

Minutes of the Meeting of Thornham Parish Council held on Wednesday 10 July 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 Barrett

Also present: Clerk & 7 Members of the Public.

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

**2 To receive Declarations of Interest**

Cllr Needham gave a personal interest in anything concerning Thornham United Charities and the PCC. Cllr Barrett gave a personal interest in anything concerning Thornham United Charities. Cllr Gulliver gave a personal interest in anything concerning the Neighbourhood Plan and Cllr Greef gave a personal interest in anything concerning the Neighbourhood Plan and the PCC. Cllr E Bett has a personal interest in anything concerning Thornham/Lyng 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 had sent his apologies as he is not able to attend this meeting.

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

Website

A Parishioner asked when the website would be up to date. Cllr Venes advised that unapproved minutes were not put on the website, and please bear with us. The Clerk thought that the May minutes were on the site and apologised if they were not and she would put them up as soon as possible.

TVH&PH Ltd

Cllr Venes advised that for some reason a report had been left off the agenda and asked Mr Warham to give his report in the public session.

Mr Warham started his report by advising of new Trustees with Marcus Wakefield and Liz Watson. The first six months of finances were healthy £3,000 profit. The Annual Sausage Sizzle takes place on Friday 26<sup>th</sup> July so please come along and support. Unfortunately the Annual Fund Day had to be cancelled this year due to helpers not being available, but the group are joining in with Apple Day at Drove Orchard on Sunday 6 October. Mr Warham advised that the group came second with the Tesco Bags awards and were awarded £2,000 which will go towards an extension of the Children's Play Area. Mr Warham then advised about the Calor Gas Competition and the group are now down to the last 12. Everyone who gets down to the last 5 gets £2,500 each.

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Cllr Venes thanked Mr Warham for his report.

Castle Cottages Development

A Parishioner advised that the developer undertaking the building of the new houses in Castle Cottages have moved the Grit Bin and have asked to move the 30mph sign to the other side of the road. NCC Highways have not agreed to the movement of the grit bin but on the grounds of visibility they have agreed for the 30mph sign to be moved. The Clerk advised that it would be a good idea to check with Iain Temperton to see if it has any affect with regards to speed watch etc. **It was resolved for Cllr Venes to advise them regarding the Grit Bin and for the Clerk to get Iain Temperton's contact details to Cllr Venes to check.**

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

**6. Minutes of the Parish Council Meeting held on 12 June 2019**

**It was resolved to approve the minutes and for the Chair to sign as a true and accurate record after the following amendments:** Cllr Barratt should read Cllr Barrett throughout. Cllr Grief should be Cllr Greef throughout. Minutes No **4.County Councillor's Report.** Should read Cllr Jamieson started his report by apologising that he had not been able to attend recently due to other commitments always being on a Wednesday. Minutes no6 **Matters Arising Castle Cottages – Garages.** The Clerk advised that Freebridge were currently speaking with the tenant of the occupied garage. Not speak. Minute 8 should read Borough Council that SEA was not needed.

**Matters arising from the minutes.**

Nothing to report.

**7. Minutes of the Parish Council Meeting held on 28 June 2019**

**It was resolved to approve the minutes and for the Chair to sign as a true and accurate record after the following amendment:** Cllr Barratt should read Cllr Barrett throughout.

**Matters arising from the minutes.**

Nothing to report.

Cllr Barrett then asked that Agenda Items 24,25 & 26 be taken next together. **It was resolved for this to happen.**

**8. Accounts April to June**

Cllr Barrett went through the first quarter accounts. Cllr Barrett explained the following:

Bank/Cash Balances on 1 St April 2019 (Rounded)

General PC	16,700.00
C.I.L.	3,100.00
Total	<u>19,800.00</u>
Current Budget Deficit anticipated	<u>2,600.00</u>

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Bank/Cash position at 30 June 2019 (Audited)	
C.I.L 7,900 and General 43,700	<u>51,600.00</u>
<u>Additional Requests for Expenditure</u>	
Neighbourhood Plan estimate	2,200.00
Health & Safety	1,600.00
	<u>3,800.00</u>
Current budget deficit	2,600.00
Potential Deficit	<u>6,400.00</u>

Cllr Barrett finished by saying at if all figures are accurate in the budget, the estimated Bank/Cash position at 31 March 2020 excluding C.I.L. if all additional expenses are agreed will leave us with £10,300. Which is low taking into account legal action monies that might be required and not receiving the finer details regarding the Neighbourhood Plan. Cllr Barrett also advised that it might be necessary to use the C.I.L. monies to cover short falls/ none budgeted items which were allowed under the scheme. **It was resolved to accept the first quarters accounts it was also resolved that no payments would be made without prior approval and an official order.**

**9. Finance & Staffing Committee Terms of Reference**

The Clerk had previously circulated the Committee Terms of Reference. **It was resolved to accept the Finance & Staffing Committee Terms of Reference.**

**10. Financial Regulations**

The Clerk had previously circulated the revised Financial Regulations. **It was resolved to accept the Financial Regulations.**

**11. Neighbourhood Plan**

Cllr Gulliver advised that they were progressing well and had arranged a six weeks consultation period starting in September. Cllr Gulliver advised that they did have expenditure that needed to be paid prior to September or the progress would be delayed and may hinder the planned timetable. Cllr Bett advised that the Finance and Staffing Committee were promised a breakdown of the expenditure which still had not been received and there simply no spare cash for extra expenditure which is being asked for. Cllr Barrett advised that the Parish Council want nothing more than for the plan to be finished as soon as possible. Cllr Barrett thanked the group for all their work but without the breakdown no payment can be made. **It was resolved for Cllr Gulliver to get the breakdown to the Committee.**

**12 Bus Shelter**

The Clerk advised that the insurance company had agreed to pay the claim but only £512.00 as per the policy as that is sum the shelter was insured for. The Clerk advised that she had asked for a copy of the policy. This would leave a short fall of around £800 if the previous quotes still stood. **It was resolved for the Clerk to obtain the copy of the policy and to obtain our copy also.**

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**13. Church Street Planter**

Cllr Needham advised that he had spoken to Ms Bettinson, Highway Engineer regarding the planter at the same time as the Parish Partnership village gates. Ms Bettinson and himself had undertaken the sketch and completed the application form. Ms Bettinson agreed to send through the licence. The planters cannot be more than 1200mm in length x 600mm width x 450mm in height. **It was resolved for Cllr Venes to ask the Thornham Bag Ladies if they were still able to donate towards the two planters.**

Cllr Venes thanked Cllr Needham for sorting the licence out with Ms Bettinson.

**14. Update on Shore Road**

Cllr Venes explained that there was no new information, the situation is as previous reported.

**15. Update on TUC Field – West Bottom Field**

Cllr Needham advised that he asked for this item to go on the agenda and he had not heard anything regarding plans for the field for the last couple of years and he has heard lots of rumours and felt that due to the Parish Council’s involvement with the land exchange he felt that an update would be appropriate. Cllr Barrett advised that nothing has been planned for the field as it is still under a stewardship scheme with Thornham Farms until 2023. Cllr Needham advised that he had some ideas regarding the field and he was prepared to come and talk to the Trustees if they felt it was appropriate. Cllr Barrett advised that any ideas would be great. **It was resolved for Cllr Needham and Cllr Barrett to arrange a meeting.**

**16. Streetlight Energy Contract**

The Clerk advised that she had been looking into Streetlight Energy lately and feels that she can obtain a better price. **It was resolved for the Clerk to obtain quotes for the streetlight energy.**

Cllr Venes asked to take item 17 & 18 together. **It was resolved to items 17 and 18 to be taken together.**

**17. Engaging with Community Groups**

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**18. Sustainability and Meeting Village Organisations**

Cllr Venes had previously sent round a discussion paper. Cllr Venes said that he had been concerned for some time re what seems to me the key issue of the social sustainability of the village. This derives in part from the research undertaken when writing grant applications to BLF et al and has been subsequently informed by seeing the changes to the village population evident along the High Street, and the meeting and research done by Sam Freakley. In a sentence I believe the village will cease to be socially sustainable if the present trend continues unabated.

Cllr Venes said that the change he is describing is the pattern of houses being sold, often by aging residents and the houses being either converted or knocked

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down/rebuilt as 'holiday lets'. Cllr Venes said that this is not a point about either second homes or caravan sites both of which it seems to me largely contribute positively to village life. This process is reducing the active population which makes village society work.

Cllr Venes said that whilst this is in part an issue for the Neighbourhood Plan team, it seems to me that it must go beyond this group, though I trust it significantly impacts on their statements and principles. The Parish Council should lead on this issue, though I would hope the council could work in co-operation with other partners. The simple solution, noting the high cost of housing in Thornham, would be the provision of some affordable/low cost/shared ownership/social housing to provide for a younger working population with some local connection.

Cllr Venes had thought there was nothing that the council could do to remedy this as the council have few powers, no significant land assets and insufficient capital to purchase/develop such a facility even on a very limited scale. However, at the last working party meeting the Clerk spoke interestingly and knowledgeably about the changes that emerge from the Localism Act of 2011. The Good Councillor Guide gives a quick outline of some of the possibilities and there are more which we could have explained to us if the council were seriously interested.

Cllr Venes said he is not suggesting that this would be easy or delivered in the short term. It would require hard work, commitment and a lengthy time frame. The council would need to work with other partners and possibly set up a new body to lead on this. A basic starting point would be to access the General Power of Competence as a PC.

The council would need to talk with other local organisations and businesses. I am aware of the difficulties they have in recruiting staff. I believe other village organisations are also conscious of the different demands that our aging demographic places on village life.

The real purpose of this paper is to see whether my concern is shared to make it worth us as a Council beginning the serious investigative work and liaison with others in the community that could enable us to address the problem. It would be good to start the autumn season by drafting a strategic plan with willing partners and helpers.

Cllr Venes would like the Parish Council to give him permission to arrange and talk with other Village Organisations eg The PCC, the Trustees of the TUC and TVH, and the local businesses. If other Parish Councillors wish to attend the meeting that would be fine. After discussion and a vote **It was resolved for Cllr Venes to start the process of setting up the meetings and advise other Councillors and if they wish to attend they would be very welcome.**

Cllr Venes would also like the Clerk to organise a speaker to come to talk with the Parish Council regarding Rural Exception Sites etc. **It was resolved for the Clerk to organise.**

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**19 Code of Conduct**

Cllr Venes felt that when he was previously a Parish Councillors he had to sign a Code of Conduct and felt that it was good practice for the Council to undertake again. **It was resolved that all Councillors should sign the Council's Code of Conduct and the Clerk handed round copies for signing.**

**20 Pond Castle Cottages**

The Clerk advised the NCC Highways had confirmed that they did not own the pond area and suggested that a Land Registry Check be completed. Cllr Bett advised that the pond is owned by Thornham Farms. Cllr Bett advised that the Farm was prepared to undertake the work but could not achieve without a long reach bucket. Cllr Bett advised that if the Council were prepared to hire the bucket etc then Thornham Farms were prepared to undertake the work and remove the waste. **It was resolved for the Clerk to obtain quotes to hire the bucket etc.**

**21 Health & Safety**

Cllr Barrett advised that he felt the health and safety element of the Council needed to be reviewed. The review needed to take into account financial and asset risk assessments. **It was resolved for the Clerk to obtain three quotes to undertake this work.**

**22 Parish Partnership – Village Gates**

Cllr Needham advised that he had met up with Ms Bettinson and they had agreed on the design required. They would be in Light Oak but payment would need to be made prior to the work commencing. **It was resolved for the Clerk to ask Ms Bettinson for the figure and to get the Parish share paid. This was to come out of the C.I.L. monies.**

**23 Defibrillator**

The Clerk advised that she had sent through a couple of email with appropriate Defibrillators on to place in the phone box at the Castle Cottages end of the village. **It was resolved for the Clerk to obtain quotes for the defibrillator and to see if the Community Heart Beat would support us and perhaps repair the broken glass.**

**24. Policies**

The Clerk advised that a review of Policies needs to take place but she had ran out of time. **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.**

Cllr Venes asked Councillors to think of something that the Council should achieve that involves the Parish Partnership Scheme. A footpath, a trod 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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**25. Asset Inspection Check**

Cllr Venes thanked Cllr Greef for his work on this and asked Cllr Greef if he would get an Action Plan to address items needing attention and then Councillors can decide what they could or could not undertake. Cllr Greef advised that he had already had an action plan in place.

**26 General Power of Competence**

Cllr Venes explained the Council’s Confirmation of eligibility to adopt the General Power of Competence. The Council is able to adopt this power as it has two thirds of Councillors elected at the May Election and a qualified Clerk. It enables a council to do anything that an individual may do so long as it is lawful, but still securing value for money for the public purse. **It was resolved for the Council to adopt the General Power of Competence.**

**27. Planning Applications and Determinations:**

19/01080/F Application for Variation of condition 13 of planning permission 13/00049/FM: Installation of a 15mw solar farm and associated infrastructure - To extend the operational life of the solar farm to 40 years at Solar Farm Lyng Farm Ringstead Road Thornham. **It was resolved to recommend approval.**

19/01128/F. Application for Extensions and alterations to dwelling at Thornleys Barn High Street Thornham Hunstanton. **It was resolved to recommend refusal on the grounds of not in keeping with the area, especially as on a high profile area very visible on the High Street. It is out of scale and mass. The roof line is higher than any nearby property and will overlook other properties overshadowing and loss of light. If the application was approved there would be no option but a condition regarding a Traffic Management Plan of all vehicles put be based on the site not allowed to be on the road, as it would cause great disruption.**

19/01186/F Application for extension to dwelling including new dormer to existing roofline at 5 Lyng Farm Cottages Ringstead Road Thornham. **It was resolved to recommend approval.**

**28. Correspondence:**

- a) Letter from NCC re Parish Partnership Scheme. The Clerk explained that this was for 2020/21 financial year. **It was resolved for this item to be placed on the next agenda.**
- b). Letter from Borough Council regarding change of name regarding Oldfield Cottage, the Green to Oldfield, The Green.

**29. Accounts for payment**

E-On Energy Street Lighting – (July) Direct/Debit	£ 44.04
E-On Energy Street Lighting – (August) Direct/Debit	£ 44.04
K & M Streetlighting Maintenance for the Year D/P	£269.70
S Bristow – balance of wages from 18-19	£100.00

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Mr S Greef – Petrol – grasscutting	£ 7.07
S Bristow wages April to June inc	£tba
HMRC PAYE	£158.60
S Bristow New Laptop	£599.99

**It was resolved for these payments to be made apart from the Clerk's Wages which will be placed on the next agenda.**

**30. Payment Received**

None received

**31. Items For Next Agenda**

Same agenda Plus  
Parish Partnership 2020/2021.

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

Parish Council Meeting Wednesday 11 September 2019 at the Village Hall, High Street at 7.00pm.

With no further business the meeting closed at 9.05pm

**Action List**

**Cllr Barrett/Cllr Needham**

- Arrange meeting of re TUC Field.

**Cllr Venes**

- Speak to Developers re Grit Bin
- Speak with Iain Temperton re 30mph sign
- Speak with Bag Ladies re donation re planters
- Set up meetings with Village Organisations.

**Cllr Gulliver**

- Provide breakdown of Neighbourhood Plan expenditure.

**Clerk**

- Update Website
- Copy of insurance Policy re Bus Shelter
- Obtain quotes for Defibrillator
- Speak with Community Heart Beat re glass
- Obtain quotes for Streetlight Energy
- Arrange rural exception site meeting.
- Quote for long reach bucket for pond.
- Quotes for Health & Safety
- Obtain cost of Parish Partnership re Village Gates and make payment
- 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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These minutes are unconfirmed until approved by full Council and signed by the Chairman