

ANNUAL THURNE PARISH COUNCIL MEETING Minutes Thursday 9th May 2019

Present were Cllrs Jonathan Molineux, Donnie Cooke, Jenny Davies, Peter Roll, & Leslie George, NCC Cllr Haydn Thirtle. Clerk & two parishioners were also in attendance.

1. Apologies - GYBC Cllrs Andre Grant & Leslie Mugford
2. Declaration of Interests - None
3. Election of Chair & Vice Chair
 - a. Cllr Haydn Thirtle took the chair & asked for proposals for chairperson. Jonathan Molineux was proposed by Cllr Donnie Cooke & seconded by Cllr Peter Roll. Vote was unanimous & Cllr Jonathan Molineux accepted the position & was appointed.
 - b. Cllr Jonathan Molineux returned to the chair for the remainder of the meeting.
 - c. Vice chair, Cllr Jonathan Molineux proposed Cllr Peter Roll & seconded by Cllr Donnie Cooke. Vote was unanimous & Cllr Peter Roll accepted the position & was appointed.
4. Elections 2nd May. Chris Bondi did not stand for re-election. His letter of resignation was handed in. There was an uncontested election of councillors for Thurne. Leslie George was welcomed as a new councillor. Hard copies of all necessary paper work was handed to each councillor.
5. Minutes of 2018 Annual Parish council meeting dated 10th May having been circulated via e-mail & being available on the web site were agreed as correct & signed by Cllrs Donnie Cooke & Jonathan Molineux. Minutes of meeting held 7th March 2019 again having been circulated & on the web site were approved & signed by Cllrs Donnie Cooke & Jonathan Molineux.
6. Matters arising
 - a. Matters arising from 10th May 2018 - none outstanding
 - b. Matters arising from 7th March 2019
 - i. Pot holes outside the Methodist Chapel; no success with NCC, previous good relations appear to have broken down. Ongoing.
7. Correspondence - most now received via e-mail & circulated on receipt.
 - a. Further e-mails regarding business on the staithe. He has now been referred to the BA. Suggested this was brought to the attention of the new GYBC Cllr Andrew Grant.
 - b. e-mail from parishioner regarding damaged quay heading, photo was circulated to all councillors. Cllr Jonathan Molineux reported that he has inspected the damage & spoken to Martin Date who he hopes will undertake the repair within the next 4 weeks.
8. Planning Applications - None
9. Financial matters.
 - a. End of Year accounts 2018/19 circulated to councillors by e-mail. There were no questions. These will be publishes on web site & notice board in due course.
 - b. As income & expenditure of Parish Council is under £25K they are able to certify themselves as exempt from a limited assurance review. Approved & certificate of exemption (page 3 of the AGAR form) signed by clerk & chairman.
 - c. Annual Governance statement; section 1 of Annual return (page 5 of AGAR form) circulated prior to the meeting to all councillors, approved & signed by chairman & clerk.

- d. Accounting statement; section 2 of Annual return (Page 6 of the AGAR form) containing the breakdown of the end of year figures for 2018 & 2019 also circulated prior to the meeting to all councillors, approved & signed by Chairman.
- e. Asset register - unchanged
- f. Aylsham Computers Invoice £114.00 received. Payment approved & cheques signed by Cllrs Jonathan Molineux & Jenny Davies
- g. PAYE for 4th Qtr of 2018/19 paid by S/O £35.00, next due 5th July but S/O will need amending. Cllr Jenny Davies will try & amend on-line.
- h. Clerks pay & expenses for Jan, Feb & March 2019; Net Pay £140.00, Expenses £34.80. Payment approved & cheques signed by Cllrs Jonathan Molineux & Jenny Davies.
- i. End of year PAYE has been completed & P60's issued to Helen Brooke & clerk.
- j. VAT refund claim submitted £232.77, payment received 18/04/19
- k. Precept & concurrent functions grant first instalment of £1,306.50 received, second payment due in Sept.
- l. Zurich insurance due 1st June 2019, £319.84, payment approved & cheque signed by Cllr Jonathan Molineux & Jenny Davies.
- m. As per the St Edmunds PCC report in the Thurne Annual Parish Meeting the PCC now have a new Parish Priest, church warden & other members. It was requested therefore that the grant of £900 for grass cutting be reinstated & the PCC would organise & pay for this rather than be included in the PC. Clerk to establish when this was last paid & amount spent last year on church grass cutting. *After minute note; these figures have now been supplied to Cllr Jonathan Molineux.*
- n. Bank accounts total before any approved payments made tonight £24, 579.23

10. Thurne Fete

- a. 2019 committee had their first meeting on 25th April. *After minute note; Minutes of this meeting have now been received.*
- b. William Booth had provided information from GYBC regarding 'Event Safety a Guide for Parish Councils' & highlighted aspects that required action by the fete committee & the PC. As this was only received on 7th May Cllr Jonathan Molineux agreed to investigate further & liaise with the committee.
- c. Cllr Jenny Davies reported on items for discussion by the PC from the fete committee meeting as follows:
 - i. Fete profit to be shared between, St Edmunds PCC, Methodist Church & Community Wood. Some discussion followed as to whether the wood now having been completed required further funds. Cllr Jenny Davies stated she would take this back to the fete committee.
 - ii. Purchase of more substantial posts were required for the road signs.
 - iii. Purchase of a flame retardant gazebo for the BBQ was also thought a wise investment.
 - iv. It was requested that Cllr Jonathan Molineux do the site check.
 - v. Insurance cover, it was thought it was sufficient, as same as last year.
 - vi. Purchase of more tables would be useful. Costings would be supplied at the next meeting.

11. Thurne Public Toilets

- a. Louise pay for April £190.00. Payment approved & cheque signed by Cllrs Jonathan Molineux & Jenny Davies.
- b. Pay for the 2019 season approved at £10.00 per hour max of 1 hour per day. Maximum therefore as follows
 - i. May 31 days = 310.00
 - ii. June 30 days = 300.00
 - iii. AnnJuly 31 days = 310.00
 - iv. August 31 days - 310.00
 - v. Sept 30 days = 300.00
 - vi. October hours should be reduced
- b. invoiced raised & submitted to GYBC for £2,200 this has not yet been paid.
- c. Clerk has requested the 2019 management agreement from GYBC & been advised that the agreements are currently being looked at to be re-worded in a couple of areas so as yet are not completed.
- e. Council tax bill rec'd for toilets, Nil to pay.
- f. Refurbishment of toilets as previously discussed; GYBC are not willing to pay for this. Jonathan Molineux arranged for a plumber to inspect & discuss what was required & was advised it was not a difficult job or too expensive. Was decided however to put on hold until the end of this season. Deep clean was undertaken before they were opened for the season & hopefully this will elevate some of the cleaning issued that were causing problems in 2018.

12. Playing field & Staithe.

- a. Slipway collection tonight £38.00.
- b. Staithe Inspection - as per item 6(b)
- c. Playing field - Cllr Jonathan Molineux reported that he had not been overly pleased with the recent grass cutting or lack off. He has spoken to David Bradnock & would continue to monitor the situation. It was also reported that some daffodils were cut too early.
- d. Cllr Leslie George stated that he struggled cutting one of the footpaths from the Community Wood, not having the right equipment. Could David Bradnock be asked to also cut this? Cllr Jonathan Molineux thought this should be no problem & will approach David. Cllr Leslie Gorge will provide a map to clarify which footpath.
- e. Play equipment needed checking after previous reports that it needed cleaning. GYBC undertake this.

13. Thurne Web site

- a. William Booth had provided a report on changes required to ensure web site security (this had been circulated prior to the meeting to all councillors). After some discussion it was felt that William knew the details far better than anyone & it was unanimously agreed to follow his advise. Recurring cost would be £68.00 per annum & set up cost £48.00. PC could not avoid these & were obliged to have a secure web site.
- b. Details of councillors was not up to date on the website & this should be rectified shortly following the elections & completion of necessary declarations.

14. GYBC & NCC Councillors

- a. Cllr Haydn Thirtle reported that a document from NCC purposes 900,000 homes are needed in the county by 2023, 41,000 around the NDR at Norwich but the balance around the county. Between 2020 & 2030 nothing is planned for outlying villages.

15. Parishioners

- a. Cllr Jenny Davies reported that a parishioner had asked about street signs in the village as delivery firms were having difficulties. Signage was thought to come under the jurisdiction of GYBC. A map on the notice board might solve the problem.
- b. Parishioner reported that the wooden seats on the staithe were in urgent need of a clean & were in fact unusable. Cllr Jonathan Molineux would take a look & it was suggested that Louise might take an extra day too clean.

Meeting closed at 20.50

Date of next meeting 4th July 2019

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