

Minutes of the Meeting of Thornham Parish Council held on Wednesday 18 April 2018 at 7.00pm at the Village Hall, Thornham.

Present: Cllr A Needham (Chair) Cllr W Brooks Cllr B Gulliver
Cllr A Chesterman Cllr S Greef Cllr E Bett

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

1. Election of Chair for this Meeting.

It was resolved for Cllr Needham to be chair for this meeting.

2. To receive and consider apologies for absence:

It was resolved to accept apologies from Cllr A Brown.

3 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 Chesterman gave a personal interest in planning application. Cllr Greef gave a personal interest in Neighbourhood Planning.

Cllr Needham thanked Cllr Watson, Cllr Brooks and Mr Staveley who talked at the recent Borough Council Planning Meeting regarding the Deli's Application. Cllr Needham said that it was a good result but felt that it would not be the end of the matter.

4. To Receive a Report from the Borough Councillor.

Cllr Watson is not present this evening.

5. To Receive a Report from the County Councillor.

Cllr Jamieson is not present this evening.

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

6. Adjournment of Meeting to allow for public questions.

Deli

A Parishioner asked how long the Deli had to remove the marquee. Cllr Brooks advised that they had 28 days. Cllr Bett advised that if they go to appeal then whilst the appeal is being heard then the marquee could stay in place.

The Coach House

A Parishioner asked what is happening regarding the Castle and a streetlight. The Clerk apologised and advised the Council that agenda item 15 should be The Coach House.

Coasthopper Bus

A Parishioner advised the Council that new Coasthopper Bus Timetables were now available.

Signed:..... Chair Date:

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Bag Ladies

A Parishioner asked what is happening regarding the planters on the corner of Chapel Street. Mr Venes advised that unfortunately the licence had not been achieved and the member who was going to undertake has now left the Council. **It was resolved for the Clerk to apply for the licence.**

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

- 7. Minutes of the Thornham Parish Council Meeting held on 14 March 2018**
It was resolved to approve the minutes and for the Chair to sign as a true and accurate record.

Matters Arising

Bench

Cllr Needham advised that he had met with Gary Hibbit from the Titchwell Bird Reserve and discussed the position of a bench with him. Cllr Needham advised that he had two placed in mind but neither where suitable with the Bird Reserve. Cllr Gulliver asked was there any news regarding the family who wanted to place the bench on the harbour etc. The Clerk advised that they had changed their mind and was thinking outside the Village Hall would be nice and the Clerk had passed them on the Mr Warham. **It was resolved for the Clerk to ask Mr Warham for an update.**

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

- 8. Thornham Village Hall & Playing Field Report**
My last two reports have emphasised the role of the Trustees, who we are and what we do. This month, I would like to give you some idea of how we see the road ahead.

- In December each year, we hold a **Five Year Review Meeting** at which we discuss future plans for the Hall and Playing Field. These are always far ranging and stimulating. Lots of ideas are bounced around, many of which are rejected as being too expensive, impractical, or both.
- **We have considered** building a second MUGA, rebuilding the cricket pavilion with its own changing rooms and extending the existing hall into the current changing rooms, moving the football pitch to the TUC field. More controversially we had tentative talks with TUC about developing the site for care home facilities and affordable housing. **All the above ideas have been rejected.**
- Instead, we intend to look into a **more reduced programme**. This will concentrate on improving the existing pavilion – work on the kitchen is already underway; improving the quality of the Playing Field area (again, already underway, using the Sports England Grant), and we are investigating creating a five-a-side/basketball/games area, possibly tarmac in the area running by the

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permissive path. We also intend in investing in more practical and up to date grass cutting machinery, and are looking at the possibility of engaging a part-time groundsman. We will only proceed with this expenditure if we can secure financial coverage of most of it, via Grants. We are working hard on this. I will keep you updated on these proposals, assuming they are approved by the Trustees.

- We are also looking at the **composition of our Board of Trustees** and analysing the set of skills needed to take the Hall forward in the future. Once this has been done, we will be putting a notice in Town & Around/Link, and asking for people with the requisite skills to come forward and serve as a Trustee.
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- Our **Financial Director and Company Secretary** Ian Barrett has decided not to stand at the next AGM and our Treasurer, Sue Hardy, is standing down at the end of the year. This has concentrated our minds, as we will need to restructure our financial team, which has been a power of strength to us. Fortunately, we adopted the Xero accounting system at the beginning of the year and this makes our job so much easier. Sally Cotton is taking on the Treasurer role in addition to her other responsibilities. We will be looking for a Trustee with accountancy/ financial skills to replace Ian.
- The **AGM** will take place on Thursday, June 14th and we hope to have our new structure and Trustees in place then. We also look forward to welcoming the new nominee from the Parish Council at that meeting.
- I will finish with a couple of success stories. Firstly, I would like to congratulate **Thornham Taverners** on organising a brilliantly successful cricket evening with Graham Gooch. Billy King-Harman, Graham Boal and Sue Herbert showed great teamwork and expertise in making this happen. The Lifeboat provided an excellent dinner and a concessionary price and Lou Howell's team worked wonders looking after the guests. The evening made a profit of £6,500 for the Taverners and £1700 for TVH. This makes it our biggest single fundraiser to date. Many thanks to Graham Gooch for waiving his speaker's fee and to the 100 guests who supported the event.
- Secondly TVH has been **shortlisted in a nationwide competition** to award Good Governance and to show what a difference a good team of Trustees makes to running a Charity. We will know on May 28th whether we are the winners of our group of three. Fingers crossed, but it does show, as did the Marks & Spencer competition which we won, that, even though we are small, we are smart, and can compete on a National scale which is all very reassuring.

It was resolved to return to closed session.

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9. Coasthopper Bus

Cllr Gulliver asked for the agenda item to remain with regards to the winter service.

10. Registering CL56 & 41

The Clerk advised that Land Registry had registered CL56 to the Parish Council in October but it has come to light that not all of CL56 was registered. This has been brought to the Parish Council's attention with the registering of CL41 and also that the Crown Estate have been renting out this part of CL56 when in fact they do not have the right to do so. The Clerk advised that she has only just received a map showing the registered area and this needs to be checked with the original map. It has been suggested that the Council ask The Crown Estates for any monies they have received for this piece of land. The Clerk advised that it might cost more in Solicitors fees than the actually monies owed. **It was resolved for the Councillors to met informally and look over the maps.**

The Clerk also advised that she had received a copy of a letter addressed to a Parishioner regarding the dispute regarding Mr Patrick. The letter advises of a hearing date that the Council have not been advised about from their Solicitors. **It was resolved for the Clerk to check why our Solicitors had not advised us.**

11. Neighbourhood Plan

Cllr Gulliver advised that there was very little to report. He wished to thank Dr Doug Russell for all his help with the website and Christina Jones for all the advise and admin who have recently left the group. Cllr Gulliver advised that he was pleased to advise that Mr Charles Ranley- Wilson whose IT skills with the website will be invaluable and also Mrs Megan Greef who has kindly taken on the role as Administrative Assistant.

12. Footpath Changes – Norfolk Coast Path

The Clerk advised that the emailed changes had been sent round to all Councillors prior to the meeting. Cllr Needham advised that he does not feel there is a need to change and the facilities are in the village and where provided with walkers in mind but guess that the group are trying to keep to the coast, but hopefully some will still venture into the village.

13. Administrative Assistant's Post for Neighbourhood Plan - Clerk

Mrs Greef has kindly taken on this role.

14. Grit Bin – Clerk

The Clerk advised that Ms Bettinson has been on leave and obviously has not got through her emails yet. **It was resolved for the Clerk to chase.**

15. Website

The Clerk advised that Thornham History Society are concerned regarding all the information being removed from the Village Website. The Clerk felt that the current arrangement of putting things on the website was not very user friendly and felt that £25.00 per month was expensive for only hosting. **It was resolved for the Clerk to speak with Mrs Mocatta and ascertain what was originally**

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agreed and the subject to be discussed at the working group for a way forward.

16. The Coach House – Possible Movement of Streetlight.

Cllr Needham advised that he had emailed round as after a site visit he felt that moving to the position towards the old school was the best site and the shortage movement. Cllr Needham said that the Clerk had contacted the Streetlight Maintenance Company and they agreed that it was the better of the two locations. **It was resolved for the Clerk to advise the Developer.**

17. Dog Bin - Drove

Cllr Greef advised that he had been having a general conversation with Cty Cllr Jamieson and the topic of dog fouling was brought up and Cty Cllr Jamieson said that he would be prepared to purchase a dog bin for the Drove. The Clerk advised that The Orchard was in Holme so Holme would need to take further. Cllr Greef believed that the position was on the edge of the TUC field. Cllr Chesterman asked if a bin could be provided at Castle Cottages end of the village and people were hanging and throwing bags all over. **It was resolved for places to be agreed at the working group and then the Clerk can undertake the consultations before applying for licences etc.**

18. Data Protection Act/Data Protection Officer

Cllr Needham advised that this was briefly covered at the training session. The Clerk advised that she was prepared to undertake the role if the Council wished. **It was resolved for the Clerk to undertake the role as DPO and start to undertake the necessary paperwork, which she would draft and email out.**

19. Subscriptions for Advice

The Clerk advised that she had forwarded email on regarding subscriptions for advice the Council were currently with NALC but there were alternatives. **It was resolved for the packages to be looked at by the working group and put on the next agenda.**

20. Accounts

Internal Auditor

The Clerk advised that Mrs Hardy had agreed to undertake this year. **It was resolved to appoint Mrs Hardy as Internal Auditor.**

External Auditor

The Clerk advised that she was not sure if the Council could be exempt or not this year because of the Neighbourhood Plan grant. **It was resolved for this to be discussed at the working group and to work out how the accounts were to be presented for 2018-19 and brought back to the May meeting.**

21. Grasscutting – The Green

Cllr Needham advised that Mr Warham who had cut the grass on the Green for a number of years wanted to retire from undertaking this job. The Clerk felt that County would not take back as we had acquired permission from NCC to take over. Cllr Greef advised that he would volunteer to take on the roll as long as he could use the equipment. **It was resolved for the Clerk to enquire if County would take back.**

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22/23 Annual Parish Council Meeting/Annual Parish Meeting

It was resolved to hold the Annual Parish Meeting on the 9 May and the Annual Parish Council meeting on the 16th May starting at 7.00. The Clerk to booked Village Hall,

24. Planning Applications and Determinations:

Applications:

18/00475/F Butler & Le Gallez Properties Ltd. Application for proposed renovation and extensions to West Hatch Cottage, High Street, Thornham. **It was resolved to recommend approval.**

18/00599/F Mr & Mrs White. Application for single storey roof to form covered courtyard at Mulberry House, Church Street, Thornham. **It was resolved to recommend approval.**

Determinations:

18/00203/LB McGurk Listed Building Application for alterations to Ground floor -Remove bath, add shower. Replace boiler with a range in kitchen. Widen opening in chimney and add wood burner burner in living room. Replace wooden window in kitchen. First floor – Change bathroom/WC/Landing (shape), remove bath replace with shower. Make cupboard off bedroom 1 into en-suite. Build en-suite off bedroom 2 - including moving door and liner – **Granted**

18/00083/F Thornham Deli. Application for sitting of marquee from 1 October to 30 April (Retrospective) at Thornham Deli, High Street, Thornham. **Refused.**

25. Correspondence:

- a) Letter from HM Courts & Tribunals Service.
- b) Letter from Age Concern UK – Financial Assistance

The following list of correspondence can be viewed by arrangement with the Clerk.

- a) Clerks & Councils Direct
- b) Broxap – Brochure
- c) Countryside Voice - CPRE

26. Accounts for payment

March

March Clerk's Salary December to March	101232	530.40
Clerk's Expenses for Dec to March	101233	58.50
HMRC December to March	Direct Payment	132.60

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Norfolk Parish Training & Support – Course	Direct Payment	300.00
Sam Staveley – Padlocks for Sams	Direct Payment	18.00

April

E-On Energy Streetlight Energy	Standing Order	32.31
Tec Tamers Maintenance Direct Debit (Mar)	Standing Order	25.00
Edge IT Systems – upgrade re Neighbourhood	Direct Payment	43.20

It was resolved for these payments to be made.

27. Payment Received

£175.00 – Dersingham Parish Council – Training

28. Items For Next Agenda

Current Agenda plus Office Equipment, Dog Bins, Pond, Bench & Finger Posts.
Remove item 11,12,15 & 22 & 23.

29. Date, & Place of next meeting.

Annual Parish Meeting 9 May 2018 at 7.00pm at Village Hall
Annual Parish Council Meeting 16 May 2018 at 7.00pm at Village Hall
followed by Parish Council Meeting.

With no further business the meeting closed at 8.35pm

Action List

Clerk

- Chase Mr Warham re Memorial Bench
- Speak with Mrs Mocatta re website
- Chase Grit Bin
- Get back to Developer re preferred location for Streetlight.
- Book Village Hall for APM/APCM
- Chase Solicitor re Mr Patrick
- Dog Bin Consultations
- Undertake DPO role and prepare necessary Paperwork and Policies.
- Ask County to take back grasscutting
- Comment on Planning Applications
- Make Payments
- Make sure items for the next agenda go on agenda

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