

## ASHWELLTHORPE AND FUNDENHALL PARISH COUNCIL

Minutes of the meeting held Tuesday 16<sup>th</sup> September 2025 7:30pm  
at Thorpe Hall, Ashwellthorpe

Present: J Ives  
S Tyree (ST)  
C Eastwood (CE)  
R Morris (RM)  
Mrs T Higlett (Clerk)  
District Cllr B McClenning  
One member of the public

1) To consider co-option onto the parish council  
None

2) Apologies.

Apologies from R Burridge and S Allen. County Cllr C Rowett sent her apologies, and forwarded a report to council.

3) Declarations of interest for items on the Agenda and Dispensations for Councillors with a Pecuniary Interest.  
None

4) Public Open Forum

a) Input from public.

Member of the public in attendance considering joining the parish council, but doesn't currently meet the criteria.

b) Report from District Councillor available on parish council website

c) Report from County Councillor available on parish council website

5) To approve the minutes of the meeting held on 15<sup>th</sup> July 2025.  
These were approved and duly signed.

6) Planning

a) New Applications

2025/2325. Location: Former Post Office Stores, 94 The Street Ashwellthorpe. Proposal: Installation of illuminated fascia sign. Application Type: Advertisement Consent.  
RM advised that residents nearby have received notification of the planning application and the application notice was displayed from the 12<sup>th</sup> September. Concerns raised around the times the sign would be illuminated. It was felt that the sign would not require illuminating 24/7. The site lies directly opposite residential dwellings. An illuminated sign operating outside the practice's opening hours would cause disturbance. Excessively bright or poorly shielded illumination would harm the quality and character of the local area. While there is no objection in principle to the presence of a suitably designed sign at the dental practice, council felt that more information regarding proposed times sign would be illuminated. Clerk proposed contacting the case officer for further information and an extension for comments.

2025/2763 Location: Saunders Barn, The Street, Fundenhall. Proposal:

Proposed new car shed with first floor studio. Application Type: Householder.

Members felt that the design was in keeping with existing building and had no objections. It was agreed to recommend approval.

b) Applications commented on between meetings

It was noted that, for the following applications received during the summer, the Clerk had consulted with the members of the council and had responded under delegated powers:

2025/2119 Location: Highfield New Road Fundenhall. Proposal: Single storey side and rear extensions. Application Type: Householder. Council had no comments to make.

2025/2372 Location: Loke Farm New Road Ashwellthorpe. Proposal: Single storey rear extension, replacement windows, replacement roof finish, and associated external works Application Type: Householder. It was agreed to recommend approval.

c) Planning decisions taken by South Norfolk

2025/0544 App Type: Full Location: Former Post Office Stores 94 The Street Ashwellthorpe. Proposal: Increase dropped kerb at front of the property to facilitate parking and improve access. Decision: Refusal (Delegated). Date of decision: 21 July 2025.

2025/0833 App Type: Householder. Location: The Bungalow Church Lane Fundenhall Proposal: Demolition of existing chicken sheds and garage and erection of a single storey building. Decision: Approval with Conditions (Delegated) Date of decision: 15 August 2025

7) Finance

a) To note councils current financial standing.

Half year accounts forwarded to members prior to meeting.

It was noted that the predicted year-end fell significantly short of the necessary reserves.

ST took the opportunity to speak about a meeting he had with County Cllr Rowett and highways engineer.

Meeting was to discuss issue of speeding vehicles in the village. It was proposed chicanes/pinch points may be an option. Suitable areas for installation will be discussed once a formal quotation has been received but one area proposed was near to Old Hall Close. The parish council, can apply for funding highways improvements via NCC Parish Partnership Scheme, deadline is 1<sup>st</sup> December 2025. Any traffic calming method, council would have to fund 50% of the total cost. Council is also aware that there is a problem on New Road too.

b) Payments.

T Higlett – September Salary £298.55

HMRC – period 6 - £72.20

Omache Gardens - £357.50

South Norfolk dog waste emptying £789.60

TT Jones Electrical - £420.00

c) Payments made between meetings

Omache Gardens £357.50

T Higlett – August salary £298.75

HMRC tax due for period 5 £72.00

Autela Payroll £185.56 Dec – Aug.

8) Administration

a) Policy Review

- I. Asset Register – Clerk had carried out a review of parish assets as it was noted the asset register showed council owned two playing fields with play equipment. After carrying out

an inspection of council accounts from 2020 to 2025 identifying any purchases the new value of parish assets was £42,692.47.

II. General Risk Register – ST advised he was now happy with the format of the council’s risk register. The pond area has yet to be included. Data Protection, IT and Internal control policies are in place. ST also proposed a report should be presented to council on the state of the play equipment following regular checks.

- b) Clerk’s pay increase as per NJC terms and conditions back dated to 1st April 2025. Council agreed to annual increment. Proposed by JI and seconded by CE – all in favour.
- c) Correspondence regarding Trustees of Thorpe Hall and the request for two new trustees. CE advised that both he and ST had attended a meeting with the Trustees. Two trustees had resigned which had left them not quorate. However, two people have shown an interest in becoming a trustee. Council will be kept up to date reference the appointment of trustees. If the hall has insufficient trustees, then it could mean the hall could be transferred back to the Parish Council for management. CE advised he was unsure when the trustees last had an annual meeting and the website is out of date.
- d) Norfolk PTS Autumn Seminar. No interest shown in attending.

RM left meeting at 21:00.

- e) Date for the internal audit. Clerk will contact RM to arrange a date.

9) Village – Maintenance and Highways

- a) NCC Parish Partnership Scheme for Local Highways Improvements 2026/27. Previously discussed.
- b) Police Street Surgery 19th September 2025 -09:00 – 10:30, The Street by the post box. JI advised she will attend.
- c) Overgrown pathways – These have been addressed by residents.
- d) Counters installed on Ketts Way footpath. Clerk advised correspondence received from Norfolk Trails advised that counters have been installed to monitor activity levels. The data collected will support strategic decisions around maintenance and improvements.

10) Correspondence

- a) PKF Littlejohn - Data logged – notification of exempt status.
- b) Norfolk Police – OP Radium
- c) Telling your story on the Norwich to Tilbury pylon route & Government guidance.

11) Date of next meeting – 21<sup>st</sup> October 2025

Items for next meeting.

Budget 2026/27 Grant towards Ashwellthorpe horticultural group. Village assets replacement program

Update on Trustees for Thorpe Hall