

## Thurne Parish Council actions during Covid 19 period 1st January 2021 to 19th May 2021

1. 03/01/21 E-mail to all councillors  
Morning All

As we are now in 2021 I thought it wise to start a new document of parish council actions. I have attached those for 2020 which perhaps should be posted on the web site to communicate that the council have been continuing to function. I have recorded what i think are all relevant matters but would appreciate if you could check this through for your approval.

Any feedback or comments to me by 11th Jan please; as normal if I don't hear from you I will assume you approve for these unchanged to be posted on the web site

Feedback from Councillor Jonathan Molineux only, item 58 requires slipway collection amount. 11/01/21 Notes e-mailed to William Booth for inclusion on parish web site.

2. 04/01/21 Cheques raised for:

- £900.00 (570) St Edmunds PCC Thurne iro Burial grant 2020/21
- £30.00 (571) Glenda Tooke audit of accounts 2019/20
- £15.33 (572) Wendy Beck expenses Oct/Nov/Dec 2020
- £141.00 (573) Wendy Beck pay Oct/Nov/Dec 2020

all four cheques posted second class to Cllr Jonathan Molineux 06/01/21, for approval, signatures & posting.

3. 08/01/21 e-mail From: Peter Roll  
Subject: permissive path

Please note the footpath known as the skirts will be closed for one week from 18th January 2021

Thanks P.Roll

forwarded for noting on Thurne Parish Council web site.

4. 11/01/21 PAYE of £34.00 taken from bank by S/O.

DATE ▲	DESCRIPTION	TYPE	IN (£)	OUT (£)
13 Jan 21	000571	CHQ		30.00
11 Jan 21	HMRC CUMBERAULD	SO		34.00
07 Dec 20	000566	CHQ		20.00

5. 18/01/21 Telephone call from Hannah Evans (new resident in Thurne) regarding access to bridleways for horse riding. She had been referred to parish council by Norfolk CC. Contact details taken & advised I would make enquires & get back to her hopefully within a couple of days. Details of footpath & bridleways in Thurne located on line.

Telephone call to Jonathan to advise re above query. Contact details for parishioner passed on & he agreed to look into the matter further with help of the map & local knowledge.

6. 26/01/21 Planning application notification from BA reference BA/2020/0414/HOUSEH replacement of old garage and erect a new boat shed/garage The Cottage , The Street, Thurne, NR29 3AP Mr Stephen Sayce. Circulated to all councillors by e-mail from many comments. Reply by 02/02/21. 04/02/21 no comments received from any councillors. E-mail reply to BA to this effect.

7. 02/02/21 E-mail from BA re planning application BA/2020/0468/FUL, Retention of 3 greenhouse dining pods, one shipping container & a large shed The Lion Inn, The Street, Thurne, Norfolk, Mr Ricky Malt. 04/02/21 circulated via e-mail to all councillors for comments by 12th Feb. 13th Feb no comments received from any parish councillors, reply to BA to this effect.

8. 12/02/21 E-mail planning application from GYBC ref 06/21/0005/PAD erection of grain store at Abbey Farm , Repps road, Thurne. information circulated to all parish councillors for any comments. 22/02/21 no comments received from councillors. reply to GYBC to this effect.

9. 26/02/21 e-mail from BA re planning application BA/2021/0058/HOUSEH; Replacement of black raw timber cladding with FSC approved black wood grain recycled wood 60% and recycled plastic 40% composite cladding. Staithe House , The Staithe, Thurne, NR29 3BU. Mr Simon Peck. information circulated to all parish councillors via e-mail for any comment by 5th March. 08/03/21 No comments received from councillors. reply via e-mail to BA to this effect.

10. 05/03/21 e-mail (via Haydn Thirtle) re planning application Ashby with Oby: Heath Farm Barns. Prior approval for conversion of barns to residential use. Circulated to all councillors for comments by 12th March. 15/03/21 no comments received from councillors. No response required to GYBC

11. 03/03/21 e-mail from GYBC regarding opening of Thurne public toilets from 31st March 2021. Communications with Cllr Jonathan Molineux & Louise Brooke's regarding date for opening & work required beforehand. Issue with painting & guttering work being completed, back on inside walls \* ceiling & sanitiser and soap dispensers.

26/03/21 e-mail from GYBC Peter Roll - The urinals are back on and the tanks have been attended to. Alpha Roofing are on site and will complete on Monday, cleaning can take place on Tuesday, scaffold will come down Wednesday morning and then cleaning can recommence if necessary. I have asked GYN to do dispensers and gutters on Tuesday. I will attend site Monday and Tuesday to confirm progress.

31/03/21 e-mail from Louise cleaning of toilet mould not easy, also offered to tidy area out the front this was agreed & much appreciated after consultation with Cllr Jonathan Molineux.

12. 10/03/21 Parish mooring letters for 2021 issued to Olive & Davies via e-mail, Dade & Delf by post. 02/04/21 Mooring fee received from Carol Delf £391.00.

13. 23/03/21 invoice iro annual service fee for Thurne public toilets e-mailed to Hilary Allen at GYBC.

14. 23/03/21 e-mail from BA re planning Application No : BA/2020/0468/FUL

Retention of 3 greenhouse dining pods, one shipping container & a large shed The Lion Inn, The Street, Thurne, Norfolk. by Mr Ricky Malt. Circulated to all councillors by e-mail for any comments by 31st March 2021. 01/04/21 no comments received from councillors reply to BA accordingly.

15. 25/03/21 e-mail from GYBC regarding adoption of old BT kiosks; circulated to all councillors for reply with proposals by 8th April. 11/04/21 No contact from any councillors re BT kiosks, reply to GYBC to this effect.

16. 29/03/21 Norfolk County Council elections poster displayed on notice board at Thurne & web site as required. Also circulated 24/03/21 via e-mail to all councillors

17. 30/03/21 e-mail to all councillors. In view of the fact we have not held a parish council meeting for over 12 months a date has been fixed for the Annual Parish Meeting & AGM for 20th May 2021 at 6pm. It was decided on an earlier time as depending on restriction at this time it might be necessary to hold the meeting outside. Venue therefore is to be confirmed at a later date.

If I don't hear from you within the next couple of days I will assume the date is convenient.

30/03/21 - approval from Cllr Jenny Davies & Cllr Jonathan Molineux, no contact from other councillors. 07/04/21 agenda's e-mailed to William Booth for uploading to web site. 15/04/21 hard copies of agenda sent to Cllr Jonathan Molineux for display on Thurne notice board.

18. 02/04/21 Mooring fees cheque received from Ms Carol Delf £391.00

19. 05/04/21 e-mail to all councillors regarding end of year accounts approval.

Afternoon All

It is that time of year again when my attention is on the end of year accounts. This year I am able to immediately complete all the returns required by PKF Littlejohn the currently appointed external auditors. As in previous years as our income & expenditure does not exceed 25K we are only required to complete a reduced annual return.

Glenda Tooke has again agreed to conduct the internal audit.

I have attached all the relevant documents (listed below) which I ask you to please give your attention within the next 10 days.

- Annual Governance and Accountability Return 2020/21 Part 2 - in particular please read page 5 as the parish council has to confirm it has met it's financial responsibilities
- Bank reconciliation
- Explanation of variances
- Full record of years accounts
- Explanation of reserves
- Asset register - uncharges from 2019/20
- Financial risk assessment

Any queries do please let me know ASAP.

I would appreciate if you could confirm your approval of the accounts by **Friday 16th April** but I will assume approval if I do not hear from you to the contrary.

After this date I will print & obtain the necessary signatures before submitting them for internal auditing.

Many thanks

Wendy

21/04/21 Cllr Jonathan Molineux approved accounts, no contact from other Cllr. 27/04/21 visit to Cllr Jonathan Molineux accounts documents signed. 28/04/21 Accounts to Glenda Tooke for internal audit. 04/05/21 internal audit completed & accounts collected. Annual fee £30.00. 06/05/21 Accounts documents sent to William Booth for uploading to Parish Council web site. Completed AGAR e-mailed to PKF Littlejohn appointed external auditors.

20. 07/04/21 End of year submission to HMRC completed & P60's issued to Helen Brooke & Wendy Beck

21. 07/04/21 e-mail to all councillors for approval of clerks pay & expenses for January/February/March; pay £175.00 gross £141.00 net & expenses £6.98. Reply by 14th April. Approval via e-mail received from Cllr Jonathan Molineux & Jenny Davies. 15th April 2021 no reply from other councillors; cheques raised 574 bro expenses, 575 iro pay. Both sent to Cllr Jonathan Molineux for signatures. Cheques signed by Cllr Jonathan Molineux & Peter Roll. PAYE paid by S/O £34.00.

22. 13/04/21 invoices from GYBC iro Toilet grant £2,200 & first instalment of Precept & Concurrent functions grant £1,302.50 both paid directly into bank on 11/04/21.

23. 14/04/21 e-mail from Martin Dade mooring fee paid direct into bank £255.00.

**All transactions** Statement options ▾

🕒 View pending debit card transactions and cheques being processed +

DATE ▲	DESCRIPTION	TYPE ?	IN (£)	OUT (£)	BALANCE (£)
14 Apr 21	M DADE DADE 600000000742104780 110572 10 14APR21 13:55	FPI	255.00		16,735.28
13 Apr 21	GYBC GENERAL ACCT BACS	BGC	3,502.50		16,480.28
12 Apr 21	HMRC CUMBERAULD	SO		34.00	12,977.78

24.

15/04/21

Slipway collection by Cllr Jonathan Molineux & Peter Roll total £123.50.

25. 23/04/21 e-mail from Zurich insurance Parish council policy is due for renewal on 1st June, annual amount £319.84 (same as 2020). Circulated to all councillors for approval. Reply by 4th May. No objections received from councillors. Payment approved cheque raised 576, delivered to Cllr Jonathan Molineux 06/05/21. cheques signed by Cllr Jonathan Molineux & Jenny Davies

26. 21/04/21 Two notifications from BA relating to Staithe House; both approved subject to conditions. Circulated to all councillors.

- BA/2021/0058/HOUSEH  
Replacement of black raw timber cladding with FSC approved black wood grain recycled wood 60% and recycled plastic 40% composite cladding RETROSPECTIVE.  
Staithe House , The Staithe, Thurne, NR29 3BU

- Application No : BA/2020/0450/HOUSEH  
Conversion of home office area into annexe accommodation Staithe House , The Staithe, Thurne, NR29 3BU

27. 30/04/21 Annual invoice from Aylsham Computers £114.00, circulated to all councillors for approval. Reply by 07/05/21. 10/05/21 no contact from Cllr, payment approved cheque 578 raised for £114.00. Delivered to Cllr Jonathan Molineux 14/05/21.

28. E-mail from Louise Brooke

On 1 May 2021, at 09:43, Louise Brooke <louise.thurne123@gmail.com> wrote:

Hi Wendy,

The hours for April 2021 is 23 hours, all ok and no problems as yet.

Thanks Louise.

Cheque 577 raised for 23hours @ £10.00 per hour, no tax or NI payable. Delivered to Cllr Jonathan Molineux 06/05/21. Payment approved & cheques signed by Cllr Jonathan Molineux & Jenny Davies

DATE	DESCRIPTION	TYPE	IN (€)	OUT (€)	BALANCE (€)
12 Apr 21	HMC CLUMBERHILL	SD	34.00		12,977.78
13 Apr 21	GYBC GENERAL ACCT BAL	BGC		16,400.38	16,400.38
14 Apr 21	HMC DATE 2020032104188	FM	522.00		16,322.38

*J. P. Molineux*

*P. R. Bell*

12/04/21

20.05.21: A mail from such finance parish council... circulated to all councillors for approval. Reply by 4th May. No objections received from councillors. Payment approved cheque raised 576, delivered to Cllr Jonathan Molineux 06/05/21. cheques signed by Cllr Jonathan Molineux & Jenny Davies

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