

Minutes of the Meeting of Thornham Parish Council held on Wednesday 12 June 2019 at 7.00pm at the Village Hall, Thornham.

Present: Cllr C Venes (Chair) Cllr A Chesterman (Vice) Cllr A Needham  
Cllr S Greef Cllr E Bett Cllr B Gulliver  
Cllr I Barratt

Also present: Cty Cllr A Jamieson, Clerk & 6 Members of the Public.

Cllr Venes started the meeting by welcoming Cllr Gulliver and Cty Cllr Jamieson who have not been able to be with us recently.

**1. To receive and consider apologies for absence:  
Everyone present**

**2 To receive Declarations of Interest**

Cllr Venes gave a personal interest in anything concerning TCH&PF Ltd. Cllr Needham gave a personal interest in anything concerning Thornham United Charities and the PCC. Cllr Barratt gave a personal interest in anything concerning Thornham United Charities. Cllr Gulliver gave a personal interest in anything concerning the Neighbourhood Plan and Cllr Grief gave a personal interest in anything concerning the Neighbourhood Plan and the PCC. Cllr E Bett have a personal interest in anything concerning Thornham Farms

**3. Borough Councillor's Report**

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

Cllr Lawton had not been able to attend this meeting.

**4. County Councillor's Report.**

Cllr Jamieson started his report by apologising that he had not been able to attend recently due to over commitments always being on a Wednesday.

Cllr Jamieson advised that there was a National Cycling Event happening in our area from the 27 June to the 30 June. There were time trials around Sandringham on the 27<sup>th</sup> and this has meant that several road closures are in place and on the Sunday, it is a road race from Norwich, Cromer, Holkham, Reepham and back to Norwich. Cllr Jamieson advised that he was Norfolk's Cycling and Walking Champion.

Cllr Jamieson explained that he had been involved regarding getting the old railway line from Lynn to Hunstanton and Hunstanton to Wells back on the map as a cycling route. This might take the pressure off the coast. Cllr Jamieson advised that he was also working with Active Norfolk who are currently working with school and care homes link. He asked if any Parishioners knew of ways to forge a link could they please advise.

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Cllr Jamieson then advised that he had a secondary role within Norfolk County Council for being responsible for the North Coast Finance Division. The budget was ok for 2019/2020 but there was a £35 million deficit in 2021/2022 and he needed to find savings without affecting services. Cllr Jamieson advised that there were 323,000 children in Norfolk and it was the NCC responsibility to maintain services like libraries, footpaths etc. Cllr Jamieson advised of a new special sensory school opening in Great Yarmouth and it is the plan to build further schools across the county. Cllr Venes advised that anything that could assist schools would be very welcome.

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

Shore Road

Cllr Venes made the following statement:

A site meeting was held at the request of the appeal hearing judge on Tuesday 4<sup>th</sup> June to enable her to see the actual site before the formal appeal hearing set for Wednesday 5<sup>th</sup> June. All parties were present with their legal representatives. Cllrs Needham and Venes were there on behalf of Thornham PC.

At the hearing on Wednesday 5<sup>th</sup> the judge said that having considered the papers she could not see how she could determine the appeal on grounds 1 and 2 as the Tribunal has no jurisdiction to do so. A Case Management Conference will take place in September and a final hearing date will be given.

The Parish Council is seeking further clarification from its legal team. There is no additional information at present. TPC will not take any questions on this issue.

Telephone Box Castle Cottages

A Parishioner asked what was happening regarding the state of the Telephone box at Castle Cottages end. The Clerk advised that it was owned by Community Heartbeat. They took them on from BT to put Defibrillators in for villages. As Thornham already have one they are not able to maintain so they can put it down for removal but there is no idea when funding will be available to undertake. The Clerk has checked out and CIL monies could be used to provide a Defibrillators for that end of the village and to do up the telephone box. This item to be put on the next agenda.

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

**6. Minutes of the Annual Parish Council Meeting of Thornham Parish Council held on 8 June 2019**

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

**Matters Arising**

Castle Cottages – Garages

The Clerk advised that Freebridge were currently speak with the tenant of the occupied garage as Freebridge wish to remove both garages and get rid of the asbestos in one go. **It was resolved for the Clerk to Chase.**

Earth Bank on The Green

Cllr Venes explained that he had received numerous emails and telephone calls from concerned Parishioners. Cllr Venes as a matter of interest had spoken with the Enforcement Team at the Borough Council who had already made one site visit and there is another visit planned for the end of June. Cllr Venes he undertook this work at Mr Venes and the Parish Council were mentioned.

**7. To receive a Report from Thornham Village Hall & Playing Fields Ltd.**

Mr Staveley gave a precis version of the following by Mr J Warham:

The Hall has been running now for more than five years, and, once again, I am able to report on a successful year of operation. We made a small profit of £5000 on the year's activities and have a sensible reserves policy in place, whereby £85,000 is set aside to cover any unforeseen events.

The varied activities ranging from Pilates through Fabs Fitness to Makers Mark (organised by Melanie and Colin), Cinema and Satellite (run by Sam, Chris and their teams), and Winter Warmers (organised by Sue Herbert) have all continued to be core activities of the Hall and generate much needed income.

Perhaps the highlight of the year was the Fun Day which attracted 1000 visitors and made a record profit of £10,000. We are grateful to the Committee of Sue Herbert, Carolyn Barrett, Stephanie Mocatta and Melanie Venes for the countless hours they put into making this happen.

As expected after five years of operation, Maintenance costs creep up on us. The Car Park incurs a lot of wear and tear and needs annual maintenance; we upgraded the Children's Play Area with better surfacing. We face more expenditure on the sliding doors and replacement chairs. These costs were foreseen and are provided for, but stress the ongoing need for fundraising, and the importance of a robust Reserves Policy.

The new Xero accounting system was phased in over the latter part of the year and has demanded much effort, in particular from Sally Cotton, Tony Morris and Stephanie Mocatta. We are grateful for their work which will pay dividends going forward. Throughout the year, Sally has responded unfailingly to anything thrown at her, and her part at the centre of the team is much appreciated.

A combination of a Grant from Sports England and the tremendous work of our part-time groundsman Adrian Siddle, has resulted in a Playing Field of much improved quality and it is our objective to make this one of the best grounds around. I would like to thank Adrian for his enthusiasm, as well as his expertise.

Though no longer a Trustee, Wendelien Bellinger has continued to run the 100 Club as well as issue the regular News Bulletins, emailed to all our supporters. These are well received and an essential part of communicating with our audience. Wendelien still finds time to run a Kids Club Day for us in the summer and at Christmas.

Every year, I make reference to change and this year is no exception. In my last report, I paid tribute to the dedicated service Sue Hardy gave, not just to the Hall, but to the whole village over more than 30 years. As we all know, Sue sadly died in January. We all miss her very much and her death brings an era to a close.

Two stalwart Trustees are standing down at this AGM. Alison Wakes-Miller has served cheerfully for four years. Alison picked up the important H&S portfolio and made sure that all was kept in perfect order and also took a lead role in the improvements made to the Play Area, now much extended and improved. Thank you, Alison.

When I was asked by the PC, back in September 2009, to head a Project Team to build a new village hall, the first door I knocked on was Colin Venes'. Throughout the past 10 years, Colin has proved himself to be the rock on which

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the Hall was built. He headed the Hall Committee before Tony Morris took over; he has led us through all aspects of Governance to make sure we conform in all respects, and has moved more tables and chairs than you can imagine. However, it is his expertise as a wordsmith, and in squirreling out Grants where Colin excels. His networking skills were such that, Norfolk Community Foundation would phone him to ask him to apply for a particular grant! In the 10 years in which he has been involved, TVH has raised not much less than one million pounds in grants. An amazing achievement, in which Colin paid a key role.

On behalf of, not just the Trustees, but the whole village, I would like to pass on thanks to Alison, Colin and Sue for everything they have done and achieved.

So, we move on, and I am pleased to welcome two new Trustees, Liz Watson, formerly our Borough Councillor, and well versed in Thornham ways, and Marcus Wakefield who brings some much needed younger blood to the team. We will do our best to make sure they enjoy their time as Trustees.

Finally I would like to thank the Trustees, and all our volunteers, for the many hours of dedicated hard work they have put in throughout the year. Thornham is lucky indeed, to have such a dedicated team.

#### **8. Neighbourhood Plan**

Cllr Gulliver passed this item over to Mr Staveley. Mr Staveley explained that the group have not met recently but had received confirmation from the Borough Council that no SEA was not needed as this would have meant more work but then more grant monies could have been asked for. The next stage is to have meetings with various agencies and local parishes in consultation. Mr Staveley advised that he was going to start writing a piece for The Link every month to keep people informed. This will involve a next steps and timetable etc. Cllr Venes thanked Mr Staveley for his report.

Cllr Barrett then went on to explain that a meeting was needed with the Neighbourhood Planning Team regarding finance as the money going forward was not grant monies but Parish Council monies and had guidelines attached. Cllr Gulliver and Mr Staveley were in agreement for such a meeting. **It was resolved for Cllr Barrett to arrange a suitable date and time.**

#### **9 Bus Shelter**

**It was resolved for the Clerk to chase the Insurance Company as nothing had been received by the Parish Council and nothing has happened on site.**

#### **10. Ditch- Green Lane**

The Clerk advised that she had emailed Ms Bettinson, Highway Engineer and advised her that the Landowner was sure that it was a storm drain and nothing to do with him. Ms Bettinson agreed to go back and check legally and speak with the Landowner direct.

#### **11. Church Street Planter**

The Clerk advised that the sketch still needed to be completed. **It was resolved for this item to be deferred to the next meeting.**

#### **12. University Research Project**

Cllr Venes explained that a Graduate wished to undertake some research on the marsh on an area owned by the Cattlegate Holders. The Parish Council had advised that they had no objection and now the Trustees had agreed as long as he took care of his own Health and Safety they would give permission for him to undertake his research.

**13. Training**

The Clerk advised that she was hoping to get a joint training session set up at Dersingham. Cllr Venes explained the importance of training. Cllr Venes advised that he had broken down Parish Council tasks and after discussion with Councillors they had agreed to champion roles. Cllr Chesterman had agreed to take on Planning, Cllr A Needham to take on drains and ditches, Cllr Greef to take on environment eg streetlights etc. Cllr Bett has agreed to take on writing the piece of The Link. Cllr Gulliver will continue with Neighbourhood Plan and Cllr Barratt will be in-charge of overseeing finance.

**14. Committees**

It was resolved for the Finance and Staffing Committee to meet and take on the first quarter's accounts audit, review the budget for 19/20, review Terms of Reference for this committee and review the Council's financial regulations.

**15. Streetlight Maintenance Contract**

The Clerk advised that the streetlight maintenance contract was up for renewal. Due to problems with other contractors in the past with added extras and slow repairs it **was resolved for another three-year contract be signed with the current contractor.**

**16. Streetlight Energy Contract**

The Clerk advised that she felt there were better deals available and asked permission to go out and obtain quotes. **It was resolved for the Clerk to obtain quotes for the un-metered supply.**

**17. Bank Signatories**

The Clerk advised that the bank signatories needed to be updated due to the elections new personnel etc. **It was resolved for Cllr Barratt, Cllr Bett, Cllr Chesterman and Cllr Needham to be the cheque signatories and for the Clerk to undertake getting the mandate changed accordingly.**

**18. End of Year Accounts**

- a) Audit Form AGAR
- b) Asset Register
- c) Internal Audit

**These items to be taken by the Finance and Staffing Committee.**

**19. Cattlegate Holder Rep**

**It was resolved for Cllr Needham and Cllr Barrett to be joint Cattlegate Holder Reps.**

**20. Parish Partnership**

Cllr Venes asked Councillors to think of something that the Council should achieve that involves NCC Highways. A footpath, a trot etc. The Council had previously obtained the SAM's system, the crossing via the Village Hall and this year the village gates.

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**21. Policies**

The Clerk advised that a review of Policies needs to take place. **It was resolved for the Clerk to send round a list of all the policies that the Clerk recommended the Council to have in place and work out a schedule of yearly review.**

**22. Asset Walk Around Check**

It is time to undertake a walk round asset check. The Clerk agreed to work out a new Council rota. The Clerk advised that it would be a good idea to photograph all the assets and get them on Parish On-Line.

**23. Traffic Calming**

This item covered under 20.

**24. Planning Applications and Determinations:**

Applications:

19/00954/F. Application for removal of existing rotten timber gates and posts and erection of new timber gates c/w cut carr stone walls at The Old Vicarage, Ringstead Road, Thornham. **It was resolved to recommend approval.**

Determinations:

19/00651/F Application for replacement of hipped roof with Gable End at Stable Cottage, Green Lane, Thornham. **Granted.**

**25. Correspondence:**

a) Letter from NCC re Parish Partnership Scheme. **It was resolved for this item to be placed on the next agenda.**

**26. Accounts for payment**

E-On Energy Street Lighting – (June)	Direct/Debit	£ 44.04
Signtech Uk – Post Office- Toad Signs	D/P	£185.04
Norfolk Parish Training and Support – Chair Course	D/P	£ 60.00
High Associates – Neighbourhood Plan	D/P	£1200.00
Megan Greef – Neighbourhood Plan.	D/P	£160.00
TVH&PF Ltd - Neighbourhood Plan – Room Hire.	D/P	£312.00

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

**27. Payment Received**

None received

**28. Items For Next Agenda**

Same agenda Plus  
Parish Partnership  
Engaging with Community Groups  
Sustainability  
Code of Conduct  
Pond Castle Cottages  
Accounts April to June

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

Parish Council Meeting Wednesday 10 July 2019 at the Village Hall, High Street at 7.00pm.

With no further business the meeting closed at 8:30pm

**Action List**

**Cllr Barratt**

- Arrange meeting of Finance & Staffing Committee with Neighbourhood Planning Team.

**Clerk**

- Chase insurance re Bus Shelter
- Chase Freebridge re Castle Cottages Garages
- Obtain quotes for Streetlight Energy
- Place three-year contract for Streetlighting Maintenance.
- Arrange Bank Mandate changes
- Policies work out what is needed and email round.
- Comment on Planning Application
- Make Payments
- Make sure items for the next agenda go on agenda

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