - this would be completed later in the year.

7.9 **Moles** - these are being monitored.

8. To consider and review planning if received

22/0864	3 Chapelfields, Cromer Rd	Erection of first floor side ext, front porch and addition of chimney	No objections
22/0697	3 Brier Barn Cottages, Sweetbriar Lane	Removal of existing sheds/garage and erection of single storey garage/summerhouse	No objections
22/0578	Thorpe Lodge, Cromer Rd	Change of use of land from agricultural to keeping horses and erection of stable block	No objections
22/0442	Sycamore House, Topps Hill Rd	Demolition and detached dwelling and garage, erection of replacement two storey dwelling and garage	No objections

9. To consider and review correspondence

NCC - Parish Partnership Scheme - Bus shelter	Agenda
NCC - road closures	Circulated
NNDC - review of public conveniences	Circulated
CAB - request for donation (2019 £40)	Agenda
Certificate - ICO	Noted
NCC - Highways Inspection	Noted
Clerks and Councils Direct	Noted
Norfolk Games & Frames - costs for new play equipment	Circulated
Dan Minister - resignation	Inform NNDC - EP

- 10 To assign responsibilities for Councillors**
- 10.1 Defibrillator rota and management of volunteers**
It was agreed that Naomi Perowne continues in this role.
- 10.2 SAM2 rota and management of volunteers**
It was agreed that Barbara Sparrow continues in this role.
- 10.3 Management of the registered village green incl benches and sweeping of bus shelter**
It was resolved that Liz Relf continues in this role.
- 10.4 Footpaths**
It was agreed that all members monitor the footpaths.
- 10.5 Play area and playing field**
It was agreed that Mandy Hayward and Evergreen continue in this role.
- 10.6 Dog fouling**
It was agreed that all members would monitor any issues relating to dog fouling and report them to the Clerk for action.
- 11. To agree funds for Queen’s Diamond Jubilee Celebrations**
It was resolved that a Holm Oak be purchased and this would be planted on the Green. The exact location would be determined when appropriate. An allowance of £250 plus VAT and delivery was allocated.
- 12. To consider donation to CAB (£40 - 2019)**
It was resolved that £40 be donated to CAB.
- 13. Finance**
- 13.1 To approve Thorpe Market Accounts 2021-2022**
These had been circulated and it was resolved that they be signed by the Chair.
- 13.2 To approve Thorpe Market AGAR and Annual Governance and Audit 2021-2022**
The AGAR had been circulated and it was resolved that it be signed.
- 13.3 To re-appoint Internal Auditor - Ros Calvert for 2022-2023**
It was resolved that Ros Calvert be reappointed.
- 13.4 To consider and review Internal Auditor’s report**
The report had been circulated and it was resolved that the comments made be addressed at the next meeting.
- 13.5 To review Council’s risk assessments**
It was resolved that this be agreed.
- 13.6 To review Council’s asset list**
It was resolved that this be agreed.
- 13.7 To approve payments**

Ros Calvert - internal auditor	45.00
HMRC – paye	9.40
NPTS – membership	60.00
P Hayward	500.00
Gallagher insurance	532.58
Elaine Pugh (Clerk 3 months)	465.40
NCC – bus shelter	1,586.00
Norfolk CAB	40.00

Resolved to pay enbloc

14. To consider and review the following Policies

14.1 Standing Orders

14.2 Financial Orders

14.3 Data Protection

14.4 Complaints Policy

The Council resolved to defer this to the next meeting.

15. To receive Councillor Reports and Agenda items for September 2022

The Chair informed that an approach had been made to purchase a tree in memory of John Jarvis-Payne and Peter Jarvis who had recently passed away. Members considered this would be a very generous and kind donation and further details would be released in due course.

16. To confirm the date of the next meeting:

**Thorpe Market Parish Council Ordinary Meeting - 6th September 2022
@ 7.00pm Thorpe Market Village Hall**

There being no further business the meeting concluded at 7.50pm.

CHAIR

6TH September 2022