

**THORPE MARKET**  
**ANNUAL PARISH MEETING**  
**Minutes Tuesday 20<sup>th</sup> May 2025 @ 7.00pm**

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

Members of the public 6

**1. Chairman's Review/Report for 2024-2025**

I would like to thank all Council members for their support during 24-25.

During this period the Council has been proactive and spent funds to support projects in the village.

The Village sign was repainted and reinstated.

We continue to monitor speed via the SAM2 unit in the Village; the figures provide interesting reading and these are published in our Minutes for the public.

- We thank Roy MacDonald for his assistance and attending our meetings as our NNDC Councillor and Tim Adams the County Councillor for his valued help.
- Defibrillator - we thank the volunteers who manage the rota and upload the information onto the website
- Reviewed planning applications
- The flower tubs on the Green

**2. To approve Minutes Annual Parish Meeting**

- **28<sup>th</sup> May 2024**

The Minutes were approved.

**3. To receive Reports from Local Organisations**

**The Village Hall**

The hall continues from year to year with very little income.

Investigations into the purchase of solar panels had been made with the cost around (£6k). A grant was applied for however, it has come to light that the Hall is not registered with the Land Registry as a Hall but still as the Men's Reading Room. This means that funders will not grant monies. The cost of re-registering the hall as a Village Hall is being checked and this cost is estimated at around £4k. The Treasurer is now investigating this further to assess what action should be taken.

**4. Floor open to Parishioners**

The footpath to the playing field needed attention as it is nearly impassable with the hedge from the adjoining property causing issues for users. EP

**There being no further business the meeting concluded at 7.10pm.**

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**CHAIR**

**DATE**

# THORPE MARKET PARISH COUNCIL

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

## **Minutes of the Annual Parish Council Meeting**

**Tuesday 20<sup>th</sup> May 2025 following the Annual Parish Meeting**

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

**Others:** 1 member of the public

- 1. To Elect a Chairman for 2025-2026 and receive declaration of acceptance of office**  
Resolved that Nick Coppack continues as Chair - declaration of office was duly signed.
- 2. To appoint a Vice-Chairman for 2025-2026 and receive declaration of acceptance of office**  
Resolved that Mandy Hayward continues as Vice Chair
- 3. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**  
Liz Relf - personal - accepted by the Council
- 4. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations to be authorised**  
No declarations or dispensations were requested or authorised.
- 5. To approve Ordinary Parish Council Minutes 25<sup>th</sup> February 2025**  
The Minutes had been circulated and Council resolved to approve. These were duly signed by the Chair.
- 6. Resolution to adjourn the meeting for public participation - NNDC and County Councillor Reports (10 minutes allowance)**  
Resolved that this be deferred if required later in the meeting.

**7. To review and consider Planning if received**

NMA 25/0670	Kingham, The Green	Changes to windows	Approved
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**8. Matters Arising and Monthly updates and for information only:**

**8.1 SAM2 - figures**

LOCATION	FROM	TO	TOTAL VEHICLES	85th PERCENTILE SPEED MPH	50th PERCENTILE SPEED MPH	AVERAGE SPEED MPH
Thorpe Market Road	31.01.25	18.05.25	229,560	34.9	29.2	29.62

**Village Green and playing field**

**8.2 Parking - Thorpe Market Registered Village Green**

Wood had been placed in the bay which hindered movement of vehicles. The Council would arrange for this to be removed.

**Highways**

**8.3 No outstanding issues**

An unauthorised entrance had been made at the junction of the Cromer Road/Thorpe Market Road. This would be monitored and reported as required to Highways.

**9. To consider and review correspondence**

NNDC - Public Space Protection Orders	Circulated
NNDC - Additional Planning training sessions	Circulated
Wix - changes to charges £259.20 for 3 years	Noted
Wix - changes to charges for Domain renewal - £48.00	Noted
NNDC - mid term check of Councillors	Responded
North Walsham Phoenix Group	Noted
Resident - emails - dealt with	Responded
Roy MacDonald - monthly report	Circulated
NNDC - Local Government Reorganisation	Circulated
MP Report	Circulated

**10. To consider Financial Matters**

**10.1 To receive bank reconciliation and note receipts and review reserves**

The Clerk outlined the bank reconciliation which the Council noted and agreed.

**10.2 To agree payment schedule and approve payments**

NPTS – yearly membership	£72.50
Philip Hayward – March	£270.00
Philip Hayward – April	£270.00
Elaine Pugh	£420.74
HMRvenue & Customs	£88.80
Zurich Insurance	£492.21

Resolved to pay enbloc

**10.3 To review provider of Parish Council Insurance**

The 3 year agreement with Gallagher had concluded. The Clerk had sourced 3 quotations and a report was circulated to members for their consideration.

Council resolved to use Zurich Insurance with an LTA for a 3 year period.

11. **Annual Governance and Accountability Return 2024-2025 (AGAR)**
  - 11.1 **To receive and agree the Accounts for 2024-2025 (circulated)**  
Council agreed and the Chair and RFO signed the Accounts.
  - 11.2 **To receive and consider internal auditor's report for 2024-2025 (circulated)**  
Council noted the advice of the Internal Auditor and would address any outstanding matters.
  - 11.3 **To agree and sign Exemption Certificate - (circulated)**  
Council resolved to sign the Exemption Certificate.
  - 11.4 **To consider and agree complete Section 1&2 of the Annual Return for 2024-2025 - (circulated)**  
Council resolved to sign the AGAR.
  - 11.5 **To consider and agree risk assessment**  
Council reviewed and resolved to adopt the risk assessment.
  - 11.6 **To consider and agree asset list**  
Council reviewed and resolved to adopt the asset list.
  - 11.7 **To consider the appointment of internal auditor for 2025-2026**  
Council resolved to re-appoint Ros Calvert as internal auditor.
  
12. **To consider removal of overhanging tree branches on Village Green (bottom abutting Orchard Cottage)**  
Two quotations had been obtained for this work which would need to be authorised by NNDC. Contractor A - £380 and Contractor B - £415, both prices included the application fee to NNDC.  
Council resolved to appoint Contractor A - Woodpecker Tree Services  
The work to be organised to be completed in the Autumn. EP
  
13. **To Receive Reports from Councillors and items for the next Agenda**  
  
No new items were raised from Councillors.  
  
The Clerk informed that the Council now needed to own its own email Domain name and that a change of bank account is advised for ease of administration.
  
14. **To confirm date of the next Meeting**  
**Thorpe Market Ordinary Parish Council Meeting -**  
**Tuesday 2<sup>nd</sup> September 2025 - Thorpe Market Village Hall @ 7.00pm**

There being no further business the meeting concluded at 7.35pm.