

Minutes of the Meeting of Thornham Parish Council held on Wednesday 13 June 2018 at 7.00pm at the Village Hall, Thornham.

Present: Cllr A Needham (Chair) Cllr A Brown Cllr B Gulliver  
Cllr A Chesterman (Vice) Cllr S Greef Cllr E Bett

Also present: The Clerk & 6 Members of the Public.

**1. To receive and consider apologies for absence:  
It was resolved to accept apologies from Cllr W Brooks.**

**2 To receive Declarations of Interest**

Cllr Needham gave a personal interest in anything concerning Thornham United Charities and Cllr Gulliver gave a personal interest in anything regarding Neighbourhood Planning. Cllr Bett gave a personal interest in Agenda item 13. Cllr Greef gave a personal interest in Neighbourhood Planning.

Cllr Needham thanked everyone who had attended the recent hearing especially the ones that put themselves forward to give evidence, also everyone for all the support leading up to the hearing. It is just a waiting game now and hopefully the Council will have the decision by the end of the month.

**3. To Receive a Report from the Borough Councillor.**

Cllr Watson advised that she had recently attended a training session on Custom Build. There was 48 builders in attendance. It was a lively meeting and very informative, the CEO of Potten Homes was in attendance. Everyone asked if it could be repeated and it was agreed to run every 6 months. It will help to increase this type of build as lots of people are interested but did not know how to start.

Cllr Watson then went on to say that she had received a paper regarding Neighbourhood Planning with some statistics on permanent and second home holiday ownership. Thornham had 30% second homes in 1979 but now have 49% in 2017, so only 51% are permanent residents. Holme have 52% permanent residents and Brancaster only 49%. Cllr Watson said that she felt it was slightly lower on the second homes.

Cllr Watson also advised that she had attended the funeral of Noel Lynch a Parish Councillor from Brancaster. He was a true gentleman and had taken me under his wing and supported me especially when I was Mayor.

Cllr Watson advised about the Deli with their application for 2 more letting rooms. The Enforcement Team can take action by the end of June if the marquee has not been removed.

**4. To Receive a Report from the County Councillor.**

Cllr Jamieson has given his apologies he is not able to be present this evening.

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**It was resolved to open the meeting to allow the Public to address the meeting.**

**5. Adjournment of Meeting to allow for public questions.**

Website

A Parishioner asked when the website would be updated. The Clerk advised that it was agreed at the last meeting that a new website be commissioned as the interface from Tec Tamers is not straightforward.

Castle Cottages

A Parishioner asked what is happening regarding the Castle Cottages end of the village and the report from last year. The Clerk advised that the Parish Council took items on and dealt as far as they could on most. **It was resolved for the Clerk to forward the report to all Councillors again and 1 item added to the agenda of the July meeting.**

**It was resolved for the meeting to return to closed session.**

**6. Minutes of the Thornham Annual Parish Council Meeting held on 16 May 2018**

**It was resolved to approve the minutes and for the Chair to sign as a true and accurate record.**

**Matters Arising**

Nothing to report.

**It was resolved to open the meeting to allow Mr Venes to give the Village Hall report.**

**7. Thornham Village Hall & Playing Field Report**

**Chairman’s Annual Report 2018 AGM**

Once again, I am able to report on another successful year. 2017 saw the range of activities on offer increase – we added Yoga and Fitness Classes to an already extensive range, including, Pilates, Photography, Table Tennis, Cinema and Live Satellite broadcasts. Regular events such as Kids’ Club, Soup and Sandwich and Winter Warmers continued their successful run and we had a record breaking Fun Day, which made a profit of £7200.

All this meant we ended the year in a healthy financial situation with a backing of a good level of reserves.

This is fortunate, as the Hall the Hall costs more to run, particularly as we look to keep it in as good a condition as the day it opened. We spent money on re-varnishing the wooden floor and added additional brick weave to the car park area to cope with the heavy levels of traffic from both the Hall and Deli customers.

Behind the scenes, Sally Cotton, our Bookings and Marketing Administrator has proved to be an invaluable member of the team, and has managed sometimes conflicting requests with courtesy and professionalism. At the beginning of the year, we invested in an electronic accountancy package, Xero, which Sally is

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running. This took a great deal of time and effort to set up and we are grateful to Ian, Sue, Stephanie and Sally for their efforts on this.

The Hall Committee, under the Chairmanship of Tony Morris, has done an excellent job ensuring that the Hall runs smoothly and I would like to offer my thanks to Tony and the Hall Committee for all the work they have done – often, quietly and effectively, behind the scenes.

With the Hall running well, we began to turn our attention to the Playing Field where Stephanie has been leading the charge. The £65,000 Sports England Grant has now mostly been spent – firstly on installing two more wickets on the cricket square, and secondly by instigating a regime of maintenance, including regular feeding and weeding. The results of this will begin to show this year and further improvements are in place, which falls outside this reporting period. We now have an outdoor table tennis table thanks to the generosity of Jane Curtiser and the adults’ exercise area is well established.

What has been particularly pleasing in 2017 has been the increase in the number of volunteers who have been prepared to give up their time to make things happen. Quietly and unobtrusively they just get on with it; whether it is as mundane as sorting out the rubbish after an event, putting away tables and chairs, or running events, they just do it. They are the backbone of the Hall; they are clear evidence that the Hall is established as a community centre and hub for surrounding villages and I am very grateful to each and every one of them. Their numbers peaked for the Annual Fun Day, when we had 76 volunteers. An incredible input from a village of 500 residents!

Without the volunteers, there would be no Hall, but it is the Trustees who put the platform in place and who do all the worrying about whether it is all heading in the right direction and washing its face. I say every year, and it bears repetition, that the village is extremely lucky to have such a group of Trustees working on their behalf. On your behalf, I would like to thank them all, but draw attention to those who have decided to step down.

Wendelien Bellinger stood down in September 2017, Wendelien worked tirelessly with TecTamers to get our Booking Bug online booking system up and running. She also set up and ran the Kids’ Club, overseen the 100 Club and is responsible for the regular Email update on Events. Although she is no longer a Trustee, Wendelien has carried on running these events with her usual skill and enthusiasm and we are very grateful that she continues this key role.

Susan Bowden-Pickstock stood down at the end of the year to concentrate on her onerous duties in the Parish. Susan always acted as a connection with the wider community and helped us to see the bigger picture. We are grateful for her input.

Ian Barrett has decided to stand down as our Financial Director and Company Secretary. Ian was one of the first people I approached when I was asked by the Parish Council to set up a Project Team. I visited him just after the first referendum on the future of the Drill Hall. He listened to what I had to say, arms folded, said nothing for what seemed an age, and then threw his hat into the ring. Since then, he has been a complete rock, and there could have been no better custodian of the finances. He has worked tirelessly and attended uncountable meetings and sessions in the Orange Tree. I didn’t know Ian when we first became involve. Now we are close friends – perhaps one of the unexpected benefits of being a Trustee. Ian leaves us with a reserve of £85,000 and having made a profit every year. We thank him for his hard work and promise not to spend it all at once!

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Although staying on as a Trustee at this AGM, Sue Hardy will stand down as Treasurer at the end of 2018 and I want to pay tribute to her here and now. Sue has been the Treasurer of pretty much everything in Thornham over the past 25 years or so. Her copper-plate ledger books are the stuff of legend. She can probably tell you who spent what on jars of coffee in the Drill Hall in 1995 – should you wish to know. All this she has done with the greatest enthusiasm, almost always with a smile on her face. She is loved by us all and we are grateful for everything she has done, and continues to do. It is a fair tribute to say that we have had to invest in a computerised accountancy package to replace her!

We look forward to welcoming Sue Herbert and Sam Staveley as new Trustees, and assure them of a warm welcome. We are sure that they will add just as much to TVH as their predecessors have done.

John Warham  
Chairman, June 2018

Cllr Needham thanked Mr Venes for reading the report.

**It was resolved to return to closed session.**

**8. Registering CL56**

The Clerk advised that the Council were still trying to ascertain what area had been left off by the Land Registry. Cllr Gulliver is presently talking with the RSPB to ascertain what area they rented if any with Crown Estates. **It was resolved for Cllr Gulliver to continue to ascertain the position.**

**9. Neighbourhood Plan**

Cllr Gulliver advised that there was very little to report. The group are making steady progress. Mr Ranley-Wilson is undertaking the Website and getting the problems as the Clerk regarding updating and may swap over to an all wordpress site.

**10. Website**

(Please see minute no 5)

**11. Dog Bins**

Cllr Chesterman and Cllr Needham had visited the area and found a suitable site between the Telephone Box and the Bus Shelter. **It was resolved for Cllr Chesterman to get the house numbers of the houses that need consulting and get them to the Clerk so she can write.**

**12. Office Equipment**

The Clerk advised that she did not have a preference over a Windows Laptop and an Apple Mac. The Clerk said that Apple Products use to be more resilient to viruses but felt that an Apple Air was not as robust as a MacBook. **It was resolved for the Clerk to keep a check on the apple refurb site.**

**13. Court Action**

Cllr Needham thanked everyone who had attended the recent hearing especially the ones that put themselves forward to give evidence, also everyone for all the

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support leading up to the hearing. It is just a waiting game now and hopefully the Council will have the decision by the end of the month.

Cllr Needham advised that Cllr Greef and himself had cleared the small pipe under the road at Green Lane/Shore Lane several times in the last few day but as they clear it, it is filled up again. If anyone knows who is undertaking could they please let the Clerk have the details please.

**14. Village Ponds**

Cllr Bett advised that the pond would be cleared but because of the area being set aside he was not able to undertake until Harvesting the potatoes and should be completed in September.

**15. Finger Posts**

The Clerk advised that Cllr Jamieson was going to check this out with the County Council. **It was resolved for the Clerk to email Cllr Jamieson and ask for an update and the item to remain on the agenda.**

**16. Permissive Path**

Cllr Jamieson and Mrs Mocatta had agreed to walk and look at the signage on the Permissive Path. **It was resolved for the item to be deferred to the July meeting.**

**17. Grasscutting**

Cllr Greef had kindly volunteered to undertake the cutting of the two little village greens. **It was resolved for Cllr Greef to undertake the cutting and issue his receipts for petrol etc for payment.**

**18. Village Drainage**

Cllr Needham advised that the drain that carries rain water etc is blocked between Pear Tree and Tucks Close. **It was resolved for the Clerk to report to NCC Highways.**

**19. Standing Orders**

The Clerk advised that she was waiting for the latest version/instructions and would circulate as soon as possible.

**20. Financial Regulations**

The Clerk advised that she was waiting for the latest version instructions and would circulate as soon as possible.

**21. Asset Register**

The Clerk handed round copies of the Asset Register no changes necessary

**22. End of Year Accounts**

**a) to receive the Internal Auditors Report.** The Clerk circulated a copy of the Internal Auditors Report. **It was resolved for the report to be discussed at the next working group meeting on the 5<sup>th</sup> July and reported back to Full Council on the 11<sup>th</sup>.**

**b) to approve the Annual Governance Statement.** Cllr Needham read out the statement unit by unit and duly ticked and signed the statement.

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**c) review Internal Control.** The Clerk reported that new Councillors needed to be put in place to help Cllr Brown with reviewing internal control. **It was resolved for Cllr Chesterman and Cllr Bett to take on this role.**

**d) to approve the Statement of Accounts.** The Clerk had previously circulated all the accounts paperwork. All Councillors were happy with the accounts. **It was resolved for Cllr Needham to duly sign the form.**

**It was resolved for the Clerk to sent off the necessary paperwork to the External Auditor and get the Parishioners Rights notices up.**

**23. Risk Assessment**

The Clerk advised that the Council had a programme of checking all the Parish Assets etc. The New Councillors need to be added to the rota. **It was resolved for there to be a whole Council walk round so everyone knew what to check when on future rota's. This to be arranged for July.**

The Financial Risk Assessment was undertaken by Mrs Mitchell and needs checking and revisions undertaken if necessary. **It was resolved for this to be looked at the next working party meet.**

**24. Planning Applications and Determinations:**

Applications:

18/00925/F Change of Use Application to change office to two letting rooms at Thornham Deli, High Street, Thornham. The Councillors felt that it was originally designated a rooms within the original planning application. The Councillors were also concerned regarding any additional parking requirements and visitors regularly brought boats on holiday. **It was resolved to recommend approval as long as there is adequate parking within the Deli allotted area and no boats to be stored on the premises.**

Any others

Determinations:

18/00706/F Application for demolition of conservatory, extension of porch roof, conservation roof lights to replace dormer windows, internal alterations, new patio door to kitchen, timber arbor to rear elevation at Elie House, High Street, Thornham **-Granted**

**25. Correspondence:**

- a) Email from Pam Lynn re Listed Building Application. The Clerk advised that this was to inform the council that a colleague helping out had approved an application but had not informed the Council.
- b) NCC Letter regarding Parish Partnership Grant for 18/19. Cllr Needham advised that he would like to see Village Boundary Stiles like Ingoldsthorpe have recently installed. Cllr Needham said depending on legal costs this

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might not be possible. **It was resolved for the Clerk to find out the costs involved.**

- c) Email from Thornham Village Hall & Playing Field Committee regarding helpers for the Fun Day on the 25<sup>th</sup> August. Anyone able to help please get in touch.
- d) Email re Coastal Path. **It was resolved for the Clerk to invite the gentleman to attend a Parish Meeting to inform the Council of the plan.**

**26. Accounts for payment**

**June**

E-On Energy Street Lighting – (June)	Direct/Debit	35.77
Tec Tamers Maintenance Direct Debit (June)	Standing Order	25.00

**It was resolved for these payments to be made.**

**27. Payment Received**

Hunstanton Town Council Training Fee £70.00

**28. Items For Next Agenda**

Current Agenda plus Coastal Treasures, Castle Cottages.  
Remove item 13,14,17, 21 & 22.

**29. Date, & Place of next meeting.**

Parish Council Meeting Wednesday 11 July 2018 at the Village Hall, High Street at 7.00pm.

With no further business the meeting closed at 8.30pm

**Action List**

**Clerk**

- Forward Castle Cottages area report to all Councillors
- Check out Office Equipment.
- Chase Cllr Jamieson re Finger Posts and Permissive Path Signage
- Report drainage issues to NCC Highways
- Send of accounts forms to the External Auditor and put up the Electors Rights notices.
- Invite Coastal Path Officer to attend a Parish Council Meeting.
- Comment on Planning Applications
- Make Payments
- Make sure items for the next agenda go on agenda

**Cllr Chesterman**

- Obtain the house names/numbers for Dog Bin Consultation.

**Cllr Gulliver**

- Continue to work on CL56.

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