

THURGARTON PARISH COUNCIL

Chair: Tina Tsoukatos

Lynda Ogilvie
Forge Cottage
Main St
Bleasby
NG14 7GH

Thurgarton Parish Council Meeting held on Thursday 27 July 2023 At Thurgarton Village Hall

MINUTES

Present: Cllrs D Lewis (In the Chair) (DW), D Bryant (DB), R Foster (RF), N Robinson (NR) and J Ross (JR)

In Attendance: Cllr R Jackson (NCC/NSDC), Lynda Ogilvie (Locum Clerk) and 7 Members of the Public

2023/30 To hear public representation

Resident explained the background to his intentions regarding development at Poplar Farm.

2023/31 To receive apologies for absence

Apologies were received from Cllrs Tsoukatos and Chan.

2023/32 To accept Declarations of Interests

There were no Declarations of Interests

2023/33 Approval and acceptance of the Minutes from the meeting held on 29 June 2023

Minutes of the meeting held on 29 June 2023 were approved as a Correct Record and signed.

2023/34 To receive reports from District and County Councillor

Cllr Jackson reported the following:

- Glass collection is going ahead, and it is expected that this will be before Christmas
- NSDC is now a coalition between Labour and Independents.
- NCC has decided to sell County Hall, and plans are that NCC will be based at Hucknall

DB raised the issue of discharge of conditions at Priory Farm Mews, and noted that there is concern that the attenuation tank has been covered by non-permeable material. Cllr Jackson asked for copies of emails relating to this matter and will investigate further.

2023/35 To consider Planning Applications as follows:

a) Planning Applications for consideration

No applications were received prior to the Agenda being posted.

b) General Update on planning matters including recent and extant applications

It was noted that the planning department are minded to refuse the application made for Willow Tree Cottage on the grounds that it would involve significant development into the countryside.

c) Any other items notified to Thurgarton Parish Council prior to the meeting and requiring submission of comment before the following scheduled Parish Council meeting

Planning application 23/01147/HOUSE The Old Rectory, Beck Street – Removal of existing conservatory and erection of new garden room, replacement render and windows

This application had been received after the Agenda was posted, but members felt that it was not a controversial application and therefore could be considered at this meeting. There were no adverse comments, and members supported the application.

2023/36 Finance

a) Payments for authorisation

Approved as per payment sheet. In addition the following further payments were authorised:

- Green Oak, strimming, weeding and mowing - £175.00
- P J Yates, mowing banks A612 - £108.00
- P J Yates, Hedge cutting at graveyard - £72.00

b) Note changes to bank mandate – addition of Lynda Ogilvie, and removal of L J Campbell and R Aston

The above changes were noted. In addition it was agreed that Cllrs D Lewis and R Foster would be added to the signatory list.

c) Review Internal Audit report and Internal Examiner Comments, and decide appropriate responses/actions

The Internal Audit report was considered and there were no comments to note.

d) Complete and sign AGAR S1 – Annual Governance Statements 2022/234

AGAR S1 was completed and signed by Acting Chair.

e) Approve Fixed Asset register and updated asset valuations for both accounts and insurance purposes.

Both the register and valuations were considered and approved.

f) Review and approve AGAR S2 – Accounting Statements 2022/23

These were reviewed and signed.

g) Approve publication of the signed completed AGAR on the website

This was agreed.

h) Approve the notice period for public inspection of the accounts and records

This is was approved as 31 July to 13 September.

i) Review insurance renewal and insured value of assets – clerk to arrange for contact information to be amended.

Both items reviewed and approved.

j) Consider and approve quote for the use of Scribe Accounts for accounting records

Quote is for one-off payment of £177 plus annual payment of £276, but this would be reduced if the Council signs up for three years. Members approved signing up to Scribe at the costs given.

k) Consider in principle the appointment of an external professional payroll agency to deal with the compliance requirements of HMRC with regard to payroll, PAYE and NI – quote to be obtained

Approved in principle.

l) Consider purchase of McAfee subscription following 30 day free trial with laptop – cost £34.99. Agree method of payment.

It was noted that McAfee was installed on the laptop and costs approved.

m) Any other finance matters

There were no other finance matters.

2023/37 Code of Conduct

Agreed that this will be reviewed with a view to updating.

2023/38 Strategy Roles: to receive updates and note any necessary actions

a) Emergency Measures

NR updated members on ongoing work on the village website.

Work on flood defence is ongoing and there has been support from co-ordinators where there are gaps .

A quote has been obtained for replacing the existing defibrillator and installing a second at the village hall – this is £2175 each excl. VAT for two defibrillators and one cabinet. The equipment would be semi-automatic and carry an 8 year warranty.

Members approved the purchase as outlined above, but the possibility of grants will be investigated first.

b) Highways

No report

c) Communications

The Council's governance documents will be systematically reviewed and updated as necessary, and also placed on the website.

d) Environment

Members were informed of the progress in maintaining the village footpaths, and the work being undertaken. DB asked that thanks be recorded to the villagers for letting her know what needs to be done. It was also noted that Thurgarton had been referred to as a 'picture perfect' village on VIA website.

e) Village Hall

Meeting will take place after this meeting.

f) Projects (Playground, war memorial site, village survey)

War memorial – ownership of the site is uncertain and work is ongoing to try to confirm ownership of the land, including discussion with Land Registry. The war memorial can be registered with the War Memorial Trust, and they do have grants available for maintenance. Council discussed insurance for the elephant outside Hansons, Hoveringham Lane. Clerk was asked to check through Council minutes to confirm any previous agreement.

Land at the back of the village hall was discussed – there is the possibility of a 'swop' with some nearby land, which might be beneficial to both parties. Ongoing.

Village survey – more time is needed to ensure that the questions are more focused.

Thanks were recorded for the work which had been undertaken at the cemetery.

2023/41 Next meeting – 28 September 2023.

There being no further business, the Chair thanked everyone for attending and closed the meeting at 9.01 pm.