

ASHWELLTHORPE AND FUNDENHALL PARISH COUNCIL

Draft Minutes of the meeting held Tuesday 24th March 2026 7:30pm at Thorpe Hall, Ashwellthorpe

Present: Cllr J Ives Chair, Cllr S Tyree, Cllr R Burridge, Cllr C Eastwood, Cllr B Morris and N Bailey Clerk

In attendance: County Cllr C Rowett & District Cllr I Spratt

001 **Apologies:** Cllr H Edwards – Accepted

002 **Declarations of Interest:** None

003 **The new Parish Clerk** was welcomed and introduced himself and his background. Members did the same which was appreciated.

004 **Parish Councillor Vacancy**

The District Council had advised that the Parish Council can proceed to co-opt.

Resolved to co-opt a seventh Parish Councillor at the next meeting on Tuesday 28th April 2026.

County Councillors report: County Councillor Rowett introduced an update and answered questions. The report is available <https://www.ashwellthorpeandfundenhall-pc.gov.uk/minutes-agendas>

District Councillors report: District Councillor Spratt introduced an update and answered questions in the absence of Cllr Bob McClenning. He advised that former District Cllr Dr Nigel Legg has passed away at the weekend.

The report is available <https://www.ashwellthorpeandfundenhall-pc.gov.uk/minutes-agendas>

005 **Resolved to approve** the Minutes of the meeting held on the 17th February 2026.

They were duly signed by the Chair.

006 **To consider matters arising from these minutes**

a) Invoices and Salary/HMRC payments had been made.

b) Exploratory pond maintenance work had taken place and further details were expected. The work should not commence in full until the end of May and quotes needed to be considered.

c) Advise on the War Memorial repairs will follow with a quote

007 **Planning applications** – None. Those withdrawn by the applicant and approved by the Planning Authority were noted.

008 **The South Norfolk Council's 'In Bloom' Fund** was open to applications until 19th April. To avoid the requirement for consent from the landowner, it would be more appropriate if the Thorpe Hall Trustees applied for the grant. Cllr Ives to relay the message to the group.

009 **Finance and governance**

The new Clerk was reviewing current agreements to see if there were any savings against the 2026/27 precept already set.

Account balance as at 27th February 2026 £7,607.32

b) Payments and forecasted expenditure:

Resolved to approve the following:

Wix (repay T Higlett)	Website	£108.00 plus VAT
HMRC	Tax and NI	£42.00
Clerk	Salary	£167.64
Omache Gardens	Village Maintenance	£357.50
Parish Online	IT Support	£180.00 plus VAT
* Defib World	Defibrillator accessories	£597.99 plus VAT
Npower	Streetlight electricity	£65.95 plus VAT
TT Jones	Streetlight maintenance	£45.34 plus VAT

* Noted that Defib World required payment in advance of supply and delivery.

011 It was commented that it would be useful to have a comprehensive list of policies, regulations and procedures etc to share with review dates.

012 **Resolved** to approve two new signatories on the bank mandate to make the current total three. Noted that two signatories had approve all payments or a direct mandate and that the account address would need to be altered.

013 Parish Partnership Traffic Calming Grant and Conditions

The Norfolk County Council offer letter had been circulated. The 50% cost to the Parish Council was £12,500 and the 2026/27 parish precept had been increased to fund it. The Clerk needed to clarify some matters so the item was deferred.

014 Inconsiderate driving

Vehicles driving on the grass verge opposite the post box on Whipps Lane Fundenhall was raised as a highway concern which the NCC Engineer needed to inspect.

015 Thorpe Hall Trustees

Cllr Ives is a Trustee and will assist with an application to the SNC 'In Bloom' fund to enhance the village appearance. The Tennis Courts required maintenance.

016 Village upkeep

Cllr Ives updated on local activities such as an Easter Egg Hunt, Litter Pick and general village upkeep. In order to be eligible for the SNC Big Litter Pick competition the Parish Council needed to register and undertake a litter pick by 31st May 2026

017 Annual support and training subscription

Resolved to subscribe to NALC for support and training from 1st April 2026 which was cheaper than the current provider. Membership also came with payroll services which would be a saving. Breakdown Norfolk ALC - £183.70, National ALC affiliation fee £55.71, Payroll admin £96.00 plus VAT

018 To consider items for discussion at next meeting

An Action Log would be useful to help track matters

019 Next meeting Tuesday 28th April 2026 at 7:30pm Thorpe Hall

The meeting finished at 9:30pm